

**CALL TO ORDER AND ROLL CALL**

Chair Ross called the special teleconference-only meeting to order at 4:00 p.m.

Planning & Building Director Laura Russell called roll:

Present: ASCC: Commissioners Megan Koch and Al Sill; Vice Chair Jane Wilson; Chair Dave Ross.  
Absent: Commissioner Kenny Cheung (Excused)  
Planning Commission Liaison: Jon Goulden  
Town Staff: Planning & Building Director Laura Russell; Consulting Planner Jacob Garcia

**ORAL COMMUNICATIONS**

None.

**NEW BUSINESS**

**(1) Architectural Review for Driveway Entry Gate and Fence, File # PLN ARCH 10-2020, 50 Paso del Arroyo, Jordan Residence**

Consulting Planner Garcia led the presentation of the proposed project for a driveway entry gate and fence at 50 Paso del Arroyo. He described the background, the details of the project, and discussion items and findings, as detailed in the staff report. The applicant has indicated the desire to propose a gate within the 10-foot access easement to match the adjacent 4-foot redwood split rail fence. Staff recommended the ASCC review the requested architectural review of the application for a new entry gate and fencing at 50 Paso del Arroyo with the recommended conditions of approval.

Chair Ross invited questions from the Commissioners.

Commissioner Koch asked if there were any drawings or details regarding the callbox keypad. She asked if there was lighting associated with the fixture. Consulting Planner Garcia deferred that question to the applicant.

Chair Ross invited the applicant to provide a presentation or comments. The Project Contractor, Jeff Gentry, said the keypad is a standard Door King #1812 with no lighting or illumination.

Chair Ross invited questions from the Commissioners.

Hearing none, Chair Ross invited public comments or questions.

Jerrie Welch said she is at #10, and her neighbor from #30 is with her tonight. She said both of them are totally in favor of the proposed project.

Hearing no other public comments, Chair Ross brought the item back to the Commission for discussion.

Commissioner Sill was supportive of the project.

Commissioner Koch said the gate looks nice and follows all the guidelines. She said the moss color will make it even that much more subdued. She was supportive of the project.

Vice Chair Wilson was supportive of the design and color. She appreciated the access for the Town to the storm drain. She was supportive of the project.

Chair Ross was supportive of the project.

Commissioner Koch moved to approve the Proposed Driveway Entry Gate and Fence with staff's recommended conditions. Seconded by Commissioner Sill; the motion carried 4-0.

**(2) Architectural Review for a Site Development Permit (SDP), Landscape Improvements, Addition and Remodel, 245 Shawnee Pass, Scheuer/McIntyre Residence, File # PLN ARCH 0009-2020**

Consulting Planner Garcia led the presentation of the proposed addition, remodel, and landscape improvements at 245 Shawnee Pass. He described the application, the review required, the project details, and staff's analysis including findings, as detailed in the staff report. Staff recommended the ASCC review the plans and staff report, offer feedback or additional conditions of approval, and approve the Architectural Review and Site Development permits, subject to staff's recommended conditions of approval.

Chair Ross invited questions from the Commissioners.

Chair Ross asked if the public comments submitted in writing or by email are part of the record or need to be read into the record. Planning & Building Director Russell said staff usually confirms with the Commissioners that they have read the comments. If there is any request by the Commissioners or members of the public that they also be read into the record, she can do so. The Commissioners confirmed they had read the comments.

Chair Ross invited the applicant to provide a presentation or comments. The applicant, Mr. Scheuer, said he is available to answer any questions.

Chair Ross invited questions from the Commissioners.

Commissioner Koch jokingly asked Mr. Scheuer if there will be stage installed for the Halloween bands. She said the applicants have been amazing contributors to the Shawnee Pass Halloween that everyone loves and misses.

Commissioner Sill said there is a small path around the left side of the house that dead ends. He asked why there are lights on that path. Mr. Winston said there is an existing gate in that fence with access to the rear yard, and the lighting leads to the gate for safety reasons.

Chair Ross invited public comments or questions.

Project Architect Ana Williamson said she is available to answer any questions.

Chair Ross invited questions for the architect.

Commissioner Koch asked if there was any lighting associated with the new skylights. Mr. Vogel

said there is no light feature in the skylights. He said because of the size of the kitchen and the vault of the ceiling, there are downlights in both skylights. He said they are sensitive to not contributing to light pollution. He said the lighting designer has stated the lights are necessary for quality lighting on the interior of the home, but will not spill outside of the skylight wells.

Vice Chair Wilson asked about the glass at the top of the garage doors. Mr. Vogel said the frosted glass panels are at 6 feet high.

Chair Ross asked if they had discussed with the Conservation Committee regarding their thoughts about preserving the oak tree that is coming down in the auto court area. Mr. Winston said they did a number of studies to see how to realistically turn a car around in that setting, and it just wasn't feasible to do so without removing the tree. He said they have added oak trees elsewhere and feel it balances out overall.

Chair Ross invited public comments or questions.

Judith Murphy, Conservation Committee. Ms. Murphy said they provided a report with a lot of concerns about the removal of that oak tree and also had some interaction with the design team. The Committee thoroughly understands why the tree has to be removed and submitted an amended report thanking the design team for their explanation and expressing approval for removing the tree, understanding the necessity. They also expressed appreciation to the design team for other changes they made in the plan with regard to native species.

Hearing no other public comments, Chair Ross brought the item back to the Commission for discussion.

Commissioner Sill said he likes that the updates maintain the modest height of the house. He said the changes will make the home much more attractive. He said there is a lot he likes about the project. He is okay with the trim that doesn't meet the Town reflectivity guidelines as it matches what is already there, and there is not a lot of it. He said he would usually object to the number of non-natives, but said it fits in well with the Shawnee Pass area. He was supportive of the rerouting of the driveway. He said the feel of the entrance to the house will be greatly improved. While not a big deal, he doesn't think the three path lights off to the left of the house are necessary. He was supportive of the project.

Commissioner Koch was supportive of the project and said it is an incredible improvement. She said the new gables give much more interest and are very appealing. She said the ASCC would not approve that window trim on a new project, but with the scale of this remodel, all of the windows are not being replaced so it is unnecessary to change the color. She said the lighting is quite modest, but she could suggest that the side path lights be on a different timing switch so that turning on the front entry lights doesn't illuminate all of the path lights. She loved the driveway transition from a two-entry point to one. She understood the need to remove the oak and is glad they are planting others in its place. She thanked the applicants for being good members of the community. She is supportive of the project.

Vice Chair Wilson said she prefers renovation rather than complete demolitions. She is supportive of the proposed improvements. She suggested timing switches for lights within the garage and the path lights. She said there is an extensive soil report and reiterated Conservation's recommendation to watch for invasives. She said the plants will provide a rainbow of colors. She said they encourage allowing fewer plants to grow into place rather than overcrowding. She said the Safari Sunset grows to 2 meters high and 2 meters wide within 12

months, and they are placed right by the front door. She said thankfully the weed grass they've chosen does not seed. She was supportive of the project.

Chair Ross said he is completely supportive of the well-done project. He supports the change in siding materials. He said the Commission tends to suggest less rather than more for planting, but acknowledged that this neighborhood is characterized by that, and it fits into the neighborhood well. He supports the Conservation Committee's suggestion of planting smaller oak trees because they grow rather quickly and tend to grow better if they start out smaller. Chair Ross said Vice Chair Wilson mentioned the garage door glazing because sometimes an unintended consequence is the tool chargers within the garage flash colored lights, which is particularly noticeable in the Town's dark skies. Chair Ross said they often suggest providing separate switches for yard lighting so that be turned on or off separately and sometimes encourage the use of motion sensors in limited situations.

Commissioner Sill moved to approve the proposed Site Development Permit (SDP), Landscape Improvements, Addition and Remodel, at 245 Shawnee Pass, with staff's recommended conditions. Seconded by Wilson; the motion carried 4-0.

## **COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

### **(3) Commission Reports**

Chair Ross reviewed the planting of four redwood trees at 228 Westridge, which the applicants requested permission for after the fact. After reviewing the site, the application, and the Conservation Committee's thoughts on the matter, he denied the retroactive permission and recommended the trees be removed.

### **(4) Staff Report**

Planning & Building Director Russell said the fire station has applied for a Zoning Text Amendment to resolve some of the Zoning-related issues that were coming up. That project will be taken for the preliminary review with the Planning Commission so they can weigh in on the Zoning Text Amendment and the other Zoning issues. She anticipates that will then come back to ASCC to look again at the design issues.

Planning & Building Director Russell said staff is working on an overall website refresh to launch later this year. They are working on ideas of how to include more information about projects on the website. They anticipate having more information on projects that are of town-wide significance and anticipate having a project list to give to the ASCC and the Planning Commission, and also to post on the website. They're working on an ADU hub where people can find ADU materials and a hub with information regarding building single-family homes or renovating homes.

Chair Ross asked if there had been time yet to have any planning coming out of the budget brainstorming meeting. Planning & Building Director Russell said the management team is meeting around Council priorities and the Committee and Commission feedback folds into that. The Council discussion about Council priorities is tentatively scheduled for February 24. Chair Ross said he was quite impressed by the level of preparation and learned a lot from the various Committees.

## **APPROVAL OF MINUTES**

**(5) ASCC Meeting of January 25, 2021**

Chair Ross invited comments from the public.

Rita Comes asked if the recorded video for the last meeting is on the project website along with the Planning Commission recording because some of the comments made by the public and the Commissioners were not included in the minutes. Planning & Building Director Russell said the recording is on the project website.

Commissioner Koch moved to approve the January 25, 2021, minutes as submitted. Seconded by Vice Chair Wilson, the motion passed 3-0-1 with Commissioner Sill abstaining.

**ADJOURNMENT** [4:59 p.m.]