

**MINUTES OF THE REGULAR MEETING OF THE DESIGN REVIEW COMMISSION OF  
THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, MAY 19, 2021 BEGINNING AT 7:03  
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: 148 671 9950) or via the web at <https://tinyurl.com/wk3jwr9c>. 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](mailto:DesignReviewCommission@losaltosca.gov) or [Planning@losaltosca.gov](mailto:Planning@losaltosca.gov). Emails received prior to the meeting will be included in the public record.

**ESTABLISH QUORUM**

PRESENT: Chair Ma, Commissioners Blockhus, Kirik, and Harding  
ABSENT: Vice-Chair Bishop  
STAFF: Planning Services Manager Persicone, Senior Planner Golden, and Associate Planner Gallegos

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None.

**SPECIAL ITEM**

**1. Election of Chair and Vice-Chair**

Action: Upon a motion by Chair Ma, seconded by Commissioner Harding, the Commission deferred the voting on the new Chair and Vice-Chair to the next meeting on June 2, 2021 when they have the full Commission in attendance.

The motion was approved (4-0) by the following vote:

AYES: Blockhus, Harding, Kirik, and Ma

NOES: None

ABSENT: Bishop

**ITEMS FOR CONSIDERATION/ACTION**

**CONSENT CALENDAR**

**2. Design Review Commission Minutes**

Approve minutes of the regular meeting of May 5, 2021.

Action: Upon a motion by Commissioner Harding, seconded by Commissioner Kirik, the Commission approved the minutes from the May 5, 2021 regular meeting as written.

The motion was approved (4-0) by the following vote:

AYES: Blockhus, Harding, Kirik, and Ma

NOES: None

ABSENT: Bishop

## DISCUSSION

### 3. **SC20-0016 – Via Builders – 16 Middlebury Lane**

Design review for an addition to the first and second stories to an existing two-story residence. The project includes adding 648 square feet at the first story and 278 square feet to the second story.

*Project Planner: Golden*

Senior Planner Golden presented the staff report recommending approval of design review application SC20-0016 subject to the listed findings and conditions.

Project architect Jonathan Fales of Via Builders and project manager Ralph Salviano presented and answered Commissioner questions.

#### Public Comment

None.

Action: Upon a motion by Commissioner Harding, seconded by Commissioner Blockhus, the Commission approved design review application SC20-0016 subject to the staff report findings and conditions, with the following amendment:

- Modify Condition #3 to preserve Tree #4 (Tulip tree). The applicant will work with the Planning Division staff to evaluate the feasibility of retaining tree #4, the Tulip tree.

The motion was approved (4-0) by the following vote:

AYES: Blockhus, Harding, Kirik, and Ma

NOES: None

ABSENT: Bishop

### 4. **SC20-0021 – Terry J Martin, AIA – 1024 Highlands Circle**

Design review for first and second story additions to an existing one-story house. The project will include an addition of 422 square feet at the first story and 677 square feet at the second story. *Project*

*Planner: Gallegos*

Associate Planner Gallegos presented the staff report recommending approval of design review application SC20-0021 subject to the listed findings and conditions.

Project architect, Terry Martin, AIA presented for the property owners and answered Commissioner questions.

#### Public Comment

None.

Action: Upon a motion by Commissioner Kirik, seconded by Commissioner Harding, the Commission approved design review application SC20-0021 subject to the staff report findings and conditions, with the following additional condition:

- The applicant will work with City staff to revise the stair towers to be more integrated with the overall design of the new house.

The motion was approved (4-0) by the following vote:

AYES: Blockhus, Harding, Kirik, and Ma

NOES: None

ABSENT: Bishop

**5. SC21-0002 – Walter Chapman – 270 Sunkist Lane**

Design review for a second story addition to a one-story house. The project will include a 313 square feet addition at the second story. The project includes a 604 square-foot attached accessory dwelling unit, which is not part of the design review application. *Project Planner: Gallegos*

Associate Planner Gallegos presented the staff report recommending approval of design review application SC21-0002 subject to the listed findings and conditions.

Project designer, Walter Chapman, presented the project to the Design Review Commission.

Property owner, Chris Kolstad, gave a presentation that explained how the project had minimal privacy impacts to the neighbors. He pledged to work with the rear yard neighbor to address any potential and future privacy concerns with the second-floor addition.

**Public Comment**

The neighbor to the rear, the Kaftan family, stated some privacy concerns with light pollution and noise so close to their ADU.

The neighbor at 279 Alicia Way had a concern about landscape screening being installed.

**Action:** Upon a motion by Commissioner Harding, seconded by Commissioner Kirik, the Commission approved design review application SC21-0002 subject to the staff report findings and conditions.

The motion was approved (4-0) by the following vote:

AYES: Blockhus, Harding, Kirik, and Ma

NOES: None

ABSENT: Bishop

**6. Notice of Development Proposal Signs**

The Commission directed Planning Services Manager Persicone to begin requesting Notice of Development Proposals be posted within 30 days of submission of the project to the City and approved the posting format as proposed in the handout.

**COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Harding asked about information on ADUs. Planning Services Manager Persicone reported the approved number of ADUs in 2020 was 62; he is working on updated forms and handouts for ADUs; and there is a presentation on ADUs on Wednesday, May 26<sup>th</sup> by the Los Altos Affordable Housing League.

**POTENTIAL FUTURE AGENDA ITEMS**

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

**ADJOURNMENT**

Chair Ma adjourned the meeting at 9:01 PM.