

Town of Los Altos Hills Planning Commission Regular Meeting November 4, 2021 Minutes

Zoom Meeting and Town Hall, 26379 Fremont Road, Los Altos Hills, California

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Via teleconference according to the Government Code Section 54953(e), **Chair Indaco** called the November 4, 2021 Planning Commission Special meeting to order at 6:00 p.m.

Present: Commissioner Couperus, Commissioner Patel, Commissioner Smith, Vice-Chair Waschura, Chair Indaco

Staff: Interim Planning Director Padovan, Associate Planner Loh, Management Analyst Einfalt, Planning Technician Brunner

2. PRESENTATIONS FROM THE FLOOR

Persons wishing to address the Commission on any subject not on the agenda are invited to do so now. Please note, however, that the Commission is not able to undertake extended discussion or act tonight on non-agendized items. Such items will be referred to staff or placed on the agenda for a future meeting.

Chair Indaco opened PRESENTATIONS FROM THE FLOOR.

No presentations from the floor.

Chair Indaco closed PRESENTATIONS FROM THE FLOOR.

3. CONSENT CALENDAR

3.1 Approval of October 7, 2021 Regular Meeting Minutes

Commissioner Couperus requested a change to Item 4.1's motion: bulleted item 3, from "address" to "evaluate."

MOTION MADE AND SECONDED: Vice-Chair Waschura moved that the October 7, 2021 Regular Meeting Minutes be approved with modification as discussed.

The motion was seconded by **Chair Indaco**.

MOTION PASSED: 5-0-0-0

AYES: Commissioner Patel, Commissioner Smith, Commissioner Couperus, Vice-Chair Waschura, Chair Indaco

NOES: None

ABSTAIN: None

RECUSE: None

ABSENT: None

3.2 Resolution to authorize the Planning Commission of the Town of Los Altos Hills to continue meeting virtually through teleconference meetings and making related findings pursuant to AB 361.

Interim Planning Director Padovan noted that each Planning Commission virtual meeting must acknowledge the reason for the virtual meeting until it can occur in person.

MOTION MADE AND SECONDED: Vice-Chair Waschura moved to ADOPT a resolution (Attachment 1) to authorize the Planning Commission of the Town of Los Altos Hills, to continue

meeting virtually through teleconference meetings and making related findings pursuant to AB 361.

The motion was seconded by **Commissioner Smith**.

MOTION PASSED: 5-0-0-0-0

AYES: Commissioner Patel, Commissioner Smith, Commissioner Couperus, Vice-Chair Waschura, Chair Indaco

NOES: None

ABSTAIN: None

RECUSE: None

ABSENT: None

4. PUBLIC HEARINGS

Planning Commission Ex Parte

Commissioner Smith had communications via a phone call with the appellant, Kjell Karlsson, on Item 4.1.

Chair Indaco had communications with the appellants, Kjell and Helene Karlsson; Bob Dailey, KC Lowen, Aaron Ackerman, and Jim from RJ Dailey Construction; Landscape Architect, Kathy Strickland; and Carol Gottlieb, from the Environmental Design & Protection Committee (EDPC) on Item 4.1. She had communications with Carol Gottlieb from EDPC, and Kit Gordon from the Open Space Committee (OSC) on Item 4.2.

Commissioner Couperus had communications with the appellant, Kjell Karlsson and **Vice-Chair Jim Waschura** on Item 4.1.

Vice-Chair Waschura had communications with the appellant, Kjell Karlsson and **Commissioner Couperus** on Item 4.1; and visited the owners of the property for Item 4.2.

Commissioner Patel had communications with the appellant, Kjell Karlsson, Landscape Architect Kathy Strickland, and Carol Gottlieb, from the EDPC, on Item 4.1. He also had communications with Carol Gottlieb on Item 4.2.

4.1 12255 Menalto Drive – File # APL21-0003 – Lands of St. Ledger
Appeal of the Site Development Committee’s approval of Site Development Permit (SD21-0009) for landscape screening and fencing for an approved new residence.

Continued from the October 7, 2021 Planning Commission meeting at the request of the appellant.

CEQA Review: Categorical Exemption per Section 15303(e) and 15304(b)

Project Planner: Jeremy Loh

Chair Indaco opened the PUBLIC HEARING.

Associate Planner Loh presented the staff report.

A question-and-answer session between the commissioners and staff ensued.

Planning Director Padovan noted that the applicant's plans were reviewed in the building permit phase and some of the lighting had been removed from the exterior of the house in those submitted plans.

The appellant, **Kjell Karlsson**, provided comments in support of his appeal.

A question-and-answer session between the commissioners and the appellant ensued.

Kathy Strickland, the landscape architect for the applicant, spoke on behalf of the landscape screening project. She indicated there were 3 Chinese pistache trees her client wanted to keep. She noted that there were path lights that could be eliminated to reduce the lumen output.

Susan St. Leger, the applicant and homeowner, noted that the original agreements in place were based on the condition that there would be no appeal. When she learned of the appeal, she decided that there was no need to hold to the original concessions.

Bob Dailey, the homeowner's developer, addressed the gate placement issue raised by the appellant.

Susan St. Leger addressed each concession she made to the appellant in good faith and noted the delays in her project because of this appeal.

Aaron Ackerman, of RJ Dailey, offered comments regarding the placement of the gate.

Commissioner Couperus offered comments regarding the placement of the gate as it relates to the maneuverability of cars on the property. He also commented on the fire department's approval of the submitted plans.

Kathy Strickland, the landscape architect, agreed to remove 2 lights from the long wall as well as reduce the step lighting to one LED lamp to shine at 54 lumens instead of 104 lumens.

Public Comment

Roy Rogers, a neighbor on Briones, noted a problem regarding erosion from the applicant's property down towards his property.

Planning Director Padovan noted that the Town's Public Works staff would review the erosion issue on this property tomorrow and commented that erosion control measures should have been in place by October 1, 2021.

Carol Gottlieb, representing the Environmental Design & Protection Committee, offered comments regarding tree selection.

Bob Dailey, representing the applicant, addressed the erosion control measures and Mr. Roger's comments.

Kathy Strickland, the landscape architect for the applicant, summarized the measures they were agreeing to: keep the 3 pistaches, work with the appellant regarding providing evergreen screening around them, maintain the shrubs on the property line, which are the prunus Carolinians, reduce path lighting by 4 lights, and change the step lighting from 3 LEDs to 1 LED, reduce the step lighting along the wall from 5 to 3, reduce the lighting along the perpendicular wall from 3 to 2. She also offered to switch the redbuds to silver sheen pittosporum if they are a screening issue.

Susan St. Leger stated the most important compromise for her was to have the gate be at the 20ft. location.

Kjell Karlsson offered rebuttal comments.

Chair Indaco closed the PUBLIC HEARING.

Commissioner Discussion

Chair Indaco offered comments and shared photos.

Commissioner Patel commented on Chair Indaco's photos regarding the proposed screening.

Chair Indaco shared a proposed motion and list of items she wanted to include in a motion:

Motion to adopt the resolution in Attachment 1 to DENY the appeal and APPROVE the Site Development Permit SD21-0009 in Exhibit B of Attachment 1 and approved plan from Supplemental Attachment 3 with the following additions:

- The pathway lights are to be spaced 20ft apart along the southeastern side of the property. (Stated on Aug 10th meeting as COA.)
- Limit the pathway lights on the northwestern side of the property next to the Master bathroom to 2 in total.
- Reduce the wall sconces on the northwestern side of the property to 1 in total next to the sliding glass door of the bedroom. (Allowed by COA #7 from April 24, 2019.)
- The step lights on the retaining walls near the pool area have lumens less than 75 lumens from the proposed 134 lumens.
- The 2 new trees on the northwest corner are to be 36inch box olive trees. (Stated on Aug 10th meeting as COA.)
- There is a bay view corridor to be maintained along the northwest side of the house, so shrubs along the fence line do not exceed 15 feet and be pruned to maintain the view. (Implied in Aug 10th meeting as COA.)
- Screening for the 3 garage doors includes an evergreen shrub behind the existing Chinese Pistache tree in the driveway.
- Recommend any bamboo be contained in metal planting containers to prevent invasive spread.
- The driveway gate was specified and addressed in the COA's of April 24, 2019 and remains in effect.

Commissioner Patel commented on each of the listed items on Chair Indaco's list.

Vice-Chair Waschura offered comments regarding the elements of the applicant's landscape screening project and the elements of the appeal.

Commissioner Couperus offered comments regarding the submitted plans and shared images illustrating viewing corridors for each property.

Commissioner Smith offered comments in support of the proposed landscape screening plans and offered suggestions on the gate placement.

Commissioner Patel offered comments and shared an anecdote illustrating issues the Planning Commission frequently reviews.

Vice-Chair Waschura proposed the gate be no closer than 20ft from the roadway.

Associate Planner Loh identified the specific change in lighting requests for the Conditions of Approval for the landscape screening.

MOTION MADE AND SECONDED: **Vice-Chair Waschura** proposed a motion to DENY the appeal and retain the planting plan as specified in staff's presentation using the landscape architect's plans that were presented, to incorporate the discussed lighting changes, outlined by Associate Planner Loh below, place a lid on the pool equipment, and to make sure the driveway gate is no closer than 15ft to the property line.

- The wall lights would be changed from a 3 LED to a 1 LED fixture, for a total of 54 lumens.
- 2 wall lights would be removed from the wall behind the pool,
- 1 wall light would be removed from the wall to the east of the pool
- 1 wall light would be removed from the wall to the west of the pool
- 1 wall sconce would be removed from the bedroom wall, per the plans
- Pathway lights would be spaced 20ft. apart

- Light fixtures on the bedroom side would be reduced from 6 to 3.

The motion was seconded by **Commissioner Patel**.

MOTION PASSED: 5-0-0-0-0

AYES: Commissioner Patel, Commissioner Smith, Commissioner Couperus,
Vice-Chair Waschura, Chair Indaco
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

4.2 12354 Priscilla Lane – File #MA21-0001 – Lands of Wong

Map Adjustment request to remove a recorded 25-foot wide Human Habitation Setback from Parcel Map 609.

CEQA review: Categorical Exemption per Section 15305

Project Planner: Jeremy Loh

The meeting recessed at 8:50pm.

The meeting resumed at 8:53pm.

Chair Indaco opened the PUBLIC HEARING.

Associate Planner Loh presented the staff report.

A question-and-answer session between the commissioners and staff ensued.

Chair Indaco shared a slide depicting a possible creek across the property.

The applicant was not present to speak.

Public Comment

Carol Gottlieb, of the EDPC, offered comments.

Chair Indaco closed the PUBLIC HEARING.

Commission Discussion

No discussion.

MOTION MADE AND SECONDED: Vice-Chair Waschura motioned to forward the recommendations to the City Council to approve a Certificate of Correction Amending a Final Map to abandon the Human Habitation Setback on Lot 1 of the Stonebridge subdivision, Parcel Map No. 609 M31, subject to the Findings in Attachment 1 and Conditions of Approval in Attachment 2, and to further suggest adding the other property, 12352 Priscilla Lane (Lot 2) to this request.

The motion was seconded by **Commissioner Patel**.

MOTION PASSED: 5-0-0-0-0

AYES: Commissioner Couperus, Commissioner Patel, Commissioner Smith,
Vice-Chair Waschura, Chair Indaco
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

- 4.3 [22560 Ravensbury Avenue – File #SD20-0045 – Lands of Perlegos](#)
Request for a Site Development Permit for a new 5,016 square-foot, two-story residence with an attached 759 square-foot accessory dwelling unit; a request for a less than two-foot setback encroachment for uncovered parking; and a request for grading policy exception for excavation.
CEQA review: Categorical Exemption per Section 15303(a)
Project Planner: Jeremy Loh

Continued off calendar.

Chair Indaco noted Item 4.3 was continued to a date uncertain.

5. [REPORTS FROM THE CITY COUNCIL MEETINGS](#)

5.1 [Past Meeting](#)

- [October 21, 2021 – Commissioner Patel](#)

Commissioner Patel provided highlights of the past City Council meeting.

He noted that he and Chair Indaco were appointed to a subcommittee to work on State Bill 9.

Management Analyst Einfalt offered a clarification on a specific item Commissioner Patel did not capture.

5.2 [Upcoming Meeting Assignments](#)

- [November 18, 2021 – Commissioner Couperus](#)
- [December 16, 2021 – Vice-Chair Waschura](#)
- [January 20, 2022 – Chair Indaco](#)
- [February 17, 2022 – Commissioner Smith](#)

Chair Indaco confirmed all upcoming meeting assignments.

6. [REPORT ON PAST FAST TRACK/SITE DEVELOPMENT MEETINGS](#)

6.1 [October 12, 2021](#) CANCELLED

6.2 [October 19, 2021](#) [13691 Old Altos Road – File #SD21-0064 – Lands of Neal](#) Site Development Permit for a 381 square-foot, second-story addition to an existing single-family residence. APPROVED

6.3 [October 26, 2021](#) CANCELLED

6.4 [November 2, 2021](#) [12640 Corte Madera Ln – File #PM21-0005 – Lands of Xu](#) Permit Modification to a Site Development Permit for a previously approved 4,587 square-foot residence with a 2,063 square-foot basement and a new detached 552 square-foot garage, and 800 square-foot accessory dwelling unit. PENDING

Planning Director Padovan reported the November 2, 2021 project was approved.

7. [PLANNING DIRECTOR REPORT](#)

Chair Indaco asked to address the December dates for the December and January meetings and the January goal-setting meeting.

Planning Director Padovan noted that the new Planning Director should be hired before the December Planning Commission hearing.

Planning Director Padovan proposed alternative dates of December 9, 2021 and January 13, 2022 for the Planning Commission special meetings due to rescheduling.

Commissioner Patel noted he would be out of the country in early January and would miss that month's Planning Commission meeting.

Planning Director Padovan noted that the Monday, 8 November 2021 Planning Commission Special Meeting packet would be sent electronically, as there are no plans.

A question-and-answer session between the commissioners and staff ensued regarding the public posting of the staff's response to State Bill 9.

Commissioner Couperus offered to share references that provide insight into State Bill 9 with **Planning Director Padovan**.

The Planning Commissioners noted that the Letter to the City Council for goal setting for the Planning Commission's top 5 goals should be placed on the agenda for the December 9, 2021 Special Planning Commission meeting.

Commissioner Patel noted that the new City Manager, Peter Pirnejad, would like to have the list of top 5 items the Planning Commission would like staff to work on in 2022.

Planning Director Padovan stated the new planning director, Sofia Mangalam, would begin on 18 November 2021.

Commissioner Waschura noted that he and Commissioner Couperus drafted and sent a letter regarding ADU's and driveways to the fire department, which was forwarded to their management.

It was noted that the Planning Commission would like to agendaize the fire department's response and Commissioners Waschura and Couperus's sub-commission status.

8. ADJOURNMENT

Meeting was adjourned at 9:48 PM by **Chair Indaco**.

Respectfully submitted,

Keren Brunner
Planning Technician