



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

TUESDAY, OCTOBER 28, 2025

7:00 PM

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

Daniel Richardson, Chair

Joseph Banchemo, Vice Chair

Maria Shulman,

Bretten Casagrande,

Nate Brzovich,

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. 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 agendaized public hearing or action items, and 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.

5. 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.

6. CONSENT CALENDAR

- (a) Approve August 26, 2025 Planning Commission Minutes
([View](#))

7. PUBLIC HEARING

- (a) Public Hearing to Review and Consider Approval of a Sign Permit Application

[\(View\)](#)

- (b) Public Hearing to Review and Consider Approval of a Reduction to the Required Rear Yard Setback

[\(View\)](#)

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 Special Meeting is Tuesday, November 4, 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 12:00 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: PLANNING COMMISSION

FROM: Leticia Miguel, City Clerk

DATE: October 28, 2025

SUBJECT: Approve August 26, 2025 Planning Commission Minutes

REQUEST

Approve by Minute Order

ATTACHMENTS

[Att A - DRAFT MIN PC 20250826.pdf](#)



**DRAFT – MEETING MINUTES
REGULAR MEETING
PLANNING COMMISSION**

Tuesday, August 26, 2025

7:00 PM

1. CALL TO ORDER

The meeting was called to order at 7:00 PM, by Chair Dan Richardson at Hoyer Hall, in the Clayton Community Library, 6125 Clayton Road, Clayton, California

2. ROLL CALL

COMMISSIONERS PRESENT:

Commissioner Nate Brzovich
Commissioner Joseph Banchero
Commissioner Maria Shulman
Chair Dan Richardson

COMMISSIONERS ABSENT:

Commissioner Bretten Casagrande

Staff Present:

Acting City Clerk, Skyler Aitken

3. PLEDGE OF ALLEGIANCE

Chair Richardson led the Pledge of Allegiance.

4. ELECTION OF VICE-CHAIR

A motion was made by Commissioner Brzovich, seconded by Commissioner Schulman to nominate Commissioner Banchero as Vice Chair.

The motion passed as follows:

Aye: 4 – Brzovich, Banchero, Schulman, Richardson

Absent 1 – Casagrande

5. ACCEPTANCE OF THE AGENDA

No changes to the agenda were requested.

6. PUBLIC COMMENT (Non-Agenda Items)

No public comment as received.

7. CONSENT CALENDAR**A. Accept 081225 Minutes**

A motion was made by Commissioner Brzovich, seconded by Commissioner Schulman to accept and approve the Planning Commission Minutes of August 12, 2025.

The motion passed as follows:

Aye: 4 – Brzovich, Banchemo, Schulman, Richardson

Absent 1 – Casagrande

8. COMMUNICATIONS:

- Commissioner Schulman shared that the Institute for Local Government was having a web series for planning commissioners.
- Chair Dan Richardson stated that he will be stepping down and discontinuing his long-term membership as a Planning Commissioner and Chair at the end of his term in 2026.

9. ADJOURNMENT

The meeting was adjourned at 7:18 p.m. to the next regular meeting of the Planning Commission on Tuesday, September 9, 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.



STAFF REPORT

TO: PLANNING COMMISSION

FROM: Kraig Chalem, Senior Planner

DATE: October 28, 2025

SUBJECT: Public Hearing to Review and Consider Approval of a Sign Permit Application

REQUEST

The applicant seeks to replace the two existing double-faced non-illuminated commercial center entry signs for the Clayton Station shopping center with similar double-faced signs which are proposed to be internally illuminated. Unlike the current entry signs, the proposed sign structures will include directory signage for seven commercial enterprises. The signs are currently situated at primary vehicle entrances on Clayton Road (Ex. G), and Kirker Pass Road (Ex. I).

The signs are proposed to be situated in the same location and will utilize the existing footings.

RECOMMENDATION

Staff recommends that the Planning Commission open the public hearing and accept written and spoken testimony, close the public hearing and adopt the attached Resolution approving Sign Permit application SP-01-2025.

PROJECT INFORMATION

Property Owner:	Phillips Edison & Company
Location: A.K.A.- 1536 Kirker Pass Rd.	5433 Clayton Station Rd.
General Plan Designation:	Kirker Corridor (KC)
Town Center Specific Plan Designation:	N/A
Zoning Classification:	Planned Development (PD)
Surrounding General Plan Designation:	Single Family High Density (HD)

Public / Open Space (PU)
Multifamily Low Density (MLD)

Surrounding Zoning Classification: Limited Commercial (L-C)
Planned Development (PD)

Environmental Review: The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Categorical Exemption Class 3 (Existing Facilities), Section 15301 of the State Guidelines for Implementation of CEQA.

Public Notice: Per Govt. Code 65853, Notice to the property owner, applicant, and property owners within 300 feet is required at least 10 days before the hearing. Notice was issued on or before October 18, 2025.

Authority: CMC Subsection 15.08.030 (B.)(3.)(c.)

APPLICABLE CLAYTON MUNICIPAL CODE (CMC) SECTION
Chapter 15.08 – SIGN PROVISIONS
Chapter 17.80 - LANDSCAPE WATER CONSERVATION STANDARDS

BACKGROUND

To be provided by the applicant.

ANALYSIS

The shopping center borders the city of Concord to the north, south, and west. With the exception of commercial property on the other side of Clayton Rd. and to the south, southwest, the surrounding area is characterized by single and multi-family residential development.

Unlike the proposed commercial entry signs, the existing signs are not illuminated and do not incorporate a directory of businesses located within the Clayton Station Shopping Center. The proposed entry signs will utilize existing footings at least in part. The signs are proposed to be a maximum height of eight (8) feet to ground and will provide backlit Lexan panels for at least seven (7) tenants. Staff did not count the sign structure or Lexan panels when calculating overall size allowed per tenant. Only that portion of copy consistent with definitions (provided below) were considered when determining standard of subsection, 15.08.0704, CMC.

Applicable codes are provided below with “Staff Responses”.

The plan set (Ex. C, sheet 1) indicates that the overall height of the signs will be eight (8) feet in height consistent with CMC, sections 15.08.060 and 15.08.070. As proposed, the applicant appears to have met the requirement for Kirker Pass Rd., which is surrounded by grass.

However, the sign, located at the Clayton Rd. entrance, is slightly raised on the landscape island, which may result in height slightly raised above the eight (8) foot height limit as measured from the paved lane of travel.

The application does not address impacts on landscaping, nor remediation of anticipated damage. The sign on Kirker Pass Rd. (Ex. I, J) is set in the grass. While the Clayton Rd. sign (Ex. G, H) is situated inside a landscape island adorned primarily with tall grass, low shrubs,

and perennial ground cover. It is assumed that at least one shrub will be removed, and that damage will occur to other planted material due to equipment and work crew operating immediately adjacent. The applicant has provided a landscape plan indicating existing and proposed plantings along with a maintenance and water schedule consistent with Ch. 17.80.110 (CMC), to be reviewed and approved by staff prior to issuance of a building permit.

Additionally, the plan set (Ex. C., sheet 1) indicates that final color schemes have yet to be determined. Staff recommend that the applicant provide final color details to be reviewed and approved by staff prior to issuance of a building permit.

15.08.020 Definitions.

J. "Commercial Center Entry Sign" means a sign located at the entry to a shopping center, business area, or office park identifying the center, area, or park and identifying the businesses located therein.

K. "Commercial Sign" means any sign with an image or message which primarily concerns the commercial or economic interests of the sign sponsor or intended audience, or which proposes a commercial transaction.

M. "Directory Sign" means a sign or set of similarly designed individual signs displayed in sequence that lists tenants or occupants within a building or business center and is designed or be viewed primarily by pedestrians (see Sign Illustrations).

O. "Ground Sign (or Freestanding Sign)" means a permanent sign supported by one or more uprights, poles, or braces in or upon the ground or placed upon a planter, wall, retaining wall, or other structure that is not an integral part of a building. A ground sign includes a monument sign, a pole sign, a kiosk sign, commercial center entry sign, directory sign, multiple address sign, neighborhood/district entry sign.

T. "Monument Sign" means a type of ground sign constructed upon a solid appearing base or pedestal (see Sign Illustrations).

MM. "Sign" means any name, identification, description, symbol, display, illustration, or device, including any structure, machine (including vending machine), component parts and paint, viewable by the general public that directs attention to a product, place, activity, person, institution, or business.

NN. "Sign Area" means the area within a perimeter which forms the outside shape, including any frame, and forms an integral part of the display, but excluding the necessary supports, poles, or uprights on which the sign may be placed. If the sign consists of more than one section or module, all areas visible from any position at one time will be totaled.

OO. "Sign Face" means the visible portions of a sign including all characters and symbols but excluding structural elements not an integral part of the display.

15.08.030 Permit Procedures.

3. Planning Commission Review and Approval. The following signs shall be reviewed and approved by the Planning Commission in accordance with Chapter 17.64 of the Clayton Municipal Code.

c. Commercial center entry signs.

Staff Response: Review of the sign application has been reviewed by staff against applicable codes and brought before the Planning Commission for decision.

15.08.060 General Sign Requirements and Standards.

B. Signs in the L-C District—Sign Permits. A sign permit is required in the L-C District for all non-exempt signs as follows:

4. Commercial center entry signs in accordance with the standards of Section 15.08.070 of this chapter.

Staff Response: See applicable section below.

C. Signs in the L-C District—Standards. Ground and building signs relating to on-site commercial activities are authorized in the L-C Districts in accordance with the following standards:

1. The aggregate sign area of any combination of ground signs and building signs for a building or a business shall not exceed one square foot per lineal foot of building frontage or store frontage. Exempt signs, directory signs, commercial center entry signs, pennants, and portable signs are not subject to this aggregate sign limit.

Staff Response: No separate calculation is necessary as no building signs are proposed.

2. Monument signs (ground signs) shall not exceed eight (8) feet in height, and the size of such signs may be no greater than sixty percent (60%) of the allowable aggregate sign area for the building frontage to a maximum of twenty-four (24) square feet.

Staff Response: The signs, as proposed, will not exceed eight feet in height, and the aggregate size limitation does not apply. Instead, as noted in Section 15.08.060(B)(4) the standards of Section 15.08.070 shall apply. See further analysis below.

D. Signs in the PD District. Signs in the PD District shall conform to the standards or signs for uses defined in the applicable General Plan designation. For signs in areas designated commercial by the General Plan, the requirements and standards for signs in the L-C District shall apply unless otherwise specified by a master sign plan.

Staff Response: The signs will be situated within the PD District and are identified on the General Plan Map (Ex. C) as Kirker Corridor, a commercial designation. Therefore, L-C District sign regulations apply.

15.08.070 Regulations for Special Signs.

B. Commercial Center Entry Signs. Commercial center entry signs are allowed in commercial districts subject to the following standards:

1. One (1) sign may be located near each main vehicular entrance to the shopping center, business area, or office park fronting a public roadway.

2. The sign may be a pole sign or monument sign.

3. The sign shall not exceed eight (8) feet in height.

4. Lettering shall not exceed twenty-two (22) inches in height.

Staff Response: The site has two street frontages and as allowed by code a commercial entry sign is located at the vehicle entry on both streets. As proposed, the signs will be ground mounted monuments, no taller than eight feet. Sign lettering is proposed to be less than twenty inches in height. However, it may be worth noting that the "Safeway" directory sign is proposed to have an overall height of twenty inches.

15.08.080 Computation of Sign Area and Height. The following principles shall govern the computation of sign area and height.

A. Computation of Area of Individual Signs. The sign area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative wall when such wall otherwise meets zoning ordinance regulations and is clearly incidental to the display itself.

Staff Response: See applicable section below.

B. Computation of Area of Multi-Faced Signs. The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces visible from any one point. When two (2) sign faces are placed back to back so that both faces cannot be viewed from any point at the same time, and when such sign faces are part of the same sign structure and are not more than forty-two (42) inches apart, the sign area shall be computed by the measurement of one of the faces.

Staff Response: As proposed, only one sign face will be visible from any one viewpoint.

C. Computation of Height. The height of a sign shall be computed as the distance from the grade at the edge of the public way along which a sign is placed or oriented to the highest point of the sign, or any structural or architectural component of the sign. When the grade at the edge of the public way is higher than the site on which the sign is placed, that portion of the sign below the grade at the edge of the public way shall not be included in determining the sign's overall height.

Staff Response: The sign as proposed will be no taller than eight feet as measured from the public right-of-way.

D. Computation of Total Permitted Sign Area. The total area of all individual signs permitted on a lot shall be computed according to Section 15.08.060.C of this chapter. Property fronting two (2) or more streets are allowed in the permitted sign area specified in Section 15.08.060.C for each such street frontage.

Staff Response: commercial center entry signs ... are not subject to this aggregate sign limit.

17.80.110 - Provisions for Existing Landscapes. This section applies to existing landscapes that were installed before January 5, 2017.

A. Irrigation Survey and Irrigation Water Use Analysis. To ensure the efficient use of

landscape water, each owner of property in the City of Clayton is encouraged to utilize resources and services, such as irrigation surveys and landscape water use analyses that are offered by the local retail or wholesale water utility.

B. Water Waste Prevention. Each owner of property in the City of Clayton shall prevent water waste resulting from inefficient landscape irrigation by prohibiting runoff from the target landscape areas due to excessive irrigation or inappropriate run times related to time of day, seasonal and/or variable weather conditions, low head drainage, overspray, or other similar conditions where water flows onto an adjacent property, walks, roadways, parking lots, or structures.

Staff Response: The applicant has provided a landscape and irrigation plan which appears to meet necessary standards.

CONCLUSION

Staff have reviewed the Project relative to the Sign Standards listed in Clayton Municipal Code Section 15.08, which includes conformity with the General Plan. Staff has also reviewed the project with respect to Chapter 17.80 - Landscape Water Conservation Standards. Staff have determined that the proposed signs, as conditioned, conform with the Clayton Municipal Code, and staff recommend approval of the project subject to the conditions of approval provided in Attachment A.

ATTACHMENTS

[Att A - Sign Permit Application \(3-pages\)_Redacted.pdf](#)

[Att B - Plan Set \(5-pages\).](#)

[Att C - General Plan Map.pdf](#)

[Att D - Zoning Map.pdf](#)

[Att E - Sign at Clayton Rd. Photo No.1, courtesy Google](#)

[Att F - Sign at Clayton Rd. Photo No.2, courtesy Google](#)

[Att G - Sign at Kirker Pass Rd. Photo No.1, courtesy Google](#)

[Att H - Sign at Kirker Pass Rd. Photo No.2, courtesy Google](#)

[Att I - Clayton Station Monument Sign Landscape & Irrigation Plan.pdf](#)

[Att J - Proposed Planning Commission Resolution 05-2025 Clayton Station Sign Application.pdf](#)



6000 Heritage Trail, Clayton, CA 94517
 Phone No. 925.673.7300 Fax No. 925.672.4917
www.ci.clayton.ca.us

Sign Permit Application

As Provided in the Clayton Municipal Code Title 15, Chapter 15.08

Mark all that apply: ☐ Administrative ☐ Planning Commission

Below: Office Use Only

File No:

Fee/Deposit:

Received By: SKYLEN AITIN

Date: 8/28/15 Receipt No: 031231

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

1. Applicant/Property Owner Contact Information: (Chantal Olayo)

Applicant Name: Arrow Sign Company-Nikki Vetzmadian

Email: [REDACTED]

Phone No: [REDACTED]

Cell No: [REDACTED]

Address: [REDACTED]

Property Owner Name: Phillips Edison & Company

Email: [REDACTED]

Phone No: [REDACTED]

Cell No: [REDACTED]

Address: [REDACTED]

2. Project Designer Contact Information:

Name of Company designing/manufacturing/installing sign: Arrow Sign Company

Company Address: [REDACTED]

Company Contact Person Name: Nikki Vetzmadian

Contact Person Email: [REDACTED]

Contact Person Phone No: [REDACTED]

3. Project Location:

Address requiring sign permit: 5433 Clayton Station Rd AKA 1536 Kirker Pass Rd

Assessor's Parcel Number(s): 118-031-049; 118-031-056; 118-031-049; 118-031-052

Zoning Classification: PD

General Plan Designation:

4. Submittal Requirements:

☐ Fee - Administrative Review \$ _____ (Make check payable to the City of Clayton)

☒ Deposit - Planning Commission Review \$ _____ (Make check payable to the City of Clayton)

☒ Sign Permit Application

☒ Architectural drawings of proposed sign(s) with dimensions, text dimensions, colors, materials, and structural diagram of how sign will be installed - Maximum size of 11" x 17"

☐ Plot plan and/or elevation of building indicating existing and proposed location(s) of sign(s) on property and/or building

☒ Lighting proposed for sign(s)

☒ Letter of Explanation: Describe the main purpose of the sign(s) to be installed. ☐ Mark if attached

Replace two (2) existing double-face non-illuminated shopping center Commercial Entry freestanding monument signs with two (2) double-face internally illuminated Commercial Entry freestanding monument signs with tenant panels.

5. Important Implementing Information from the City of Clayton Municipal Code:

15.08.010 Purpose.

The purpose of this chapter is to provide standards for the height, size, location, and appearance of building and street graphics, in order to:

- Encourage sound signing practices as an aid to business and to inform the public. Signage is to be used primarily for identification, not for advertising.
- Create an attractive economic and business climate.
- Preserve and improve the appearance of the city as a place in which to live and work and as an attraction to nonresidents who come to visit or trade.
- Protect and enhance the rural atmosphere of the city.
- Minimize adverse effects on public and private property.
- Prevent excessive and confusing sign displays.



Corporate



sales@arrowsigncompany.com
www.arrowsigncompany.com

Manufacturing



Phone
FAX

August 26, 2025

City of Clayton
Planning Department
6000 Heritage Trail
Clayton, CA 94517

Re: Clayton Station – Sign Permit Application
5433 Clayton Road / 1536 Kirker Pass Road

Dear Planning Staff,

On behalf of Phillips Edison & Company, Arrow Sign Company respectfully submits this letter of explanation in support of the sign permit application for Clayton Station. The scope of work consists of replacing two (2) existing non-illuminated, double-face shopping center monument signs with two (2) new internally illuminated, double-face monument signs featuring tenant identification panels.

The proposed signs are designed to enhance visibility for center tenants while maintaining an attractive and cohesive identity for the shopping center. The design incorporates a neutral color palette, aluminum construction, and integrated LED illumination for improved legibility at all hours. Tenant panels will be fabricated from polycarbonate with high-quality 3M graphics applied by others. The center identification “Clayton Station” will be rendered in dimensional aluminum copy, providing a modern, durable upgrade from the existing signs.

The signs will be located at the two existing monument sign locations—one along Clayton Road and one along Kirker Pass Road. The project will utilize the existing footings and supports wherever feasible, minimizing disturbance to the site. Both signs have been designed to comply with applicable city standards for size, height, and placement.

This improvement project will modernize the shopping center’s signage while maintaining sensitivity to the surrounding area. The new internally illuminated monuments will provide clear identification for tenants, improve nighttime visibility and safety, and present an updated, professional appearance consistent with the City of Clayton’s design expectations.

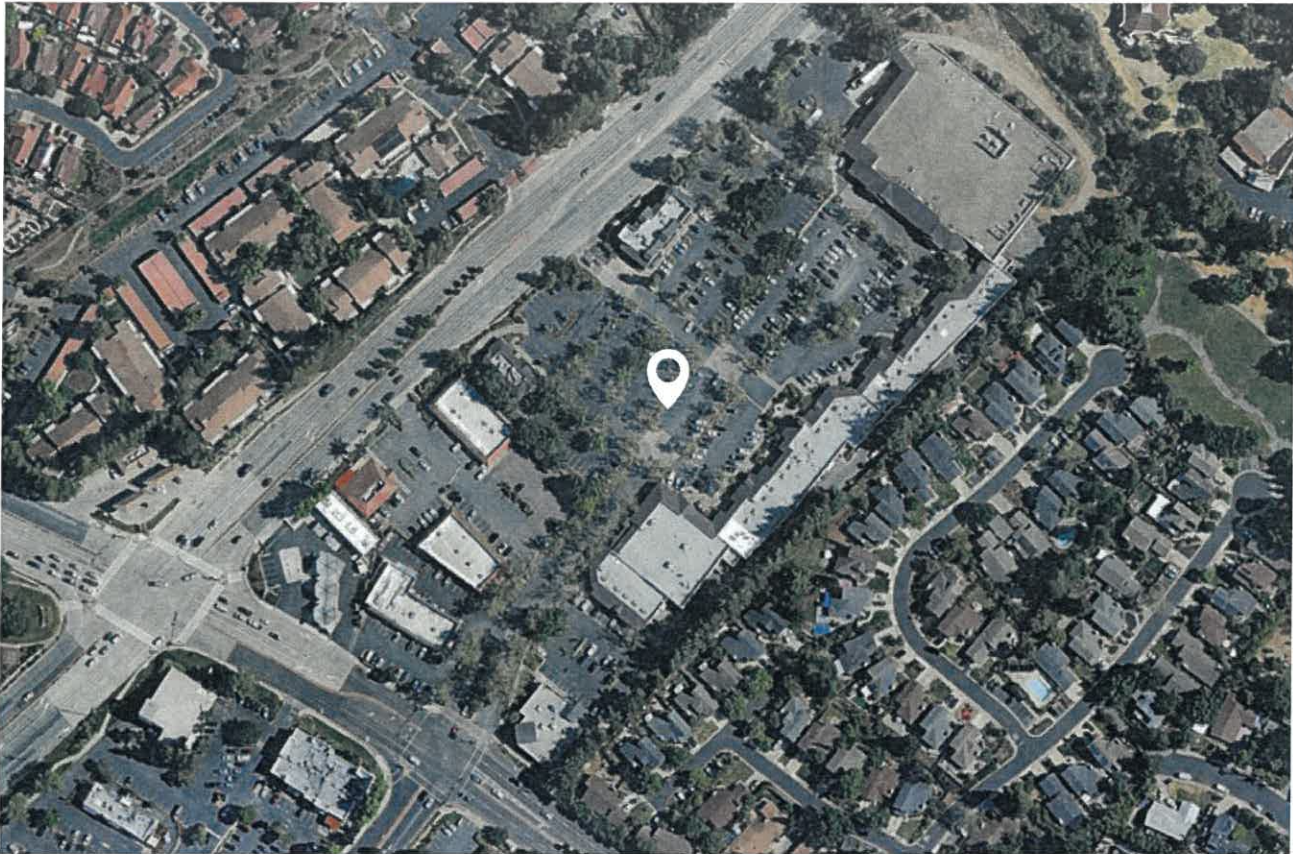
We appreciate your review of this application and look forward to your approval. Please do not hesitate to contact me with any questions or requests for additional information.

Sincerely,

Nikki Vetzmadian
Arrow Sign Company



CA 314794 | NV 0080048 | HI 24742 | WA ARROWSC900NB | AZ ROC274634



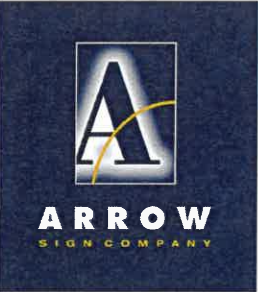
SCOPE OF WORK:
1. Sign A.1 & A.2 - Two (2) double face, illuminated multi-tenant signs.

SIGN	SIZE (H X W)	SIGN AREA	SIGN TYPE
A.1	8' 0" X 8' 0"	64 sq. ft.	Monument
A.2	8' 0" X 8' 0"	64 sq. ft.	Monument
	TOTAL	128 sq. ft.	

Clayton Station

5433 Clayton Road
Clayton, CA

Sheet 0.1	Cover Page
Sheet 1	Sign A.1/A.2 Elevation & Specification
Sheet 3	Site Plan & Property Frontage Measurements
Sheet 4	Sign A.1 Location & Plan View
Sheet 5	Sign A.2 Location & Plan View



Arrow Sign Company
1051 46th Avenue - Oakland, CA 94601
(510) 533-7693
Licensed in California, Nevada, Washington, Arizona and Hawaii
CA License 314794 - C45 Electrical Signs / C51 Structural Steel / C61 Specialty-Cranes



LEFT ELEVATION

SCALE: 1/2" = 1'-0"

A.1 A.2 SIGN ELEVATION

SCALE: 1/2" = 1'-0"

RIGHT ELEVATION

SCALE: 1/2" = 1'-0"

A.1 A.2 SPECIFICATIONS

SCALE: 1/2" = 1'-0"

Two (2) double face, illuminated multi-tenant signs.

ITEM	DESCRIPTION	VENDOR	SPECIFICATION
Tree Cabinet	Aluminum	Matthews	Color TBD with Painted Tree
Tan Column, ID Background Cabinet	Aluminum	Matthews	Color TBD
Tenant Cabinet	Aluminum	Matthews	Color TBD
Tenant faces	Polycarbonate	3M	Clear with white #3630-20 overlay
Upper Ledge	Aluminum	Matthews	Color TBD
"Clayton Station" Copy	1/2" Aluminum	Matthews	Color TBD
Base	Aluminum	Matthews	Color TBD
Illumination	LED	Hanley	LED white
Tenant Graphics	Vinyl		By Others

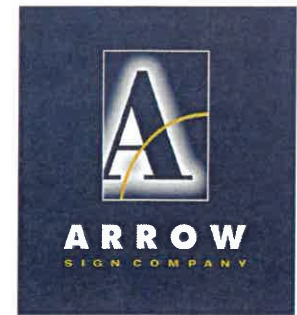
GENERAL NOTES

1. All work is compliant to 2022 CBC and Part 600 CEC codes
2. (1) 120v 20amp dedicated circuit required; existing or provided by others
3. Sign Area: 64 sq. ft. (each)



NIGHT VIEW

NOT TO SCALE



1051 46th Avenue
Oakland, Ca 94601
T. 510.533.7693
F. 510.533.0815
www.arrowsigncompany.com

Project

Clayton Station

5433 Clayton Road
Clayton, CA, 94517

Date:

5-20-25

Sales:

Teresa Best

Design:

Charlie Stroud

File Name/Location:

2025/C/Clayton Station

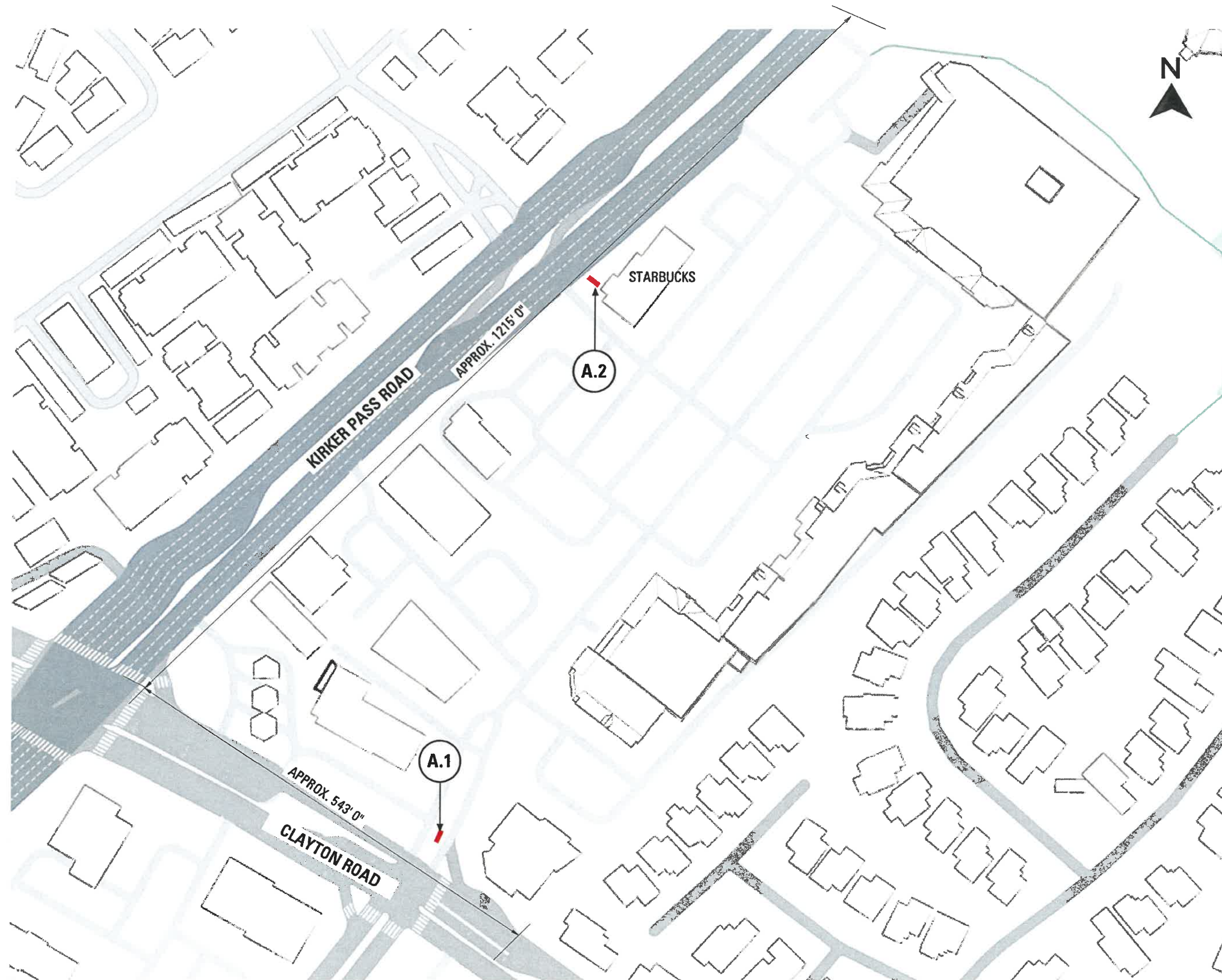
Rev.	Date	Description
A	7-8-25	Revise construction
B	7-31-25	Revise tree graphic
C	8-22-25	Revise specs, add sign direction
D	8-27-25	Add general notes, sign designation

Customer Approval

This drawing is a representation of colors and may not accurately depict final color of product. Refer to paint swatch or material samples for color reference.

ALL RIGHTS RESERVED
This is an original unpublished drawing prepared for you by Arrow Sign Co. in a sign program designed for your business. It is not to be shown to anyone outside of your organization nor to be reproduced, copied or exhibited in any fashion.

50516



SITE PLAN



1051 46th Avenue
Oakland, Ca 94601
T. 510.533.7693
F. 510.533.0815
www.arrowsigncompany.com

Project

Clayton Station

5433 Clayton Road
Clayton, CA, 94517

Date:

5-20-25

Sales:

Teresa Best

Design:

Charlie Stroud

File Name/Location:

2025/C/Clayton Station

Rev.	Date	Description
A	8-21-25	Add site plan, remove option view
B	8-27-25	Add property frontage, sign designation

Customer Approval

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50516

Sheet 3



1051 46th Avenue
Oakland, Ca 94601
T. 510.533.7693
F. 510.533.0815
www.arrowsigncompany.com

Project
Clayton Station
5433 Clayton Road
Clayton, CA, 94517

Date:
5-20-25

Sales:
Teresa Best

Design:
Charlie Stroud

File Name/Location:
2025/C/Clayton Station

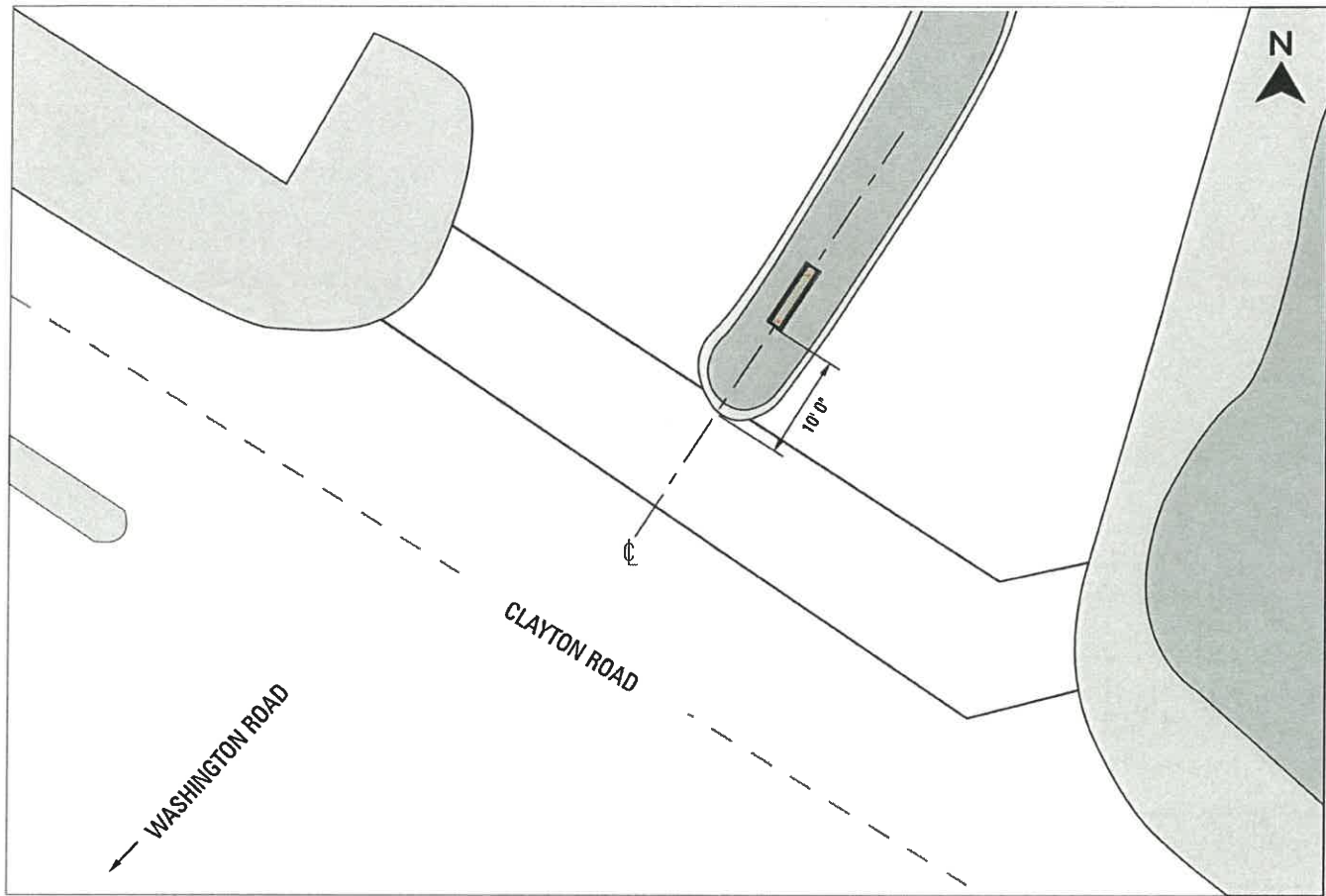
Rev.	Date	Description
A	8-27-25	Add sign designation

Customer Approval

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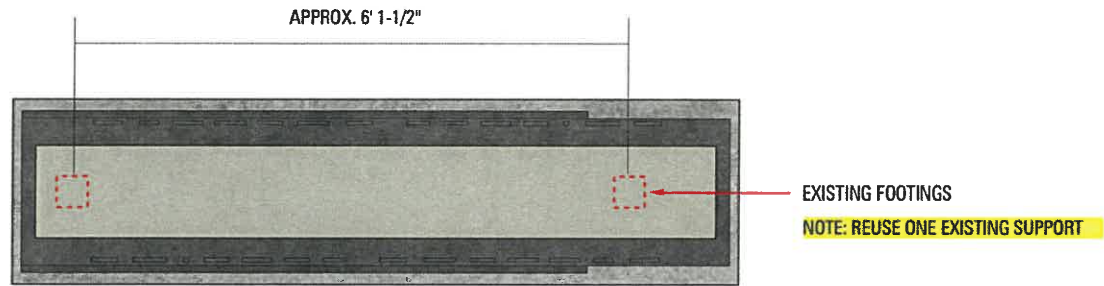
50516



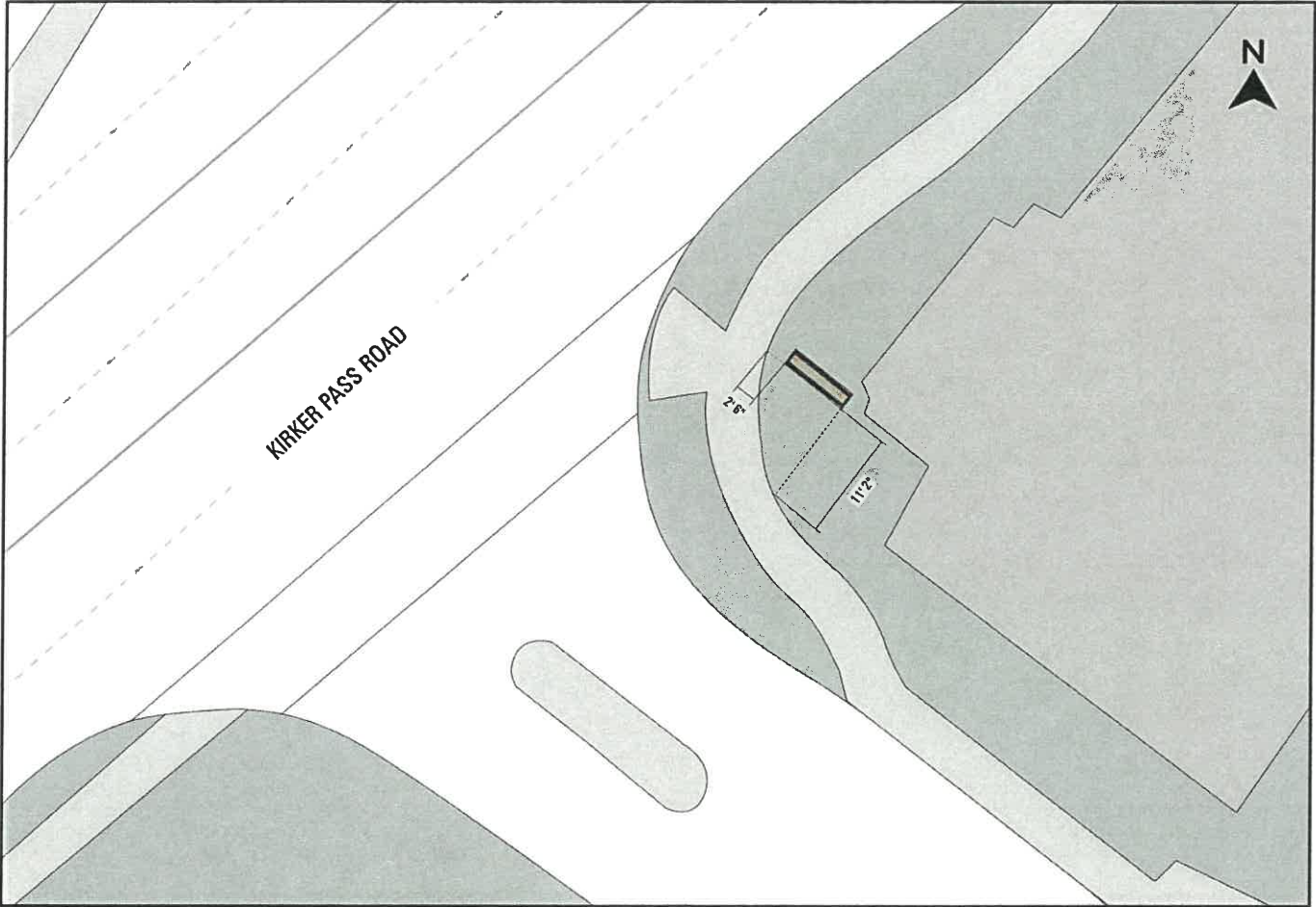
A.1 SITE PLAN - CLAYTON ROAD SIGN



A.1 SIGN LOCATION



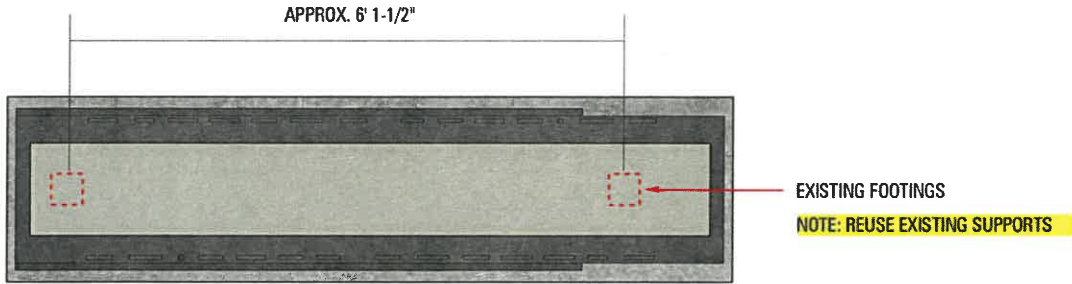
A.1 PLAN VIEW - TYPICAL
SCALE: 1/2" = 1'-0"



A.2 SITE PLAN - KIRKER PASS ROAD SIGN



A.2 SIGN LOCATION



A.2 PLAN VIEW - TYPICAL

SCALE: 1/2" = 1'- 0"



1051 46th Avenue
Oakland, Ca 94601
T. 510.533.7693
F. 510.533.0815
www.arrowsigncompany.com

Project

Clayton Station
5433 Clayton Road
Clayton, CA, 94517

Date:
5-20-25

Sales:
Teresa Best

Design:
Charlie Stroud

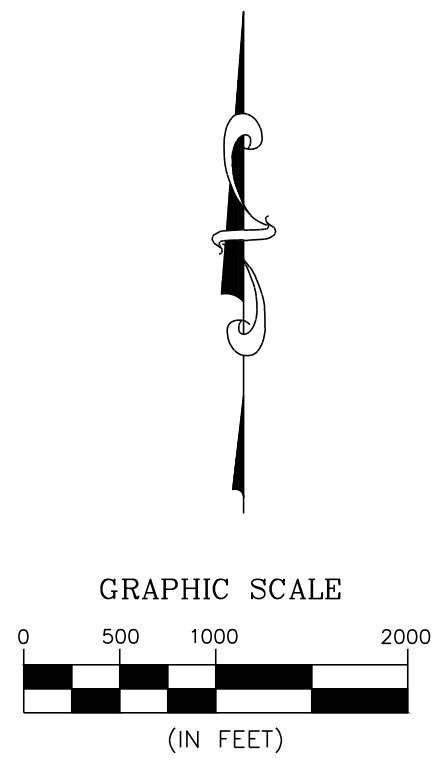
File Name/Location:
2025/C/Clayton Station

Rev.	Date	Description
A	8-27-25	Add sign designation

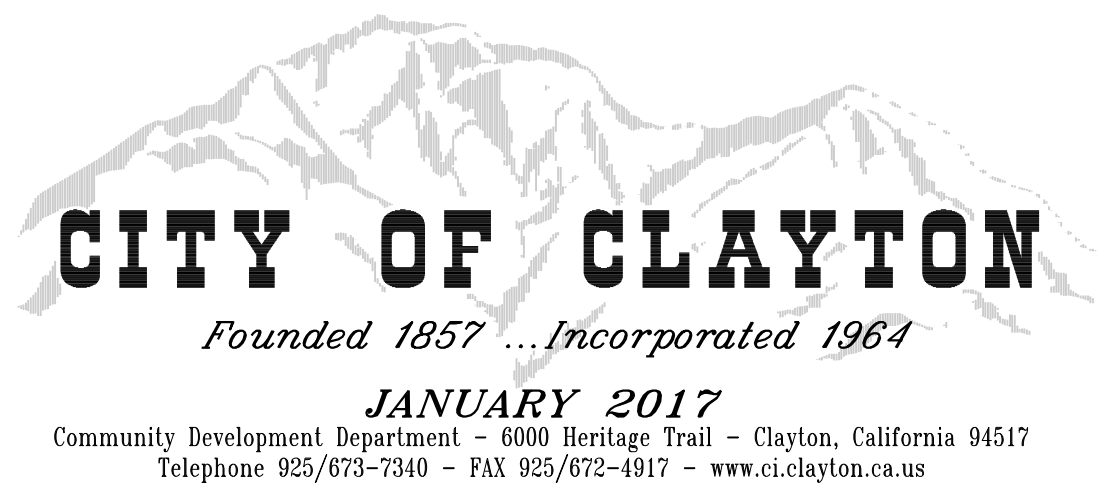
Customer Approval

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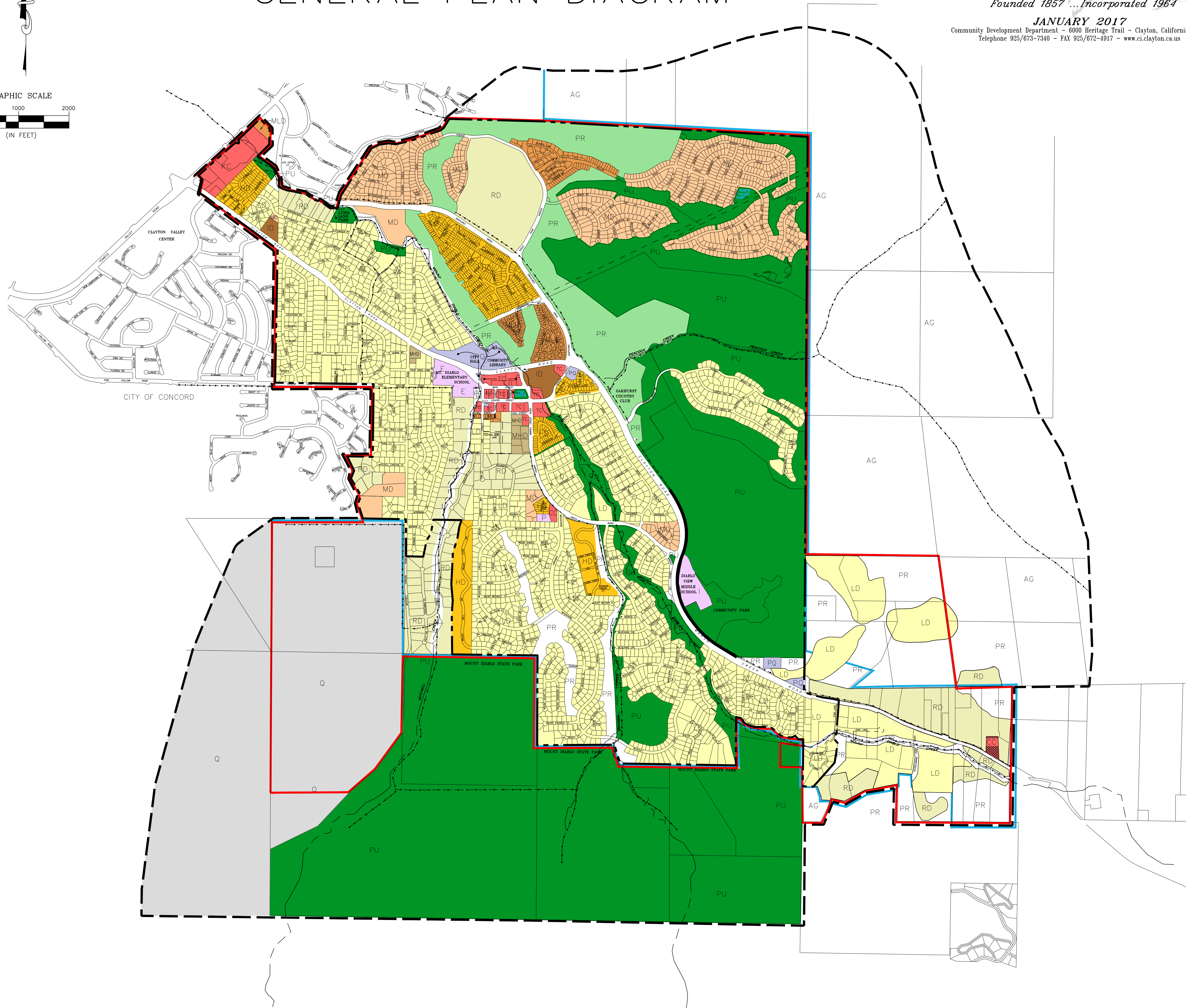
GENERAL PLAN DIAGRAM



Founded 1857 ...Incorporated 1964

JANUARY 2017

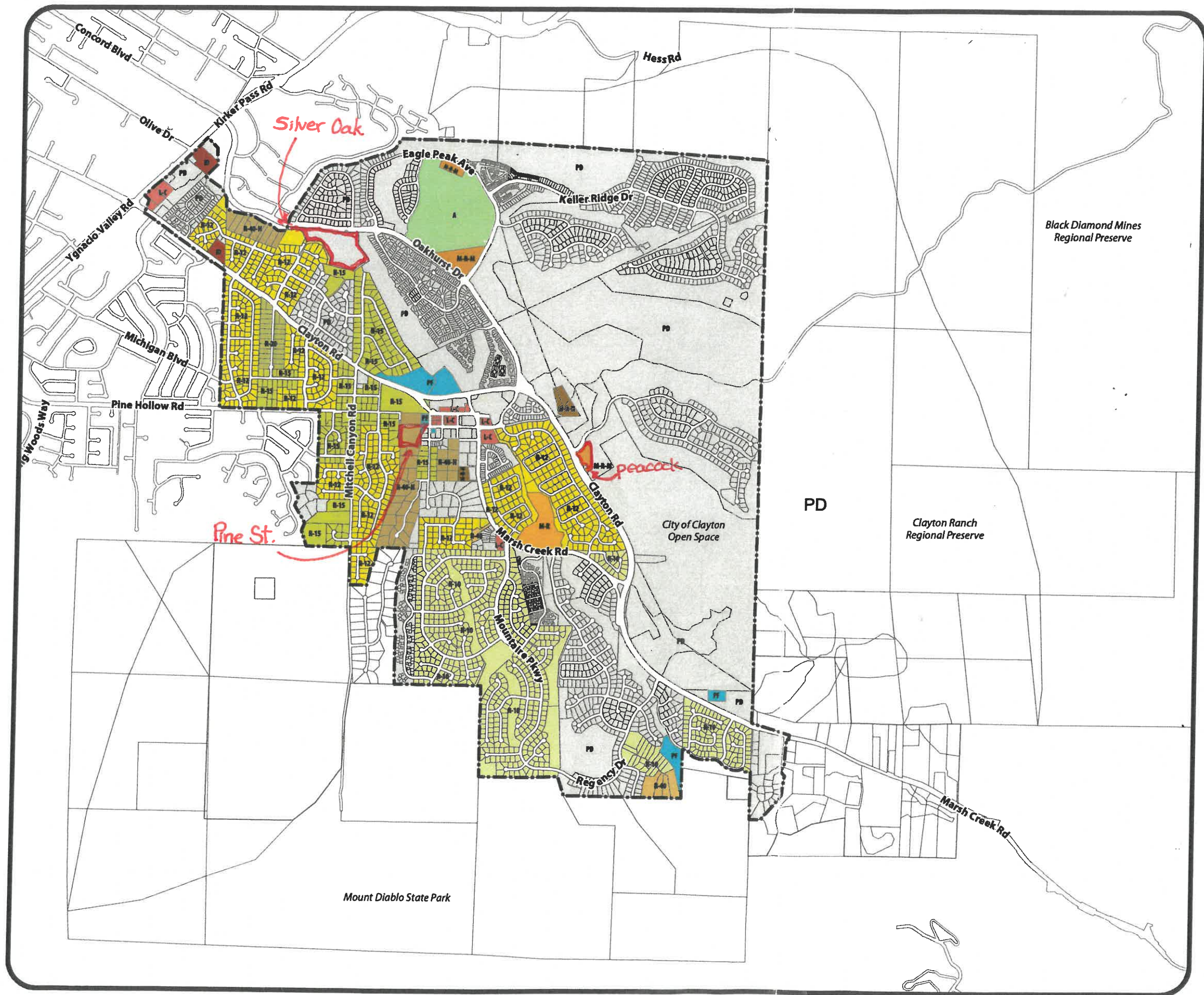
Community Development Department - 6000 Heritage Trail - Clayton, California 94517
Telephone 925/673-7340 - FAX 925/672-4917 - www.ci.clayton.ca.us



LEGEND

	RESIDENTIAL	UNITS/GROSS ACRE
RD	RURAL ESTATE	(0 TO 1.0)
LD	SINGLE FAMILY LOW DENSITY	(1.1 TO 3)
MD	SINGLE FAMILY MEDIUM DENSITY	(3.1 TO 5)
HD	SINGLE FAMILY HIGH DENSITY	(5.1 TO 7.5)
MLD	MULTIFAMILY LOW DENSITY	(7.6 TO 10)
MMD	MULTIFAMILY MEDIUM DENSITY	(10.1 TO 15)
MHD	MULTIFAMILY HIGH DENSITY	(20)
ID	INSTITUTIONAL DENSITY	(7.6 TO 20)
COMMERCIAL		
TC	TOWN CENTER	
KC	KIRKER CORRIDOR	
CC	CONVENIENCE COMMERCIAL	
COMMUNITY FACILITIES		
CV	CULTURAL CENTER	
PQ	PUBLIC/QUASI-PUBLIC	
I	INTERMEDIATE SCHOOL	
E	ELEMENTARY SCHOOL	
P	PRIVATE SCHOOL	
OPEN SPACE		
PR	PRIVATE OPEN SPACE	
PU	PUBLIC PARK/OPEN SPACE/ OPEN SPACE AND RECREATIONAL	
AG	AGRICULTURE	
Q	QUARRY	
PR	PRIVATE OPEN SPACE (GOLF COURSE)	
TRAILS		
BOUNDARIES		
---	CITY LIMITS	
---	SPHERE OF INFLUENCE	
---	URBAN LIMIT LINE	
---	PLANNING AREA	

DATE	RESOLUTION NUMBER	AMENDMENT
7/17/85	22-85	ADOPTION OF CLAYTON 2000 GENERAL PLAN
5/6/87	21-87	KELLER RANCH
3/2/88	13-88	GREYSTONE ESTATES
4/17/90	25-90	OAKWOOD SUBDIVISION
6/15/93	43-93	DOUGLAS ROAD
2/21/95	06-95	MARSH CREEK CIRCLE
6/28/95	43-95	MARSH CREEK ROAD SPECIFIC PLAN
12/1/98	64-98	DIABLO VILLAGE
7/18/00	49-2000	MARSH CREEK ROAD/CLAYTON ROAD
6/1/04	23-2004	DOWNTOWN PARK
7/19/05	03-05	CITY HALL / COMMUNITY LIBRARY
4/5/05	13-2005	OAK CREEK CANYON
12/21/04	63-2004	DIABLO POINTE
2/6/07	05-2007	TOWN CENTER AND VICINITY
4/3/12	11-2012	OLD MARSH CREEK ROAD/CLAYTON ROAD



CITY OF CLAYTON

Founded 1857 Incorporated 1964

Official Zoning Map

FEBRUARY 2024

Residential Districts

- R-10 - 10,000 S.F. Minimum Lot Size
- R-12 - 12,000 S.F. Minimum Lot Size
- R-15 - 15,000 S.F. Minimum Lot Size
- R-20 - 20,000 S.F. Minimum Lot Size
- R-40 - 40,000 S.F. Minimum Lot Size
- R-40-H - 12,000 S.F. Minimum Lot Size
- M-R - Multiple Family Low Density (7.6-10.0 Units Per Gross Acre)
- M-R-M - Multiple Family Medium Density (10.1-20.0 Units Per Gross Acre)
- M-R-H - Multiple Family Low High (20.1-30.0 Units Per Gross Acre)
- ID - Institutional Density

Other Districts

- PD - Planned Development
- PF - Public Facility
- L-C - Limited Commercial
- A - Agricultural

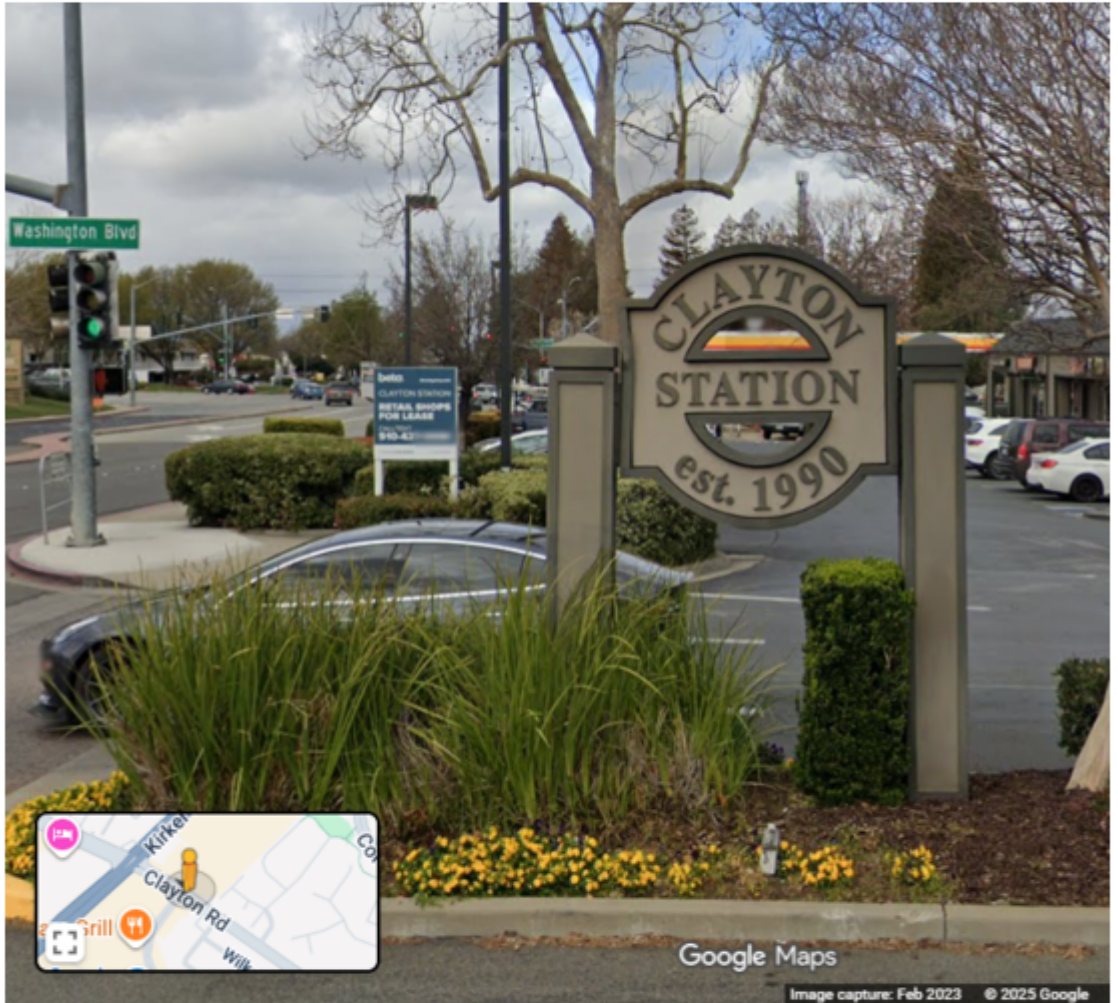
Boundaries

- City Limits

Community Development Department
6000 Heritage Trail - Clayton, California 94517

Telephone: (925) 675-7300
www.claytonca.gov

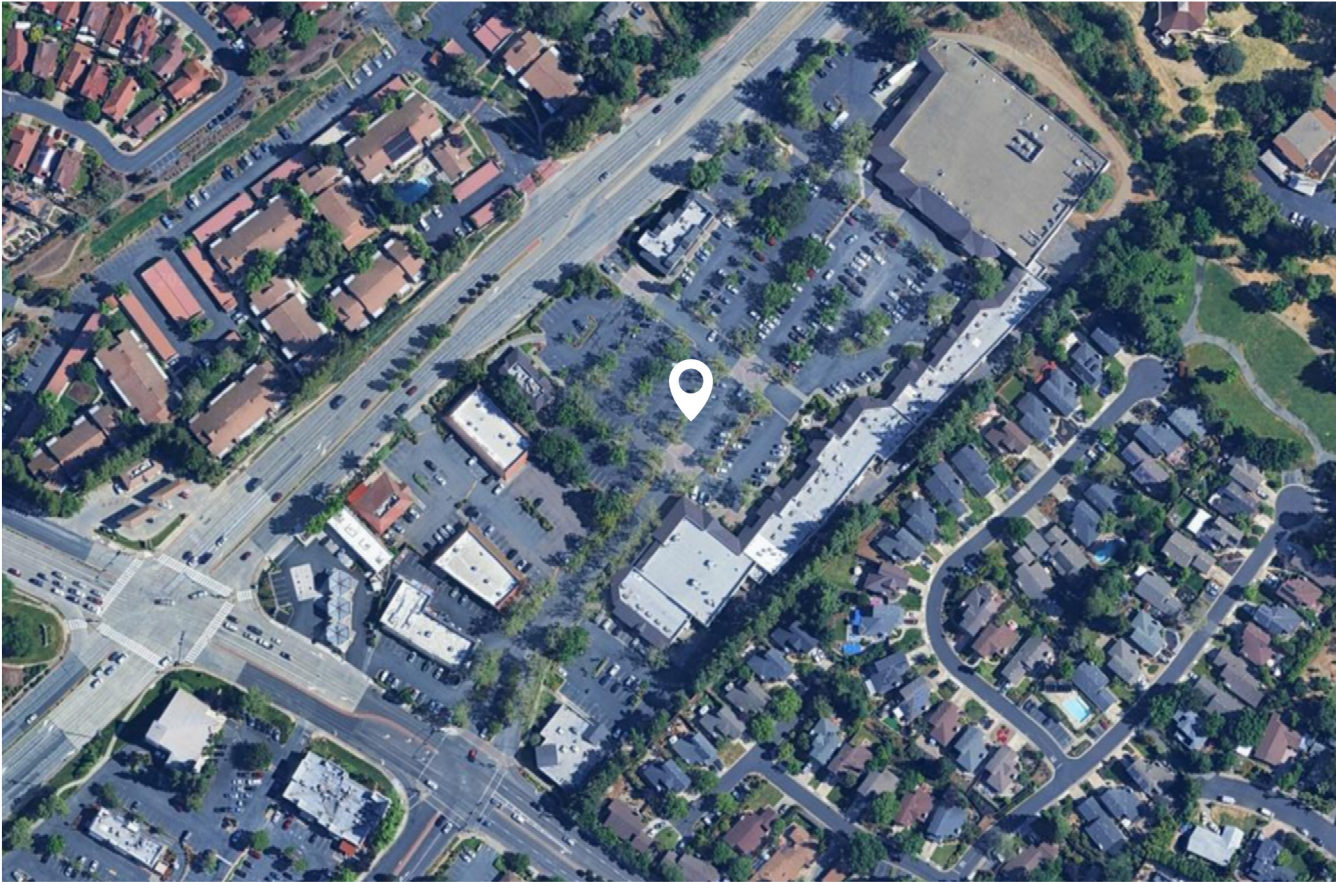












SCOPE OF WORK:
1. Sign A.1 & A.2 - Two (2) double face, illuminated multi-tenant signs.

SIGN	SIZE (H X W)	SIGN AREA	SIGN TYPE
A.1	8' 0" X 8' 0"	64 sq. ft.	Monument
A.2	8' 0" X 8' 0"	64 sq. ft.	Monument
	TOTAL	128 sq. ft.	

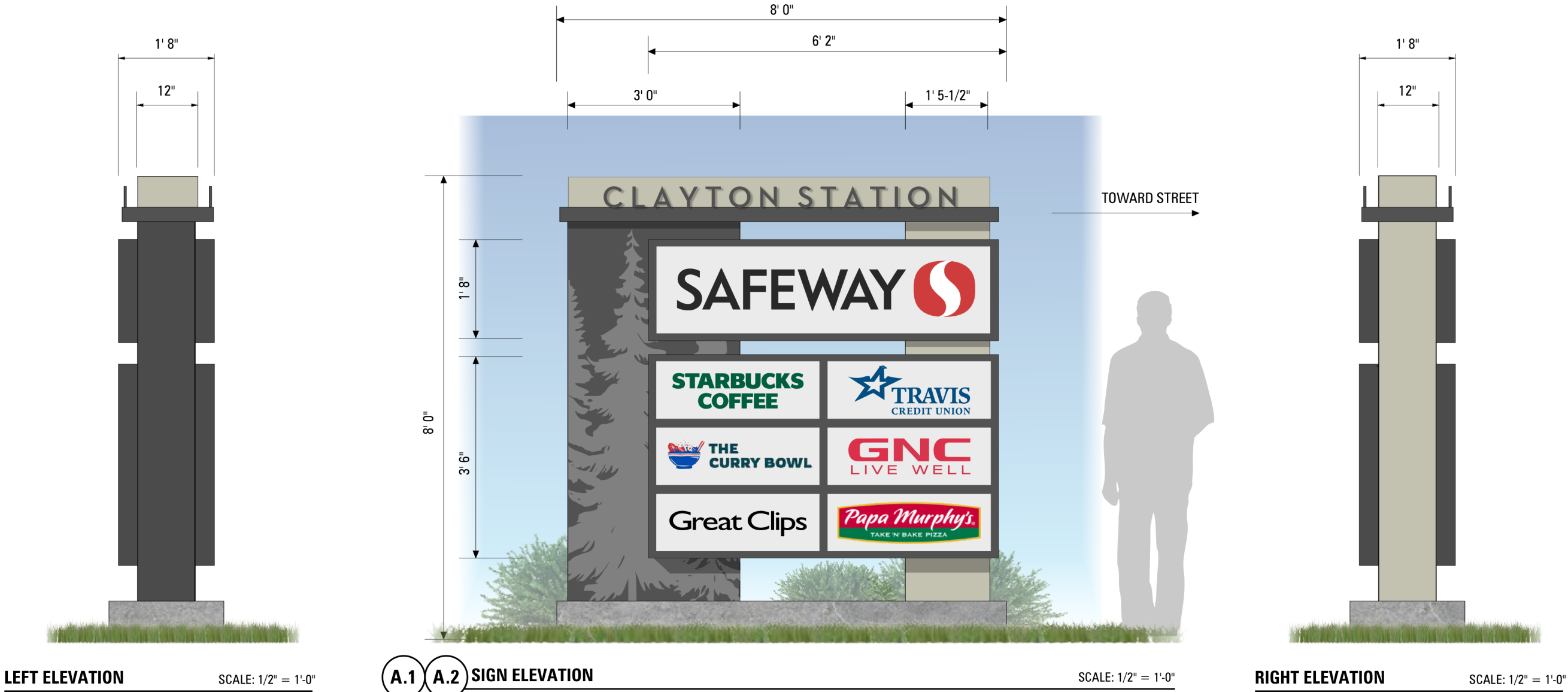
Clayton Station

5433 Clayton Road
Clayton, CA

Sheet 0.1	Cover Page
Sheet 1	Sign A.1/A.2 Elevation & Specification
Sheet 3	Site Plan & Property Frontage Measurements
Sheet 4	Sign A.1 Location & Plan View
Sheet 5	Sign A.2 Location & Plan View
	Landscap Plan - Reference Only



Arrow Sign Company
1051 46th Avenue - Oakland, CA 94601
(510) 533-7693
Licensed in California, Nevada, Washington, Arizona and Hawaii
CA License 314794 - C45 Electrical Signs / C51 Structural Steel / C61 Specialty-Cranes



A.1A.2

SPECIFICATIONS

SCALE: 1/2" = 1'-0"

Two (2) double face, illuminated multi-tenant signs.

ITEM	DESCRIPTION	VENDOR	SPECIFICATION
Tree Cabinet	Aluminum	Matthews	Color TBD with Painted Tree
Tan Column, ID Background Cabinet	Aluminum	Matthews	Color TBD
Tenant Cabinet	Aluminum	Matthews	Color TBD
Tenant faces	Polycarbonate	3M	Clear with white #3630-20 overlay
Upper Ledge	Aluminum	Matthews	Color TBD
“Clayton Station” Copy	1/2" Aluminum	Matthews	Color TBD
Base	Aluminum	Matthews	Color TBD
Illumination	LED	Hanley	LED white
Tenant Graphics	Vinyl		By Others

GENERAL NOTES

1. All work is compliant to 2022 CBC and Part 600 CEC codes
2. (1) 120v 20amp dedicated circuit required; existing or provided by others
3. Sign Area: 64 sq. ft. (each)



NIGHT VIEW NOT TO SCALE



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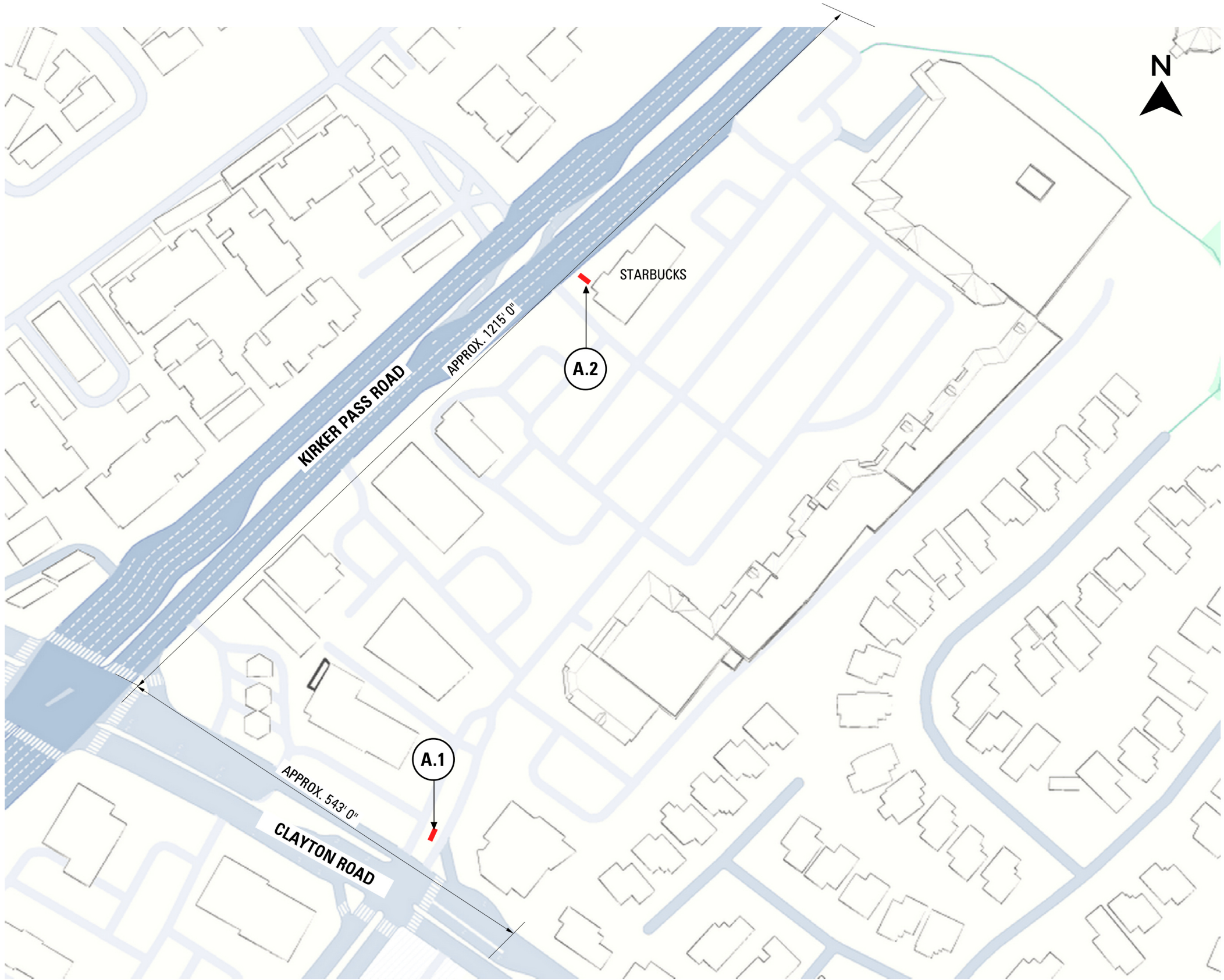
File Name/Location:
2025/C/Clayton Station

Rev.	Date	Description
A	7-8-25	Revise construction
B	7-31-25	Revise tree graphic
C	8-22-25	Revise specs, add sign direction
D	8-27-25	Add general notes, sign designation

Customer Approval

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SITE PLAN



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Project

Clayton Station

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Clayton, CA, 94517

Date:

5-20-25

Sales:

Teresa Best

Design:

Charlie Stroud

File Name/Location:

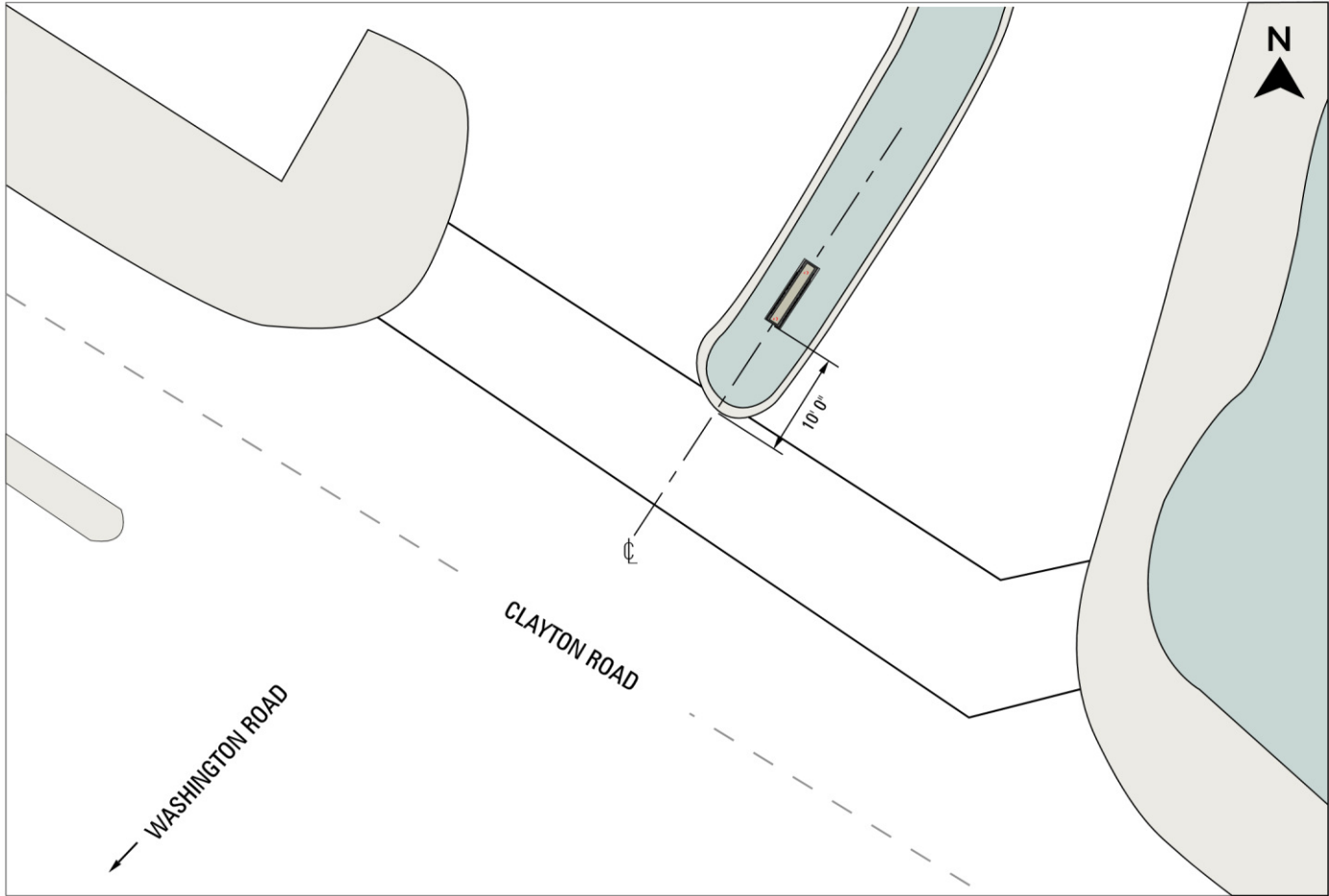
2025/C/Clayton Station

Rev.	Date	Description
A	8-21-25	Add site plan, remove option view
B	8-27-25	Add property frontage, sign designation

Customer Approval

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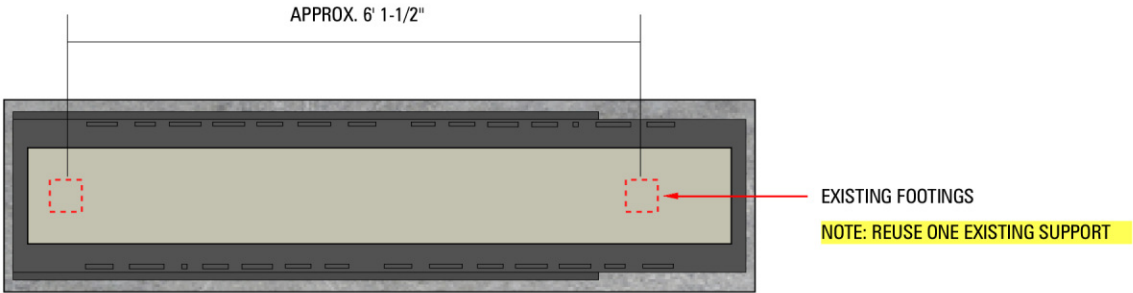
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A.1 SITE PLAN - CLAYTON ROAD SIGN



A.1 SIGN LOCATION



A.1 PLAN VIEW - TYPICAL

SCALE: 1/2" = 1'- 0"



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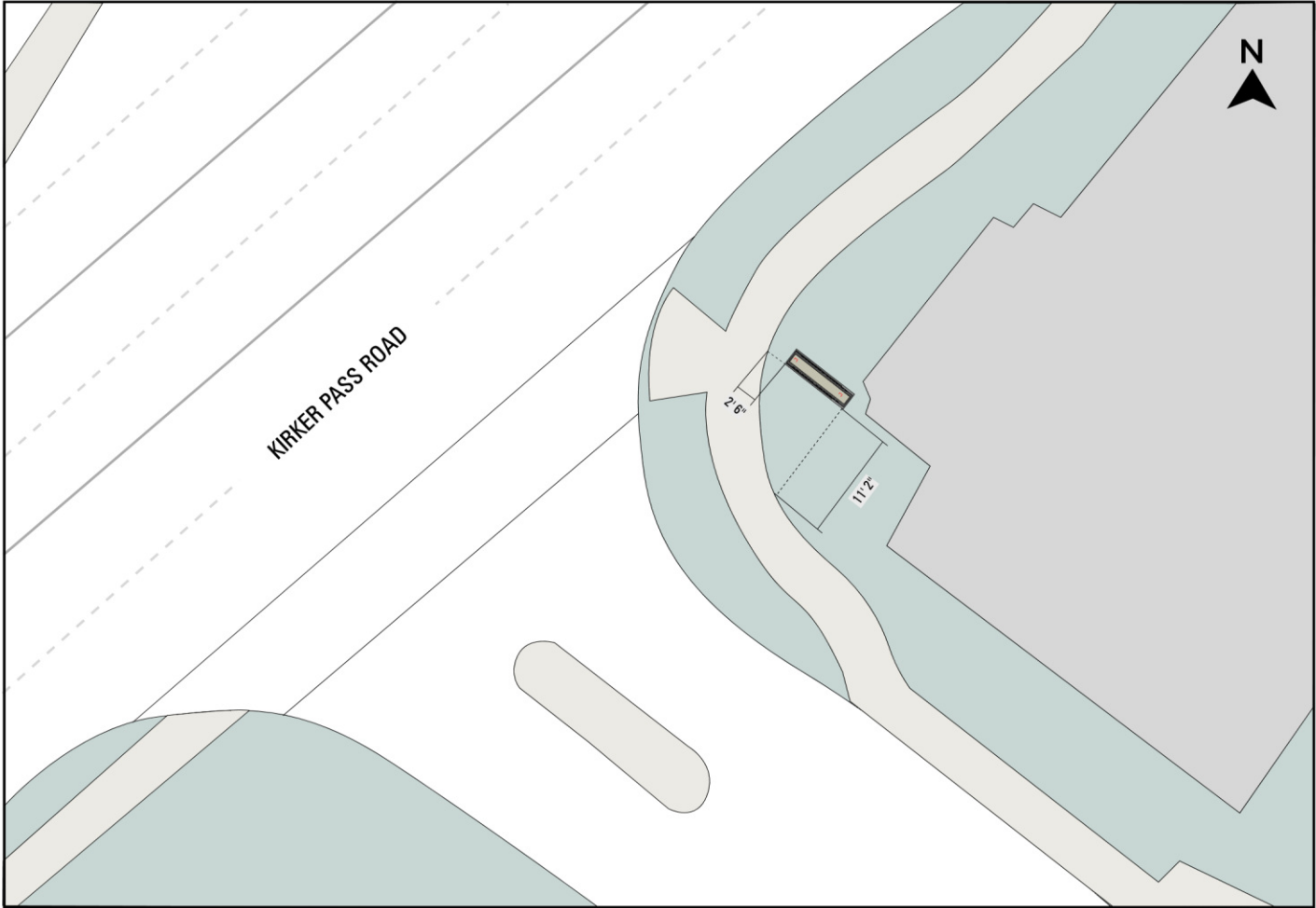
File Name/Location:
2025/C/Clayton Station

Rev.	Date	Description
A	8-27-25	Add sign designation

Customer Approval

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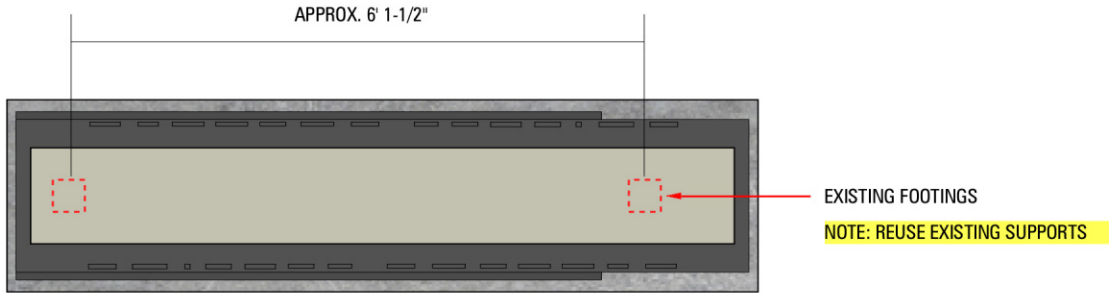
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A.2 SITE PLAN - KIRKER PASS ROAD SIGN



A.2 SIGN LOCATION



A.2 PLAN VIEW - TYPICAL

SCALE: 1/2" = 1'-0"



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Project
Clayton Station
5433 Clayton Road
Clayton, CA, 94517

Date:
5-20-25
Sales:
Teresa Best

Design:
Charlie Stroud

File Name/Location:
2025/C/Clayton Station

Rev.	Date	Description
A	8-27-25	Add sign designation

Customer Approval

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ALTAMONT LANDSCAPE SERVICES INC.

Ph# 925-634-5555

P.O. Box 1643 Brentwood, CA 94513

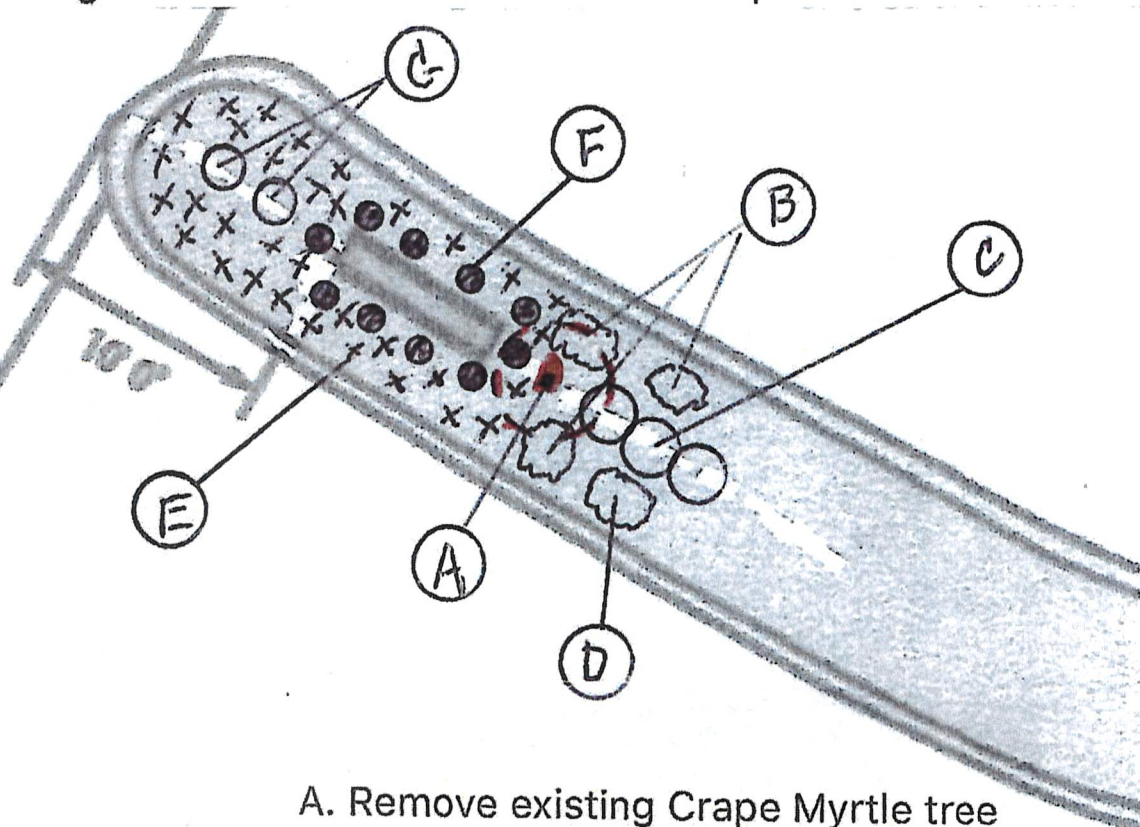
LIC #646062 • info@altamontlandscape.com

Landscape Design for the new sign at Clayton Station located at Clayton Road entrance. Designed on 10/16/25 by Frank Carlson owner of Altamont Landscape Services, Inc.

CLAYTON ROAD

Irrigation notes:

Irrigation is to be converted over to drip in this entire island.



- A. Remove existing Crape Myrtle tree
- B. To remain - 3 existing shrubs
- C. 3 -5 gallon purple, flowering sage
- D. 1- 5 gallon shrub to match
- E. 30- 1 gallon mixed purple and pink ivy geranium
- F. 10-1 gallon carex
- G. 2-1 gal yellow trailing lantana

CITY OF CLAYTON PLANNING COMMISSION RESOLUTION NO. 05-2025

A RESOLUTION OF THE CLAYTON PLANNING COMMISSION APPROVING A SIGN PERMIT APPLICATION TO ALLOW THE REPLACEMENT OF COMMERCIAL ENTRY MONUMENT SIGNS LOCATED AT THE CLAYTON STATION SHOPPING CENTER (SP-01-2025)

**THE CITY COUNCIL
City of Clayton, California**

WHEREAS, the City received an application from the Arrow Sign Company requesting approval of a sign Permit application (SP-01-2025) to allow for the replacement of commercial entry signs for the Clayton Station Shopping Complex respectively located on Kirker Pass Road and Clayton Road; and,

WHEREAS, section 15.08.030 of the Clayton Municipal Code (CMC) authorized the Planning Commission to approve a Sign Permit Application for commercial entry signs; and,

WHEREAS, the Project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Categorical Exemption Class 3 (Existing Facilities), Section 15301 of the State Guidelines for Implementation of CEQA; and,

WHEREAS, on October 28, 2025, the Clayton Planning Commission held a duly noticed public hearing on the Sign Permit Application request (SP-01-2025), and received and considered testimony and evidence, both spoken and documentary.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission does determine the forgoing recitals are true and correct and makes the following Findings for the Approval of Sign Permit application SP-01-2025 based on the Sign Code Standards of Review:

A. The sign is in conformity with the General Plan and any applicable Specific Plan;

The Project is consistent with the General Plan designation and policies since the Project consists of the construction of a sign, a permitted use within the Kirker Corridor land use designation. There is no Specific Plan that is applicable to the project as proposed.

B. The sign is in conformity with the City-adopted standards in the Zoning Ordinance as related to Sign Permits;

In accordance with Clayton Municipal Code Section 15.08, since the Project is comprised of two commercial entry signs, a sign permit reviewed by the Planning Commission is required. The project conforms to all development standards as required for properties within the Kirker Corridor and Clayton Station, Planned Development.

C. Shall not negatively affect the general safety (e.g., seismic, landslide, flooding, fire, traffic) of the City of surrounding area;

The Project preserves the general safety of the community since the Project will be constructed in compliance with the Clayton Municipal Code, California Building Standards Code, and other agency regulations where applicable.

D. Shall be complementary, although not identical, with the existing sign structures in terms of materials, colors, size, and bulk;

The Project is complimentary, although not identical to the signs with which they will replace in terms of materials, colors, size, and will be complimentary with the setting and existing structures.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Planning Commission does hereby approve Sign Permit SP-01-2025, to allow construction of the signs located at the entrances to Clayton Station Shopping Center, subject to the following Conditions of Approval:

1. The applicant shall indemnify, protect, defend, and hold harmless the City and its elected and appointed officials, officers, employees, and agents from and against any and all liabilities, claims, actions, causes, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including, but not limited to, attorney's fees, costs, and disbursements arising from out of or in any way relating to the issuance of this entitlement, any actions taken by the City relating to this entitlement, and any environmental review conducted UNDER THE California Environmental Quality Act for this entitlement and related actions.
2. Any major changes to the Project require Planning Commission review and approval. Any minor changes to the Project shall be subject to City staff review and approval.
3. The applicant shall obtain the necessary permits from the Building Division of the Contra Costa County Department of Conservation and Development. All construction shall comply with the California Building Code.

4. No permits or approvals, whether discretionary or mandatory, shall be considered if the applicant is not current on fees, reimbursement payments, or any other payments that are due.
5. All construction and other work shall occur only between 7:00 a.m. and 5:00 p.m. Monday through Friday, in accordance with Section 15.01.101 of the Clayton Municipal Code, unless otherwise authorized in writing by the City Engineer.

PASSED, APPROVED AND ADOPTED by the Planning Commission of the City of Clayton, California, at a regular public meeting thereof held on the 28th day of OCTOBER 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Daniel Richardson, Chair

Leticia I. Miguel, City Clerk



STAFF REPORT

TO: PLANNING COMMISSION

FROM: Kraig Chalem, Senior Planner

DATE: October 28, 2025

SUBJECT: Public Hearing to Review and Consider Approval of a Reduction to the Required Rear Yard Setback

REQUEST

The applicant seeks a reduction of the required rear yard setback of 15' to 0' to accommodate a pergola built after the fact.

RECOMMENDATION

Staff recommends that the Planning Commission open the public hearing and accept written and spoken testimony, close the public hearing and adopt the attached Resolution denying Variance Application VAR-02-2025.

PROJECT INFORMATION

Property Owner:	Michael P. Dean
Location:	1156 Moccasin Ct.
General Plan Designation:	Single-family High Density (SFHD)
Town Center Specific Plan Designation:	N/A
Zoning Classification: (PD)	Oak Hollow - Planned Development
Surrounding General Plan Designation:	Single Family High Density (SFHD)
Surrounding Zoning Classification:	Oak Hollow - Planned Development (PD)
Environmental Review:	The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Categorical Exemption Class 6 (Information Collection), Section 15306 of the State Guidelines for Implementation of CEQA.

Public Notice: Per Govt. Code 65853, Notice to the property owner, applicant, and property owners within three hundred (300) feet is required at least 10 days before the hearing. Notice was issued on or before October 18, 2025.

Authority: CMC Subsection 17.52.030

APPLICABLE CLAYTON MUNICIPAL CODE (CMC) SECTION
Chapter 17.52 VARIANCES

BACKGROUND

Additional background information provided below by staff and statements in support of the variance to be provided by the applicant.

ANALYSIS

As stated in code, and noted above, setbacks are established to provide open, unobstructed space from the ground upwards. A variance may be obtained if it may be demonstrated that due to extraordinary existing circumstances, be they, size, shape, topography, location or surroundings, the strict application of the respective zoning regulations is found to deprive the subject property of rights enjoyed by other properties in the vicinity.

In late July, the City of Clayton received a building permit application in response to a compliance case initiated for construction without first obtaining a proper building permit.

During the initial review of the submitted materials it was discovered that the Pergola like shade structure was connected to the primary residence and extended to within one and a half feet of the required rear property line, which is required to observe a fifteen (15) foot setback as established for the Oak Hollow Planned Development.

The standard setbacks established in the district are intended to provide unobstructed open space from the ground upward. This standard applies to all properties situated in the Oak Hollow development area. As constructed and proposed, the Project is inconsistent with the standards established for all residential structures required to keep the rear yard setback free of structures, and granting of the variance would be tantamount to a grant of special privilege not otherwise afforded to all properties in the district.

Below, the staff has provided relevant definitions and additional analysis.

Chapter 17.04 - DEFINITIONS.

17.04.020 - Accessory Building or Structure. "Accessory building or structure" is a building or structure which is subordinate and incidental to that of the principal building on the same lot.

17.04.030 - Accessory Use. "Accessory use" means a use incidental and accessory to the principal use of a lot, or a use accessory to the principal use of a building located on the same lot. An accessory use includes, but is not limited to, the following types of uses: large and small family day care homes, as well as, detached garages, pool houses or cabanas, storage sheds and other small single-story structures usually related to a residential unit.

17.04.135 - Lot Line. "Lot line" means any boundary of a lot.

A. "Exterior lot line" means any lot line, other than the front lot line, abutting a street or vehicular access easement.

- B. "Front lot line" means, on an interior lot, the lot line abutting a street (or vehicular access easement), or, on a corner lot, either of the lot lines abutting a street (or vehicular access easement) designated as the primary frontage or, on a through lot, the lot line abutting the street (or vehicular access easement) providing the primary means of access to the lot, or, on a flag lot, the interior lot line most parallel to and nearest the street (or vehicular access easement) from which the means of access is obtained, except that where the average width of a flag lot exceeds its average depth and the longer dimension is considered the depth, the front lot line will be the property line from which the front setback is measured.
- C. "Interior lot line" means any lot line not abutting a street or vehicular access easement.
- D. "Rear lot line" means the lot line not intersecting a front lot line which is most distant from and most closely parallel to the front lot line. A lot bounded by only three (3) lot lines will not have a rear lot line.
- E. "Side lot line" means any lot line which is not a front or rear lot line.

17.04.185 - Setback. "Setback" means a required open space on a lot which is unoccupied by buildings and unobstructed by structures from the ground upward, except for uses and structures allowed by the provisions of this Title. Setbacks shall be measured as the shortest distance between a property line and the nearest vertical support or wall of the building or other structure.

- A. "Front setback" means a setback measured into a lot from the front lot line, extending the full width of the lot between the side lot lines intersecting the front lot line.
- B. "Rear setback" means a setback measured into a lot from the rear lot line, extending the full width of the lot between the side lot lines intersecting the rear lot line.
- C. "Side setback" means a setback measured into a lot from a side lot line, extending between the front setback (or front lot line where no front setback is required) and the rear setback (or rear lot line where no rear setback is required). An exterior side setback is a side setback measured from an exterior side lot line; an interior side setback is a side setback measured from an interior side lot line.

17.04.200 - Structure. "Structure" means anything constructed or erected and permanently attached to land, other than a building as defined in this chapter, except sidewalks, pipes, meters, meter boxes, manholes, mailboxes, poles and wires and appurtenant parts of all devices for the transmission and transportation of electricity and gas for light, heat or power, devices for the transmission of telephone and telegraphic messages, and devices for the transportation of water.

17.52.010 Permit—Application—Form. Application for variance must be processed in the manner specified in Chapter 17.64 and include:

1. Forms provided by the Department.
2. A statement of the reasons for and justification of the requested variance;
3. A plot plan drawn to scale indicating dimensions and area of the subject property; locations of existing and proposed improvements on the subject property; and,
4. Any other information relevant to the variance request.

Staff Response: The applicant has provided required forms, and other information relevant to their request for setback variance. Please see Attachment list provided below, which includes a statement by the property owner.

17.52.030 Standards for Review. In an application for a variance, which is an application to modify zoning regulations as they pertain to lot area, lot coverage, average lot width, lot depth, front setback, side setback, rear setback, parking space, loading space, building or structure height, or any other regulation pertaining to the size, dimension, shape or design of a lot,

parcel, building or structure, or the placement of a building or structure on a lot or parcel, the Planning Commission (or the City Council on appeal) shall find the following before approval of any application is given:

A. That any variance authorized shall not constitute a grant of special privilege inconsistent with the limitations on other properties in the vicinity and the same respective land use district in which the subject property is located;

Staff Response: All property owners within the Oak Hollow Planned Development (PD) subdivision are required to observe a fifteen (15) foot setback from the rear property line to any structure as defined in code. Granting the variance in the absence of extraordinary circumstances would constitute a grant of special privilege not afforded to all properties in the district.

B. That because of special circumstances applicable to the subject property because of its size, shape, topography, location or surroundings, the strict application of the respective zoning regulations is found to deprive the subject property of rights enjoyed by other properties in the vicinity and within the identical land use district;

Staff Response: There do not appear to be any special circumstances as described above affecting the proposal.

C. That any variance authorized shall substantially meet the intent and purpose of the respective land use district in which the subject property is located.

Staff Response: The three supporting posts for the Pergola structure, which is connected to the primary home, are approximately one (1), to one and a half (1.5) feet from the rear lot line. The Pergola structure spans approximately eighty percent (80%) of the rear yard width, and does not meet the intended definition for setbacks, which states in part, "...open space on a lot which is unoccupied by buildings and unobstructed by structures from the ground upward..."

CONCLUSION

Staff have reviewed the Project relative to the Standards for Review as listed in Clayton Municipal Code Section 15.52.030 and determined that the vertical structure situated less than two (2) feet from the rear property line does not conform with the Clayton Municipal Code.

Staff recommend denial of the project as provided in Attachment A.

ATTACHMENTS

[Att A - Proposed Planning Commission Resolution No. 06-2025.pdf](#)

[Att B - Applicant Statement, Received 09.18.2025.pdf](#)

[Att C - Aerial Photo of Property, Received 09.18.2025.pdf](#)

[Att D - Structural Plans for Pergola, Received 09.18.2025.pdf](#)

[Att E - Photos of Existing Pergola Structure, Received 09.18.2025.pdf](#)

[Att F - Oak Hollow HOA Architectural Statement, Received 09.18.2025.pdf](#)

CITY OF CLAYTON PLANNING COMMISSION

RESOLUTION NO. 6-2025

A RESOLUTION OF THE CLAYTON PLANNING COMMISSION DENYING VARIANCE APPLICATION (VAR-02-2025) REQUESTING REDUCTION OF REQUIRED REAR YARD SETBACK OF FIFTEEN FEET TO ONE FOOT IN ORDER TO PURSUE A BUILDING PERMIT TO CONSTRUCT A SHADE STRUCTURE ATTACHED TO THE PRIMARY HOME.

WHEREAS, on September 18th, 2025, the City of Clayton received an application from the property owner, requesting a variance from the strict adherence to setback standards in order to accommodate a shade structure built prior to obtaining proper permits within the open space of a required rear yard.

WHEREAS, section 17.52.030 of the Clayton Municipal Code (CMC) provides the standards for Review and authorizes the Planning Commission to hear and decide requests for variance from required setbacks; and,

WHEREAS, the Project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Categorical Exemption Class 6 (Information Collection), Section 15306 of the State Guidelines for Implementation of CEQA; and,

WHEREAS, on October 28, 2025, the Clayton Planning Commission held a duly noticed public hearing on the Sign Permit Application request (VAR-02-2025), and received and considered testimony and evidence, both spoken and documentary.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission does determine the forgoing recitals are true and correct and makes the following Findings for the Denial of Variance Application VAR-02-2025 based on the Standards of Review:

A. The requested variance is not in conformance with the Standards of Review as provided in Clayton Municipal Code 17.52.

The Project is inconsistent with the General Plan and standards established for all residential structures required to keep the rear yard setback free of structures. Granting the variance would be tantamount to a grant of special privilege not otherwise afforded to all properties in the district.

B. There are no special circumstances unique to the subject site necessitating the need for a variance from setback standards;

As presented the applicant notes slopes in the area; however, these slopes are not impediments to uses or structures allowed by code.

C. The variance does not meet the intent of the standards established for the Oak Hollow Planned Development;

The standard setbacks established in the district are intended to provide unobstructed open space from the ground upward. This standard applies to all properties situated in the Oak Hollow development area.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Planning Commission does hereby approve Sign Permit SP-01-2025, to allow construction of the signs located at the entrances to Clayton Station Shopping Center, subject to the following Conditions of Approval:

1. The applicant shall remove existing structures within the required rear yard setback that are not in substantial conformance with the City of Clayton Municipal Code.
2. No permits or approvals, whether discretionary or mandatory, shall be considered for construction as presented with this application.

PASSED, DENIED AND ADOPTED by the Planning Commission of the City of Clayton, California, at a regular public meeting thereof held on the 28th day of OCTOBER 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Daniel Richardson, Chair

Leticia I. Miguel, City Clerk

Michael and Tammy Dean

1156 Moccasin Court

Clayton, CA 94517

house@mpdharley.com

831-999-0114

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CITY OF CLAYTON
COMMUNITY DEVELOPMENT DEPT.

11 August 2025

City of Clayton Planning Department

6000 Heritage Trail

Clayton, CA 94517

Subject: Request for Setback Exception – Backyard Pergola at 1156 Moccasin Court

To Whom It May Concern,

We respectfully request an exception to the standard setback requirements to allow construction of a slotted-roof pergola in our backyard at 1156 Moccasin Court.

Our west-facing patio receives full sun from late morning until sunset, making it unusable during much of the day from late spring through early fall due to the heat from the full sun. Over the years, we have tried multiple large umbrellas to create shade, but none have provided adequate coverage. The compact size of our patio also makes smaller, non-attached shade structures impractical.

A pergola would provide

- **Effective shade** while maintaining an open, low-profile design.
- **Increased privacy** between our single-story home and the neighboring two-story houses, which create a “fishbowl” effect.
- **Energy efficiency benefits** by reducing cooling costs in the summer months.

The proposed pergola will be entirely within our property lines, will not interfere with utilities or drainage, and will face steeply planted backyard slopes of adjoining properties—areas that are not usable living space and act as natural visual buffers. Due to the hillsides of the adjoining properties, the effective buffer between the pergola and their usable space is more than 30 feet. The project also will not affect privacy, views, or the use of neighboring land.

Additional considerations:

- Adjacent neighbors have been informed of the project, have no objections (letters available upon request), and the HOA has granted approval.
- The design is consistent with the character of the neighborhood and will not create a visual obstruction from public areas.
- Similar structures in the community have been well-received and have not posed issues for neighboring properties.

Given the unique topography behind our lot compared to other lots in the division, the approval of this variance would have no adverse impact on the surrounding area nor will it create a blanket exception and will enhance our ability to use and enjoy our property.

We appreciate your time and consideration, and we hope the Planning Department will view this as a reasonable request under the circumstances.

Sincerely,

A handwritten signature in black ink, appearing to be "Michael and Tammy Dean", with a long horizontal flourish extending to the right.

Michael and Tammy Dean

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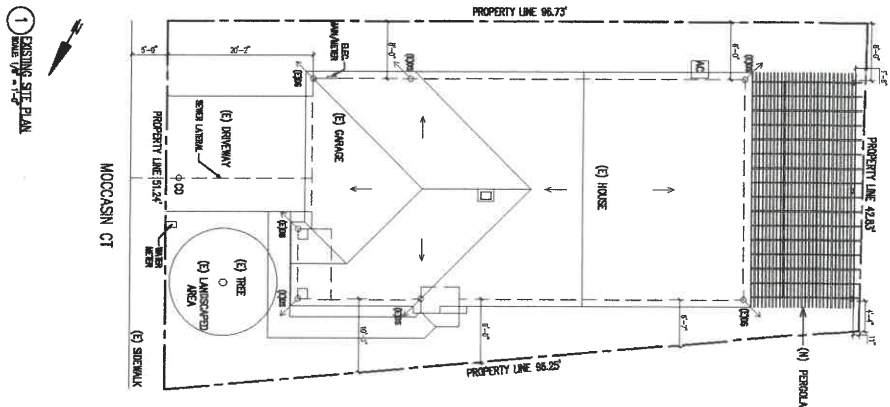
CITY OF CLAYTON
COMMUNITY DEVELOPMENT DEPT.



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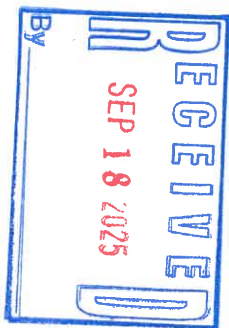
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COMMUNITY DEVELOPMENT DEPT



1156 MOCCASIN CT, CLAYTON, CA 94517



GENERAL SYMBOLS	
	ALL DIMENSIONS
	(3) WALL
	REINFORCED WALL
	(4) WALL
	STAIR WALL

CITY / COUNTY CODES AND ORGANIZATIONS
 CALIFORNIA BUILDING CODE 2022
 CALIFORNIA RESIDENTIAL CODE 2022
 CALIFORNIA PLUMBING CODE 2022
 CALIFORNIA MECHANICAL CODE 2022
 CALIFORNIA ELECTRICAL CODE 2022
 CALIFORNIA GREEN BUILDING CODE 2022
 CALIFORNIA ENERGY CODE 2022
 CALIFORNIA FIRE CODE 2022
 2022 EDITION OF THE TITLE 24 STANDARDS

LAVERN WULFENHILE
AMURA DESIGN
ARCHITECT #C37670
3110 N CENTRAL AVE D180
PHOENIX, CA 85012
Phone: 802.403.5322
VERNA@AMURADESIGN.COM

PRODUCT DATA

[illegible][illegible]

ADDITION OF PERGOLA
1156 MOCCASIN CT,
CLAYTON, CA 94517

SITE PLAN PROJECT DATA

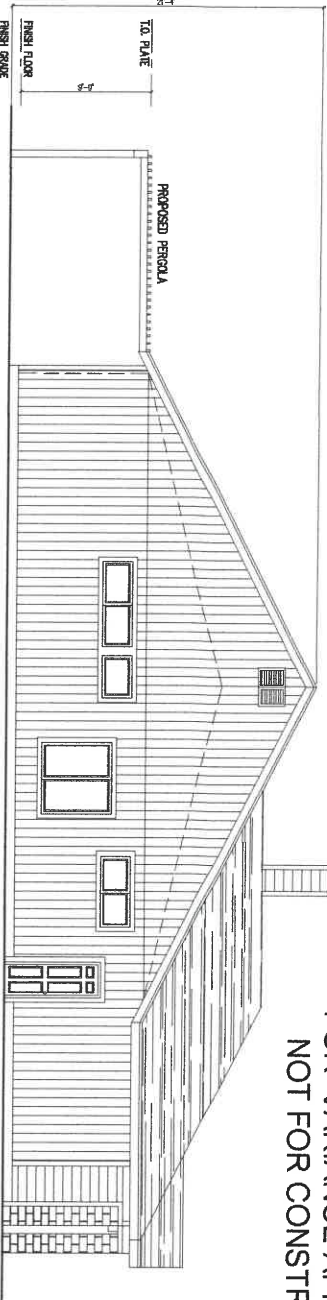
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FOR VARIANCE APPLICATION
NOT FOR CONSTRUCTION

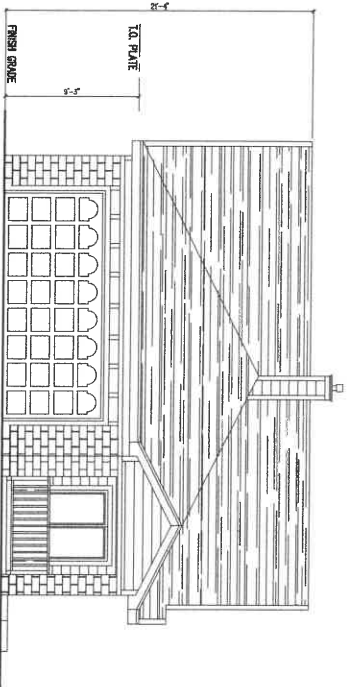
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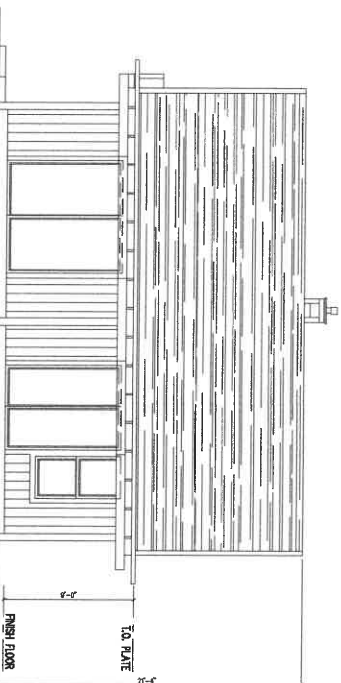
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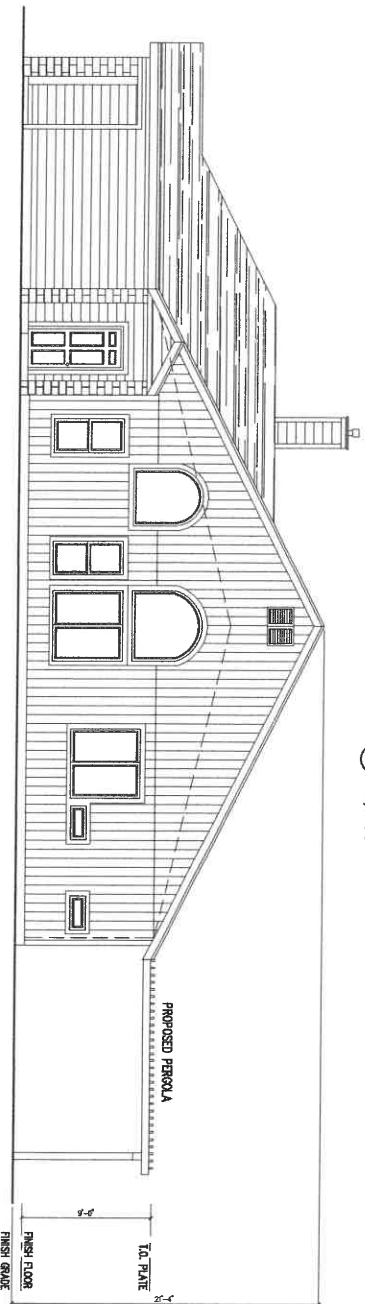
① EXISTING SIDE ELEVATION
SCALE 1/4" = 1'-0"



② EXISTING FRONT ELEVATION
SCALE 1/4" = 1'-0"



③ EXISTING REAR ELEVATION
SCALE 1/4" = 1'-0"



④ EXISTING SIDE ELEVATION
SCALE 1/4" = 1'-0"



A-2b

EXISTING AND
PROPOSED PERGOLA
ELEVATIONS

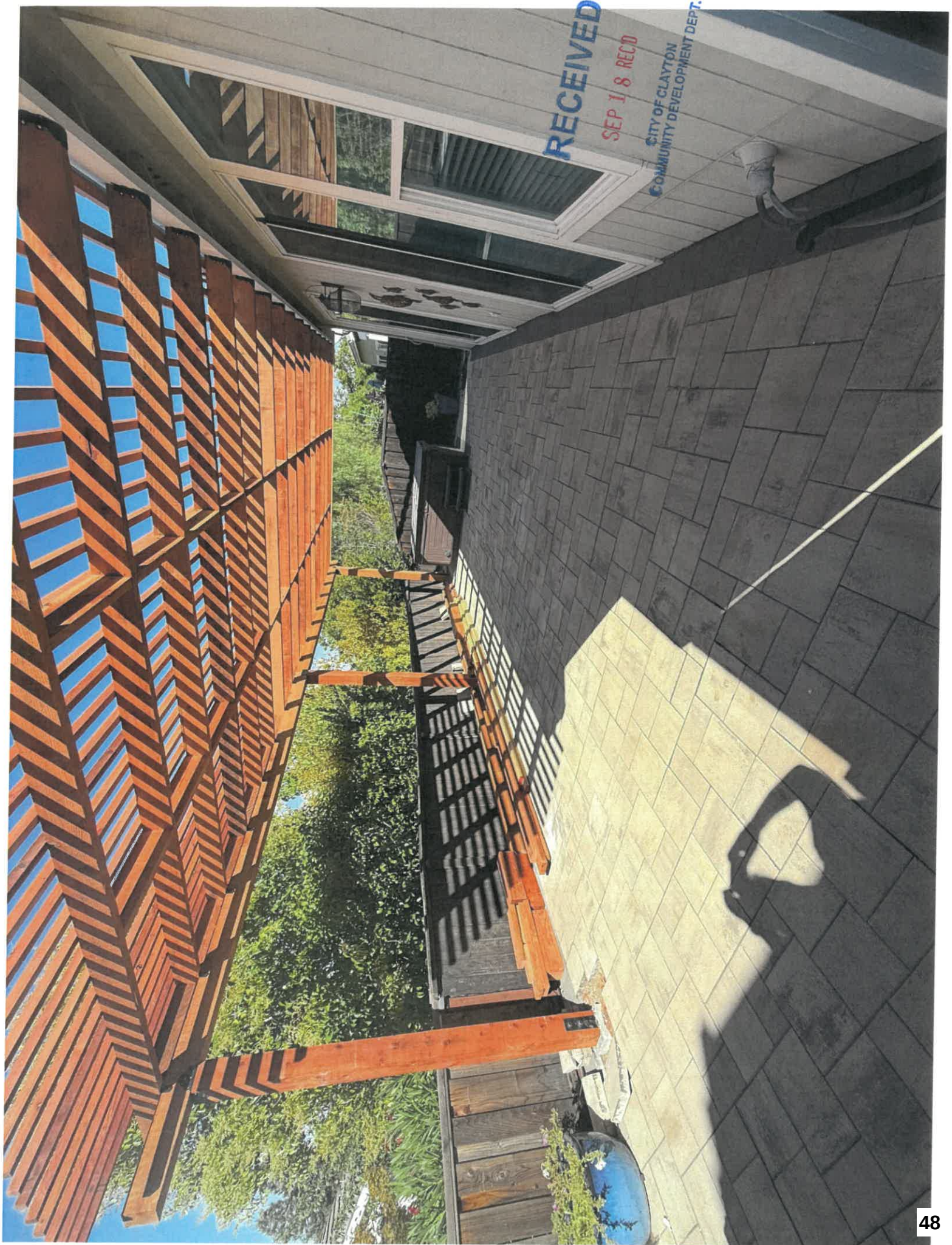
ADDITION OF PERGOLA
1156 MOCCASIN CT,
CLAYTON, CA 94517

LARRY W. LEONARD
ARCHITECT
3000 W. 10TH AVE. SUITE 200
CLAYTON, CA 94512
WWW.WLLARCH.COM



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OAK HOLLOW 2 MAINT. CORP.

c/o Community Association Management

6088 Sunol Blvd. Ste. 100 Pleasanton, CA 94566

Tel: (925) 417-7100 / Fax: (925) 426-7717 / www.HOAsManagement.com

NOTICE OF APPROVAL

7/10/2025

Resident
1156 Moccasin Court
Clayton CA 94517

RE: Architectural Application for: 1156 Moccasin Court Clayton CA 94517
Account: 034115

Dear Homeowner(s):

Your Architectural Application has been approved. Specifically, you have approval to proceed with the following:

Building a pergola on the back patio, attached to the roof, extending to the end of the patio. The width will match the existing roof, with no modifications to the current roofline.

We reserve the right to make a final inspection. If changes need to be made to the original request, an additional application will need to be submitted and approved.

Please note, you must follow all local building codes and setback requirements. You are also responsible for obtaining any required permits from the City and/or County offices.

Our approval is only based on the aesthetics of your proposed change. This approval should not be taken as any certification as to the construction worthiness or structural integrity of the change you propose. Please be aware that you are responsible for contacting the appropriate utility companies should digging be required.

We appreciate your cooperation in submitting the Architectural Application. An attractive Association helps maintain the value of our homes. Please contact me with any questions at (925) 417-7100 or email me at scott@hoasmanagement.com.

For the Board of Directors,

Scott Slabaugh

Scott Slabaugh, CCAM
Association Manager for
OAK HOLLOW 2 MAINT. CORP.

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CITY OF CLAYTON
COMMUNITY DEVELOPMENT DEPT.

OAK HOLLOW 2 MAINTENANCE CORPORATION

Phone: (925) 417-7100 Fax: (925) 426-7717

1.	Member name: Mike Dean	Ph#: 904-571-7344
	Address: 1156 Moccasin Court	Email:
2.	Contractor: JRS Handyman And Construction	Ph#: (707) 326-2938
	Address: 420 N. Buchanan Ct Pacheco CA 94553	License #:
3.	Description of work to be performed: Building a pergola on the back patio, attached to the roof, extending to the end of the patio. Width will be the width of the roof and no change to the roofline	
4.	Time period in which work is to be completed: Pending	
5.	Materials to be used: Wood	
6.	Color scheme: Natural	

You must have written approval from the Architectural Committee prior to making any improvements or exterior changes to any part of your lot. To avoid misunderstanding, you cannot proceed with an improvement or exterior change on the basis of a "verbal" approval or "oral" representation. Your cooperation in submitting for approval prior to installation is greatly appreciated. If you have any questions regarding architectural control or specific questions regarding your submittal, please contact the Management Company at (925) 417-7100.

- Maintain all improvements made on my property.
- Comply with all applicable City and State laws and obtain all required permits.
- Begin no work until I have received approval, **in writing**, from the Architectural Review Committee.
- Understand that I am responsible for debris/damage done to common areas by my contractors.

Date: 3 July 2025

Returned for Additional Information

APPROVED Jacob R. 7-7-25

PKR COMMITTEE INSTRUCTION

DATE: 7-9-25

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