

Special ASCC Field Meeting, 109 Santa Maria Avenue, Preliminary Architectural Review and Site Development Permit Review for a New Residence.

Chair Ross called the special meeting to order at 3:00 p.m.

ROLL CALL:

ASCC: Commissioners Koch, Wilson; and Vice Chair Breen, Chair Ross

Absent: Commissioner Sill

Planning Commission Liaison: None

Town Council Liaison: Jeff Aalfs

Town Staff: Planning Director Debbie Pedro

Others present relative to the proposal for 109 Santa Maria Avenue

Bob Stafford, applicant

Steve Kellond, project architect

Jean Isaacson, Woodside Highlands Improvement Association and Road Committee

Michael Katz, 107 Santa Maria

Craig Taylor, 111 Santa Maria

Annalise Connell, 56 Santa Maria

Jennifer Fraser, 105 and 109 Santa Maria

John Hessel, 123 Santa Maria

Virginia Bacon, 205 Golden Oak Drive

Andy Browne 67 Santa Maria

Marge DeStaebler, 31 Santa Maria

Joey Doernberg, 102 Tynan

Theresa Godfrey, 20 Tynan Way

Kay Erikson, 133 Russell

Plus several other neighbors who have joined in during the meeting

Planning Director Debbie Pedro presented the report regarding the project which consists of demolition of the existing two story house on the property and the construction of a new 2,719 sq. ft. two story residence with an attached two car garage and a 295 sq. ft. basement. She said the existing house is legal nonconforming because it sits within the side yard setbacks. The proposed home will be located outside the required setbacks. She said approximately 260 cubic yards of grading would be necessary over the driveway and garage area.

Bob Stafford, applicant and Steve Kellond, project architect, explained their design approach, noting that the home was designed around the preservation of the significant oak tree in the front yard as well as their consideration of impacts to the neighbors.

In response to a question about construction parking, Mr. Stafford said that they plan to use the property interior for staging and will follow the Town's requirement.

A neighbor asked about the location and design of the septic system. Mr. Stafford said they are currently working with the County Health Department on the permit. They will have the design finalized before the next ASCC meeting.

The applicant answered additional questions from neighbors about tree removal, drainage design, and location of the road right of way and driveway easement.

The group walked around the site and viewed the story poles for the house and the trees proposed for removal. The ASCC then visited the adjacent property at 107 Santa Maria and viewed the project site from the deck.

After the site discussions, ASCC members agreed that they would offer comments on the proposal at the regular evening ASCC meeting. Members thanked the applicants and neighbors for participation in the site meeting. The field meeting adjourned at 4:00 p.m.

(1) CALL TO ORDER

Chair Ross 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

Planning Director Debbie Pedro called roll:

Present: ASCC: Commissioners Koch and Wilson; and Vice Chair Breen, Chair Ross
Absent: Commissioner Sill
Planning Commission Liaison: Denise Gilbert
Town Council Liaison: None
Town Staff: Planning Director Debbie Pedro

(3) ORAL COMMUNICATIONS: None.

(4) NEW BUSINESS

(a) Preliminary Architectural Review for a New Residence, Philomena LLC, 109 Santa Maria Avenue, File #21-2016

Ms. Pedro presented the staff report for the proposed project. She said a preliminary field meeting was held at the site earlier this afternoon, with a number of neighbors in attendance. She said the applicant was requesting a floor area concentration exception due to the property size and slopes. She said the ASCC can grant the exception if they can make the findings listed in Section 18.48.020 of the Zoning Code.

Chair Ross called for questions from the Commissioners.

In response to Chair Ross's question, Planning Director Pedro said the existing residence includes a single car garage.

Hearing no further questions, Chair Ross invited the applicant to comment.

Jim Toby, project civil engineer, explained the proposed drainage plan. He said the retention system will be an improvement to what currently exists. He said they are currently working with San Mateo County Environmental Health on the proposed septic system. He said due to the steep slope of the property, there will be a number of retaining walls, which they are stepping down with the hillside. Vice Chair Breen asked what material was being used for the retaining walls. Mr. Toby said the retaining walls will be made of concrete and may be faced with other material.

Chair Ross called for questions for the project civil engineer. In response to a question from a member of the audience, Mr. Toby said there would be an approximately 30" underground pipe that acts as a reservoir to hold the water and then release it slowly. In response to Chair Ross's question, Mr. Toby said the system is typically sized for a 25-year storm.

Steve Kellond, project architect, said the small size of the lot, the steep slope, the required septic and drainage system, and the minimal impact to neighbors' views supports the findings to grant the floor area concentration exception. He said the simple lines of the building, the colors, and the materials are in keeping with the character and quality of the neighborhood.

Bob Stafford, the applicant, thanked staff and the neighbors for their input regarding this project. He said it's been three years since he first stepped on the property and there have been several iterations of the home designs. He said he has radically changed the design in deference to neighbors, for example eliminating his desire to have a tucked-under garage and eliminating a kitchen window facing the adjacent neighbor. He said he appreciates this process and that he and the design team were there to listen to everyone's viewpoints and questions.

Chair Ross called for questions from the Commissioners.

Vice Chair Breen asked regarding the interior lighting on the clerestory. The applicant said they planned for recessed lighting, but because of the room and natural light dynamics, the lighting will likely be moved more towards the center of the room.

Vice Chair Breen asked the applicant for clarification as he had mentioned abandoning the idea of a possible sports court. He said they were no longer considering a sports court because it does not fit the site. The applicant said they are proposing 40 percent less impervious surface area than what is allowed for the site.

Commissioner Wilson asked if the applicants had addressed the Town Geologist's comment that the 5-foot minimum embedment depth into the rock for the piers did not appear appropriate. The project engineer said the depth of piers will be determined based on the combination of the type of soil and the loads that might be imposed on a particular pier. He said it is a technical issue that will be worked out between the geotechnical engineer, the structural engineer, and the Town's geologist to make sure it is appropriate for the site.

Commissioner Koch asked regarding the fencing along the left neighbor's property. She said she understood the neighbor planted the pittosporum plants but they are on the applicant's property. She asked if the applicant would consider moving the fence and letting the pittosporums remain or letting the neighbor decide what they want to do. Mr. Stafford said he appreciates the privacy the existing pittosporum plants provide, and if they were removed and replaced with new plantings, it will take a few seasons to regain that privacy. Mr. Stafford said he and Mr. Katz have had collaborative discussions regarding this issue and he anticipates being able to reach an agreeable compromise.

Commissioner Koch expressed concern regarding protection of the significant oak located at the front of the property. The project architect said although it is not common to design a house around a tree, that is what they've done because they want to keep that tree. He said the arborist will be at the site during every critical stage of the construction. He said the construction staging will be carefully planned to address protection of the oak tree, being sensitive to neighbors as to where the materials will be stored, repetition of deliveries, etc.

Commissioner Koch asked regarding the glazing on the windows. She said the rear portion of the house had a lot of glass and she was concerned about reflectivity and light spill. The applicant advised that the band that goes across the main roofline is a shading truss.

With no further questions, Chair Ross opened the public hearing for comments and questions.

Annalise Connell, 56 Santa Maria. Ms. Connell said that septic and road issues can completely constrain a design, but the discussion tonight is occurring without that input. She asked the Commission to explain the ASCC process. Chair Ross said the purpose of the ASCC preliminary review is to provide feedback to architectural and site questions. He said different types of reviews occur in parallel during this process. He said that staff provides applicants guidance regarding such things as setback requirements or anything that will be a serious issue regarding a design, but apart from that, they don't require applicants to have certain elements of their projects worked out before bringing it to the ASCC for a preliminary review. He said it is quite possible a design might change due to a constraint that has not yet been determined. He said no approvals are being granted at this preliminary review.

Koosha Saii, 62 Santa Maria Avenue. Mr. Saii said that since their road is private there is a road committee. He asked if the road committee will also have a chance to review the plan. Chair Ross said that is separate from the Town's review altogether, and he did not know the details of the road committee's enforcement authority. He said with homeowners' association design review requirements, for example, it is possible for an applicant to be approved by the ASCC but not be approved by their homeowners' association, which is an issue that the applicant must work out with the homeowners' association. He said the Town doesn't have any jurisdiction or control over the private road.

Jean Isaacson, President of the Woodside Highlands Improvement Association and Road Committee, said she was under the impression they were being asked for input because so much of the work proposed for this project falls within their road right of way. She said she had written a note thanking the ASCC for asking for their input and was going to request confirmation that final approval of the project would not be given until their committee had received the information they requested from Mr. Stafford on June 15. Chair Ross said his understanding was that since it is a private road owned and maintained by the neighborhood members, it is essentially a civil matter between the association and any private property owner. He said the ASCC does have some say about the aesthetics of a project element, for example, a retaining wall that is going to be built along with the project. Planning Director Pedro said the Town is not requiring the applicant to obtain Woodside Highlands Improvement Association and Road Committee approval prior to ASCC action, similar to other projects with homeowners associations. She said the ASCC's authority is over aesthetics, architectural review, and site control.

Michael Katz, 107 Santa Maria Avenue, former President of the Woodside Highlands Improvement Association. Mr. Katz said the funds for the association are collected by the County tax to the Town. The Town works with the association to decide what projects need to be carried out and then disburses the funds. Chair Ross thanked Mr. Katz for the clarification. He said the solution may be outside of the ASCC's level of authority. He said, for example, with regard to site civil engineering issues such as retaining walls and parking areas on someone's property, the ASCC would not weigh in unless there is some architectural feature the ASCC has issue with. He said the engineering issues of the interface between private property owner and the road district is something that the ASCC does not have the authority to review. He said if it comes to a dispute, the Town government would not be the arbiter of that dispute because it would be a civil matter.

Andy Browne, 67 Santa Maria Avenue. Mr. Browne asked what type of foundation was being proposed for the project. Chair Ross said it was a pier and grade beam. Mr. Browne said his house has been supported on 12 of those types of piers for 45 years and apparently three of the piers have risen up as much as 3 or 4 inches due to changes in the clay. The project civil

engineer said modern technology has addressed the problem Mr. Browne is having. He said today they put 3- to 4-inch thick cardboard around the piers so that when the soil expands and contracts, the cardboard will pick up the void so that it does not allow the pier to rise. He said today's building code requirements will ensure that does not happen with this applicant's project.

Mr. Browne asked if the exterior lighting on the house or the light from inside the living room will make the house appear to glow in the dark. The applicant said all of the exterior light fixtures are shielded or very low downlights. Mr. Browne expressed concern about maintaining the dark sky. The applicant said the lights are only in locations that are required by building code or for safety and the plan does not include excessive landscape lighting. Mr. Browne said that was acceptable to him.

Frank Crow, 73 Santa Maria Avenue. Mr. Crow said he was impressed the architects were able to successfully design such a large house on the small lot, but he does not understand why a house for two people needs to be twice as large as the house he lives in with his wife. He said the proposed house has four bathrooms, which he said is excessive. He suggested reducing the size of the house to something appropriate for two people instead of building a four-bedroom house just to sell it in a couple of years. He said the clerestory will be the only one in the neighborhood that spills light onto the road and suggested removing that to downsize the appearance of the house. He said there is no valid purpose for the fence.

Joey Doernberg, 102 Tynan Way. Mr. Doernberg said the proposed modern house does not fit in with the older neighborhood. He said the house is oversized for two people and is bad for the wildlife. Ariel Doernberg, Mr. Doernberg's daughter, said the house is too big in their neighborhood of tiny houses.

Annalise Connell, 56 Santa Maria, asked how the allowable square footage for the property is determined. Planning Director Pedro said per the zoning ordinance, a formula is used to calculate the allowable floor area and impervious surface area for each property. She said it is based on the size of the property and the average slope. Chair Ross said the amount of area that can be used to build a project is reduced when there is a significant slope. Ms. Connell said she and the neighbors were surprised and shocked that a 3,000 square foot house would be allowed on that site. Chair Ross said they are seeing, in general in Town, that when people redevelop existing sites, they tend to build larger structures, but still within the limits. He said the amount of square footage is not determined by what was originally on the site but is determined by the zoning regulations,

Michele Marincovich, 8 Tynan Way. Ms. Marincovich asked for clarification between those elements of the project that are allowable as proposed and those proposed project elements that would need to be approved as an exception. Chair Ross said there is no requested variance to build within a setback and is in fact correcting an existing setback issue. He said there are no variance requests to exceed the height limit or allowable footprint area of the project, the number of stories, the amount of square footage, or the amount of impervious surface area. He said, however, that the ASCC does have some discretion regarding what gets approved, so a project being totally allowable does not guarantee that it will be approved. He said the only aspect of this project that requires special approval is the request to concentrate more than 85 percent of the allowable square footage on the site into one building. He said this 85 percent ordinance generally applies more to larger lot where it is conceivable to have detached structures. He said the 85 percent rule exception can be granted by the ASCC if they can make all four of the findings as listed in the ordinance. He said it is not a variance request.

He said they see this type of exception request in approximately 10 to 15 percent of the applications, most of which are on challenging sites with large slopes that have limited building area, smaller sites where there is not room within the building footprint to build a detached structure.

Michael Katz, 107 Santa Maria. Mr. Katz said he lives next door to the subject property. Mr. Katz said he is concerned that the erosion control plan shows barriers in the Santa Maria roadway and in front of his property that would prevent him from parking in his space during construction. The applicant said there will be adjustments to the erosion control plan so that Mr. Katz always has parking access. Mr. Katz said he wants to see it reflected in the plans. .

Mr. Katz said there is an existing fence, which he does not believe is in compliance with the fence ordinance, on the property line. He said he does not like fences at all and prefers to leave the area open to the wildlife. He would prefer that the existing fence be removed and if the applicant wants a fence, that he build it on his own property. Commissioner Koch said the proposed fence was in compliance with the fence ordinance. Mr. Katz said he understands it is compliance with the restrictions for height, opacity, and construction; however, he said he believes the fence is in conflict with the four stated purposes on the fence ordinance.

Mr. Katz said his mailbox is located on the existing driveway retaining wall which will be rebuilt and he would like the applicant to address where his mailbox will go.

Mr. Katz said the house is oversized and much too large for the lot. He asked that the ASCC enforce the 85 percent rule and require the size of the home be reduced by 15 percent.

Mr. Katz said he is very concerned about drainage at the property in general. He said the Town engaged a geologist and a geotechnical engineer, who provided several recommendations but does not know if the Town has approved those recommendations. He said if all of the recommendations are accepted, then a lot of his points are irrelevant. Planning Director Pedro said when the project gets approved, those recommendations will be conditions of approval for the building permit.

Mr. Katz expressed concerns regarding the septic system. Chair Ross advised that septic systems are reviewed by San Mateo County Environmental Health and are not part of the ASCC review.

Virginia Bacon, 205 Golden Oak Drive, expressed her concern for the large amount of glazing at the rear of the house. She also questioned who was the legal owner of the property and who was the representative of the LLC. She expressed concern of the legal authority that the applicant had to bring the application to the ASCC.

Mr. Stafford presented a letter from a managing member of the LLC authorizing him to present plans for the project. He advised that he and his daughter would reside in the new residence

Ms. Bacon said it should be the Town's policy that if somebody else is going to represent the applicant, the name of the owner should be in the file somewhere. Chair Ross invited Ms. Bacon discuss that with staff and the Town Council which would be the appropriate venue.

Paul Williams, 144 Santa Maria. Mr. Williams said that size of the proposed house was inappropriate.

Marge DeStaebler, 31 Santa Maria. Ms. DeStaebler said she represented the Conservation Committee. She said they would prefer no fencing. She said the Committee appreciates the major changes made to the landscape plan. She said the outdoor water efficiency checklist indicated the plants were hydrozoned, which is incorrect because there were both drought tolerant and water loving plants proposed in the same locations. She said the Committee's only current concern is the ferns proposed to be planted near the coast live oak. She said the arborist report suggests the tree be protected out to the drip line, which is not possible. She said there would have to be very strong protection measures installed around the tree during the construction process.

Andy Browne, 67 Santa Maria. Mr. Browne expressed concern regarding the old leach field shown in the proposed plans. Chair Ross advised that San Mateo County Environmental Health would be reviewing the septic system and leach fields. The project engineer advised that the proposed septic system was still being designed in coordination with County feedback.

Chair Ross reminded the audience that this was a preliminary review for the ASCC to look at the siting, architectural features, fencing, and planting, and provide feedback to the applicant. He said the applicant will take the ASCC's direction for plan revisions while continuing to work with outside agencies, including the County. Chair Ross advised that after ASCC approval, the building permit will involve very detailed review to ensure the project complies with all regulations.

Theresa Godfrey, 20 Tynan Way, asked how the construction staging, parking, and materials deliveries would occur given the restricted conditions that exist on Santa Maria. She asked what assurances the residents had that they would be able to use their road on a daily basis. Chair Ross said a construction logistics plan will be required with the building permit application and that it will closely reviewed by staff.

Craig Taylor, 111 Santa Maria. Mr. Taylor asked for an explanation of the appeals process. Planning Director Pedro said an ASCC decision can be appealed to the Planning Commission. She said Planning Commission's decisions can be appealed to the Town Council.

Judy Crow, 73 Santa Maria. Ms. Crow asked how they would be informed as this process continues. Planning Director Pedro said they provide notices of public meetings to all residents within a 300-foot radius of the subject property. She said, in addition, if residents are interested in seeing plans in progress, they can send her an email and she will notify them when they receive revisions for the project.

Craig Taylor, 111 Santa Maria. Mr. Taylor said it seems to him it is within the ASCC's jurisdiction to consider minor design modifications to the driveway and potentially some positioning of the garage in order to preserve the current public right of way use and easement. He said that the way the house is oriented with the attached garage forces it to be angled, whereas if the garage was detached it could be more straight on and would simply getting in and out. He also advised that he does not want a fence on his property line and does not believe the proposed fence meets the intention of the fence ordinance.

Mr. Taylor said he would like to see that the neighbors' concerns are specifically responded to by the engineers. He said he is concerned that perhaps, for example, County Health is reviewing one aspect of the project and staff is reviewing another aspect and when put together on a plan, the combination of solutions may not work. He said he would like to see the engineer very specifically address the proposed drainage solution. He said it would seem that having all

the water going to one corner of the property would be problematic considering the steepness of the slope.

Mr. Taylor said he is concerned about noise from a mechanical septic system, and he doesn't know where it will be placed on the site. The project engineer said it would be underground. Mr. Taylor said he would like to see that stated in the final proposal.

Mr. Taylor expressed his concern about light spill from the proposed kitchen windows onto his deck and the overall light spill from the house emanating downslope. He said he would appreciate collaboration and communication from the applicant.

Jennifer Fraser, 105 Santa Maria. Ms. Fraser said the project plans show modifications to the road and to the Katz property which is causing confusion to the neighbors because they feel this is being imposed upon them if the permit is approved.

Michael Katz asked regarding the air conditioner. Mr. Stafford advised the unit would not be placed in the setback area, but that the specific location has not been determined. Mr. Katz said he does not want it placed where the wall will reflect the sound under their deck. Chair Ross said sound is regulated by the noise ordinance. Chair Ross said the ASCC will address where the air conditioner is placed and how it is screened acoustically, which would be part of the formal application.

Ralph Townsend, 14 Tynan Way. Mr. Townsend said he is surprised that the septic issue has not been more in the forefront. He expressed concern for the proposed number of bathrooms being supported by a septic system considering the site's soil.

Hearing no further questions, Chair Ross closed the public hearing and invited comments from the Commissioners.

Commissioner Koch said she thought it was a beautiful project that fit well in Portola Valley. She said she appreciated the minimal lighting on the project. She said the three lights in the back planting area are not necessary and can be eliminated. She suggested reducing the amount of window area at the rear of the house. She said the beautiful oak in the front is irreplaceable and must be protected. She said the redwood tree looked to be in poor condition and doesn't belong there. She supported removal of the Monterey pine. She said the fencing could be substantially reduced.

Commissioner Wilson said she has never seen so many neighbors involved in a planning process. She said this indicates to her that more communication should have happened earlier in the process, which may have reduced everyone's frustration. She said she is not completely supportive of the proposed exception of the 85 percent rule that would bring the floor area to 100 percent. She said she would encourage less fencing. She was supportive of the design and the colors. She encouraged the applicant to have more involved communication with neighbors.

Vice Chair Breen said it is a challenging site and a challenging application, constrained by grade, easements, etc. She said that house designs in the Woodside Highlands will continue to change as older houses need to be rebuilt and remodeled. She is supportive of the design and the colors and materials selections. She suggested the use of pervious pavers on the driveway and do everything possible to support the health of the oak tree in front. She said there are too many unanswered questions for her to make the findings for the exception to the 85 percent rule. She said there are negative implications for neighbors and until those are resolved, she

cannot make Finding C. She said given the plate heights and a 4 foot clerestory, there is a lot of room for the house height to be lowered. She recommended no lighting in the clerestory. She recommended removing the pittosporum over a period of years. She said the proposed coffee berry will not be able to replicate the size and density needed to mitigate the removal of the pittosporum. She said many of the homes on Santa Maria do not have garages or carports, but current new residence applications require 400 square feet of covered parking, which is where some of the square footage is going. She was not supportive of an air conditioner in this area where the houses are very close together. She suggested the applicant look at the south side wall of glass and the type of glass used to mitigate the sun and heat exposure. She was supportive of no fencing and said a fence would diminish the experience of the land for the adjoining two properties. She said she was excited to see a fox there this afternoon and if the applicant had to have a fence, it should be pulled into the site to protect the wildlife corridor. She said the redwood tree should be removed. She suggested rhus ovata in that area for erosion maintenance. She was supportive of the landscape plan in terms of water use. She supported less fencing and less planting in the canyon. She supported the architectural design, but advised that the overall height of the house needed to be reduced.

Chair Ross said the architecture is in keeping with Portola Valley design guidelines and aesthetic. He said this is one of the oldest neighborhoods in town and is eclectic. He agreed that over the years there will be more development in the neighborhood, and residents will want to make sure it does not happen in an uncontrolled or aggressive way. He said if people are concerned with such things as how large of a house may be built on a given property in the neighborhood, they may consider opening a conversation with staff regarding a zoning change or consider an incorporated homeowner's association, which may provide some avenues of control. He said anybody who comes forward with an application is required to have at least two enclosed parking spaces, which will add 400 to 500 square feet to an application. Chair Ross said he would welcome a slight reduction in the footprint, perhaps tucking more of the square footage under the main floor. He would also have an easier time making the findings for the exemption if the massing were reduced slightly. He said he understands that the highest point of the existing house is about the same as the highest point of the proposed construction, but the clerestory pop-up increases the mass in a way that makes the house look bigger than it is. He said it doesn't increase the footprint but does increase the volume, which contributes to the sense of mass. He said, in general, he is concerned with clerestories in neighborhoods with small lots. He said even without lighting within the clerestory, lights on in that room at night illuminate the neighborhood. He said special care must be given to how the lighting is designed so that it does not create a glow that impacts the night sky. He is especially concerned about the amount of glazing in the rear of the house. He asked the applicant to provide mitigations for the night sky light spill concern. He asked the applicant to consider lowering the main floor plate height slightly, and possibly lowering the pop-up slightly, to reduce the sense of massing. He agreed that every effort must be made to keep the oak tree in front of the house healthy. He suggested no lighting be placed in the rear landscaping. He was supportive of the minimal landscaping plan, and suggested that little needed to be done beyond a few tree removals. He suggested removing the side yard screening gradually so that significant shrubs have a chance to grow in and provide replacement screening. He said the construction logistics plan will be carefully scrutinized. He said he was appreciative that the applicant was not importing or exporting a lot of dirt. He encouraged the applicant to consider whether or not they really needed an air conditioning system. He said the location of the proposed project gets natural air conditioning most evenings. He is supportive of the materials palette. He said he would prefer to see no fencing being proposed. He said if the applicant felt the need for privacy or security, he recommended pulling the fencing back into the site as much as possible. He suggested they may live there for a while without fencing to see if it works for them, and if they want to add

fencing later, they can bring it to staff. Chair Ross said he thought it was great that so many people showed up to talk about the project. He said even with all the concerns that were voiced tonight, the project is not that far away from being approved.

(5) COMMISSION AND STAFF REPORTS:

Commissioner Koch said the Kawaja project at 45 Tagus was finalized 9 months ago. While it was not a condition of approval, it was expected that if the applicants were going to remove the two eucalyptus trees and one pine tree along the driveway, they were going to submit a replacement landscape plan for screening. Planning Director Pedro said the owners, on advice of the Fire Marshal, removed the eucalyptus tree closest to the garage because it was a fire hazard. Staff spoke with the Kawajas today and agreed that although the Town has no legal authority to make them replace the trees, they are open to discuss mitigation plantings with the neighbors.

(6) APPROVAL OF MINUTES: June 13, 2016. Vice Chair Breen moved to approve the June 13, 2016, minutes as amended. Seconded by Commissioner Wilson, the motion passed 3-0; Commissioner Koch abstained.

(7) ADJOURNMENT [9:45 p.m.]