



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

TUESDAY, AUGUST 26, 2025

7:00 PM

**Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517**

Daniel Richardson, Chair

Maria Shulman,

Joseph Banchero,

Bretten Casagrande,

Nate Brzovich,

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. ELECTION OF VICE-CHAIR

5. ACCEPTANCE OF THE AGENDA

The Planning Commission will discuss the order of the agenda, may amend the order, add urgency items, note disclosures or intentions to abstain due to conflict of interest on agenda items, request Consent Calendar items be removed from the Consent Calendar for discussion. The Planning Commission may also remove items from the Consent Calendar prior to that portion of the Agenda.

6. PUBLIC COMMENT (Non-Agenda Items)

This time has been set aside for members of the public to address the Planning Commission on items of general interest within the subject matter jurisdiction of the City. Although the Planning Commission values your comments, pursuant to the Brown Act, the Planning Commission generally cannot take any action on items not listed on the posted agenda. At the Chair's discretion, up to 3 minutes will be allotted to each speaker.

7. CONSENT CALENDAR

- (a) Minutes from 081225 Planning Commission
[\(View\)](#)

8. COMMUNICATIONS

This time is set aside for the Planning Commission to make requests of staff, and/or for issues of concern to Planning Commissioners to be briefly presented, prioritized, and set for future meeting dates. This time is also provided for staff to share any informational announcements with the Commission.

9. ADJOURNMENT

The next Planning Commission Regular Meeting is Tuesday, September 9, 2025.

Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's website at www.claytonca.gov
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.claytonca.gov
- Any writings or documents provided to a majority of the City Council after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at www.claytonca.gov
- If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.
- E-mail Public Comments: Public comment may also be sent to the City Clerk at cityclerk@claytonca.gov by 5:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire committee and made part of the official meeting file.

Each person attending the meeting who wishes to speak on an agendized or non-agendized matter (within the council's jurisdiction), shall have a set amount of time to speak as determined by the Mayor.



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Skyler Aitken

DATE: August 26, 2025

SUBJECT: Minutes from 081225 Planning Commission

RECOMMENDATION

Approve the minutes of the Planning Commission Meeting of August 12, 2025

BACKGROUND

Minutes from 081225 Meeting

FISCAL IMPACTS

N/A

ATTACHMENTS

[Minutes - Draft - 081225.pdf](#)



**Minutes
Regular Meeting
August 12, 2025
7:00 p.m.**

1. CALL TO ORDER

Chair Dan Shulman called the meeting to order at 7:00 p.m.

2. ROLL CALL

Present – Commissioners Bretten Casagrande, Nate Brzovich, Joseph Banchero, Maria Shulman, Chair Dan Richardson. Community Development Director, Farhad Mortazavi; and Acting City Clerk, Skyler Aitken, were present from the City Staff.

3. PLEDGE OF ALLEGIANCE

Chair Richardson led the Pledge of Allegiance.

4. ACCEPTANCE OF THE AGENDA

No changes to the agenda were requested.

5. PUBLIC COMMENT (Non-Agenda Items)

No public comment

6. CONSENT CALENDAR

A. Accept 072225 Minutes

Commissioner Brzovich made a motion to approve, Commissioner Casagrande seconded. The motion carried 5-0

7. PUBLIC HEARING

A. 5569 Morningside Drive New Single-Family Residence and ADU – Request for Approval of Site Plan Review Permit Application SPR-01-2025.

Chair Richardson recused himself as he lives within 300 feet of the project, and Commissioner Shulman led the discussion.

Farhad Mortazavi, the Interim Community Development Director, presented for the public hearing that was continued from last meeting.

The commissioners asked questions of Farhad and the developer, which were answered.

Commissioner Shulman closed the public hearing and opened up public comment. She then closed public comment as no one wanted to comment.

Commissioner Banchero made a motion to accept the resolution, pending an additional item for the developer/owner and a neighbor to come to an agreement around vegetation and privacy, with Commissioner Casagrande seconding. The motion carried 4-0.

Chair Richardson returned from his recusal.

- B.** Revision to City of Clayton Housing Element Update by allowing an additional attached Accessory Dwelling Unit to the approved housing program

Farhad Mortazavi, the Interim Community Development Director, presented on the Housing Element Update.

The commissioners discussed the history of the Housing Element from the state level, the role it plays in the community, and the risk of not passing the element – from a financial level and a practical level when it comes to building. The commissioners also asked questions of Farhad, and he answered, while the commissioners also discussed various elements of the HEU.

Commissioner Shulman moved to approve the resolution related to the HEU, with Commissioner Casagrande seconding. The motion carried 4-1.

8. COMMUNICATIONS:

No communications were shared

9. ADJOURNMENT

The meeting was adjourned at 7:58 p.m. to the next regular meeting of the Planning Commission on Tuesday, August 26, 2025.

Please note the Minutes of this meeting set forth all actions taken by the Planning Commission on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.