

(1) CALL TO ORDER

Commissioner Breen called the regular meeting to order at 7:00 p.m. in the Town Center Historic School House Meeting Room, 765 Portola Road.

(2) ROLL CALL

Interim Town Manager Pedro called roll:

Present: ASCC: Breen, Clark, Koch  
Absent: Ross  
Planning Commission Liaison: None  
Town Council Liaison: None  
Town Staff: Interim Town Manager Debbie Pedro, Assistant Planner Carol Borck

(3) ORAL COMMUNICATIONS: None.

(4) NEW BUSINESS

(a) Architectural Review for Addition and Remodel, File #17-2015, 15 Adair Lane, Low Residence.

Assistant Planner Borck presented the staff report requesting ASCC action regarding the architectural review plans for the proposed addition and remodel project. She advised that in addition to the review of the proposed project that existing fencing and a hedge were located within the Town's right of way and would need to be removed. She also noted that the existing driveway entry gate and columns were noncompliant with Town regulations, had no record of building permit, and should be removed.

Commissioner Breen invited comments from the applicant.

Project architect, Mark Percy, explained that this project is the first of what will be several phases in the remodel/updating of the residence, and that the proposed design of the addition will be repeated with future projects. Mr. Low said the existing non-conforming hedge and fence are helpful for them to contain their dog. He requested being allowed to delay bringing the fence into compliance until the second phase of their remodeling plans.

Commissioner Breen invited questions from the Commission.

Commissioner Koch confirmed there were no landscaping changes other than the decking and removal of three trees. She asked if the features in the sketch marked "future" were part of Phase 1. Mr. Percy said it is an overall master plan, but the focus at this point is the master bedroom addition. He stated that they do not have a definite timeline regarding the future plans. In response to Commissioner Koch's question, Mr. Percy said there is no overall master landscaping plan yet.

Commissioner Clark asked staff regarding the process for a project that includes significant non-conforming landscape in the right-of-way. Ms. Pedro confirmed it was the owner's responsibility

to remove the vegetation from the right of way.

In response to Commissioner Clark's question, Mr. Low advised that the proposed plans have been shared with their neighbors.

In response to Commissioner Breen's question, Mr. Percy said the white trim and gutters will all be changed to match the new bronze elements as the phases of the remodel proceed.

Commissioner Breen invited comments from the public. Hearing none, Commissioner Breen brought the project back to the Commission for comment and action.

Commissioner Clark supported the approach to the project. He suggested native landscaping in front of the proposed wood screening fence. He said the gate columns need to be removed as part of this specific application.

Commissioner Koch supported the project and allowing for the continued use of the white trim during this first phase of improvements. She agreed the non-conforming gate within the setback needed to be removed.

Commissioner Breen supported the project. She agreed the columns, gates, fence, and hedge in the setback needed to be removed. She also encouraged removal of the existing palm trees.

In response to Commissioner Clark's comments regarding the possible phased removal of the front hedge, Commissioner Breen said the hedge is in decline, was in the right of way, and needed to be removed. Commissioner Koch agreed the hedge needed to be removed. Commissioner Clark said the ASCC should revisit the entry gate and fencing solution and possibly provide further direction.

Commissioner Clark moved to approve the addition with the conditions as stated in the staff report. Seconded by Commissioner Koch; the motion carried 3-0.

**(b) Architectural Review for a Driveway Entry Gate, File #18-2015, 1 La Sandra Way, Zaffaroni Residence.**

Interim Town Manager Pedro presented the staff report requesting ASCC action regarding the proposed project, with an additional condition that the gate and call box be located a minimum of 25 feet from the north property line pursuant to the zoning code.

Charles Zaffaroni, applicant, said their desire for a driveway entry gate stemmed from two incidents on their property – a November 2013 home burglary and a delivery driver running over their dog in the driveway near their garage in early August. He said the proposed gate is not ornate, and the goal is simply to protect their personal security and property. He explained the history of the address change for the residence.

Commissioner Breen asked for questions from the Commission.

Commissioner Koch asked the applicant to explain their opposition to placing the gate within the setback. Mr. Zaffaroni said the gate is setback 35 feet from the intersection of Pinon and La Sandra and 100 feet from the Pinon side property line. He said the concern regarding exceeding the 35-foot setback from the entry of the driveway was the potential lineup of vehicles at the gate and having cars trying to back out of the driveway into the blind corner. He said another

concern is that neighbors would not be able to see cars parked in front of the gate if it was set farther back, which is potentially detrimental to security.

With no further questions from the Commission, Commissioner Breen asked for public comment.

Bill Dewes, of WASC, said locating the gate as proposed eliminates the possibility of people driving around the gate due to the existing vegetation. He said the proposed gate will not be highly visible, and they have received no negative feedback from neighbors.

Ms. Pedro reminded the Commission that the exception clause in the zoning code, 18.43.080(C)(3), which allows the ASCC to grant relief, would require the applicant to demonstrate that the proposed gate cannot conform to the regulations given the conditions of the parcel.

With no other public comments, Commissioner Breen brought the project back to the Commissioners for comment.

Commissioner Koch stated that she did not find sufficient reason to support granting relief from the zoning ordinance to place the gate nearer the driveway entrance.

Commissioner Clark supported placement of the gate per Town regulations. He also suggested placement beyond the turnout.

Commissioner Breen supported placement of the gate per Town regulations, beyond the turnout, and did not find sufficient reason to grant relief from the zoning ordinance. She pointed out that the non-conforming driveway lights and tree lights also need to be removed.

Commissioner Koch agreed the non-conforming lighting needed to be removed.

Commissioner Clark moved to approve the gate design with the condition that the gate be moved to at least the 25-foot setback with the non-conforming lighting to be removed. Seconded by Commissioner Koch; the motion carried 3-0.

(5) COMMISSION AND STAFF REPORTS:

(a) Town Center Master Plan Update Committee

Ms. Pedro reported that the Town Council had formed a Town Center Master Plan Update Committee comprised of nine members, chaired by former Councilmember Ted Driscoll and including Council Liaisons Ann Wengert and Craig Hughes. She said the Council has requested an ASCC member to serve on the committee. The next meeting will be held October 14 at 4:00 p.m. Ms. Pedro described some of the issues the committee will be examining and said the process is expected to last six to twelve months. Commissioner Koch volunteered to serve on the new committee, with Commissioner Breen as the back-up.

(b) Appointment of New ASCC Member

Ms. Pedro announced the Town Council's appointment of Al Sill as the new ASCC member and advised that he will be in attendance at the next ASCC meeting.

(c) **45 Tagus Court**

Ms. Pedro advised that staff met with the landscape architect at the site and visited with the neighbor, Mike Nuttall, who has expressed concerns about the view impacts of the new home. She said the landscaping was adjusted to provide better screening of the swimming pool area and Mr. Nuttall is satisfied with the changes.

Jane Bourne, Conservation Committee, asked if the landscape project taking place on 30 Zapata would be coming before the ASCC. Ms. Pedro advised that this was a landscape restoration project that was the result of removal of several significant oak trees. She stated that the project had not yet been approved by WASC and that the project will need to be reviewed by the ASCC. Commissioner Koch and Commissioner Breen suggested that an ASCC field meeting would be appropriate.

(6) **APPROVAL OF MINUTES**: September 14, 2015. Commissioner Clark moved to approve the September 14, 2015, minutes as corrected. Seconded by Commissioner Koch, the motion passed 3-0.

(8) **ADJOURNMENT** [8:22 p.m.]