

Minutes
Clayton Planning Commission Meeting
Tuesday, July 14, 2015

1. CALL TO ORDER, ROLL CALL, PLEDGE TO THE FLAG

Chair Dan Richardson called the meeting to order at 7:00 p.m. at Hoyer Hall, 6125 Clayton Road, Clayton, California.

Present: Chair Dan Richardson
 Vice Chair David Bruzzone
 Commissioner Tuija Catalano
 Commissioner Sandra Johnson
 Commissioner Gregg Manning

Absent: None

Staff: Community Development Director Mindy Gentry
 Assistant Planner Milan Sikela, Jr.

2. ADMINISTRATIVE

2.a. Selection of Chair and Vice Chair.

Commissioner Manning moved and Commissioner Johnson seconded a motion to elect Vice Chair David Bruzzone as Chair of the Planning Commission. The motion passed 5-0.

Commissioner Richardson moved and Commissioner Manning seconded a motion to elect Commissioner Johnson as Vice Chair of the Planning Commission. The motion passed 5-0.

2.b. Selection of TRANSPAC representative.

Chair Bruzzone volunteered to be the TRANSPAC representative with Vice Chair Johnson as backup.

Commissioner Richardson moved and Commissioner Manning seconded the appointment. The motion passed 5-0.

2.c. Review of agenda items.

2.d. Declaration of Conflict of Interest.

2.e. Vice Chair Dave Bruzzone to report at the City Council meeting of July 21, 2015.

3. PUBLIC COMMENT

None.

4. MINUTES

- 4.a. Approval of the minutes for the June 9, 2015 Planning Commission meeting.

Commissioner Manning moved and Vice Chair Johnson seconded a motion to approve the minutes, as submitted. The motion passed 3-0-2 (Commissioner Richardson and Commissioner Catalano abstained).

5. PUBLIC HEARINGS

- 5.a. **SPR-02-15, Site Plan Review Permit, Erik and Alexis Alden, 14 Nottingham Circle (APN 120-032-003).** A request for approval of a Site Plan Review Permit to allow the construction of a second-story closet addition measuring approximately 140 square feet in area and 20 feet in height on an existing two-story single-family residence. Pursuant to California Environmental Quality Act (CEQA) Guideline 15301 – Existing Facilities, the project is categorically exempt from CEQA.

The public hearing was opened.

Assistant Planner Sikela presented the staff report.

One of the applicants, Alexis Alden, indicated the following:

- Master bedroom has no master closet.
- We have done our best to integrate the addition with the existing design of our residence.

Commissioner Manning asked why the project was started without permits.

The project contractor, Tim Smith, provided the following responses and explanations:

- We were not aware that you needed a permit for such a minor modification to a residence.
- We looked at different rooflines in order provide the highest level of integration.
- The previous owner was using a previously-existing 22-inch-by-30-inch crawlspace opening to get into an enclosed area adjacent to the master bedroom.
- The crawlspace access to the enclosed area was very unorthodox and so the applicant was interested in having an actual closet with standard access rather than an enclosed area with crawlspace access.

Commissioner Richardson indicated that he could see the framework of the project from Clayton Road.

Vice Chair Johnson indicated that she was glad to see the applicant doing the right thing by applying for a Site Plan Review Permit.

Commissioner Catalano indicated the design of the project will cause minimal impact and she supports approval of the Site Plan Review Permit.

Chair Bruzzone indicated that he concurred with Commissioner Catalano's comment regarding visual impacts and also supported approval of the Site Plan Review Permit.

Vice Chair Johnson moved and Commissioner Manning seconded a motion to approve Site Plan Review Permit SPR-02-15, with the conditions of approval recommended by staff. The motion passed 5-0.

6. OLD BUSINESS

None.

7. NEW BUSINESS

The Planning Commissioners all welcomed the new Community Development Director Mindy Gentry.

Director Gentry indicated that she is looking forward to working for the City.

8. COMMUNICATIONS

8.a. Staff.

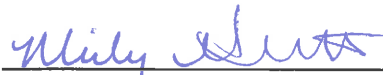
Director Gentry provided status updates on the e-permit processing being finalized at the Contra Costa County Building Department, first and second readings of the Rooftop Solar Permit Streamlining Act Ordinance being done by the Clayton City Council, continued Silver Oak Estates project environmental review, reinstatement of the entitlements for the Oak Creek Canyon project, and the City Council's review of upcoming proposed amendments to the Town Center Specific Plan.

8.b. Commission.

None.

9. ADJOURNMENT

- 9.a. The meeting was adjourned at 7:30 p.m. to the regularly-scheduled meeting of the Planning Commission on July 28, 2015.



Submitted by
Mindy Gentry
Community Development Director



Approved by
David Bruzzone
Chair

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