

CALL TO ORDER AND ROLL CALL

Chair Wilson called the special hybrid meeting to order at 6:00 p.m.

Planning & Building Director Laura Russell called roll:

Present: ASCC Commissioners, Jane Wilson, Kenny Cheung, and Al Sill

Absent: None

Planning Commission Liaison:

Town Staff: Planning & Building Director Laura Russell; Consultant Planner Jake Garcia

ORAL COMMUNICATIONS

Public comment was received from:

- Caroline Vertongen

NEW BUSINESS

- (1) **Conceptual Design Review of an application for a new gym, new fitness center, an addition/remodel to the existing locker room (Gambetta Gym), an addition remodel to an existing chapel and to discuss plans for a forthcoming Conditional Use Permit Amendment – 302 Portola Road – Woodside Priory School; PLN ARCH 23-2022. (Jake Garcia)**

Consulting Planner Jake Garcia presented the conceptual design for the project as detailed in the staff report.

Commissioner Cheung asked for clarification of the process on the application. Mr. Garcia outlined the three steps in the process: 1) Conceptual review by the ASCC to provide guidance to the applicant team; 2) a CUP amendment to be approved by the Planning Commission, and 3) Architectural review by the ASCC for subsequent individual projects, and Site Development.

Patrick Ruff, Priory Head of School, presented additional details and background on the projects. Carter Warr, Architect, shared further aspects of the plan.

The Commissioners asked questions of the applicant team, including wildfire mitigation considerations.

Public comment was received from:

- Caroline Vertongen
- Danna B
- Kim Cashin

- Greg
- Kristi C
- Rita

Mr. Ruff and Mr. Warr responded to the public comments and concerns.

The Commissioners commented on the project in terms of consistency with the Town's Design Guidelines, landscape design, building height, lighting, light spill, attention to wildfires and building finishes.

Mr. Warr responded to comments on the subject of light spill.

Planning and Building Director Russell requested and received confirmation from the Commissioners on their comfort with the locker room addition and chapel addition at the current stage of planning.

Planning and Building Director Russell noted that attention should be paid to access to all parts of the campus from a fire point of view, as well as attention to more native plantings.

Mr. Warr asked for the Commissioners' reactions to the changes in the plan with respect to the fitness center. The Commissioners responded that they had no objections.

Planning and Building Director Russell pointed out that notice for this CUP project was sent to residents within 1,000 feet of the property site as opposed to 300 feet in order to hear from members of the community.

COMMISSION AND STAFF REPORTS

(1) Commission Reports

(2) Staff Report

Planning and Building Director Russell shared calendar and logistical updates with the Commissioners. Beginning on March 1st, members of the Commission will need to be present in the schoolhouse for meetings.

Planning and Building Director Russell announced upcoming meetings and events, including a March 6th Planning Commission meeting on the Housing Element; and March 15th, 22nd and 29th Town Council meetings on the Housing Element. Consultants from the Environmental team will be available on March 20th.

Upcoming ASCC meetings will include discussion on Cal Water projects, improvements to the Alpine Inn, and routine single-family projects. There are also two applications for single-family homes with requests for loop driveways which will come to the ASCC, although the BPTS will be the decision-making body on the driveways.

The Council will be appointing two more ASCC Commissioners. However, the Town Council is currently focused on the Town Manager's departure from employment.

Planning and Building Director Russell appealed to all to approach upcoming meetings with patience and kindness, and to work together.

Commissioner Wilson inquired about when new ASCC Commissioners would begin. Planning and Building Director Russell responded that she was not sure when interviews might start.

Public comment was received from:

- Rita
- Greg

(4) **ASCC meeting of February 13, 2023**

Motion by Commissioner Sill to approve the minutes of the February 13, 2023, as written. Seconded by Commissioner Cheung, the motion carried (3-0) by roll call vote.

There was no public comment.

ADJOURNMENT [8:03 p.m.]