



AGENDA

PLANNING COMMISSION REGULAR MEETING VIRTUAL PLANNING COMMISSION REGULAR MEETING

**TUESDAY, SEPTEMBER 22, 2020
7:00 P.M.**

To protect our residents, officials, and staff, and aligned with the Governor's executive order to Shelter-at-Home, this meeting is being conducted utilizing teleconferencing means consistent with State order that that allows the public to address the local legislative body electronically.

Location:

Instructions for Virtual Planning Commission Regular Meeting

To follow or participate in the meeting:

1. Videoconference:
 - a. Follow the meeting on-line, click here to register:
https://us02web.zoom.us/webinar/register/WN_eyT51GnSnaC3QeKsnRdnw
 - b. After clicking on the URL, please take a few seconds to submit your first name, last name, and e-mail address, then click "Register" which will approve your registration and a new URL to join the meeting will appear.
2. Phone-in:
 - a. Once registered, you will receive an e-mail with instructions to join the meeting telephonically, and then dial 877-853-5257 (Toll Free) using the Webinar ID and Password found in the e-mail.
3. E-mail Public Comments:
 - a. If preferred, please E-mail Public Comments to Community Development Director Matthew Feske at mfeske@ci.clayton.ca.us by 5:00 P.M. on the day of the Planning Commission meeting. All E-mailed Public Comments will be forwarded to the entire Planning Commission.

For those who choose to attend the meeting via videoconferencing or telephone shall have three minutes for public comments.

- A complete agenda packet is available for public review on the City's website at www.ci.clayton.ca.us
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail, Clayton; 2) Library, 6125 Clayton Road, Clayton; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.ci.clayton.ca.us
- If you have special accommodation requirements to participate, please call the Community Development Department office at least 72 hours in advance of the meeting at 925-673-7300.

CALL TO ORDER

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. PRESENTATION AND ANNOUNCEMENTS:

A. PRESENTATIONS:

None.

B. ANNOUNCEMENTS:

None.

4. ACCEPTANCE OF THE AGENDA:

The Planning Commission will discuss the order of the agenda, may amend the order, add urgency items, note abstentions or "no" votes on Consent Calendar 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. Three (3) minutes will be assigned to each speaker.

6. CONSENT CALENDAR

The following routine matters may be acted upon by one motion. Individual items may be removed by the Planning Commission for separate discussion at this time or under Acceptance of the Agenda. The ordinance title is deemed to be read in its entirety and further reading waived on any ordinance listed on the Consent Calendar.

A. MINUTES:

RECOMMENDATION:

Approve the Planning Commission Minutes of September 8, 2020.

B. PLANNING COMMISSION REPORT TO CITY COUNCIL:

RECOMMENDATION:

Approve to assign the Planning Commission Chair and the Planning Commission Vice Chair as alternative.

7. PUBLIC HEARINGS

A. None.

8. ACTION ITEMS

A. DISCUSS AND APPOINTMENTS TO THE LAND USE SUB COMMITTEE

RECOMMENDATION:

Appoint by consensus two (2) appointees and one (1) alternative.

B. DISCUSS AND FILE LEAP GRANT AND PER CAPITA PROP 68 GRANT PROJECTS

RECOMMENDATION:

File for future recommendation to the City Council.

9. PLANNING COMMISSION REQUESTS AND UPCOMING AGENDA DEVELOPMENT

This time is set aside for the Planning Commission to make requests of staff, and/or issues of concern to Planning Commissioners are briefly presented, prioritized, and set for future meeting dates.

10. ADJOURNMENT

The next Planning Commission Regular Meeting is Tuesday, October 13, 2020.



**PLANNING COMMISSION
REGULAR MEETING MINUTES
VIRTUAL PLANNING COMMISSION REGULAR MEETING
TUESDAY, SEPTEMBER 8, 2020**

CALL TO ORDER

Chair Peter Cloven called the meeting to order at 7:00 p.m. using the web conferencing platform Zoom in accordance with the Governor's executive order to shelter-in-place and teleconferencing means to protect residents, officials, and staff during the pandemic.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

Community Development Director Matthew Feske conducted roll call:

- Commissioner Bassam Altwal: Present
- Commissioner Terri Denslow: Present
- Commissioner Frank Gavidia: Present
- Vice Chair A.J. Chippero: Present
- Chair Peter Cloven: Present

3. PRESENTATION AND ANNOUNCEMENTS:

A. Presentations:

None.

B. Announcements:

Community Development Director Matthew Feske made the following announcements:

- I sent out responses to the Planning Commissioners requests for staff work updates.
- Staff is continuing to research outdoor uses expanding into on-street parking areas and is researching requirements mandated by the Contra Costa County Health Department and the Department of Alcohol Beverage Control as well as analyzing what other cities have done in order to emulate the allowance of parklettes for businesses in Clayton.
- Regarding issues related to use of virtual webconferencing platforms:
 - In order to avoid "Zoom bombing" which entails attendees conducting inappropriate actions or posting inappropriate images, staff will require registration so that panelists can put attendees on hold until we can communicate with that attendee about inappropriate actions or images.

- Attendees can use alternate screen names to remain anonymous.
- We are researching the use of alternate virtual webconferencing platforms other than Zoom and finding that they are more expensive than Zoom and have security issues that need to be worked through.

Chair Cloven asked if attendees using alternate screen will still be required to provide their real name if they choose to provide comments during the Planning Commission meeting.

Director Feske indicated that the Planning Commission can ask if the attendee wants to provide their real name in order to provide comments but the attendee is not required to do so.

Commissioner Altwal indicated that, at our regular in-person Planning Commission meetings, attendees who wish to provide comments are asked to fill out speaker cards with their real name and address. Why would we not have attendees provide their real names when using virtual webconferencing platforms?

Director Feske indicated that the Planning Commission can ask attendees who provide comments to provide their real names but attendees are not required to do so.

Commissioner Denslow inquired how will Zoom's requirements for passwords—which Zoom is implementing in late September 2020—impact when Zoom starts requiring passwords to attend virtual meetings, how will that affect our meetings?

Director Feske indicated that staff is still researching with Zoom all the implications of these new registration requirements.

Vice Chair Chippero inquired if it would be possible to have the Planning Commission utilize live streaming during its meetings in the same way that the City Council meetings are streamed live.

Director Feske responded that staff is researching various options associated with live streaming the Planning Commission meetings and one observation was that there were cost issues associated with live streaming that were not included in the City's budget for the 2019-2020 Fiscal Year.

Chair Cloven thanked Director Feske for his efforts in keeping the Commissioners informed and for his expeditious response to the Commissioner's questions.

4. SELECTION OF A CHAIR AND VICE CHAIR

A. Nominations for Chair and vote.

Commissioner Altwal moved and Commissioner Gavidia seconded a motion to select Commissioner Chippero as Chair.

The motion to select Commissioner Chippero as Chair passed 5-0 with the following votes:

- Commissioner Altwal: Yes
- Commissioner Denslow: Yes
- Commissioner Gavidia: Yes
- Vice Chair Chippero: Yes
- Chair Cloven: Yes

B. Nomination for Vice Chair and vote.

Commissioner Altwal moved and Commissioner Cloven seconded a motion to select Commissioner Denslow as Vice Chair.

The motion to select Commissioner Denslow as Vice Chair passed 3-1-1 with the following votes:

- Commissioner Altwal: Yes
- Commissioner Denslow: Yes
- Commissioner Gavidia: Abstain
- Commissioner Cloven: Yes
- Chair Chippero: No

- 5. ACCEPTANCE OF THE AGENDA:** The Planning Commission will discuss the order of the agenda, may amend the order, add urgency items, note abstentions or "no" votes on Consent Calendar 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.

By consensus, the Planning Commission accepted the agenda.

- 6. PUBLIC COMMENT (Non-Agenda Items):** This time has been set aside for members of the public to address the Planning Commission on items of general interest within the subject matter jurisdiction of the City. Although the Planning Commission values your comments, pursuant to the Brown Act, the Planning Commission generally cannot take any action on items not listed on the posted agenda. Three (3) minutes will be assigned to each speaker.

There were no members of the public that addressed the Planning Commission.

7. CONSENT CALENDAR

The following routine matters may be acted upon by one motion. Individual items may be removed by the Planning Commission for separate discussion at this time or under Acceptance of the Agenda. The ordinance title is deemed to be read in its entirety and further reading waived on any ordinance listed on the Consent Calendar.

The Planning Commission approved the consent calendar 5-0 with the following votes:

- Commissioner Altwal: Yes
- Commissioner Gavidia: Yes
- Commissioner Cloven: Yes
- Vice Chair Denslow: Yes
- Chair Chippero: Yes

A. MINUTES:

RECOMMENDATION:

Approve the Planning Commission Minutes of August 25, 2020.

B. 2021 CALENDAR SCHEDULE FOR THE PLANNING COMMISSION REGULAR MEETINGS:

RECOMMENDATION:

Approve the 2021 Calendar Schedule for the Planning Commission Regular Meetings.

C. CANCEL THE NOVEMBER 24, 2020 PLANNING COMMISSION REGULAR MEETING:

RECOMMENDATION:

Approve the cancellation of the November 24, 2020 Planning Commission Regular Meeting.

8. PUBLIC HEARINGS

- A. None.

9. ACTION ITEMS

- A. None.

10. PLANNING COMMISSION REQUESTS AND UPCOMING AGENDA DEVELOPMENT

This time is set aside for the Planning Commission to make requests of staff, and/or issues of concern to Planning Commissioners are briefly presented, prioritized, and set for future meeting dates.

Commissioner Altwal addressed the acquisition of grant monies by the City and requested a discussion be scheduled at an upcoming Planning Commission meeting in order for the Commissioners to possibly recommend where the grant monies could be spent.

Director Feske indicated that he would schedule a discussion regarding the grant monies at the next regularly-scheduled Planning Commission meeting.

Vice Chair Denslow addressed the passage of Assembly Bill 1486—which requires cities to report surplus land to the Department of Housing and Community Development—and inquired if properties in the Town Center would be subject to this requirement.

Director Feske indicated that staff is reviewing the vacant land inventory in Clayton and, eventually, the City Council will decide how to proceed.

Chair Chippero asked Director Feske if there was anything he wanted to address.

Director Feske indicated that he is in the process of revamping the Community Development Department section of the City's website to provide more information about current and upcoming applications and developments.

Vice Chair Denslow indicated that it would be helpful to more easily locate information on the City's website regarding applications in the development pipeline.

Director Feske indicated he was working with the Interim City Manager on placing application information on the home page of the City's website.

11. ADJOURNMENT

The next Planning Commission Regular Meeting is Tuesday, September 22, 2020.

Chair Chippero adjourned the meeting at 7:30 p.m. to the next regular meeting of the Planning Commission on Tuesday, September 22, 2020.

Submitted by
Milan J. Sikela, Jr.
Assistant Planner

Approved by
A. J. Chippero
Chair