

Chair Chase called the meeting to order at 8:00 p.m.

Roll Call:

ASCC: Chase, Breen, Gelpi, Schilling, Warr

Absent: None

Town Council Liaison: Merk

Planning Commission Liaison: None

Town Staff: Deputy Town Planner Vlastic, Planning Technician Borck,
Planning Manager Lambert

Oral Communications

Oral communications were requested, but none were offered.

Town Center Project -- Discussion of placement of story poles and staking for ASCC Project Review

Vlastic presented the August 4, 2005 staff report on this matter and explained that in the near future (now tentatively scheduled for September 26) the town center project architects would be formally presenting the site and architectural plans to the ASCC for consideration and recommendation to the town council. He advised that in preparing for this review, the architects understand that some site demonstration of the building proposal is normally required, including staking of building footprints and placement of story poles. He clarified that the architects are now seeking ASCC direction as to the staking and story pole placement that would be adequate to accommodate ASCC review.

ASCC members considered copies of the most recent site plans and building elevations and offered the following requests for placement of stakes and story poles and extension of "ridgeline" taping:

1. **Library building.** Eight (8) points of the proposed library building footprint were identified for staking. Of these, five (5) were points where story poles should be placed. Ridgeline ribbons or taping should be provided to demonstrate the eastern end of the building and taping should be extended to show the east to west ridgeline to the western end of the building.
2. **Town Hall building.** Six to eight (6-8) points of the proposed town hall building footprint were identified. It was agreed that only one story pole would be needed, essentially in the center of the footprint, to show the maximum height of the proposed structure.
3. **Community Hall building.** Seven (7) points of the proposed community hall building footprint were identified for staking. Of these, four (4) were points where story poles should be placed. Ridgeline ribbons or taping should be provided to demonstrate the eastern end of the building and the ribbon or taping should be extended to show the maximum height along the north elevation. It was understood that there are offsets

relative to roof forms, but it was also agreed that showing the maximum heights off ridges would be sufficient for the ASCC's evaluation of potential view impacts.

4. **Activity Rooms building.** Four (4) points of the proposed activity rooms building footprint were identified. Like with the town hall building, it was agreed that only one story pole would be needed, essentially in the center of the footprint, to show the maximum height of the proposed structure.
5. **Accuracy.** A site plan and elevations should be provided at the site meeting that clearly link the staking, story poles and ridgeline taping to the plan information. It was agreed that it is essential there is no misunderstanding as to what has been modeled at the site or the accuracy of it (i.e., demonstrated building locations, heights, etc.). It was stressed that the clarity and accuracy of the modeling is more important than the number of points that are identified.

(Note: staff advised that a copy of the proposed site plan would be annotated based on ASCC comments and forwarded to the project architects for their use in preparing for the September 26 ASCC meeting.)

Architectural Review for new residence and Site Development Permit X9H-524, 2 Buck Meadow Drive (Lot 36, Blue Oaks Subdivision), McClatchie

Vlasic reviewed the comments in the August 4, 2005 staff report on this request and advised that the applicant is still working to resolve outstanding issues with representatives of the Blue Oaks homeowner association's board of directors. He further advised that, as result of the ongoing efforts, the applicant has requested that project review be continued to the August 22 ASCC meeting and staff concurs with the request.

Public comments were requested, but none were offered. Thereafter, project review was continued to the August 22 regular ASCC meeting.

Preliminary Review, Proposed Amendments to General Plan and Conditional use Permit X7D-70 for the Village Square Shopping Center, 884 Portola Road, Lo

Vlasic reviewed the comments in the August 4, 2005 staff report and explained that this matter had been set for preliminary review that was to start with an ASCC site meeting earlier in the day. He explained that the applicant was not fully prepared for the site meeting and, therefore, it was cancelled. He further advised that the applicant has asked that project review be continued to the August 22 meeting. Vlasic stated that staff concurs with this request and hopes the planning commission would also be able to participate in the August 22 meeting.

Public comments were requested, but none were offered. Thereafter, project review was continued to an August 22 site meeting, to begin at 4:00 p.m.

Prior to consideration of the following application, Warr temporarily removed himself from the ASCC noting his firm was providing architectural services to the Priory on the project.

Architectural Review of Proposed Temporary Classroom Plans for conformity with Conditional Use Permit X7D-30, 302 Portola Road, Woodside Priory School

Vlasic presented the August 4, 2005 staff report on this proposal for the installation of two portable classrooms in master plan Zone G of the Priory campus. He explained that the two classrooms have a total floor area of 960 sf and would be located at the east end of the existing library/media center building as shown on the following enclosed plans dated June 20, 2005 prepared by CJW Architecture:

Sheet: A-1.1, Overall Site Plan

Sheet: A-2.1, Proposed Portable Classrooms Enlarged Site Plan

Sheet: A-3.1, Exterior Elevations

He then discussed how the proposal conformed to the provisions of the newly amended Priory school master plan, as evaluated in the 8/4/05 staff report.

Project architect Kevin Schwarckopf, CJW Architecture, presented the proposal to the ASCC and offered the following comments and clarifications:

- The necessary drainage improvements are now being developed by the master plan drainage consultants, BKF Engineers.
- The construction details for the portables have yet to be received from the company that builds the structures. When the details are received, plans for necessary exterior lighting, only as required to meet building code requirements, will be developed.
- The existing small storage shed will be moved to the west side of the library building to accommodate the portables and necessary space for access to them.
- A ramp will be used to roll the portables from the existing cul-de-sac to the installation site. No grading will be done to accommodate access or installation.
- The Priory is willing to paint the siding, fascia and trim to match the dark brown color used on the adjacent library building.

Public comments were requested, but none were offered. After brief discussion, Schilling moved, seconded by Breen and passed 4-0, approval of the plans as presented and clarified at the ASCC meeting subject to the following conditions to be addressed, unless otherwise noted, to the satisfaction of planning staff prior to issuance of a building permit:

1. The applicant shall provide data to the satisfaction of the town's public works director demonstrating that specific drainage proposals for the temporary classroom improvements are consistent with the approved on-site drainage master plan. Further, the key drainage components of the drainage system shall be in place to the satisfaction of the public works director, prior to, or concurrent with the installation of the portable classrooms.

2. The plans shall be revised to provide for reseeding of disturbed areas with erosion control grasses and to identify specific measures to protect trees from activities associated with installation of the portable classrooms. Once approved, the plans shall be implemented to the satisfaction of planning staff.
3. The plans shall be revised to clearly state that the siding of the portable structures, and the trim and fascia features, shall be painted in the dark brown color used on the existing, adjacent library/media center building.
4. The plans shall be revised to clearly describe any proposed exterior lighting to the satisfaction of a designed ASCC member. Any such lighting shall be consistent with the ASCC approved Priory master lighting plan, prepared by Ron Benoit Associates.

The above action was taken with the understanding that the use of the portable classrooms at the site would be eliminated during completion of Phase II of the use permit authorized master plan improvements. It was acknowledged, however, that the Priory might need to use the portables in a different location during the next phase of improvements, but only if such a location was found acceptable by the ASCC.

Following consideration of the Priory application, Warr returned to his ASCC position.

Proposed Conditional Use Permit X7D-161 for installation of a new wireless antenna facilities on existing "Joint Pole," West side of Alpine Road Right of Way near 4115 Alpine Road, Cingular Wireless

Vlasic presented the August 4, 2005 report on this request by Cingular Wireless for planning commission approval of a use permit application to allow installation of new wireless antenna facilities. He noted that the facilities are to be located on an existing wood pole located within the Alpine Road right of way across the street from the intersection of Alpine Road and Creek Park Drive as described in the July 27 memorandum to the planning commission and on the applicants four-sheet plan set dated 4/19/05. ASCC members considered the staff report, project plans, and photo simulation sheets provided by the applicant.

Kelly Pepper, representing the applicant, was present to discuss the plans with ASCC members. In response to a question, she advised that the recent AT&T application for antenna facilities to be added to an existing pole within the Portola Road corridor was developed by a different part of the Cingular organization, which recently merged with AT&T.

Public comments were requested, but none were offered.

ASCC members were generally supportive of the request and appreciated the need for improved wireless service in the Alpine Road corridor. Members further stated that they were pleased the proposed facilities could be installed on the exiting pole without the need to increase pole height, as was necessary with the AT&T proposal.

Following brief discussion, Gelpi moved, seconded by Warr and passed 5-0, to recommend planning commission approval of the use permit request subject to the following conditions:

1. All new facilities shall be mounted as close to the surface of the existing poles as possible and painted to match the light brown color shown for them on the simulation photos.
2. The applicant shall agree to the timely removal of the equipment if the power poles along Alpine Road are placed underground or if new technology makes the equipment obsolete.

Proposed Lot Line Adjustment, 130 and 140 Golden Oak Drive, Cappiello/Avida Koller

Vlasic presented the August 8, 2005 staff report on this proposal for the adjustment of the property line between the two subject properties (see attached vicinity map). He advised that the application has been filed pursuant to the provisions of the subdivision ordinance and final action on the request is the responsibility of the planning commission. He then reviewed the proposal as described in the June 30, 2005 preliminary review report to the planning commission and shown on the following project plans prepared, unless otherwise noted, by Lea & Sung Engineering, Inc.:

Sheet A1.1, Architectural Site Plan The Avida-Koller Residence, Duxbury Architects,
5/31/02 (enclosed)

Lot Line Adjustment, Exhibits A & B 130 Golden Oak Drive, June 2002 (attached)

Lot Line Adjustment, Exhibits A & B, 140 Golden Oak Drive, June 2002(attached)

ASCC members considered the plans and staff report and found the lot line adjustment acceptable as proposed.

Public comments were requested. **Dana Cappiello, the owner of 130 Golden Oak Drive,** stated that when she purchased the property she thought it actually included the area now proposed to be transferred to it, and was surprised to learn of the need for the lot line adjustment.

Thereafter, Warr moved, seconded by Schilling and passed 5-0 to recommend planning commission approval of the lot line adjustment application as proposed.

Draft Revisions to ASCC provisions of the Town's Policy Manual

Vlasic presented the August 4, 2005 staff report on this matter and suggested that some consideration be given to clearly stating under "Duties and Functions" that the ASCC acts on/approves design review applications and site development permits pursuant to the provisions of the zoning and site development ordinances. Lambert noted that once all committees and commissions review the proposed policy manual changes, town administrative staff would consider their comments and recommendations, and then the revised manual would be presented in final form to the town council for approval. She also stressed that the major changes are the additions regarding committee appointment and term limits.

ASCC members discussed the proposed ASCC policy changes and found them generally acceptable. Schilling suggested, however, and other ASCC members concurred, that item 1 under "Duties and Functions" should be changed to read as follows:

"1. Reviews and acts on design review applications and site development permits pursuant to the provisions of the zoning and site development ordinances, including but not limited to, applications for all commercial buildings, all new single family dwellings, guest houses, additions over 400 square feet, second floor additions, and all structures on parcels fronting on arterial roads or freeways as shown on the Town General Plan."

Report on July 13, 2005 Meeting with Dr. Buegelmans re: Construction At 1 Grove Court

Vlasic explained that in response to concerns previously expressed by Dr. Buegelmans and shared with the ASCC relative to construction activities at 1 Grove Court (Bianchi), on July 13, Leslie Lambert, Carter Warr, Mike Schilling and he met with Dr. Buegelmans. Vlasic advised that at the meeting, the following issues were discussed relative to impacts of the construction activities on neighbors:

- The length of the construction operation, now over two years. It was noted that the project has a new construction manager and the manager advised that the current schedule calls for construction to be complete in October.
- Consistency re: conformity to required tree protection efforts and appropriate locations for construction facilities for equipment and project management (i.e., trailers, larger containers, etc.). It was noted that tree protection measures are not necessarily continuously maintained and the large "box" containers are, at times located in required yard areas where they have potential for adversely impacting neighboring views.
- Maintenance of required construction control fencing. It was noted that the construction fence along the parcel boundary with the Buegelmans property was leaning into the neighbor's property and the dust control fabric along the fence was no longer fully attached. It was also noted that Dr. Buegelmans would prefer that the neighbor install a permanent, six-foot high solid board fence along the common property line.

Vlasic also noted that clear differences of opinion were expressed regarding architectural style. Warr and Schilling agreed and stressed that while it was agreed that the differences of opinion on architectural style would remain, the meeting with Dr. Buegelmans was very positive, and friendly and yielded some good data for consideration in the post construction analysis project (see discussion on the following item.)

Lambert advised that in follow-up to the July 13 meeting, she has been in contact with the construction manager for the 1 Grove Court project and the following items have been or will be addressed:

1. The temporary property line construction fencing has been repaired and the site condition generally "cleaned."

2. The large "blue" tool storage unit located in the side yard has been moved and the construction trailer is to be removed from the site shortly.
3. The project arborist has been to the site and has provided directions for repair and maintenance of the tree protection facilities and for enhancing the condition of the site trees. These efforts are being pursued.

Lambert added that another issue that is being faced is pressure for temporary occupancy of new residences before all aspects of required site improvements are complete. She noted that once temporary occupancy is granted, it is more difficult to force completion of all required improvements, particularly landscaping. It was agreed that this would be considered as part of the "process" review the ASCC would want to include in the post construction review project (see following discussion).

Program for ASCC Post Construction Analysis of Residential Projects

Vlasic reviewed the comments in the August 4, 2005 staff report on this matter and also reviewed the May 10, 2005 proposal for ASCC post construction analysis of residential projects. He advised that this project has been included in the 2005-06 Town budget and the proposal and scope of work are now being forwarded to the town council for actual authorization. He further advised that staff is seeking any additional ASCC comments on the scope of work before the proposal is presented to the town council for final authorization.

ASCC members considered the request and offered the following comments to be forwarded to the town council on the proposal and the scope of work.

1. The ASCC continues to support the scope of work as set forth in the May 10, 2005 proposal memorandum to the planning commission.
2. The work should also consider the actual construction process. Specifically, the time frame to complete projects and actions the town can take to ensure projects move along in a timely manner should be considered and evaluated. Options the town can pursue to encourage and/or influence contractors to be timelier in completing work and more responsible for fulfilling construction staging, tree protection, etc., plans should be identified.
3. Task 5 should include specific recommendations for changes to plans, ordinances and guidelines and all agreed that the work should be completed within the 2005-06 budget year. The ASCC asked that once the council authorizes the work, it be added as a regular item on the ASCC agendas to ensure the work proceeds to completion during the course of the current budget year.

Approval of Minutes

Schilling moved, seconded by Breen and passed 4-0-1 (Warr) approval of the July 11, 2005 field and evening meeting minutes as drafted.

Adjournment

There being no further business, the meeting was adjourned at 9:17 p.m.

T. Vlastic