

Minutes
Clayton Planning Commission Meeting
Tuesday, April 11, 2017

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

Chair 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 Carl Wolfe
 Commissioner Bassam Altwal
 Commissioner Peter Cloven
 Commissioner William Gall

Absent: None

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

2. ADMINISTRATIVE

2.a. Review of agenda items.

2.b. Declaration of Conflict of Interest.

Commissioner Cloven indicated that, due to residing within the conflict-of-interest radius from the subject property for Item 5.a, he would be recusing himself from the public hearing.

2.c. Vice Chair Wolfe to report at the City Council meeting of April 18, 2017.

3. PUBLIC COMMENT

None.

4. MINUTES

4.a. Approval of the minutes for the October 25, 2016 Planning Commission meeting.

Commissioner Altwal moved and Vice Chair Wolfe seconded a motion to approve the minutes, as submitted. The motion passed 3-0-2 (Commissioner Gall abstained as he did not attend the October 25, 2016 Planning Commission meeting and Commissioner Cloven abstained as he was not a member of the Planning Commission on October 25, 2016).

- 4.b. Approval of the minutes for the December 13, 2016 Planning Commission meeting.

Commissioner Gall moved and Vice Chair Wolfe seconded a motion to approve the minutes, as submitted. The motion passed 4-0-1 (Commissioner Cloven abstained as he was not a member of the Planning Commission on December 13, 2016).

Commissioner Cloven recused himself from the meeting chambers.

5. PUBLIC HEARINGS

- 5.a. **SPR-01-17, Site Plan Review Permit, Charles and Susan Levy, 1567 North Mitchell Canyon Road, APN: 119-582-002.** A request for approval of a Site Plan Review Permit to allow the construction of a single-story addition measuring approximately 1,330 square-feet in area and 21 feet in height on an existing single-story single-family residence.

The staff report was presented by Assistant Planner Milan Sikela, Jr.

Commissioner Altwal had the following questions:

- Was there a color scheme diagram submitted as part of the application materials? *Assistant Planner Sikela indicated that there are different ways to convey the proposed exterior colors and materials; one method is to submit a colors and materials board and another way is to provide an exterior colors and materials callout on the actual plans themselves which is the method that the applicant opted for.*
- Does the City have any regulations for residential color schemes or do we look at each proposal individually? *Assistant Planner Sikela indicated that, depending on where the residence is located, there may be pertinent exterior colors and materials requirements, such as in the Town Center, but, otherwise, we analyze each project individually. If the applicant proposed exterior colors and materials that did not meet Clayton Municipal Code Section 17.44.040.G in terms of being complementary with adjacent existing structures, staff could recommend denial of the project to the Planning Commission.*

Vice Chair Wolfe asked if staff knew the sizes of the existing residences directly north and south of the subject residence. *Assistant Planner Sikela indicated that staff did not analyze exact square-footage areas of the existing residences directly north and south of the subject residence. As part of staff's analysis, a site visit was conducted to observe the architecture of the existing residences in order to gauge whether or not the project was complementary with these existing structures, in accordance with Clayton Municipal Code Section 17.44.040.G.*

Commissioner Gall asked if staff has received any comments in response to the distribution of the public hearing notice for the project. *Assistant Planner Sikela indicated that staff did not receive any comments regarding the project.*

Chair Richardson had the following questions:

- With the roofline changes, would the project add a second story to the existing residence? *Assistant Planner Sikela responded that the residence would remain a single-story structure.*

- With the roofline changes, would the window sightlines into the neighboring properties be increased? *Assistant Planner Sikela indicated that, although new windows were being added as part of the project, the height and sightline of the windows would not increase.*

The public hearing was opened.

Kirk Shelby, the project architect, indicated the following:

- The intent of the project is to enhance the residence since the kitchen and bathrooms are smaller in area as a result of the existing residence being constructed in the 1960s.
- The applicants host social gatherings and wish to enlarge certain areas of the residence as well as create a great room for increased space and comfort.
- The project was designed in an effort to maintain the profile of the residence while increasing the roofline to provide more volume inside and to allow for more space for the increased insulation that is required as part of current energy codes.

The public hearing was closed.

Commissioner Gall indicated that all his questions have been answered and he has no further comment.

Vice Chair Wolfe indicated support for the project.

Commissioner Altwal indicated that the project complies with all applicable codes and regulations.

Chair Richardson indicated that the project will be a benefit to the neighborhood and he expressed support for people to continue living in the community they grew up in.

Commissioner Gall moved and Vice Chair Wolfe seconded a motion to conditionally approve Site Plan Review Permit SPR-01-17 to allow the construction of a single-story addition measuring approximately 1,330 square feet in area and 21 feet in height on an existing single-story single-family residence at 1567 North Mitchell Canyon Road (APN: 118-081-002). The motion passed 4-0.

Commissioner Cloven returned to the meeting chambers.

6. OLD BUSINESS

None.

7. NEW BUSINESS

None.

8. COMMUNICATIONS

8.a. Staff

Director Gentry provided updates for the Sign Provision modifications and density calculations being brought before the Planning Commission at the next meeting on April 25, 2017 as well as California Environmental Quality Act initiation for the Oak Creek Canyon project.

Assistant Planner Sikela provided updates on the Verna Way Residential Subdivision project and St. John's Episcopal Church/Southbrook Drive Mixed Use Planned Development project.

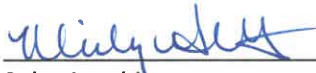
8.b. Commission

The Planning Commission welcomed new Planning Commissioner Peter Cloven to the Planning Commission.

Commissioner Cloven indicated that he is very happy to be serving on the Planning Commission and loves living in Clayton.

9. ADJOURNMENT

9.a. The meeting was adjourned at 7:30 p.m. to the regularly-scheduled meeting of the Planning Commission on April 25, 2017.



Submitted by
Mindy Gentry
Community Development Director



Approved by
Dan Richardson
Chair

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