

Chair Koch called the regular meeting to order at 7:30 p.m. in the Town Center historic School House meeting room.

**Roll Call:**

ASCC: Breen, Clark, Koch, Ross

Absent: Harrell

Planning Commission Liaison: Alex VonFeldt

Town Council Liaison: Jeff Aalfs

Town Staff: Town Planning Consultant Vlastic, Interim Town Planner Kristiansson,  
Assistant Planner Borck

**Oral Communications**

Oral communications were requested, but none were offered.

**Continued Architectural Review for New Residence with Detached Guest House, and Site Development Permit X9H-674, 120 Cervantes Road, Gillett**

Kristiansson presented the May 8, 2014 staff report and explained that the plans had been revised to show a change to the footprint of the building as discussed at the April 28 field meeting to move the bedroom wing further away from the oak trees east of the proposed house. In order to make this change without affecting the size of the rooms, the amount of floor area in the house would increase and would exceed the 85% limit. As a result, the ASCC would need to make the findings to allow floor area concentration in order to approve the project.

Kristiansson noted that other changes to the project plans included minor modifications to the building elevations, preparation of a conceptual landscape plan, relocation of the perimeter fences along both Westridge Drive and Cervantes Road, and addition of three skylights over the hallway of the bedroom wing of the house. She reported that the project architect had not yet been able to schedule a meeting with the Westridge Architectural Supervising Committee to discuss their concerns.

ASCC members considered the staff report and the following project plans:

Architectural Plans, prepared by CJW Architecture unless otherwise noted

Sheet T-0.1, Title Sheet, dated 5/2/14

Sheet T-0.2, Build It Green, dated 1/7/14

Sheet SU-1, Boundary and Topographic Survey, dated March 2013, prepared by BGT  
Land Surveying

Sheet A-1.1, Site Plan, dated 5/2/14

Sheet A-1.2, Site Light Fixtures, dated 5/2/14

Sheet A-1.3, Site Plan – Construction Staging, dated 5/2/14

Sheet L-1, Landscape Plan, dated 5/2/14

Sheet A-2.1, Residence Floor Plans, dated 5/2/14

Sheet A-2.2, Accessory Building Plans, dated 5/2/14

Sheet A-3.1, Exterior Elevations, dated 5/2/14

Civil Plans, prepared by Flo-Rite Engineers, dated 3/27/14 & received 5/9/14

C-0 Title Sheet

C-1 Grading Plan

The following additional materials were also considered:

- Outdoor water use efficiency checklist, dated January 20, 2014, prepared by Kevin Schwarckopf
- Interim Geotechnical Assessment, dated March 27, 2014, prepared by JF consulting, Inc.
- Tree Report, dated March 28, 2014, prepared by Ralph Osterling Consultants, Inc.
- Colors and materials board, from CJW Architecture

Project architect Carter Warr was present to discuss the project and answer questions. He said that he had scheduled a meeting with the Westridge Committee for Thursday afternoon but was looking for ASCC approval tonight. He also said that the applicant does not object to the recommended conditions of approval.

In response to questions from Commissioners, Mr. Warr provided the following information:

- they could provide the decorative planting plan for approval earlier, perhaps prior to rough framing inspection;
- the driveway material was changed to asphalt and permeable asphalt to allow the children to ride their bikes on the driveway more easily;
- all of the interior fencing on the property would be removed as part of the project;
- the native grasses will be planted as seed, not sod, and would have no permanent irrigation;
- the oak saplings located near the pool that are noted on the plans for on-site relocation would be moved with the assistance of an arborist and would be brought up to help fill in along the Cervantes Road frontage; and
- all of the non-natives along Cervantes Road will be removed as part of the project.

Public comments were requested but none were offered.

Commissioners discussed the project in general and the possibility of a gravel or partly gravel driveway in particular. Mr. Warr offered that they could see whether some adjustments could be made to the driveway materials and could bring that back to a designated member with the detailed landscaping plan.

Ross moved, and Breen seconded, to approve the project with the following conditions:

1. Prior to the release of any building permits, the details for the temporary occupancy of the existing house during construction shall be specified to planning staff, including length of time and when in the construction timeline the demolition and conversions from house to guest house will take place, and guarantees shall be provided to the satisfaction of the Town Attorney. The timeline and guarantees shall specify that the new main house may not be occupied until the existing house is vacated and the demolition and conversion process initiated to the satisfaction of planning staff.
2. The project shall comply with all conditions established by the Public Works Director, Town Geologist, and Fire Marshal as referred to in the April 25, 2014 staff report, as well as any revised or additional conditions needed to accommodate the modified footprint of the house.

3. The grading plans and volumes of cut and fill, as calculated pursuant to the Town's site development ordinance, shall be verified to the satisfaction of town staff prior to the issuance of any permits. If there are significant changes, additional ASCC review could be required, or if the grading volumes were over 1,000 cubic yards, Planning Commission approval would be required for the site development permit prior to the issuance of any permits for the project.
4. Path lights along the paths to the barn shall be switched separately from the other path lights on the property and shall include manual on switching as well as an off-timer to ensure the lights are not left on for extensive periods of time.
5. A detailed plan for the decorative landscaping areas shall be submitted and approved by a designated member of the ASCC and staff prior to the rough framing inspection.
6. The amount of exterior lighting proposed for the lower level of the two-story portion at the rear of the house shall be clarified and confirmed to be consistent with Town standards, to the satisfaction of planning staff prior to issuance of a building permit.
7. A tree protection plan shall be prepared by the project arborist and submitted to the town prior to building permit issuance, and the construction staging plan shall be modified as necessary to incorporate the recommendations of the plan.
8. The construction staging plan shall be modified as necessary to ensure safety on the property throughout construction, to the satisfaction of the Public Works Director, the Deputy Building Official, planning staff, and the Woodside Fire Protection District. A revised staging plan shall be provided for Phase 2 of the project and approved by each of these parties prior to issuance of a demolition permit for the existing house.
9. The driveway access to Westridge Drive shall meet all CalTrans standards, and the entrance on Westridge Drive should be located as far from Cervantes Road as is feasible, which may require removal of existing oak trees in the right of way, to the satisfaction of the Public Works Director. In addition, if the CalWater property is abandoned and returned to this property, the driveway shall be re-aligned to be even further from Cervantes Road. The project architect and the applicant shall pursue this with CalWater and shall report to staff on the status of interaction with CalWater with the building permit submittal.
10. No permanent irrigation shall be installed for the areas shown on the approved plans for native grass.
11. If the project is modified as a result of the review by the Westridge Architectural Supervising Committee, minor modifications may be approved by a designated ASCC member. Review and approval of the full ASCC shall be required for more significant modifications, as determined by staff or the designated ASCC member,

### **Architectural Review for Residential Additions, Detached Guest Unit, and Stables, 185 Shawnee Pass, Raiche**

Borck presented the May 12, 2014 staff report on this proposal for approval of plans for a 1,040 sf residential addition/remodel, detached guest house, and stables on the subject 1-acre Arrowhead Meadows subdivision property. She advised that the proposal was in compliance with all setbacks, height, and floor area regulations, as well as the provisions of the horsekeeping ordinance. She stated that the project architect informed her that he had discussed the siting of the guest house and stables with the Town's former Stable Inspector, who determined that the 40 foot setback separation requirement applied only to the main

residence and the stables and that the current Stable Inspector is in agreement with that determination. Therefore, no further adjusting to the site plan would be necessary in this regard. Borck stated that the proposed trim color for the accessory structures was not in compliance with Town guidelines and that a new, conforming trim color should be provided for review by a designated ASCC member. She also shared an email from Ms. Linda Hall, 165 Shawnee Pass, which raised concern over the condition of the existing fencing along their common parcel line.

ASCC members considered the staff report and the following project plans prepared by Jason Kaldis:

- Sheet 1, Site Plan
- Sheet 2, Main Floor Plan
- Sheet 3, Guest House and Horse Stable Floor Plans
- Sheet 4, Exterior Elevations
- Sheet 5, Guest House and Stable Exterior Elevations
- Sheet 6, Impervious Surfaces and FAR Calculation Diagrams
- Sheet 1 of 2, Topographic Survey, by L. Wade Hammond
- Sheet 2 of 2, Topographic Survey, by L. Wade Hammond

Also considered were the following application materials:

- Transmittal Letter from project architect, Jason Kaldis, dated 3/14/14
- Outdoor Water Efficiency Checklist, dated 3/14/14
- Completed Build It Green Checklist, received 3/17/14 with 133 points proposed
- Colors/Materials Images. Photographs show the existing residence and proposed light fixtures. The additions and detached structures are proposed to match existing colors and materials. Existing stucco siding is a medium beige, trim and windows are a cream color, and the composition shingle roof is a gray tone

Andre Raiche, applicant, and Jason Kaldis, project architect, were present to discuss the project with ASCC members. Mr. Kaldis addressed the email from Ms. Hall and advised that the horse corral area is off-set from the property line. Mr. Raiche informed the commission that he would continue to work with the neighbor on the fencing concerns. Mr. Kaldis also noted that he did not yet have an alternate trim color to propose and stated that with a three-color scheme, in his experience, a darker trim color would actually highlight the window, door and other trim features more.

Clark asked for clarification on the neighbor's concern over the existing property line fencing. Borck advised that it was a concern over needed repairs and separation between her dogs and Mr. Raiche's horses.

Public comments were requested, but none were offered.

ASCC members briefly discussed the project and were generally supportive of the design and siting. Commissioners encouraged the applicant to remove pines from the rear yard and thin out dying trees in the front yard. Vlasic suggested that the Commission recommend that the applicant discuss potential tree removal with neighbors without tree removal being a condition of project approval.

Following discussion, Clark moved, seconded by Ross and passed (4-0) to approve the project with the following conditions to be met prior to building permit issuance:

1. A color sample of proposed windows and trim for the accessory structures shall be submitted for review by a designated ASCC member. The proposed trim color shall meet the 50% LRV requirement.
2. The elevation plans shall be updated to the satisfaction of planning staff to indicate all colors and materials proposed on the structures.
3. Elevation details for the proposed corral and six-foot wood fencing shall be submitted to the satisfaction of a designated ASCC member.
4. A construction staging and tree protection plan shall be submitted to the satisfaction of Planning staff.
5. Elevation details for the A/C enclosure shall be submitted with the building permit to the satisfaction of Planning staff.
6. The exterior lighting plan shall be revised to show all exterior lighting as being only switch-controlled to the satisfaction of Planning staff.

Ross also recommended that the applicant communicate with the neighbors in regards to removal of the existing pines in the rear yard.

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*Prior to consideration of the following item, Commissioner Breen recused herself and left the dais because the applicants were former clients.*

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### **Preliminary Consideration of Variance X7E-136 and Review for House Addition, 20 Russell Avenue, Subramonian**

Kristiansson presented the May 8, 2014 staff report for preliminary review of this proposal for a 427 square foot addition to an existing 928 square foot house, plus a 161 square foot deck, on this 0.4 acre property in the Woodside Highlands. She noted that the house had been built in 1935, prior to Town incorporation or development of the Town's zoning regulations, and that much of the house was located within the front yard setback that is now required. As a result, even though the proposed addition would be at the rear of the house, a portion of it would be only 16 feet from the front property line, therefore within the 20' front setback, and a variance is needed.

She noted that the project complies with all town standards other than the front setback, and that the floor area of the house with the addition would be approximately 35% of the allowable floor area for the lot. She also said that the existing house would be painted the proposed medium and dark brown colors, which would bring it into conformity with the town's light reflectivity values standards.

Kristiansson then summarized the concern with screening that had been raised by the neighbors at 6 Leroy Avenue and said that the property owners and project architect were

working with these neighbors to resolve this issue. She also noted that the neighbors at 3 Tynan Way had expressed concern with the on-street parking in front of the existing gate which is located at the front of the property at 20 Russell Avenue, partly on the private right of way for Russell Avenue. She noted that the Town does not have a permit or any records on file relative to the gate.

The ASCC considered the staff report and the following plans prepared by F. John Richards, Architect and dated as shown below:

Sheet A1.01, Title Sheet, dated 3/24/14  
Sheet A1.02, Site Plan, dated 3/24/14  
Sheet A1.03, Floor Plans and Exterior Elevations, dated 3/24/14  
Sheet A1.04, Greenpoints, dated 3/24/14

The following additional materials were also considered:

- Outdoor water use efficiency checklist, John Richard, dated 3/18/14 (attached)
- Color board, dated 3/18/14 (not attached; will be available at the meeting)

Project architect John Richards and property owners Ramesh and Olga Subramonian were present to provide information and answer questions as needed. Mr. Richards noted that they had discussed screening with the neighbors but did not have a solution yet; the intent was to plant some vegetation that would be about 20' in height but not too shady. They were hoping to have a solution by the next ASCC meeting. Mr. Subramonian said that the gate had been there for a very long time and is visible in old pictures of the house. He noted that he had replaced the old iron gate that was there when he bought the property, but he could re-install the old gate if desired.

Mr. Richards then said that space on the site is limited for covered parking, particularly by the existing retaining walls and oak trees. He suggested that the on-street parking issue should be worked out in another forum.

Kristiansson confirmed for Commissioners that since the number of bedrooms is not increasing, the project is not required to add any on-site parking. In addition, the issue of the gate being located partially in the right-of-way is not within the Town's jurisdiction because Russell Avenue is a private road.

In response to a question, Mr. Richards said that the cable railing at the new deck and stairs would match the existing cable railing on the property.

Public comments were requested but none were offered.

Commissioners then discussed the project. They suggested that the applicant consider extending the parking area north of the house to provide more space for off-street parking. In addition, Commissioners noted that construction logistics may be difficult given the size and conditions of the lot, and it will be important for the Town to require a construction staging plan that includes provisions for construction worker parking. The ASCC did not state any objections to the proposed addition design, and noted that they could recommend that the Planning Commission approve the variance for the project.

Consideration of the project was then continued to the May 27 ASCC meeting.

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*Commissioner Breen returned to the dais.*

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### **Referral from Town Planner of Request for Modifications to Existing Wireless Communication Facilities, Conditional Use Permit X7D-160, 945 Portola Road, AT&T Mobility**

Vlasic presented the May 9, 2014 staff report on this town planner referral. He explained the background on the matter and the provisions of the existing CUP as amended in 2010, all as discussed in the staff report. He described the current request as presented on the proposed four sheet AT&T plan set, revised through 3/27/14.

Vlasic advised that pursuant to condition 9 of the amended AT&T CUP, the town planner can approve physical changes to the facility if the town planner determines the changes to be minor and consistent with the general provisions of the permit. Vlasic clarified that pursuant to this condition, the town planner is seeking one or two ASCC members to assist the town planner, public works director and likely one or two members of the trails committee in working with AT&T representatives to define an acceptable approach for the subject minor addition of proposed ground based equipment. Vlasic further explained the history of interaction with AT&T to date on the project issues and, in particular, applicant responses to the concerns of the public works director as set forth in a May 6, 2014 email communication from AT&T Mobility agent Marianne Boring.

Ms. Boring was present and supported the approach recommended by staff. She discussed the possible options for equipment location as noted in the staff report and her May 6<sup>th</sup> email, and offered that perhaps before any working meeting, AT&T could provide a survey of the existing west side right of way boundary and fencing to determine if there is space for the new equipment along the western fence boundary.

Public comments were requested. In response to a question from town council liaison Aalfs, Ms. Boring noted that it might be possible to rent or lease some private west side land for the equipment if needed and if the landowner agreed to the lease. Vlasic clarified that some efforts had been made in the past relative to a leasing proposal, but these received a negative response from the landowner. No other public input was offered.

ASCC members briefly discussed the referral and concurred with the process outlined in the staff report, and with the understanding that before any meeting to consider options the AT&T right of way survey should be completed as offered by Ms. Boring. Thereafter, ASCC members agreed that commissioners Clark and Harrell should work with staff, trails committee representatives and the applicant to define an acceptable equipment plan.

Boring advised she would inform staff when the survey work was complete and ready for town consideration and a site meeting.

### **Commission and Staff Reports**

Koch noted that she had reviewed a minor fence realignment at 8 Buck Meadow, and Breen said she had looked at landscaping for several projects (3 Grove, 468 Westridge, and 1155 Westridge).

Ross asked about fence opacity requirements, particularly in terms of a recent project at 274 Corte Madera Road. Vlastic noted that if the fence were set back at least 20 feet, there would be no transparency requirement. Kristiansson added that the fence/gate and setback requirements vary between zoning districts, and a table summarizing all of the fence/gate requirements is available at Town Hall and also on the Town's website.

Ross also asked about a posting he had noticed to PV Forum regarding landscape lighting and whether it would be appropriate for him to respond, or whether town staff would track and respond to comments. Kristiansson replied that Brandi deGarmeaux and Stacie Nerdahl monitor the PVForum and occasionally provide responses. If an ASCC member notes something that should be routed, the best approach would be to forward that posting to town staff, including planning staff.

Planning Commission Liaison Von Feldt informed the ASCC and staff that there are invasives along the C-1 trail which should be removed before they go to seed. Kristiansson said that she would inform the Public Works Director.

Planning Commission Liaison Von Feldt also noted that concerns have been raised about the willows in Sausal Creek at Town Center. She advised that three hydrologists have studied the creek and determined that the willows are essential for maintaining the proper functioning of the creek. The willows can, however, be pruned.

## **Minutes**

Ross moved, Breen seconded to approve the April 14, 2014 minutes as amended. The motion passed 3-0-1, Koch abstaining.

Breen moved, Ross seconded to approve the April 28, 2014 minutes as submitted. The motion passed 3-0-1, Clark abstaining.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:57 p.m.