

(1) CALL TO ORDER

Chair Ross called the regular meeting to order at 7:00 p.m. in the Town Center Historic School House Meeting Room, 765 Portola Road.

(2) ROLL CALL

Planning Director Debbie Pedro called roll:

Present: ASCC: Commissioners Koch, Sill and Wilson; and Vice Chair Breen, Chair Ross  
Absent: None  
Planning Commission Liaison: Judith Hasko  
Town Council Liaison: Councilmember Ann Wengert  
Town Staff: Planning Director Debbie Pedro, Associate Planner Arly Cassidy

(3) ORAL COMMUNICATIONS: None.

(4) NEW BUSINESS

(a) Architectural Review for an Attached Second Unit, File #34-2016, 145 Stonegate Road, Chase Residence

Associate Planner Cassidy presented the staff report regarding the proposed plans. She said the application requires ASCC review because the property is located within the Portola Road Scenic Corridor, the second unit has a height between 18 and 28 feet, and a significant redwood tree is proposed for removal.

Chair Ross called for questions for staff. Hearing none, Chair Ross invited the applicants to comment. The applicant said she wants a flexible space to provide for her children, her elderly parents, or friends who may be staying there.

Chair Ross called for questions from the Commissioners.

In response to Commissioner Koch's question, the applicant said there are two new skylights facing the driveway.

With no further questions from the Commission, Chair Ross called for comments from the public. Hearing none, Chair Ross closed the public hearing and brought the item back to the Commission for discussion.

Commissioner Wilson said the only thing that stood out for her was the blue windows. The applicant said she added the double-glazed custom colored windows when she remodeled approximately 20+ years ago, which replaced single-pane galvanized aluminum windows.

Commissioner Koch was supportive of the project.

Vice Chair Breen said the project is wonderfully thought out and completely congruent with the existing architecture. She said the project appeared to have very little offsite impact. She said the Myrica can be temperamental and suggested the applicant consider Toyon. The applicant

said she understood the requirement for natives along the scenic corridor and only wanted native plants on her property.

Commissioner Sill said it was a good design with a clever use of the space and he was supportive of the landscaping plan.

Chair Ross was supportive of the project. He also supported flexibility with the applicant's screen tree selection. He advised that staff could review screen planting with the building permit provided it was from the approved plant list.

Vice Chair Breen moved to approve the project as submitted including staff recommended conditions and with flexibility on the planting as long as it is derived from the native list. Seconded by Commissioner Wilson; the motion carried 5-0.

**(b) Modifications to a Previously Approved Landscape and Hardscape Improvement Plan, File #20-2014, 140 Campo Road, Tiscornia Residence**

Planning Director Pedro presented the staff report regarding the proposed modifications to the approved landscape plan that included a detailed planting plan, the addition of a swimming pool, and changes to the landscape lighting.

Chair Ross called for questions from the Commissioners.

With no questions for staff, Chair Ross invited the applicant to comment. Bob Cleaver, the project landscape architect, said they were advised by staff that there was an error in the plan's impervious surface figure. He said they will be able to reduce the amount of paving to come into compliance with the impervious surface limit. He said they added step lights for safety. He said the asphalt paving has been reduced in the entry drive. He said there is a gap in screening to the neighbor's window at the rear of the property, but said there was concern about adding more significant planting on such a small lot and noted there is a good distance between the subject property and the neighbor's home.

Chair Ross called for questions from the Commissioners.

Vice Chair Breen asked regarding the sound considerations of the placement of the pool equipment. She wondered if it would be more appropriate to put the pool equipment toward the back of the property. Mr. Cleaver said they considered the size of the property and the distance to setbacks. He said the terrace and pool take up areas that are not in the setback. He said the neighbor who would be most affected is protected by their own fence and other buffers.

Commissioner Wilson expressed concern about the live oak being planted so near to the redwoods and being shaded by them. Mr. Cleaver said it is not much different than the original cluster but agreed that the afternoon sun would be blocked by the existing redwoods.

Commissioner Koch was supportive of the reduction in planting. She asked if the neighbors had provided any input. Mr. Cleaver said he did not have a discussion with the applicant; however, he said that he was aware that the applicant and neighbors are communicating with each other and he was not aware of any issues. Planning Director Pedro said the neighbors were notified, and they have not received any comments from the public.

With no further questions from the Commissioners, Chair Ross invited comments from the public. Hearing none, Chair Ross closed the public hearing and brought the item back to the Commission for discussion.

Commissioner Koch said it was a straightforward project. She said she is confident that Mr. Cleaver can achieve the reduction of the impervious surface by 36 square feet. She was supportive of the project.

Vice Chair Breen said she would not want a live oak hanging over a pool. She said unless there was some neighbor sensitivity, she would not put a large tree there.

Commissioner Sill agreed with Vice Chair Breen's comments regarding the live oak near the pool. He said he had concerns that a third of the landscaping is not low water use plants, but considering that it is a small property, he was supportive of the project.

Chair Ross said he also agreed that the live oak would be troublesome by the pool because the leaves are sharp. He said he would be comfortable with not planting the oak tree unless it turned out to be an issue with the rear neighbors. He said since the pool is so far below the base of the fence, there is a lot of built-in screening for activities at ground level.

Mr. Cleaver said he agrees with the Commission's comments. He said he would be happy to plant something other than the live oak, perhaps a redbud. He said he is also open to discussing it with the neighbor and will address any concerns.

Commissioner Sill moved to approve the project with the conditions specified, adding the flexibility to remove the proposed oak along the back fence at the owner's discretion after discussion with the neighbor. Seconded by Vice Chair Breen; the motion carried 5-0.

(5) COMMISSION AND STAFF REPORTS:

(a) Report on Ad-Hoc Committee meeting regarding Appropriate Action or Signage on Portola Road at Windy Hill Preserve.

Chair Ross presented the report regarding the Ad-Hoc Committee meeting. He said one of the first questions that came out of the discussion was if this was really an issue worth the time and effort being spent on it. He said the issue was initially raised by the Bicycle Pedestrian and Trails subcommittee out of a concern for congestion at certain times, mostly weekends, and the possible hazard for bicyclists and pedestrians due to cars parking on the roadway. He said the overflow parking problem peaked about 1-1/2 to 2 years ago and has improved since then, probably as a result of the temporary signage that is there now. He said the Public Works Department has cleared the unpaved portion of the shoulder, making it easier to pull a car completely off the pavement on the Windy Hill side. He said the uphill side of the road has narrower pavement with less area to pull off the road. He said they discussed replacing the temporary signs with a pair of "Park Off Pavement" signs. He said the proposed signs do not need to meet any Caltrans standard with regard to color, style, or size, but must reference the Town's Municipal Code to be enforceable. He shared a sample of what a sign could look like.

Commissioner Koch asked if there was any discussion about the parking lot itself. Chair Ross said everyone agreed the parking lot was not used efficiently. He said improving the parking lot would be a long term prospect of at least five years out, due to the Open Space District's backlog for other capital projects. He said it was also noted that when the use permit was

negotiated for the parking lot, there was a limitation on the size and number of cars allowed. He said the Open Space District was advised at that time that the parking lot should not be attractive to draw a lot of people, and they should limit the number of cars able to park there. He said the desire at that time was to have the Open Space District promote available parking along Skyline for people who want to walk in the park. Chair Ross said they discussed encouraging overflow parking to use the Town Center. He said the current signage states that there is additional parking available at Town Center, but the sense is that nobody really uses that, despite there being a nice quarter-mile trail to the Town Center. He said the Open Space District Representative hopes to come back at the next meeting, scheduled for October 12, with some ideas of how to optimize the available parking in the gravel lot.

Vice Chair Breen said the parking lot could accommodate a lot more if MidPen chooses to look at improving it.

In response to Vice Chair Breen's question, Planning Director Pedro said there was nothing specific about parking in the MidPen Windy Hill Preserve use permit, although it states the use permit could be subject to review by the Planning Commission if it is determined there is an issue.

Chair Ross said if there is a way to improve the parking lot incrementally so that it can be used more efficiently, it will take care of a lot of the overflow parking. He said the question is if that solution would attract more people and if that was a desirable outcome.

Chair Ross said the concern was about physical safety for walkers and bicycle riders along the corridor when people park on the shoulder. He said the discussion had more to do with how to meet that need rather than meeting the needs of people who park in the lot – making sure that cars are off the pavement, that there is enforceable signage, and that enforcement can be achieved through the Town's Municipal Code rather than the Motor Vehicle Code, which gives more flexibility for the signage. He said that no recommendations or final decisions have been made yet, pending the follow up meeting this Wednesday.

Chair Ross asked the Commission for any direction for the discussion on Wednesday.

Commissioners Koch and Sill said they supported the enforceable signs.

Vice Chair Breen asked if the signs could be removed if something changes in that area. Chair Ross said they could.

- **Additional Commission and Staff Reports**

Planning Director Pedro reported that the joint ASCC/Planning Commission field meeting for Alpine Hills is scheduled for October 19 at 4:00.

Vice Chair Breen said the new sign for Alpine Hills was just erected, and it has two light fixtures shining on each side. Planning Director Pedro said she will check into whether those lights were permitted.

Planning Director Pedro said The Priory School contacted the Town regarding soil export during their construction of the STREAM building. She said they have less than 1,000 cubic yards of soil that was intended to be trucked out, but have now asked to be allowed to spread it around the property, possibly over the open space preserve above the garden. Planning Director Pedro

advised them that alteration of the natural landscape is not recommended and anything over 100 cubic yards would have to come back to the ASCC for approval. Chair Ross added that the subsoil in Town is not necessarily good topsoil and may be several years before enough accumulation of organics would allow something to grow.

Chair Ross reviewed the follow-up plans for the new residence at 20 Minoca Road. He said the applicant has raised the ground floor by 2 feet, but the ridge height will stay the same, per the approval by the ASCC. He said there will be a recalculation of the amount of basement area that applies to the square footage.

Commissioner Sill and Vice Chair Breen reviewed the landscaping at the Cal Water pump station at the corner of Portola Road and Westridge Drive. Planning Director Pedro said the applicant submitted revised plans based on their recommendations.

(7) APPROVAL OF MINUTES: September 26, 2016. Commissioner Koch moved to approve the September 26, 2016, minutes as amended. Seconded by Commissioner Sill, the motion passed 4-0; Vice Chair Breen abstained.

(8) ADJOURNMENT [8:10 p.m.]