

Town of Los Altos Hills Planning Commission Special Meeting February 3, 2022 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 February 3, 2022 Planning Commission Special meeting to order at 6:00 p.m.

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

Absent: None

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

2. PRESENTATIONS FROM THE FLOOR

Chair Indaco opened PRESENTATIONS FROM THE FLOOR.

No presentations from the floor.

Chair Indaco closed PRESENTATIONS FROM THE FLOOR.

3. CONSENT CALENDAR

3.1 Motion of 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.

MOTION MADE AND SECONDED: Commissioner Patel moved to approve the Planning Commission of the Town of Los Altos Hills continue meeting virtually through teleconference meetings and making related findings pursuant to AB 361.

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

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

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

NOES: None

ABSTAIN: None

RECUSE: None

ABSENT: None

3.2 Approval of January 13, 2022 Special Meeting Minutes

MOTION MADE AND SECONDED: Vice-Chair Waschura moved that the January 13, 2022 Planning Commission Special Meeting Minutes be APPROVED as presented.

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

MOTION PASSED: 4-0-1-0-0

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

NOES: None

ABSTAIN: Commissioner Patel

RECUSE: None

ABSENT: None

4. PUBLIC HEARINGS

Planning Commission Ex Parte

Commissioners Patel, Smith, Couperus, and Vice-Chair Waschura had no ex parte communications.

Chair Indaco had communications with Carol Gottlieb, from the Environmental Design & Protection Committee (EDPC) on Items 4.2 and 4.3; and with **Haj**, from the EDPC, on Item 4.3.

4.1 27210 Altamont Road – File #CUP21-0003 – ATC Sequoia LLC/Lands of the Town of Los Altos Hills

A request for a 10-year renewal of the Conditional Use Permit for an existing wireless telecommunications facility with no changes to equipment or structures. CEQA review: Categorical Exemption per Section 15301(b)

Project Planner: Steve Padovan

Chair Indaco opened the PUBLIC HEARING.

Principal Planner Padovan presented the staff report.

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

John, on behalf of the applicant, attended the meeting but was unable to comment.

Public Comment

Sasha Zbrozek, a Los Altos Hills resident, commented on how well he believed the cell tower was camouflaged because he was unaware the tower existed until the notice for the planning commission was sent.

Chair Indaco closed the PUBLIC HEARING.

Commissioner Discussion

Vice-Chair Waschura commented positively on the cell tower aesthetics.

Commissioner Waschura commented positively on the cell tower aesthetics and how important it was to have that connection for the residents of that area.

MOTION MADE AND SECONDED: Vice-Chair Waschura motioned for the Planning Commission to APPROVE forwarding a recommendation to the City Council that the Conditional Use Permit for the wireless communications site be extended for an additional ten (10) years, subject to the conditions of approval in Attachment 1.

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

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

4.2 11511 Summitwood Road – File #SD21-0051 & VAR22-0002 – Lands of Zbrozek

Request for a Site Development Permit for an 832 square-foot addition and major remodel to an existing 4,918 square-foot single-family residence resulting in a maximum structure height increase from 27 feet to 31'-6" and no change to the existing building footprint; a request for a

Variance to allow the existing building footprint to encroach 15 feet into a the required 45-foot side yard setback due to the height increase.

CEQA Review: Categorical Exemption per Section 15301(e)

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.

The applicant, **Sasha Zbrozek**, shared a presentation and answered questions from the Commissioners.

Public Comment

Carol Gottlieb, of the EDPC, offered comments reflecting the committee's recommendations.

Charles Knowles, a neighbor located to the west of the applicant, noted he had no objections to the applicant's proposed design.

The applicant, **Sasha Zbrozek**, offered rebuttal comments in response to the public comments and answered questions from **Vice-Chair Waschura** and **Chair Indaco**.

Chair Indaco closed the PUBLIC HEARING.

Commissioner Discussion

Chair Indaco shared a presentation and offered comments about a proposal to extend an Open Space Easement over a portion of the property.

Vice-Chair Waschura offered comments against further encumbering the property with more easements.

Chair Indaco asked staff for clarification of the terms " pedestrian" and "equestrian" easements.

Commissioner Couperus offered comments in favor of removing the blue roof, against further encumbering the property with more easements, and other elements of the proposed design.

Commissioner Patel offered comments in favor of the proposed design and asked staff a question regarding the existing swale relative to restrictions on creeks.

Commissioner Smith commented he had no strong feelings against the proposal.

Commissioner Couperus offered further comments addressing water runoff and the swale on the property.

MOTION MADE AND SECONDED: Vice-Chair Waschura motioned to adopt a resolution (Attachment 1) to APPROVE the Site Development and Variance Permit, subject to the listed findings and conditions of approval.

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

4.3 [Town of Los Altos Hills – File #SP19-0007](#)

An update to the Town’s existing Outdoor Lighting Policy to provide additional guidelines, clarifications, and definitions.

Project Planner: Jeremy Loh

Continued from October 7, 2021 Planning Commission Meeting

Chair Indaco opened the PUBLIC HEARING.

Associate Planner Loh presented the staff report.

A question-and-answer session between the **Commissioners** and **staff** ensued.

Public Comment

Kit Gordon, representing the Open Space Committee (OSC), offered comments regarding string lights wrapped around trees and other areas and the hours they are left on.

Vijay Chawla, representing the EDPC, offered comments regarding the accumulation of light, windows in garage doors, tree lights, and the height of pathway lights.

Sasha Zbrozek, a resident of Los Altos Hills, asked about creating dark sky protection as a way of regulating the amount of light generated and emitted from a property.

Duffy Price, a Los Altos Hills resident, offered comments regarding the Town Hall's parking lot lights, and the VA hospital's lights.

Assistant Planner Loh offered rebuttals to address the concerns raised during the public comment segment.

Chair Indaco closed the PUBLIC HEARING.

Commission Discussion

Chair Indaco shared a slide and offered comments regarding further suggestions to the presented updated lighting policy.

Vice-Chair Waschura offered comments regarding the Dark Sky concept.

Commissioner Patel offered comments regarding his support of this policy as presented and noted some of his concerns as they relate to code enforcement for existing homeowners.

Commission discussion ensued.

Planning Director Mangalam offered comments regarding policy update questions from the Commissioners.

Commission discussion resumed.

Commissioner Couperus offered comments regarding the lights in the parking lot at Town Hall and lighting use as it relates to rat and other pest problems.

Commissioner Smith noted that there are safety issues with bicyclists and walkers out after dark, dressed in black, with no reflectors or lights.

Recommendation: that the Planning Commission forward a recommendation to the city Council to APPROVE the proposed amendments to the Town's Outdoor Lighting Policy (Attachment 1) for Site Development permits as proposed by the Environmental Design and Protection Committee (EDPC) and as modified by staff.

MOTION MADE AND SECONDED: Chair Indaco motioned to forward a recommendation to the City Council to ADOPT the proposed amendments to the Town's Outdoor Lighting Policy (Attachment 1) for Site Development permits as proposed by the Environmental Design and Protection Committee (EDPC) with the following revisions (noted in red) to these items:

Definitions

Translucent – A translucent material allows some but not all light to pass through. This partial transmittance of light makes translucent materials distinct from transparent materials. Examples of translucent materials include **tinted glass**, frosted glass, “half transparent” glass office walls, and several forms of painted glass.

General Outdoor Lighting

2. The number of lights on the exterior of a structure should be limited to providing for one light per doorway, with the exception of two lights at the main entrance, at double doors, **at multi-door systems (ex: bifold doors and moving glass walls)**, a set of garage doors, etc. Additional lights should only be placed in locations where the Planning Director or Planning Commission determines that they are necessary for safety.

6. Recessed lights **and downlights** in second floor roof eaves are prohibited, except where located over the doorway of a second floor balcony or deck. **Such** lights in first floor eaves shall be located over entryways, garage doors, and patio **doorways** only. Recessed lights **and downlights** in first **or second** floor roof eaves shall be positioned so that the light cone does not shine down into a neighboring property. **No lighting shall be placed at or near the peak of the roof line of a one- or two-story A-frame roof.**

13. **Visible LED lighting strips, tape lights, and bistro lights** are prohibited.

Tree Lighting

1. Downlighting from trees is allowed under the following conditions:
 - Lights are provided for safety or for outdoor use areas
 - Lights must be minimal in number, **with a maximum of two lights per tree**
 - The light sources must not be visible from offsite
 - The light fixtures are shielded and directed downward
 - **The tree must be evergreen**

Lighting for Recreation Areas

2. Pool lighting is allowed under the following conditions:
 - Lights are placed beneath the surface of the water in the pool or spa to illuminate the water
 - Underwater lights are placed such that the light shines away from neighboring properties
 - **Maximum of four underwater lights for the pool and spa combined**
 - Other exterior lights used to illuminate the surrounding area use the minimum number and wattage of lighting which will safely illuminate the area
 - No direct light is cast beyond the immediate area of the pool

Lighting within Open Space Easements

1. **Lighting is not permitted within Open Space Easements**

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

5. NEW BUSINESS

5.1. Housing Needs Data Report for the Housing Element Update 2023-2031
Planning Director Mangalam

Planning Director Mangalam shared a presentation and updated the Commission on the Housing Element progress and data.

A question-and-answer session between the **Commissioners** and **staff** ensued.

The Commissioners and Planning Director noted that some of the data gathered in the report appeared incorrect. Planning Director Mangalam noted she was working to confirm or make corrections to the data.

NO MOTION.

6. REPORTS FROM THE COMMISSIONERS

6.1 Past Meeting

- January 20, 2022 – Chair Indaco

Chair Indaco provided highlights of the past City Council meeting.

6.1 Upcoming Meeting Assignments

- February 17, 2022 – Commissioner Smith
- March 17, 2022 – Commissioner Patel
- April 21, 2022 – Commissioner Couperus
- May 19, 2022 – Vice-Chair Indaco

Chair Indaco confirmed upcoming meeting assignments.

7. REPORT ON PAST FAST TRACK/SITE DEVELOPMENT MEETINGS

7.1 JANUARY 18, 2022
CANCELLED

7.2 JANUARY 25, 2022
CANCELLED

7.3 FEBRUARY 1, 2022
CANCELLED

There were no updates, as no hearings were scheduled.

7. PLANNING DIRECTOR REPORT

Planning Director Mangalam noted there was a Housing Element survey where she encouraged all residents to complete. She announced staff will be hosting an upcoming pop-up zoom meeting at 6:00 PM on Thursday, February 10, 2022 that will discuss the Housing Element.

Vice-Chair Waschura asked about publicizing the survey to those who have limited use of technology.

A suggestion of leveraging NextDoor to market this survey was proposed. Other marketing items, such as mailing postcards, placing an announcement in the Town Crier, and sending an email to those who are signed up for Town announcements were made by the Commissioners.

Chair Indaco suggested Planning Director Mangalam circulate a PDF of the map of underdeveloped areas that could be found in the appendix to the other Commissioners. She stated the larger map was much easier to view and could be helpful.

8. ADJOURNMENT

Meeting was adjourned at 9:52 PM by **Chair Indaco**.

Respectfully submitted,

Keren Brunner
Planning Technician