

**MINUTES OF THE REGULAR MEETING OF THE DESIGN REVIEW COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, MARCH 17, 2021 BEGINNING AT
7:02 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA**

Please Note: Per California Executive Order N-29-20, the Commissions will meet via teleconference only. Members of the Public may call (650) 242-4929 to participate in the conference call (Meeting ID: 147 895 3113 or via the web at <https://meetings.ringcentral.com/j/1478953113?pwd=eXhYMHVlWFo0Y2pQSlkybUFuOTFudz09> Password: 018707). Members of the Public may only comment during times allotted for public comments. Public testimony will be taken at the direction of the Commission Chair and members of the public may only comment during times allotted for public comments. Members of the public are also encouraged to submit written testimony prior to the meeting at DesignReviewCommission@losaltosca.gov or Planning@losaltosca.gov. Emails received prior to the meeting will be included in the public record.

ESTABLISH QUORUM

PRESENT: Chair Ma, Vice-Chair Bishop, Commissioners Blockhus, Kirik, and Harding

STAFF: Planning Services Manager Persicone and Associate Planner Gallegos

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

ITEMS FOR CONSIDERATION/ACTION

CONSENT CALENDAR

1. Design Review Commission Minutes

Approve minutes of the regular meeting of March 3, 2021.

Action: Upon a motion by Commissioner Harding, seconded by Commissioner Kirik, the Commission approved the minutes from the March 3, 2021 regular meeting as written.

The motion was approved (5-0) by the following vote:

AYES: Bishop, Blockhus, Harding, Kirik, and Ma

NOES: None

DISCUSSION

2. 18-SC-30 – EID Architects – 370 Yerba Santa Avenue

Design review for a new two-story house with a basement. The project will include a new house with 2,657 square feet at the first story and 1,391 square feet at the second story. This project was continued from the December 2, 2020 DRC meeting. *Project Planner: Gallegos*
This item was continued from the March 3, 2021 DRC meeting.

The applicant has withdrawn the application. No further action is required by the City.

3. SC20-0019 – T. Long – 253 Frances Drive

Design review for a new two-story house. The project will include a new house with 2,639 square feet at the first story and 1,343 square feet at the second story. *Project Planner: Gallegos*
This item was continued from the March 3, 2021 DRC meeting.

Associate Planner Gallegos presented the staff report recommending approval of design review application SC20-0019 subject to the listed findings and conditions.

Brooke and Stephen Boak, property owners, spoke of raising their three daughters in the Los Altos community and the need to be close to family living here. Stephen also conveyed that the house would have no gas on the property and will be using rooftop solar energy to run the house.

Toby Long and Nick Criscione, project architects, discussed the unique pre-fabricated design.

Commissioner Kirik voiced concern about the canopy impact on the Ginko tree in the front yard with the cantilevered second story roof.

Chair Ma asked the project architect about the heat pump and AC location. Toby Long answered that the utilities would be located on the east side of the home near the garage.

Vija Toubassi, 250 East Edith Avenue spoke in opposition to the project and was concerned that a pre-fabricated house in the neighborhood would bring down property values.

Action: Upon a motion by Commissioner Blockhus, seconded by Commissioner Kirik, the Commission approved design review application SC20-0019 subject to the staff report findings and conditions and with the following additional condition:

- The applicant will work with the project arborist to protect the Ginko tree in the front yard to the fullest extent possible. If the tree cannot be protected and the tree dies within five years of approval, the applicant will be required to plant a 48-inch box tree as a replacement tree in a location that will make it viable in the future.

AYES: Bishop, Blockhus, Harding, Kirik, and Ma

NOES: None

4. **City Council Discussion Points**

This item was continued from the March 3, 2021 DRC meeting.

Planning Services Manager Persicone gave a PowerPoint presentation on the top eight City Council Discussion Points that the Commission had discussed. One of his priorities was to have applicants conduct more community outreach to their neighbors as part of the permitting process.

Commissioner Harding agreed with the importance of more community outreach for projects and wanted to have a clearer definition of what constitutes a neighborhood in the Zoning Code for the purpose of DRC review.

Chair Ma talked about properly advertising the One-Story Overlay Districts to the community.

Commissioner Blockhus felt both the neighborhood determination and advertising the One-Story Overlay to the community were his top two discussion points.

Commissioner Kirik noted that the property posting for the project at 253 Frances Drive was posted on the porch and that staff should provide a memo as to where and how the posting should be displayed with a diagram. He stated that the definition of a neighborhood and the One-Story Overlay discussion points go hand in hand and are important. His biggest priority was talking about regulating second story decks and balconies for privacy issues.

Vice-Chair Bishop agreed with the rest of the Commissioners on the One-Story Overlay being advertised to the community and wondered if there was a way to reduce the cost and time it takes to go through the application process. He also brought up the second story decks and balconies issue and how to come up with a reasonable set of standards to shorten the time the Commission spends on them.

Commissioner Harding said he was in agreement with Commissioner Kirik that the property postings for projects need to be better located and visible from the street.

Commissioner Kirik suggested extending the property posting requirements for commercial properties to residential projects that go before the Design Review Commission.

Councilmember Enander stated that the One-Story Overlay discussion could be part of the Community Development Department's update at the meetings that are starting back up soon for what is happening in each of the five zones assigned to Council members.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Kirik asked when the DRC would go back to in person meetings. Planning Services Manager Persicone said it would probably be a hybrid model when we do go back.

POTENTIAL FUTURE AGENDA ITEMS

Planning Services Manager Persicone went over the agenda items for upcoming meetings.

ADJOURNMENT

Chair Ma adjourned the meeting at 8:15 PM.

Guido Persicone, AICP
Planning Services Manager