

CALL TO ORDER AND ROLL CALL

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

Planning and Building Director Russell called roll.

Present: ASCC Chair Jane Wilson; Commissioners Rebecca Flynn, and Danna Breen

Absent: Commissioners Kenny Cheung and Vice Chair Al Sill

Planning Commission Liaison: Nicholas Targ

Town Staff:

Council Liaison: Craig Taylor

ORAL COMMUNICATIONS

Public comment was received from:

NEW BUSINESS

- (1) **Architectural Review of three new utility shed buildings for water treatment, retaining wall, concrete pad, and site development permit (APN 080-310-030); California Water Service Station No. 30 (accessed from Indian Crossing); File # PLN ARCH18-22 (J. Garcia)**

Consulting Planner, Jake Garcia, presented the item as detailed in the staff report.

The Commissioners asked questions of Mr. Garcia and the applicant. Safety of chemicals in the sheds; maintenance of the access road; and relationship to nearby neighborhoods.

Angelia Dillender, CalWater, commented that an extensive geo-tech report had been completed.

Public comment was received from:

- Caroline Vertongen

Nate Torsch, CalWater, responded to Ms. Vertongen's comment.

The Commissioners discussed the project.

MOTION

Commissioner Breen moved to approve the project as submitted. Seconded by Commissioner Flynn, the motion carried unanimously.

- (2) Format of Minutes – Discussion and Recommendation

Planning and Building Director Russell presented information on three different styles of meeting minutes currently used by government bodies and led discussion as to which type the Commission wished to use.

The Commissioners discussed the pros and cons of the three types of formats.

Public comment was received from:

- Caroline Vertongen
- Nicholas Targ

The Commissioners commented on their preferences for minutes.

Planning and Building Director Russell will speak to the Mayor about switching to summary minutes for the ASCC.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(3) Commission Reports

Planning and Building Director Russell updated the Commission regarding status of the Dolan project [228 Westridge] in response to Commissioner Breen's inquiry.

(4) Staff Report

Planning and Building Director Russell noted that the latest set of comments on the Housing Element were due back from HCD the next day. Due to staff changes at HCD, Portola Valley was assigned a new reviewer. The comments will be distributed per the normal process when received.

Planning and Building Director Russell explained that the Planning Commission has not had recent meetings because of a rare situation in which there are currently no items requiring their approval at this time. There will be a future public question and answer session regarding amendments to the Zoning Code which implement the Housing Element.

Planning and Building Director Russell informed the Commission regarding upcoming ASCC reviews and site visits. Meetings are planned on August 14th and August 28th.

Planning and Building Director Russell noted that the Fire District has proposed a new Fire Code. The Planning and Building Department as well as the Wildfire Preparedness Committee have provided comments to them via an administrative draft. The new code is expected to go to Town Council in September. Director Russell summarized the Planning and Building Code comments for the Commissioners.

Public comment was received from:

- Caroline Vertongen

Planning and Building Director Russell addressed Ms. Vertongen's questions, including status of the Stanford application, the number of CUP amendments allowed, and associated CEQA

amendments.

Approval of Minutes

There were no minutes for approval.

ADJOURNMENT [7:01 *p.m.*]