



**AGENDA  
PLANNING COMMISSION  
Regular Meeting**

**7:00 P.M. on Tuesday, April 12, 2016**

First Floor Conference Room, Clayton City Hall, 6000 Heritage Trail, Clayton, California

- 1. CALL TO ORDER, ROLL CALL, PLEDGE TO THE FLAG**
- 2. ADMINISTRATIVE**
  - 2.a. Review of agenda items.
  - 2.b. Declaration of Conflict of Interest.
  - 2.c. Commissioner Dan Richardson to report at the City Council meeting of April 19, 2016 (alternate Commissioner Gregg Manning).
- 3. PUBLIC COMMENT**
- 4. MINUTES**
  - 4.a. Approval of the minutes for the February 9, 2016 Planning Commission meeting.
- 5. PUBLIC HEARINGS**
  - 5.a. **TUP-02-16, Temporary Use Permit, Pat Middendorf, 6955 Marsh Creek Road (APN: 119-080-009).** Review and consideration of a Temporary Use Permit for the "Round Up" fundraiser event occurring from 5:00 p.m. to 11:00 p.m. on Saturday June 11, 2016 at the Easley Ranch, 6955 Marsh Creek Road. The western-themed event will involve barbecued food, two country western bands, and a dancefloor. Pursuant to California Environmental Quality Act (CEQA) Guideline 15304(e) – Minor Alterations to Land, the event is categorically exempt from CEQA.

**Staff Recommendation:** Staff recommends that the Planning Commission receive and consider the staff report and all information provided and submitted to date, receive and consider any public testimony and, if determined to be appropriate, conditionally approve Temporary Use Permit TUP-02-16 for the "Round Up" fundraiser event occurring from 5:00 p.m. to 11:00 p.m. on Saturday June 11, 2016 at the Easley Ranch at 6955 Marsh Creek Road.

**6. OLD BUSINESS**

None.

**7. NEW BUSINESS**

None.

**8. COMMUNICATIONS**

8.a. Staff.

8.b. Commission.

**9. ADJOURNMENT**

9.a. The next regularly-scheduled meeting of the Planning Commission will be held on **Tuesday, April 26, 2016.**

Most Planning Commission decisions are appealable to the City Council within ten (10) calendar days of the decision. Please contact Community Development Department staff for further information immediately following the decision. If the decision is appealed, the City Council will hold a public hearing and make a final decision. If you challenge a final decision of the City in court, you may be limited to raising only those issues you or someone else raised at the public hearing(s), either in oral testimony at the hearing(s) or in written correspondence delivered to the Community Development Department at or prior to the public hearing(s). Further, any court challenge must be made within 90 days of the final decision on the noticed matter. If you have a physical impairment that requires special accommodations to participate, please contact the Community Development Department at least 72 hours in advance of the meeting at 925-673-7340. An affirmative vote of the Planning Commission is required for approval. A tie vote (e.g., 2-2) is considered a denial. Therefore, applicants may wish to request a continuance to a later Commission meeting if only four Planning Commissioners are present.

Any writing or documents provided to the majority of the Planning Commission after distribution of the agenda packet regarding any item on this agenda will be made available for public inspection in the Community Development Department located at 6000 Heritage Trail during normal business hours.

**Minutes**  
**Clayton Planning Commission Meeting**  
**Tuesday, February 9, 2016**

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

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

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

Absent: Commissioner Dan Richardson

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.
- 2.c. Chair Dave Bruzzone to report at the City Council meeting of February 16, 2016.

**3. PUBLIC COMMENT**

None

**4. MINUTES**

- 4.a. Approval of the minutes for the January 26, 2016 Planning Commission meeting.

**Commissioner Manning moved and Vice Chair Johnson seconded a motion to approve the minutes, as submitted. The motion passed 4-0.**

**5. PUBLIC HEARINGS**

- 5.a. **ZOA-01-16, Zoning Ordinance Amendment, City of Clayton.** Review and consideration of a City-initiated Ordinance amending the Clayton Municipal Code Title 17, prohibiting cannabis testing laboratories and delivery of cannabis. This ordinance is not subject to California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15060(c)(3) because this activity is not a project as defined by Section 15378 of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, and pursuant to CEQA Guidelines Section 15061(b)(3) it can be seen with certainty that this activity will not have a significant effect or physical change to the environment.

Director Gentry presented the staff report.

Commissioner Manning had the following questions:

- For licensed medical marijuana purposes, is there a requirement to have a minimum or maximum number of dispensaries per a certain amount of population? Director Gentry responded that, currently, State law allows local governments to regulate their own jurisdictions and either prohibit or allow medical marijuana dispensaries.
- What about someone who needed medical marijuana delivered because they do not have access to a vehicle or public transportation? Director Gentry indicated that an argument could be made that some might not be able to travel to obtain their prescription and would need delivery services.

Commissioner Catalano inquired about the definition of “retail sales” as related to medical marijuana or cannabis dispensaries.

Director Gentry responded that State law would regulate transaction sales related to medical marijuana and cannabis dispensaries. However, in terms of the land use aspects, the City prohibits cannabis dispensaries in areas where retail uses are permitted by right such as in the Town Center or Clayton Station.

Vice Chair Johnson asked if staff had been contacted by members of the public regarding this Zoning Ordinance Amendment.

Director Gentry responded that no comments or questions have been received by staff.

Chair Bruzzone asked if cannabis delivery services are occurring now in Clayton.

Director Gentry indicated that, according to weedmaps.com, there are ten delivery services providing deliveries to Clayton.

Chief of Police Chris Wenzel indicated the following:

- There is no true existing legislation regarding cannabis deliveries. The State defers to local jurisdictions to address this type of service.
- It is extremely difficult to enforce. Currently, the maximum amount allowed to be in a vehicle delivering cannabis is eight ounces. When an officer pulls a delivery vehicle over, he has to check the amount of marijuana by weighing it with a scale, verify the driver is licensed for cannabis—it is very time consuming and not an effective method of enforcement.

Commissioner Catalano asked if there was a way to regulate the type of transactions such as wholesale sales.

Chief Wenzel had the following responses:

- Marijuana is often just sent in the mail; there is no regulation on this type of service.
- If a bank knows that money is from a dispensary, they do not accept the money.
- It is a difficult situation for law enforcement as there have been situations where police officers have tried to interpret the marijuana delivery laws and faced lawsuits where plaintiffs have claimed officers have violated their rights.

Chair Bruzzone asked if other cities have prohibitions of cannabis dispensaries.

Chief Wenzel responded that Antioch, Oakley, Brentwood, Lafayette, and Danville all have prohibitions on cannabis dispensaries and deliveries.

The public hearing was opened.

There was no public comment.

The public hearing was closed.

Chair Bruzzone indicated that it seems like enforcement of this issue would bring undue burden on the Police Department, but would be good to address testing laboratories.

Commissioner Manning asked what was the impetus for processing this Zoning Ordinance Amendment.

This Zoning Ordinance Amendment is a result of State law and because the City's ordinance does not address cannabis testing laboratories and delivery of cannabis and, instead, defers to local jurisdictions to establish regulations or prohibitions. If a local jurisdiction does not establish regulations or prohibitions, then a jurisdiction would have to default to State law.

By consensus, the Planning Commission expressed support of the Zoning Ordinance Amendment as a good way to address the City's current marijuana regulations since they do not address cannabis testing laboratories and delivery of cannabis.

**Commissioner Manning moved and Vice Chair Johnson seconded a motion to adopt Resolution 01-16, recommending City Council approval of an Ordinance banning cannabis delivery services and cannabis testing facilities. The motion passed 4-0.**

- 5.b. **UP-01-16, Use Permit, Sylvia Philis, 6064 Main Street (APN: 119-014-007).** Review and consideration of a Use Permit for massage therapy services ("Simple Health Massage and Wellness") at the existing Frontier Beauty Salon in Clayton's Town Center. Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15301 – Existing Facilities, the project is categorically exempt from CEQA.

Assistant Planner Sikela presented the staff report.

Commissioner Catalano had the following questions:

- Is the Use Permit valid only for the applicant or for the property? Director Gentry indicated that the Use Permit runs with the land.
- Is the certification of each massage therapist handled by the City or the State? Director Gentry indicated that massage therapy certification is handled by the State.

Vice Chair Johnson had the following questions:

- Was there a previous Use Permit approval for massage therapy services located in the Town Center? Assistant Planner Sikela indicated that the Planning Commission approved a Use Permit for massage therapy services in 2001 directly west of this location on Main Street.

- The applicant is only allowed one client to be receiving massage therapy services at one time? Assistant Planner Sikela indicated that was correct.
- The client can only have a maximum of six clients on any given day? Assistant Planner Sikela said there is no condition of approval requiring a maximum of six clients; that number was based on the applicant's proposal. The only time the Clayton Municipal Code requiring a six-client maximum is through the Home Occupation Permit process which would not apply to this proposal.

The public hearing was opened.

Sylvia Nuzzo Philis, the applicant, indicated the following:

- She expressed concerns over Condition of Approval 1 addressing indemnification of the City.
- She agreed with all other Conditions of Approval and staff recommendation.

Commissioner Catalano inquired if the days and hours that massage therapy are provided are consistent with the days and hours that Frontier Beauty Salon is operating.

The applicant responded that, in general, the hours and days would be consistent; however, services provided in Frontier Beauty Salon (massage or otherwise) are by appointment so there may be times when not all services are transpiring concurrently.

Director Gentry indicated that, regarding the applicant's concerns over Condition of Approval 1, this is a standard condition of approval that protects the City from legal challenges and litigation fees brought against the applicant or the City as a result of the use permit approval.

Shelly Baker, the business owner of Frontier Beauty Salon, expressed support for approval of the Use Permit and explained that the applicant is professional and experienced.

The public hearing was closed.

Commissioner Manning inquired that, as long as the parameters of the massage therapy services do not change, the Use Permit can apply to new masseuses?

Director Gentry responded that was correct.

Commissioner Manning indicated he did not see a reason to deny the Use Permit.

Commissioner Catalano indicated that the massage therapy services are consistent with existing personal care services being conducted out of Frontier Beauty Salon.

Chair Bruzzone indicated he visited the establishment, was impressed with the quality and professionalism of the services provided, and believes the massage therapy services would be a good fit.

**Commissioner Catalano moved and Commissioner Manning seconded a motion to conditionally approve Use Permit UP-01-16, with the findings of approval and conditions of approval recommended by staff. The motion passed 4-0.**

**6. OLD BUSINESS**

None.

**7. NEW BUSINESS**

None.

**8. COMMUNICATIONS**

**8.a. Staff**

Assistant Planner Sikela addressed a question asked by Chair Bruzzone during the public hearing for the Vicki Sexton Second Dwelling Unit Permit and Site Plan Review Permit at the January 26, 2015 Planning Commission meeting regarding researching the Easley Estates conditions of approval to see if there were any restrictions placed on second-story additions on homes located along the west side of Easley Drive where the Sexton residence was located. Assistant Planner Sikela indicated that there were no restrictions placed on adding second-story additions to existing single-story residence in the Easley Estates subdivision and that, interestingly enough, second-story residences were clustered on the east side of Easley Drive to assist with sound impacts to Easley Estates generated by traffic on Clayton Road.

**8.b. Commission**

Director Gentry provided updates on the Silver Oak Estates, Oak Creek Canyon, Verna Way, and Southbrook Drive projects.

**9. ADJOURNMENT**

9.a. The meeting was adjourned at 7:45 p.m. to the regularly-scheduled meeting of the Planning Commission on February 23, 2016.

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Submitted by  
Mindy Gentry  
Community Development Director


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Approved by  
David Bruzzone  
Chair

**PLANNING COMMISSION  
STAFF REPORT**

**Meeting Date:** April 12, 2016

**Item Number:** 5.a.

**From:** Milan J. Sikela, Jr.   
Assistant Planner

**Subject:** Public Hearing for the consideration of a Temporary Use Permit for the "Round Up" fundraiser event (TUP-02-16)

**Applicant:** Pat Middendorf

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**REQUEST**

Pat Middendorf is requesting a public hearing for the consideration of a Temporary Use Permit for the "Round Up" fundraiser event proposed to occur from 5:00 p.m. to 11:00 p.m. on Saturday June 11, 2016.

**PROJECT INFORMATION**

**Event Location:** 6955 Marsh Creek Road  
APN: 119-080-009

**General Plan Designations:** Single Family Low Density (LD) (1.1 to 3.0 units per acre) and Public Park/Open Space/Open Space and Recreational (PU).

**Zoning:** Agricultural District (A).

**Environmental Review:** Pursuant to California Environmental Quality Act (CEQA) Guideline 15304(e) – Minor Alterations to Land, the event is categorically exempt from CEQA.

**Public Notice:** On April 1, 2016, a public hearing notice was posted at the three City notice boards and mailed to property owners within 300 feet of the event site.

**Authority:** Section 17.70.040 of the Clayton Municipal Code (CMC) authorizes the Planning Commission to approve a temporary event in accordance with the applicable standards in CMC Section 17.60.040 and findings in CMC Section 17.60.060.



## **DISCUSSION**

Pat Middendorf is requesting a public hearing for the consideration and approval of a Temporary Use Permit for the “Round Up” fundraiser event proposed to occur from 5:00 p.m. to 11:00 p.m. on Saturday June 11, 2016 at the Easley Ranch (a.k.a. Mount Diablo Ranch) located at 6955 Marsh Creek Road (see **Attachment A** for the vicinity map and **Attachment B** for the event map). The following event-related activities are proposed at the dates and times listed below:

- Friday, June 10, 2016  
10:00 a.m. to 5:00 p.m. — preparation and set-up for the event.
- Saturday, June 11, 2016  
10:00 a.m. to 4:00 p.m. — finalization of event set-up.  
5:00 p.m. to 11:00 p.m. — event will occur.  
5:00 p.m. to 7:00 p.m. — country and western band (Crossland Country) will play.  
8:00 to 10:00 p.m. — country and western band (The Mixed Nuts) will play.
- Sunday, June 12, 2016  
9:00 a.m. to 12:00 p.m. — clean-up and breakdown of event site.
- Monday, June 13, 2016  
10:00 a.m. to 1:00 p.m. — finalization of event breakdown.

The “Round Up” event is proposed with a western theme—incorporating barbecued food, two country western bands, and a dancefloor—and is being held for purposes of raising money for the American Cancer Society’s “Relay For Life” event slated to occur at Mt. Diablo Elementary School in Clayton in August 2016. The “Round Up” event is anticipated to attract 500 to 700 attendees and will be held in the southern portion of Easley Ranch (near Marsh Creek Road). Vendor and handicap parking will be provided on-site and event parking will be provided at Diablo View Middle School located east of the event site. Staff notes that, even though event parking will be provided at Diablo View Middle School, it is anticipated that event parking may overflow into the surrounding neighborhoods. The event description is provided as **Attachment C** and the event schedule is provided as **Attachment D**.

In order to ensure off-street parking is available and safety is provided for attendees, conditions have been provided addressing event parking, security, insurance coverage, Contra Costa Fire Protection District approval, Contra Costa County Environmental Health Department approval, Contra Costa County Conservation and Development Department approval, and acquisition of a daily license from the Department of Alcohol Beverage Control (only beer and wine will be served). Also, a condition has been provided that any event caterers, bands, bartenders, security personnel, or other event-related service or entertainment providers shall obtain a City of Clayton Business License.

In addition to the Temporary Use Permit request being reviewed by the Planning Commission, a companion Noise Permit (NP-02-16) request has been submitted to the City for administrative review and processing. In order to ensure consistency between the Temporary Use Permit and Noise Permit entitlement requests, a condition has been provided that the event-related Noise Permit conditions of approval be complied with. Staff would like to note that, although the Temporary Use Permit is requested until 11:00 p.m., staff has discussed with the applicant that the noise-generating component shall comply with the 10:00 p.m. cessation time listed in the Noise Permit request.

As part of the noticing for this project, staff routed the Temporary Use Permit application materials to the Chief of Police, Assistant to the City Manager, and Maintenance Department. Staff also noticed two nearby homeowners associations—Marsh Creek Park Villas and Dana Hills—in addition to all property owners within 300 feet of the Easley Ranch property lines. Staff has received nine emails regarding the event (see **Attachment E**). Eight of the nine emails expressed support for the event. The ninth email contained a request that the volume be turned down when people are speaking through an amplifier at the event, for which staff has provided a condition. The ninth email also suggested this event, if it is for profit for the Easley Ranch, to be counted towards the four administratively reviewed events allowed per year under the City’s Municipal Code. The applicant has indicated the event location at Easley Ranch has been donated for this event.

Section 17.70.030 of the Clayton Municipal Code (CMC) allows an applicant a maximum of four administratively-approved temporary events per calendar year, and then any temporary event thereafter must be reviewed and approved by the Planning Commission in accordance with the applicable Use Permit standards of review. Since the Easley Ranch will be applying for their four annual administratively-approved wedding and reception events in 2016, this event has been brought before the Planning Commission as, essentially, the fifth temporary event occurring on the subject property in 2016.

### **CONCLUSION**

Staff has reviewed the proposal relative to the applicable Use Permit standards of review in the Clayton Municipal Code and has determined that the event, as conditioned, is in conformance with the Clayton Municipal Code. The proposed findings of approval listed below specifically address the Use Permit standards.

### **RECOMMENDATION**

Staff recommends that the Planning Commission receive and consider the staff report and all information provided and submitted to date, receive and consider any public testimony and, if determined to be appropriate, conditionally approve Temporary Use Permit TUP-02-16 for the “Round Up” fundraiser event occurring from 5:00 p.m. to 11:00 p.m. on Saturday June 11, 2016 at the Easley Ranch at 6955 Marsh Creek Road (119-080-009).

### **PROPOSED FINDINGS OF APPROVAL**

Based upon the evidence set forth in the staff report, which includes relevant information from the application, as well as testimony at the public hearing, the Planning Commission makes the following findings that Temporary Use Permit TUP-02-16, as conditioned:

1. Is in conformity the General Plan and any applicable Specific Plan.

The event is in conformity with the General Plan goals since it involves a temporary western-themed fundraising event. This western theme maintains the rural character that has been the pride and distinction of Clayton while also enhancing a sense of identity and pride. Further, the event will not generate noise levels in excess of the General Plan Noise Element after 10:00 p.m. or before 7:00 a.m.

The event site is not located in an area of Clayton regulated by a Specific Plan.

2. Is in conformity with City-adopted standards.

The event is in conformity with the City-adopted standards in the Zoning Ordinance as related to Use Permit standards of review by:

- a. Providing sufficient off-street parking for vehicles and bicycles both on-site as well as at nearby Diablo View Middle School as well as safe and effective access for vehicles, pedestrians, and bicycles from these locations to the event site.
- b. Not generating significant traffic congestion during the event since vehicles will arrive prior to the event and depart after the event and will use Clayton Road and Marsh Creek Road for ingress and egress, which have adequate capacity for this event.
- c. Not generating noise levels at times after 10:00 p.m. or before 7:00 a.m. in violation of the General Plan Noise Element.
- d. Not generating significant levels of toxic or non-toxic dust, airborne particulate, fumes, or smells.
- e. Not generating exterior lighting or significant litter since the event will occur mostly in the daytime and adequate trash removal and recycling will be provided for the event.
- f. Not resulting in crime or negative influences on minors since the event is a temporary western-themed fundraiser that will provide on-site security and the purchase of event tickets prior to entrance.
- g. Not representing a concentration of an activity that would be a detriment to the health, safety, and welfare of nearby residents, businesses, property owners, or employees since the event is temporary in nature.

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

The event entails a temporary use that will have no permanent attributes or impacts that would affect the general safety of the City or surrounding area as it pertains to seismic activity, traffic impacts, landslides, flooding, or fires.

4. Shall not have significant negative impacts on the health or general welfare of residents, businesses, property owners, or employees in the City.

The event entails a temporary use that will not have significant negative impacts on the health or general welfare of residents, businesses, property owners, or employees in the City.

The above-stated findings assume acceptance and approval of the proposed conditions of approval listed below.

#### **PROPOSED CONDITIONS OF APPROVAL**

1. The "Round Up" event (termed "event") shall be held in accordance with the description of the event provided by the applicant.
2. At the end of the event, the applicant is responsible for restoring any area of the City impacted by the event to pre-event conditions, including the removal of all items, refuse, and materials related to the event.
3. Temporary signage used for the event shall comply with the Clayton Municipal Code and shall be promptly removed the following day after the event.
4. Prior to the event, the applicant shall provide evidence of adequate insurance coverage documentation for the event naming the City of Clayton as additional insured with policy endorsement declaration.
5. Prior to the event, the applicant shall provide evidence of Department of Alcohol Beverage Control approval for the event.
6. The applicant shall encourage the event attendees to park their vehicles in the Diablo View Middle School parking lot.
7. The applicant is responsible for posting event parking directional signage to inform event attendees that parking is available at Diablo View Middle School.
8. Prior to the event, the applicant shall provide evidence of Mount Diablo Unified School District approval allowing event attendees to park at Diablo View Middle School.
9. The applicant is responsible for obtaining any other required approvals from all applicable agencies, including but not limited to Contra Costa County Environmental Health, Contra Costa County Conservation and Development Department, and Contra Costa Fire Protection District.
10. Prior to the event, the security plan shall be reviewed and approved by the Clayton Chief of Police.
11. Prior to the event, the applicant shall provide to the Chief of Police a twenty-four (24) hour contact number of a person authorized to handle and resolve any issues, concerns, or problems arising from the event.
12. The City provides no representation as to the condition of the event site.
13. The event shall incorporate recycling in event operations in compliance with State law.
14. Prior to the event, any event caterers, bands, bartenders, security personnel, or event-related service or entertainment providers shall obtain City of Clayton Business Licenses.

15. All Noise Permit conditions of approval for the companion Noise Permit request (NP-02-16) shall be complied with.
16. When there is no music playing and the amplifiers are being used for speaking purposes only, the applicant shall use best efforts to reduce the volume of the amplifiers.
17. The City's approval of this "Round Up" event is not precedent-setting for similar or identical future temporary events.
18. No permits or approvals, whether discretionary or mandatory, shall be considered if the applicant is not current on fees, reimbursement payments, and any other payments that are due.
19. The applicant agrees to 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 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.

#### **ATTACHMENTS**

- A. Vicinity Map
- B. Event Map, prepared by Milani & Associates, date stamped March 18, 2016
- C. Event Description, submitted by the applicant, date stamped April 7, 2016
- D. Event Schedule, submitted by applicant, date stamped April 7, 2016
- E. Emails from interested parties sent to City staff (nine emails)

Community Development\TUP\2016\TUP-02-16.round.up.event\TUP-02-16.round.up.sr.for.pc.mtg.4.12.16



Community Development\Planning Commission\Final Staff Reports and Notices of Decision\2016\4-12-16\TUP-02-16.round.up.sr.for.pc.mtg.4.12.16



# ATTACHMENT A



## VICINITY MAP

|   |   |   |
|---|---|---|
|  | <p><b>Round-Up Event at Easley Ranch</b><br/><b>Temporary Use Permit TUP-02-16</b><br/><b>6955 Marsh Creek Road</b><br/><b>APN: 119-080-009</b></p> | <p><b>N</b></p>  <p>(Not to Scale)</p> |
|---|---|---|





Planning  
 Surveying & Mapping  
 Land Development Engineering  
 Municipal Engineering  
 Construction Staging  
 Construction Management



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 Phone: (925) 674-9982  
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 Web: www.milaniasociates.com

**RELAY FOR LIFE  
 ROUND UP EVENT**

CITY OF CLAYTON

CONTRA COSTA COUNTY

CALIFORNIA

**RECEIVED**

MAR 18 2016

|          |                 |
|----------|-----------------|
| DESIGN:  | JOB NO:         |
| DRAWN:   | DATE: 3-10-2016 |
| CHECKED: | SCALE: 40 SCALE |

| NO. | REVISIONS | BY | APP | DATE | SHEET |
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B-1

CITY OF CLAYTON  
 COMMUNITY DEVELOPMENT DEPT

# ATTACHMENT C

ROUND-UP FOR RELAY

EASLEY RANCH

JUNE 11, 2016

6:00PM-10:00PM

5:00PM-6:00PM (Pre-party for additional charge)

**RECEIVED**

APR 7 2016

CITY OF CLAYTON  
COMMUNITY DEVELOPMENT DEPT

The Round-Up for Relay is a revival of the CBCA Round-Up which took place at Easley Ranch for ten years straight in the 90's. The CBCA discontinued the Round-Up to focus on fewer events about the time the Clayton Art and Wine Festival began. The current committee members are bringing back the event to resemble the previous very popular Round-Up. They are working with members from the previous Round-Up to make it as authentic, yet modern day, for the boomer through millennial generations. All proceeds from this event will go to the Relay for Life of Clayton (American Cancer Society). The Relay for Life 24 hour event takes place on August 13-14 at Mt. Diablo Elementary School. This event is well known in the State of California for fundraising more money than much larger and more affluent cities. In order to sustain that amount of giving the Clayton relay committee decided to turn to a tried and true event like the Round-Up. After querying various groups in the community, we felt we were on the right track.

The event is expected to attract a minimum of 500 people. Our permits would allow up to 800 but the committee will only open the event up to 700 if the 500 tickets sell out fast and there is a community demand. Our permit was submitted for 800 to possibly include volunteers and work crews.

The event has a force of seven committees working on each assigned area of the event. All of the members of this committee are also working on the Relay for Life event taking place later that summer. That list is enclosed although it is updated each week with new members and tasks. The committee has worked closely and in cooperation with Easley Estate owners, Robert Easley and Michelle Tammora to make the event run smoothly. The event has already received significant donations from Steve and Debra Gonsalves, Albert and Sandy Seeno, and Mike and Laurie Rose. Many other members of the community have already donated baskets, auction items, and reserved full dinner tables.

Required paperwork has been completed and submitted with this write-up, including:

- Noise Permit Application
- Temporary Use Permit Application
- Community Development General Application
- A letter from Rob Easley asking the City to approve this event with an explanation of the purposes of the event
- An architectural drawing of the Round-Up site and surrounding area
- An event schedule beginning with the first event on Friday, June 10<sup>th</sup> and ending on Monday, June 13<sup>th</sup>



- The Dailey Liquor License Application which will be completed and submitted 30 days before the event as required
- A quote from RV Nuccio Insurance for Special Event Insurance
- An event flyer with ticket information, this information is also on the event website and FB page, will be advertised in the Clayton Pioneer, in community businesses, and on banners in approved areas
- Volunteer and task list

### Security

Security has been set up with volunteer shifts. Retired or currently employed high school campus supervisors will secure the front gate at all times; there will be roving security in the event and on the parameters. All of these volunteers have been trained in crowd control, disorderly conduct, when to contact authorities, substance abuse identification, etc. We have also spoken with several retired police officers to enlist their help.

### Bartenders

Professional bartenders have been hired through our catering service, Mavericks of Concord.

### Garbage

Mike and Laurie Rose are in charge of all garbage pickup and will provide trash and recycle containers and removal of trash from the grounds. The CVCHS baseball team is providing volunteers for trash pickup and event set up. DVR is providing 6 volunteers on the day of the event and 6 the day after to help with pick up and set up.

### Architectural Drawing of Event Site and Parking

The drawing of the event site includes a map of the property, the entrance to the property, and the locations of the band, stage, dance floor, caterers, eating area and tables, power station, porta potty locations, ADA and vendor parking. There is no onsite parking except for vendors and main volunteers.

In speaking with past organizers of the Round-Up they also did not provide parking on site and the last year of Round-Up had 1400 participants with no parking incidents or complaints. Many people walked down from their neighborhoods (like many of us did) or parked at a nearby friend's house or business (with prior approval).

We do not anticipate a problem with parking at this - one time a year event - as the vendors and volunteers (who would be most disruptive to surrounding neighbors) will be accommodated on site. The remaining number of cars will be significantly less than past Round-Ups or current Clayton Concerts in the Park.

To make sure there is no disruption to nearby neighborhoods we have applied to the MDUSD for a permit to park at Diablo View Middle School. The school is within two blocks from Easley Ranch and has almost 300 parking spaces. We will begin to put in all advertisements that event parking is at Diablo View Middle School. We will also use signage at the day of the event directing all parking to DVMS, and inform each ticket holder that parking is at DVMS.

The event organizers will also note in advertisements that there is no event parking and no parking on Marsh Creek Road. Signage will also be used the day of the event.

# ATTACHMENT D

## ROUND-UP FOR RELAY EVENT SCHEDULE

RECEIVED

APR 7 2016

CITY OF CLAYTON  
COMMUNITY DEVELOPMENT DEPT

### Friday, June 10, 2016

10:00am- 12:00pm

- Final landscape prep and water down (dust)

1:00pm – 5:00pm

- Deliver chairs, tables, stage and dance floor with partial set up
- Deliver portable toilets and sink – 6 regular pp, 1 handicap, 2 sinks
- Deliver garbage cans and dumpster

### Saturday, June 11, 2016

10:00am-12:00pm

- Hay delivered and placed
- Complete table and chair set up
- Set up lights
- Begin decorations – table cloths, center pieces
- Set up handicap parking

12:00pm-4:00pm

- Caterers arrive and set up grills, buffet tables, etc
- All drinks are delivered in one load
- Band arrives and sets up sound equipment and instruments
- Caterers begin food prep
- Complete decorations, table set ups, utensils, etc.
- Ticket and signage set up
- Security walk through
- Bartenders training/walk through

5:00pm- 6:00pm

- Pre party begins (maximum 100 people)
- Music begins

6:00pm-7:00pm

- Doors open for ticket holders – no tickets sold at the event
- Drink lines are open

7:00pm-8:30pm

- Dinner buffet lines are open
- Raffle and silent auction begin
- Caterers breakdown equipment

10:00pm – 10:30pm

- Band stops playing/loads equipment
- All guests exit

10:30pm – 11:00pm

- Event closure
- Quick pick up
- All food and drinks removed from property
- Lights out
- Gates are locked

Sunday, June 12, 2016

9:00am – 12:00pm

- Clean up remaining trash
- Finish take down
- Stack chairs and tables, stage and dance floor
- Remove handicap parking
- Remove signage

Monday, June 13, 2016

10:00am-1:00pm

- Pick up chairs, tables, stage and dance floor
- Pick up portable toilets and sinks
- Pick up garbage/recycle containers, dumpster

(Event planners have applied for event insurance; will also apply for one day liquor license)

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**From:** Milan Sikela <msikela@ci.clayton.ca.us>  
**Sent:** Friday, April 08, 2016 1:44 PM  
**To:** msikela@ci.clayton.ca.us  
**Subject:** Re: Easley

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**From:** Marlyne Hadley [mailto:mlhadley@pacbell.net]  
**Sent:** Wednesday, April 06, 2016 6:14 PM  
**To:** [msikela@ci.clayton.ca.us](mailto:msikela@ci.clayton.ca.us)  
**Subject:** Re: Easley

Thanks for the information.

I won't be able to attend the public hearing. However, if the Easley's are making money from holding this Charity Event, I feel this should count as one of their 4 for profit events in 2016. I would also ask that they pay particular attention to the volume of the speakers when a person is speaking verses playing music. This has been an issue in past (not all) events, where the human voice comes out booming yet the music is fine. If you could pass this on as though I attended, I'd appreciate it.

Again, Thanks - Lynn

## Milan Sikela

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**From:** Sherry Watkins <thewat4@aol.com>  
**Sent:** Thursday, April 07, 2016 4:57 PM  
**To:** msikela@ci.clayton.ca.us  
**Subject:** Clayton Roundup

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear City of Clayton ,

I am extending my note of thanks for highlighting our city in so many positive ways, including the cancer support Clayton Roundup. I and so many others are once again looking forward to this important fund raising and awareness event.

In appreciation ~  
Sherry Watkins

## Milan Sikela

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**From:** Gail Ballard <gail@cidhoa.com>  
**Sent:** Thursday, April 07, 2016 5:02 PM  
**To:** msikela@ci.clayton.ca.us  
**Subject:** Clayton Relay for Life Round Up Fundraiser

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Milan,

I am writing to encourage the City of Clayton to approve the permit for Clayton's Relay for Life Round Up. I have been involved in the Relay for Life for several years and find it very moving and rewarding to contribute to the American Cancer Society for such an important cause. The Round Up fundraiser will generate a considerable amount of money to contribute to ACS. I lived in Clayton and attended several of the CBCA Round Ups and I have such wonderful memories of my participation. When I heard that it was coming back, I was ecstatic!! Everyone I have talked to about it agrees.

I sincerely hope the City of Clayton approves the permit for this very important fundraiser.

Gail Ballard

## Milan Sikela

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**From:** Linda <linda.fjellbo@sbcglobal.net>  
**Sent:** Thursday, April 07, 2016 6:02 PM  
**To:** msikela@ci.clayton.ca.us  
**Subject:** Round up event

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Milan,

I wanted to let you know how excited we are that Round up is coming back. It is such a great way to bring the community together. It's a positive message that Clayton wants to do the right thing.

Cancer touches everyone in some way. Sometimes closer to home than we would like. Relay for Life is an awesome benefactor to the American Cancer society.

I'm looking forward to this fun and inspiring event for such a great cause.

Thank you for your time.  
Linda Fjellbo  
102 Oak Ct.  
Clayton Ca 94517

Sent from my iPhone



## Milan Sikela

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**From:** ldarbour@aol.com  
**Sent:** Friday, April 08, 2016 6:37 AM  
**To:** msikela@ci.clayton.ca.us  
**Subject:** Round Up

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I would like to voice my support for Round Up in Clayton on June 11. The cause for this event is unquestionably noble and worthy, the organizers have decades of experience to put together a seamless event and it brings Clayton together. This last point is ever more important now when we all think back and recognize the vast division in the community over the Clayton Valley Charter High School which caused our community to be split apart. Please approve whatever is necessary to make Round UP happen!

Respectfully submitted,

Laurie C. Arbour

## Milan Sikela

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**From:** Marilyn Fitzgerald <sunnyfitz@yahoo.com>  
**Sent:** Friday, April 08, 2016 7:22 AM  
**To:** msikela@ci.clayton.ca.us  
**Subject:** Round Up

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I was excited to hear that the Round Up is being brought back to Clayton! And for such a good cause!

I have had occasion to speak to the committee and they are a dedicated, thorough group who are planning the events of the evening in a thoughtful manner, with safety and security paramount in their preparation.

The article in the Clayton Pioneer certainly spoke to the generosity of some of those involved and that kind of spirit is contagious and such a positive for our small, close knit community of Clayton. I think an event like this brings together the community in a fun format for a common goal. And the aftermath of hearing how much was raised to contribute to Relay for Life brings gratification for having been a participant in a worthy endeavor.

Dirk and Marilyn Fitzgerald

## Milan Sikela

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**From:** Debi Branich <dlbcom@aol.com>  
**Sent:** Friday, April 08, 2016 7:22 AM  
**To:** msikela@ci.clayton.ca.us  
**Subject:** Round up

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

My name is Debi Branich and I am a team captain for team Anu. Anu was a dear friend that lost her fight to the horrible disease, cancer. Since then, beer friends have doing whatever we can to raise awareness.

I'm very excited about the round up for relay. What a wonderful way to bring a community together for such a worthy cause. Round-up was a Clayton tradition for such a long time and there is a lot of support for its return. I appreciate anything you can do to make that happen.

Thanks,  
Debi Branich

Sent from my iPhone=

## Milan Sikela

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**From:** Leslie Howell <leslie@dwhremoval.com>  
**Sent:** Friday, April 08, 2016 8:21 AM  
**To:** msikela@ci.clayton.ca.us  
**Subject:** Clayton Round Up for Relay

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Mr Sikela and Committee Members,

My family moved to Clayton in the fall of 1995. I remember seeing the "Round Up" signs on Clayton Road, I had no idea what it was about, but it looked like a lot of fun and a good way to meet our new neighbors. Unfortunately we had just missed it.

That first year, with my youngest at Mt Diablo Elementary, I heard all about The Round-up...I couldn't wait to go the next year.

Well, the next autumn we were engrossed in football season with the CV Falcons, with boys playing, my serving on the board and my husband coaching we didn't make it to the Round Up. I was so sad but SWORE we would make the next one...I've been waiting for the "next one" for 20 years.

I am very pleased to see the Round Up coming back to Clayton. A night of fabulous food, great people and a little dancing all for such a wonderful cause. We have all been affected by cancer, losing our loved ones to this horrible disease is heartbreaking. Relay for Life is an amazing event. Our Clayton teams raise more funds to fight back against cancer than much larger cities. I hope the committee making this decision will allow The Round Up for Relay to take place. I am so proud to live in Clayton for many reasons, but one of my favorite things is how our little city knows what is important.

Thank you.

Leslie Howell

1372 Yosemite Circle  
Clayton CA 94517  
925-595-5120

## Milan Sikela

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**From:** Karen Zaitz <Kzaitz@allianceofceos.com>  
**Sent:** Friday, April 08, 2016 9:20 AM  
**To:** msikela@ci.clayton.ca.us  
**Subject:** Round Up for Relay

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Milan,

I am a five year member of the Relay for Life Committee for Clayton. This year the committee has come up with a great fundraising idea "Round Up for Relay" to be held at the Easley Ranch in Clayton. I have only been a part of this beautiful community for five years (moved from Colorado), however, during that time have heard the history of the Round Up and what it meant to Clayton and it's community.

Now, even better, the event will go to help Cancer and those suffering from this terrible disease!!! I live on Easley Drive and live amongst neighbors who have been residents for 40+ years. They remember Round Up very well and are all pleased to hear that it is coming back in such a strong and important way.

Please consider kindly this important even for both the community of Clayton and the community of Cancer patients, survivors and those we remember who have lost their lives to this horrible disease.

Kind Regards,  
Karen

Cancer Survivor and Member of Relay for Life of Clayton and Round Up for Relay

**Karen Zaitz**  
Associate Regional Director  
O: (925) 956-4420  
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[www.allianceofceos.com](http://www.allianceofceos.com)

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