

CALL TO ORDER AND ROLL CALL

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

Interim Planning Director Arly Cassidy called roll:

Present: ASCC: Commissioner Dave Ross; Vice Chair Megan Koch; Chair Al Sill
Absent: Commissioners Danna Breen and Jane Wilson
Planning Commission Liaison: Judith Hasko
Town Council Liaison: Craig Hughes
Town Staff: Interim Planning Director Arly Cassidy, Planner Cynthia Richardson

ORAL COMMUNICATIONS

None.

NEW BUSINESS

(1) Architectural Review of Modifications to Previously Approved Signs for Windmill School and Family Education Center, 900 Portola Road, File # PLN ARCH 10-2018

Planner Richardson described the background of the Windmill School and Family Education Center. She said the school recently opened and is now occupying the site. She shared plans for the location and design of the previously approved signs for the school. Staff recommended that the ASCC approve the requested architectural review for modifications to two new signs and a new pergola that holds one of the signs, subject to the conditions of approval, as detailed in the staff report.

Chair Sill invited questions from the Commissioners.

In response to Vice Chair Koch's question, Planner Richardson said no lighting was proposed to be associated with the signs.

With no further questions from the Commission, Chair Sill invited the applicant to comment. The applicant said they were anxious to remove the existing plastic sign and install their new sign. She said they are being mindful about the height of the sign on the driveway near the road.

Chair Sill invited public comment. Hearing none, he brought the item back to the Commission for discussion.

Vice Chair Koch supported the sign and liked that it was wooden with no lighting.

Commissioner Ross was in support of the sign.

Chair Sill said the color choices of the sign are great and added that the entire campus looks great.

Interim Planning Director Cassidy pointed out that these two signs replace the signs called out

in the existing CUP and, because these signs are different, they required a separate sign permit.

Commissioner Ross moved to approve the Modifications to Previously Approved Signs for Windmill School and Family Education Center, subject to the Conditions of Approval in Attachment 1. Seconded by Vice Chair Koch; the motion carried 3-0.

(2) Architectural Review for an Addition with Above 85% Floor Area in Main House, 185 Cherokee Way, Katz/Hundt Residence, File # PLN ARCH 5-2018

Interim Planning Director Cassidy presented the background and plans for a 120-square-foot addition and small remodel to an existing home on the 1.0-acre property. The project is being brought before the ASCC because the existing house is already over the 85% floor area concentration for the main house, which was already approved by the ASCC, and any additional increase in floor area requires that the ASCC again make the findings for approval. Staff recommended that the ASCC approve the proposed addition, subject to the conditions of approval, as detailed in the staff report.

Chair Sill invited questions from the Commissioners.

Vice Chair Koch asked how the lighting was changed at the garage. Interim Planning Director Cassidy said there was no lighting change.

Chair Sill asked if the garage door colors would change. The project architect said the new doors would be painted, probably in the dark sage trim color.

With no further questions, Chair Sill invited comment by the applicant. The project architect said the new owners were on the East coast and could not attend this evening. He provided background and described the project.

Chair Sill invited questions for the architect.

Vice Chair Koch asked if any of the entryway trees, such as the maples, would be affected by the addition. The architect said one of the three birch trees is in the way. He said there is a maple in the round circle that will stay, but the walkway will need to be removed on the left side.

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

Commissioner Ross agreed that after the shingles age, the addition will not be noticeable. He was supportive of the modification to the interior floor plan to take advantage of the 120 square feet, which adds symmetry to the structure. He said the skylights appear to be well protected. He was supportive of the project, and he could again make the findings regarding the 85% rule.

Vice Chair Koch said she knew the site well and was supportive of the project. She said she could support the findings to approve exceeding the 85% rule.

Chair Sill said he reviewed the minutes from the previous approvals and could make the same findings to support the additional 120 square feet.

Vice Chair Koch moved to approve the proposed Addition with Above 85% Floor Area in the

Main House, subject to the Conditions of Approval in Attachment 1. Seconded by Commissioner Ross; the motion carried 3-0.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(3) Quarterly Revegetation Monitoring Report for 5050 Alpine Road

Interim Planning Director Cassidy presented the First Quarter 2018 Revegetation Monitoring Report, Year 5, for the Jones Gulch Stabilization, Villa Lauriston, 5050 Alpine Road, prepared by Rana Creek Habitat Restoration. She explained that in 2014 there was unauthorized tree removal and vegetation clearing on an approximately one-acre site along the bank of Jones Gulch. The revegetation report was submitted and approved with conditions of approval requiring quarterly reports. The property is now in compliance with where it should be with the revegetation going well. The current tasks are now just pulling invasives and making sure everything is staying in place. Interim Planning Director Cassidy said the remaining reports will be brought to the Commission to monitor the progress through the final year.

(4) News Digest: Planning Issues of the Day

Interim Planning Director Cassidy shared articles of interest with the Commissioners – San Mateo County's Housing Emergency and Proposed Solutions, an article from Home for All regarding closing the jobs-housing gap in San Mateo County, and an article from Planning Magazine regarding living walls and green surfaces.

Commissioner Ross asked if Interim Planning Director Cassidy had been following the Windy Hill development proposed for the corner of Page Mill and El Camino in Palo Alto. He said a 57-unit apartment building was recently approved, being referred to by the Palo Alto Planning Department as "Workforce Housing," which is defined as families who are between 120% and 150% of the median income. Interim Planning Director Cassidy said the term "Workforce Housing" is being used more often partly because it may be a more palatable branding than "affordable housing." She said "Workforce Housing" is for people who make better than average income, but still cannot afford housing and also includes housing for workers in a community, such as teachers and firefighters.

Interim Planning Director Cassidy requested the ASCC's input on a procedural matter. She said new houses traditionally come to the ASCC for two reviews – a preliminary and final – and they are noticed as such. She said there have been three recent new home projects that the ASCC supported at first glance with only a few small conditions of approval. She said they could not be approved at that first meeting because they were noticed as preliminary hearings. Interim Planning Director Cassidy proposed modifying the process in the case where a project is well-developed when it first comes in. She said the proposal is to notice the first meeting without including the word "preliminary" to indicate it can be approved at that first meeting. She said the proposal would include the Conditions of Approval and it would be up to the ASCC to decide if it was approvable or needed to be continued for a second review. She noted that this could add more pressure on the ASCC, and the applicant would be more eager to have it approved at the first meeting. She said staff would use its discretion to only present new residences that are well-polished and ready to go.

The Commissioners were in support of Interim Planning Director Cassidy's proposal and asked if that would place extra burden on staff. Interim Planning Director Cassidy said the only change

for staff would be that they would prepare the Conditions of Approval for the first staff report, which would likely be a short list for a well-prepared project.

Commissioner Ross said he thought Interim Planning Director Cassidy would be suggesting reestablishment of a more casual ASCC review. Interim Planning Director Cassidy said she considered that. She said if the architect is onboard and moving things along in the correct direction, and the house is truly ready, it will eliminate staff's need to write a second staff report, which will free up time and agendas for potentially more casual consideration. Chair Sill agreed. He said there are some projects that need a bit more give and take on difficult issues, and it would be great to try to accommodate that. Commissioner Ross said over the years, the standard ASCC review process and application processing has become a larger task. Interim Planning Director Cassidy said a fee study is currently being conducted in the Planning and Building Department. She said they could also consider something like a minor study session of an application to provide an applicant with some direction. Commissioner Ross said they could also consider a lesser requirement in advance of the presentation, i.e., looking at a presentation on the day of the meeting instead of having a lot of materials in the packet. Chair Sill said they would not be dealing with the whole project, but one or two more complex issues such as siting and massing.

Interim Planning Director Cassidy introduced John Wandke of Rana Creek Habitat Restoration, who stopped by to answer any questions about the report. Chair Sill said the revegetation is very well done, and the progression photos were very useful.

Interim Planning Director Cassidy announced there would be a study session with the Town Council regarding ADUs and ideas to promote them. She said there will be a staff report at the next ASCC meeting and she invited the ASCC to share ideas as part of the initial brainstorming session.

Vice Chair Koch reported that she reviewed a proposed modification to the residence at 15 Adair, where they wanted to put up a 9-foot fence to screen their garbage cans from the driveway. Vice Chair Koch advised them that a 9-foot fence was not necessary.

APPROVAL OF MINUTES

(5) ASCC Meeting of May 14, 2018

Vice Chair Koch moved to approve the May 14, 2018, minutes as submitted. Seconded by Commissioner Ross, the motion passed 3-0.

ADJOURNMENT [7:40 p.m.]