

(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 Breen and Koch; and Vice Chair Sill, Chair Ross  
Absent: Commissioner Wilson  
Planning Commission Liaison: None  
Town Council Liaison: Mary Ann Derwin  
Town Staff: Planning Director Debbie Pedro and Associate Planner Arly Cassidy

(3) ORAL COMMUNICATIONS: None.

(4) NEW BUSINESS

(a) Review of a Proposed Lot Merger, File #LLA-02-2017, 4 & 5 Blue Oaks Court, Koontz Revocable Trust, APN #'s 080-241-020 & -030

Associate Planner Cassidy said the Planning Commission conducted a preliminary review of the proposal on March 15 and were generally positive and supportive of the application. She presented the staff report describing the proposed merger and said it would be followed soon by a separate new house application.

Chair Ross invited questions for staff. Hearing none, Chair Ross invited comments from the applicant.

Project Architect Kristen Lomax said they were excited to develop the lots and want to keep as many trees as possible.

Chair Ross called for questions for the applicant.

In response to Commissioner Koch's question, Ms. Lomax said the future house will include a partial basement that will cover approximately half the house, the garage will be at grade, and there will be no pool.

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

Commissioner Breen said the proposed lot merger was in compliance with the Town's Zoning and Building regulations, no easements or utilities were adversely impacted, and the change will not result in a greater number of parcels as originally existing. She was supportive of the project moving forward.

Vice Chair Sill and Commissioner Koch agreed with Commissioner Breen and were supportive of the project.

Chair Ross was supportive of the project.

Commissioner Breen moved to recommend approval of the proposed lot merger. Seconded by Commissioner Koch, the motion passed 4-0.

(5) COMMISSION AND STAFF REPORTS: [7:08 p.m.]

Planning Director Pedro presented a handout as a follow-up to the March 1, 2017, Joint Planning Commission/ASCC workshop. She said at that meeting, they discussed making some changes to the staff report format. She reviewed the proposed template with the Commission.

In response to Chair Ross's question, Planning Director Pedro said going forward staff will be more explicit in presenting their recommendations.

The Commission was supportive of the new format for the staff reports.

Commissioner Breen inquired whether staff addresses non-conforming issues as part of project review and final inspections. Planning Director Pedro said staff inspects the property to ensure compliance with zoning regulations.

Commissioner Breen inquired about enforcement of construction signage and holiday lighting.

(6) APPROVAL OF MINUTES: March 13, 2017. Commissioner Breen moved to approve the March 13, 2017, minutes as amended. Seconded by Vice Chair Sill, the motion passed 4-0.

(7) ADJOURNMENT [7:25 p.m.]