

THE TOWN OF WOODSIDE
ARCHITECTURAL AND SITE REVIEW BOARD
REVISED

ASRB Agenda
2955 Woodside Road

July 6, 2009
4:30 P.M.

ROLL CALL

CALL FOR CHANGES TO THE AGENDA

Update from Planning Department staff regarding any changes and/or clarification of any of the agenda items. Items may be removed from the agenda or placed in another order. No items may be added to the agenda.

PUBLIC COMMUNICATIONS

Persons wishing to address the Board on any appropriate subjects are invited to do so. Please note, however, that the Board is not able to undertake extended discussion or to act on non-agenda items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. As a courtesy to others, the communication should be kept to a three-minute limit.

AGENDA ITEMS:

1. Mitch Lasky & Cecelia Barajas ASRB#2009-0013
255 Mountain Wood Lane
-

Review of a proposal to construct a new guesthouse. The Architectural and Site Review Board previously approved a guest house and separate pool house. This proposal modifies the plans by removing the previously approved pool and pool house and revising the location and design of the previously approved guesthouse.

The property is located in a SCP-5 zoning district. The total proposed main residence with approved additions will be 5,978 square feet, and total floor area on site would be 8,414 square feet. Proposed materials will match the main residence and will include integral-colored stucco exterior in dark green, treated cedar shake roofing with wood and copper details.

2. Plamen Koev SDES#2009-0004
999 Godetia Drive
-

Review of a new 3,138 square foot one story single family residence on a vacant parcel. The property is located in a SR zoning district. Site improvements include the paving of an existing dirt driveway and patios. The building will primarily be stone with some stucco portions. The colors will be a blend of tans and browns for both the stone and the stucco.

3. Rob and Jane Burgess ASRB#2009-009
278 Albion
-

Review of proposed revisions to an accessory living unit that was approved with application ASRB#2009-009 on May 18, 2009. The applicant proposes to add a second story balcony to the approved pool house.

4. Tom and Kathryn McDonald ASRB#2009-0008
45 Skywood Way
-

Review of a proposed 365 square foot second floor addition to an existing two-story single family residence. The property is located in a SCP-5 zoning district. The exterior siding will be shingles and the roof will be asphalt shingle to match the residence. The proposed residence will be a taupe color with a grey-brown trim.

5. Minutes of June 1, 2009

6. Election of Chairman of the Board

7. Election of Vice Chairman of the Board

REPORTS

Review the Purposes and Authorization of the ASRB.

Director's Report for May 2009.

HOA Guidelines for Woodside Hills: Transmitted to Board via email (per Board's request).

ASRB MEMBERS' COMMUNICATIONS

HANDICAP FACILITIES

The meeting hall for this hearing is wheel chair accessible. Should you need special assistance to participate in this meeting, please contact the Town Clerk, at (650) 851-6790. Notification at least 72 hours before the meeting will enable the Town to make reasonable arrangements to assure accessibility to this meeting, per the Americans with Disabilities Act.

APPEALS

The Architectural and Site Review Board is an advisory body that makes recommendations on projects to either the Planning Director or the Planning Commission. The Planning Director usually makes a decision on a project based upon the recommendations of the ASRB and makes such a decision within two to three days of the ASRB meeting. Any decision by the Planning Director may be appealed to the Planning Commission, and any decision by the Planning Commission may be appealed to the Town Council. Appeals must be received in writing at Town Hall within 10 calendar days of a decision. (For more information on Appeals, please refer to Sections 153.335 through 153.338 of the Woodside Municipal Code.)

ANY WRITINGS OR DOCUMENTS PROVIDED TO A MAJORITY OF THE ARCHITECTURAL AND SITE REVIEW BOARD REGARDING ANY ITEM ON THIS AGENDA WILL BE MADE AVAILABLE FOR PUBLIC INSPECTION AT THE ADMINISTRATION COUNTER AT TOWN HALL LOCATED AT 2955 WOODSIDE ROAD DURING NORMAL BUSINESS HOURS.

**TOWN OF WOODSIDE
ARCHITECTURAL AND SITE REVIEW BOARD**

Meeting Date: July 6, 2008 **Agenda Item: 1**
Prepared by: Heather Bradley, Contract Planner
Reviewed by: Jackie C. Young, AICP, Director of Planning & Building

Subject: ASRB#2009-013 Review of a proposal to construct a new guesthouse. The Architectural and Site Review Board previously approved a guest house and separate pool house. This proposal modifies the plans by removing the previously approved pool and pool house and revising the location and design of the previously approved guesthouse.

The property is located in the SCP-5 zoning district. The total proposed main residence with approved additions will be 5,978 square feet, and total floor area on site would be 8,414 square feet. Proposed materials will match the main residence and will include integral-colored stucco exterior in dark green, and treated cedar shake roofing with wood and copper details.

Property Information

Address: 255 Mountain Wood Lane
APN: 072-190-530
Property Owner: Mitch Lasky & Cecilia Barajas
Zoning District: SCP-5
General Plan Designation: R (Residential)
Lot Area: 3 acres

SUMMARY

The Board is requested to determine whether:

- The guest house (accessory living quarter) is subordinate to the main dwelling and compatible with the neighboring properties and uses in height, bulk, location, appearance, color, materials and landscaping; and
- The project preserves the rural character of the neighborhood; and
- The materials, colors, and details of construction are compatible with adjacent and neighboring structures and functions.

RECOMMENDATION

Staff recommends approval of the project with the following conditions:

1. The existing tree protective fencing shall remain in place around all trees near construction pathways that could potentially be impacted by construction equipment and materials storage

prior to issuance of a Building Permit.

2. The existing Staging Plan shall remain in full force and effect. Staging shall not be allowed in the public right-of-way.
3. The Arborist report prepared by Michael Young, dated May 27, 2008, shall be copied as a plan page on the construction drawings. All tree protection recommendations shall be followed throughout the construction process.

HISTORY

The ASRB previously reviewed an application to construct additions to the main residence on September 15, 2008 and approved the pool house and guest house with associated landscape improvements on October 20, 2008. The applicants have since revised the scope of the rear yard improvements to eliminate the pool, pool house, pathways and patio improvements and are proposing only to construct a guest house and crushed granite pathway. Please refer to **Attachment 5** for the previously approved site plan.

PROPERTY & PROJECT DESCRIPTION

The 3-acre property is located at the end of Mountain Wood Lane. The site is currently improved with a 5,978 square foot residence which is currently under renovation with Building Permits that were issued in the Spring of 2008. A detached garage is located along the southern portion of the property. The property is characterized by mature landscaping and dense tree growth, except for an open lawn and pool area at the rear of the residence. The majority of the trees on site are redwood, coast live oaks and bay trees, with many flowering and decorative trees planted closer to the residence. The site is relatively level around the main residence and pool area, but drops off substantially along the rear (western edge of the property). An existing pedestrian bridge crosses the creek to a neighboring property on the west. The average site slope is 5.5 percent, excluding those areas of greater than 35 percent slope.

The applicants are requesting approval to construct a new 1,500 square foot guest house, at a maximum height of 17 feet, near an oak grove on the southern rear portion of the property. Proposed materials for the guest house include stucco siding painted dark green, treated cedar shake roofing, stone wainscoting and copper details designed to match the main residence.

ENVIRONMENTAL REVIEW

The project is Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA) by Section 15303 (construction of single-family residences).

Review Required

Per Woodside Municipal Code Section 153.026 (B) (1) (c), since the project qualifies as an accessory living quarter, the ASRB is required to review the proposal and make findings of subordination of the structure to the main residence.

DISCUSSION

Site Planning

As noted, the site is currently developed with a main residence and detached garage. The terrain is characterized by slopes up to 35 percent to the west of the main residence, and downward slopes toward the creek at the rear of the property. The majority of the site has a gentle 5.5 percent slope and is developed with the existing buildings, landscaped areas, lawn and a pool. A pedestrian bridge

crosses the creek and connects to the neighboring property at the rear.

The Woodside Residential Design Guidelines encourage homeowners to “*preserve the natural features of the land,*” and “*blend and integrate structures with the site’s topography and vegetation*” and to create structures that are subordinate to the natural setting. The proposed guest house is sited to avoid alteration to the existing land forms and existing vegetation.

The Woodside Residential Municipal Code requires that the ASRB make the finding that the accessory living quarters is subordinate to the main residence and compatible with the neighboring properties and uses in height, bulk, location, appearance, color, materials, and landscaping. The guest house would be located in an area where mature trees and natural landforms would not be altered. The guest house would be partially screened from view by the existing trees and would be located more than 50 feet from the neighboring property line.

Architectural Design, Colors, and Materials

Woodside Municipal Code Section 153.220 (C) states that the Board shall review proposals “*to ensure that the appearance of structures and developments are visually harmonious with their sites and with surrounding sites and structures.*” The existing main residence, built in 1955, is currently undergoing a renovation. It has a stucco exterior with a steeply pitched cedar shake roof. The proposed guest house is designed in the same architectural style, and would match the colors and materials of the main residence. A color and material board was previously approved which the applicant is proposing to maintain, however the integral concrete stucco exterior color is proposed to be a shade lighter. Both material boards will be available at the ASRB meeting for review.

Arborist Review

The applicants hired Michael P. Young, Certified Arborist, to prepare a Tree Survey Report for the property. A total of 156 trees were surveyed on the property. The arborist has provided recommendations on tree protective measure that should be taken to protect trees throughout the construction process. The Arborist has recommended the removal of 14 trees (including 7 bay trees) to control Sudden Oak Death, and the removal of other trees for various health reasons. These measures have been complied with throughout the construction process underway on site.

Landscaping & Fencing

The natural areas of the site are heavily wooded with mature coast live oak, redwood and bay trees, while the developed portion of the site is landscaped with decorative trees, shrubs and a lawn off the rear of the residence. The current proposal includes a scaling back of the previously approved Landscape Plan to eliminate formal paths, patios fountain, pool and spa. The applicant proposes to retain all existing fences on the property. No new fencing is proposed.

Lighting

The proposed exterior lighting on the structure would match the lighting fixture previously approved: a copper wedge shape down cast light. Proposed lighting includes seven exterior wall sconces and one ceiling mounted fixture in the covered porch area (refer to the lighting cut sheet at the last page of the Project Plans).

Grading

The proposal would require 200 cubic yards of cut and no fill, for a total export of 200 cubic yards.

PROJECT INFORMATION

MAIN RESIDENCE FLOOR AREA:

Allowed: 6,000 SF + 660 attached garage
Proposed: 5,978 (Source: Dotter & Solfjeld Architecture + Design)

TOTAL FLOOR AREA:

Allowed: 10,454 SF
Proposed: 8,414 SF (Source: Dotter & Solfjeld Architecture + Design)
(Includes main residence, detached garage, & guest house)

<u>SETBACKS:</u>	<u>Front</u>	<u>Rear</u>	<u>Side</u>
Required: (<17' Height)	50 feet	50 feet	50 feet
Required: (17-30' Height)	59 feet*	50 feet	50 feet

* 2 feet of additional setback for every foot of height over 17 feet

Proposed setbacks:

Residence:	120+ feet	100+ feet	50 feet-left 45feet-right (existing)
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PAVED AREA COVERAGE:

Allowed: 9,000 SF per RR zoning
Existing: 15,273 SF existing non-conforming
Proposed: 11,424 SF (Source: Dotter & Solfjeld Architecture + Design)

PARKING:

Minimum Required: 4 parking spaces
Proposed: 4+ parking spaces, including two within the detached garage.

ATTACHMENTS

1. Application
2. Tree Survey
3. Location Map
4. Previously approved site plan
5. Project plans

**TOWN OF WOODSIDE
REPORT TO ARCHITECTURAL AND SITE REVIEW BOARD**

Meeting Date: July 6, 2009
Prepared by: Sage Schaan, Senior Planner
Reviewed by: Jackie C. Young, Director of Planning and Building

Agenda Item: 2

Title: SDES#2009-0004 - Review of a new 3,138 square foot one story single family residence on a vacant parcel located at 999 Godetia Drive. The property is located in a SR zoning district. Site improvements include the paving of an existing dirt driveway and patios. The proposed building exterior is stone with stucco lintels. The colors will be a blend of tans and browns for both the stone and the stucco.

Property Information

Address:	999 Godetia Drive
APN:	068-302-070/080
Property Owner:	Plamen Koev (Buyer)
Zoning:	SR (Suburban Residential)
General Plan:	R (Residential)
Lot Area:	4.515 acres (196,673 square feet)

Executive Summary

Review of a proposal to construct a new, 3,138 square-foot one-story, single-family residence on a vacant 4.515 acre site located at 999 Godetia Drive. Site work includes: 330 cubic yards of fill, paving an existing dirt driveway and constructing a fire truck turnaround, a new septic system and sections of new fence.

The property is located in an SR Zoning District, a Suburban Residential district with a 1 acre minimum lot size. The site is accessed via an existing dirt driveway. The driveway curves up the hill to the location of the proposed residence. The proposed exterior finishes include: stone siding with stucco lintels, in tan and brown tones. The proposed window frames and metal fascias are bronze colored.

Since the project involves a new structure totaling over 2,000 square feet, the ASRB is required to review the project. In accordance with Section 153.228 of the Municipal Code, the Board is to consider such factors as consistency with the General Plan, compatibility of the site and its environment with respect to scale, landscaping, materials and colors, the clarity of function and orderliness of the site design, convenience of access and integration with natural features. The Board would then make a recommendation to the Planning Commission for action. The project also requires review by the Planning Commission since the project is partially visible from Interstate 280, which is designated scenic corridor.

RECOMMENDATION

Based on the evidence submitted in the record and the analysis provided below, staff recommends approval of the proposed project subject to the following conditions of approval:

1. A Staging Plan must be submitted prior to issuance of a building permit to delineate all material storage areas, loading areas, construction parking, and construction restrooms. The proposed construction staging may not occur in the right-of-way and may not occur in areas where it may

- harm any protected trees.
2. Prior to issuance of a Building Permit, the applicant shall submit a Tree Protection and Limit of Grading Fencing Plans. These protection measures shall be installed and inspected by staff, and shall remain in place for the duration of the project.
 3. The applicant shall provide additional shrubs and/or trees in a non-formal pattern to help better screen the parking spaces closest to Godetia Drive.
 4. Prior to final inspection, the chain link gate shall be removed and left open or replaced with a gate designed to complement the existing fence that is adjacent to and parallel to the front property line. Per the Municipal Code requirements, staff will determine if any future gate proposal will require ASRB review.
 5. Prior to final inspection, the area to receive fill from onsite excavation shall be properly compacted and planted with native grasses to reduce potential erosion.
 6. Prior to issuance of a Building Permit, the applicant shall obtain approval of a Lot Merger to consolidate all lots (i.e. Lot 10 and Lot A) if deemed necessary by the Town Engineer.

PROPERTY DESCRIPTION

The subject property is approximately 4.515 acres (196,673 square feet). The property's building site is at the top of the hill on the south side of Godeta Drive. The subject site is slightly visible from Interstate 280, which is designated as a scenic corridor under § 153.221 of the Municipal Code. The north, west and east sides of the property contain a variety of single-family residences. Canada College is immediately adjacent and to the south, and is separated by a significant grade change at the common property line. The property has a meadow at the front of the property that is below the street grade, while the south west portion of the property is a hill with an existing dirt driveway that leads to a flat building site on the southern side of the property. The existing driveway is bordered by a canopy of shrubs and trees. There is an existing gate and fence at the front property line that are proposed to remain. There is an existing easement for the neighboring property for a driveway and landscaping along the southern property line. An easement also exists for half of the Godetia Drive right-of-way along the western property line.

The subject site also includes a lot that is approximately 40 feet wide by approximately 40 feet deep adjacent to the rear property line, referred to as "Lot A" on the original subdivision map. Staff is working with the applicant and their engineer to determine the intended purpose of Lot A. Staff needs to verify if the project will be affected by the intended purpose of Lot A. Additionally, if Lot A currently serves no other purpose than a lot under private ownership, staff will verify if Lot A and Lot 10 need to be merged into one parcel. If a merger is required, it would have to take place prior to issuance of a building permit.

PROJECT DESCRIPTION

The applicant proposes to construct a new 3,138 square-foot, one-story, single-family residence at the top of the vacant subject parcel. The house will contain three bedrooms and two bathrooms. Uncovered parking will be provided at the southeast side of the residence and near the entry gate. The proposed residence will be accessed by an existing driveway. The applicant plans to pave the existing dirt driveway with asphalt, and portions of the driveway that have a slope of 15% or greater will use brushed concrete as required by the Fire District. The project will also include a fire truck turn around and fire hydrant at the top of the site. Minimal grading will be necessary and any grading for the foundation will be balanced on site.

ENVIRONMENTAL REVIEW

Pursuant to CEQA, the project is categorically exempt for the construction of one new single-family residence under Section 15303(a).

DISCUSSION

Site Planning & Massing

The proposed project includes a main residence and does not propose any accessory structures. The main residence is positioned at the top of the site, which is the highest point of the entire hill along the south side of

Godetia Drive. Due to the existing trees and shrubs along the existing dirt driveway and around the northern edge of the building site, the new residence will not be visible from Godetia Drive, but will be slightly visible from Interstate 280, Canada College and some residences to the west. The Director of Community/Government Relations for Canada College, Barbara Christensen prepared a letter of support for the project (see **Attachment 4**).

The applicant proposes to place the residence at the top of the site in order to capture the different views. The other developable area at the bottom of the lot near Godetia Drive is the proposed location for the septic drainfield. The applicant is proposing a one-story building with a flat roof to minimize the mass of the structure. The proposed building will not be visible from Godetia Drive, but may be minimally visible from Interstate 280.

As encouraged by the Residential Design Guidelines, the proposed residence blends with the site's topography and vegetation. Since the building site is at the top of a hill, the applicant has created a low profile building that will have a minimal visual impact to the area.

Architectural Design, Materials and Colors

The proposed exterior finishes of the residence structures include: stone and stucco using brown and tan tones. The flat roof will not be visible from the building profile, but the applicant does intend to use tan colored gravel that compliments the low lying vegetation of the hillside. The proposed colors blend into the natural vegetation at the site, which is encouraged by the Residential Design Guidelines.

The Residential Guidelines require projects to *“establish a complementary and harmonious visual relationship with your immediate neighbors and neighborhood,”* Additionally, Municipal Code Section 153.220 (C) states that the Board shall review proposals *“to ensure that the appearance of structures and developments is visually harmonious with their sites and with surrounding sites and structures.”* The modest size of the house and the architectural design is sensitive to the privacy of the neighbors and visibility from Interstate 280. Although the design is a bit more modern than the typical house in Woodside, it fits well with the site and the use of stone and earth tones reduces impact of a contemporary design.

Landscaping

The project includes minimal landscape improvements, and most of the existing trees and shrubs are proposed to remain. The project may require the removal of one oak tree along the driveway in order to provide an additional fire truck turnout if necessary.

The project includes one new live oak towards the front of the property to screen the proposed parking spaces. Staff recommends additional trees and or shrubs planted in a non-formal pattern to better screen the parking spaces. Some native grasses will be planted near the residence and three new live oak trees will be planted on the west side of the building to help provide privacy for the downhill neighbors.

Lighting

The applicant proposes 18 recessed can lights in the eaves in various locations around the proposed residence. Four stair lights are proposed on the interior side of a railing at the patio to the rear of the house. Two path lights are proposed at the sides of the front entry walkway. Two wall sconces are proposed at the sides of the front entry. The proposed light fixtures will not create glare or shine off site due to the low illumination level and the design. These types of light fixtures are consistent with the Residential Design Guidelines, and staff finds that the proposed lighting fixtures are in compliance with Section 153.049(H) of the Municipal Code.

Gate and Fencing

The applicant is proposing to retain the existing fence and gate at the front of the property. The fence is wood comprised of three rails, and the gate is black chain link. Since chain link gates and fences are highly discouraged by the Town's Municipal Code and Residential Design guidelines, especially when visible from the road, staff recommends that the chain link gate be removed prior to final inspection and left open or

replaced with a gate that is in keeping with the design of the existing front yard fence. Depending of the design of any proposed replacement gate, it may require review by the ASRB.

The proposal also includes new wood and wire fencing along the side property lines to match existing wood and wire fences that are currently in place along portions of the side property lines.

Grading

The project will require some excavation for the foundation, although the Municipal Code does not count excavation for foundations towards grading quantities. The applicant proposes to balance the material on site, as required by the Municipal Code, distributing a total 330 cubic yards of fill on the site. The relatively small amount of grading will therefore not add construction vehicle trips to remove the material from the subject property.

Septic System

The applicant initially proposed to connect to a nearby Redwood City Sewer District sewer line, which would avoid the need for a septic system. Upon the Town Engineer's initial review, a determination was made that the subject site cannot connect to the adjacent sewer district. The applicant intends to pursue the option of connecting to sewer, but in the meantime has prepared a septic plan in the event that the site cannot connect to sewer. The proposed septic system would be located in the open meadow at the front of the property near Godetia Drive.

High Severity Fire Zone

The project is located within a high severity fire zone. It is not anticipated that any portions of the design will have to change in order to comply with the new fire prevention standards under Chapter 7A of the Building Code, including but not limited to, the required types of roof and siding materials.

PROJECT INFORMATION

TOTAL FLOOR AREA:

Maximum Allowed: 35,401.21 square feet (18% of lot area)
Proposed: 3,138 square feet

MAIN RESIDENCE FLOOR AREA:

Maximum Allowed: 4,000 square feet
Proposed: 3,138 square feet

MAIN RESIDENCE HEIGHT:

Maximum Allowed: 30 ft.
Proposed: 14.08 ft.

REQUIRED SETBACKS:

	<u>Front</u>	<u>Side</u>	<u>Rear</u>
<17 ft. in Height:	50 ft.	20 ft.	25 ft.
17-30 ft. in Height:	¹	30 ft.	30 ft.
Proposed:	200 ft.+ (<17 ft.) N/A (>17 ft.)	170 ft.(east)/168(west) N/A	25 ft. N/A

¹ Increases by 2 feet in setback for every foot over 17 in height

PAVED AREA:

Maximum Allowed: 15,000 square feet
Proposed: 2,116 square feet

NATURAL STATE:

Average Slope: 17.34%
Required Natural State: 44,170 square feet (40%)
Proposed Natural State: 61,875 square feet (56.03%)

GRADING:

0 cubic yards of cut (not including excavation for foundation per WMC 151.20(B)(1))
330 cubic yards of fill
0 cubic yards for export

PARKING:

Required: 4
Proposed: 4

ATTACHMENTS:

1. Application
2. Vicinity Map
3. Assessor's Parcel Map
4. Letter of support from Canada College dated June 16, 2009
5. E-mail of support from Neighbor at 1000 Godetia Drive
6. Project Plans (ASRB Only)

**TOWN OF WOODSIDE
REPORT TO ARCHITECTURAL AND SITE REVIEW BOARD**

Meeting Date: July 6, 2009
Prepared by: Deborah Dory Mallison, Senior Planner
Reviewed by: Jackie Young, Director of Planning & Building

Agenda Item: 3

TITLE: ASRB#2009-009: Review of proposed revisions to an accessory living unit that was approved with application ASRB#2009-009 on May 18, 2009. The applicant proposes to add a second story balcony to the approved pool house.

Executive Summary

On May 18, 2009, the ASRB reviewed and recommended approval of a proposal to remodel the existing residence, construct a new pool house, construct a new detached garage, and install landscaping on the 6.91 acre property. The applicant has subsequently modified the pool house design to incorporate a second story balcony and an exterior stair leading to that balcony. Staff requests that the Board evaluate the new proposal in terms of the Residential Design Guidelines, and consider the finding of compatibility and subordination for the proposed pool house structure as it is considered an accessory living quarters. Staff recommends approval of the project because staff finds that the balcony will not cause an adverse impact to the neighbors' privacy.

PROPERTY INFORMATION

Address: 278 Albion Avenue
APN: 072-130-470
Property Owners: Burgess
General Plan: R (Residential)
Zoning: RR (Rural Residential)
Lot Area: 6.91 acres

RECOMMENDATION

Staff recommends the ASRB recommend approval of the project with the following condition:

1. The outdoor shower must be covered and protected so that rainwater does not enter the septic system.

PROPERTY DESCRIPTION

The subject property is a 6.91 acre lot located in the RR zoning district. The front third of the property and the northern side of the property has been dedicated as an open space easement for “pasture, livestock, and agricultural uses and the perpetual maintenance of native vegetation and topographic features only.” An earthquake fault runs through the front portion of the property, but there are no structures within or proposed within the earthquake fault zone. The property is heavily wooded with mature oak trees within the open space easement and around the main residence. The rear of the property is fairly open with a manicured lawn, open meadows, and an uncovered riding arena.

ENVIRONMENTAL REVIEW

The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) by Section 15303, which includes single-family residences and ancillary buildings.

REVIEW REQUIRED

In accordance with Woodside Municipal Code Section 153.026.B.1.c, the Board is asked to make the finding that the proposed accessory living quarters (the pool house) is “*subordinate to the main dwelling and compatible with the neighboring property and uses in height, bulk, location, appearance, color, materials, and landscaping.*” The Board made this finding for the proposed pool house on May 18, 2009; however, the design of the pool house has been modified and now incorporates a second story balcony adjacent to the tower element.

DISCUSSION / ANALYSIS

Compatibility & Subordination

The applicant proposes to construct a new 1,500 square foot pool house in the location of an existing garage that will be demolished. The proposed pool house is considered an accessory living quarters as there is a full kitchen and there are full bathing facilities (an outdoor shower is proposed). The proposed pool house matches the design of the main residence including the natural cedar shingle siding, white trim, and dark charcoal composition shingle roofing. The existing main residence has a tower element on the northern side, and the proposed tower element on the pool house mimics this design.

The applicant modified the plans from the previous ASRB approval on May 18, 2009, to include a second story balcony on the tower element of the pool house. The Woodside Municipal Code requires accessory structures to be one story in height and states the following, “*The maximum height of any accessory building shall be limited to one story and shall not exceed 11 feet from the exterior grade to the highest ceiling plate height and shall not exceed 17 feet from the exterior grade to the highest point on the structure.*” In the definition of “*story,*” the underfloor, basement, and the attic are not counted as a story. Staff has allowed second story decks and/or balconies on top of accessory structures with flat roofs in the past, and has considered whether the privacy of neighbors would be negatively impacted by the second story elements.

The proposed balcony is 4 feet, 5 inches wide and wraps around the side and rear of the tower. The balcony would be accessed by an exterior spiral staircase and would overlook the pool and the rear

yard. Staff finds that the proposed balcony would not create a negative impact to neighbors' privacy because the tower structure is approximately 250 feet from the side property line and 250 feet from the rear property line. There is existing vegetation along the side and rear property lines that provides additional screening.

Staff finds the pool house to be subordinate to the main residence.

PROJECT INFORMATION

TOTAL FLOOR AREA:

Allowed: 27,089 SF (9% of Lot Area)
Proposed: 14,160 SF (4% of Lot Area)

(includes existing 7,685 SF main residence, existing 1,500 SF guesthouse, existing 1,296 SF barn, 558 SF relocated chicken coop, 1,500 SF new pool house, 1,500 SF new detached garage, 75 SF new tennis shed, and 46 SF outhouse)

GRADING QUANTITIES:

Cut: 410 cy
Fill: 250 cy
Total: 660 cy

The proposed grading quantities include site grading but do not incorporate the excavation beneath the structures or the swimming pool.

PAVED AREA COVERAGE:

Allowed: 15,000 SF
Existing: 38,330 SF
Proposed: 37,005 SF

PARKING:

Minimum Required: 6 parking spaces
Proposed: 6+ parking spaces (4 enclosed and 2 uncovered)

<u>SETBACKS:</u>	<u>Front</u>	<u>Side</u>	<u>Rear</u>
Required:	50 ft*	50 ft	50 ft
New garage:	114 ft	250+ ft, 96 ft	250+ ft
New pool house:	170 ft		

*Any portion of a structure having a height in excess of 17' above the ground elevation measured at the front setback line shall be set back an additional 2 feet from the property line for each foot in excess of 17'.

ATTACHMENTS

1. Action letter from the May 18, 2009 ASRB meeting
2. Letter from the architect describing the proposed modification to the pool house
3. Location Map

**TOWN OF WOODSIDE
REPORT TO ARCHITECTURAL AND SITE REVIEW BOARD**

Meeting Date: July 6, 2009
Prepared by: Sage Schaan, Senior Planner
Reviewed by: Jackie C. Young, Director of Planning and Building

Agenda Item: 4

Title: ASRB#2009-0008 - Review of a proposed 365 square foot second floor addition to an existing two-story single family residence located at 45 Skywood Way. The property is located in the SCP-5 zoning district. The proposed exterior siding is shingles and the proposed roof is asphalt shingle to match the residence. The proposed exterior colors are taupe with grey-brown trim.

Property Information

Address: 45 Skywood Way
APN: 073-033-080
Property Owner: Tim McDonald and Kathryn Cullen
Zoning: SCP-5 (Special Conservation Planning-5)
General Plan: R/ESA (Residential/Environmentally Sensitive Area)
Lot Area: 1.422 acres (61,950 square feet)

Executive Summary

Review of a proposal to construct a 365 square-foot two-story addition to an existing two-story single-family residence located at 45 Skywood Way. No additional site work is proposed. The property is located in the SCP-5 Zoning District, a Special Conservation Planning district with a 5 acre minimum lot size. The proposed exterior siding is shingles and the proposed roof is asphalt shingle to match the residence. The proposed exterior colors taupe color with a grey-brown trim.

Since the project involves an addition to a residence in the Western Hills, the ASRB is required to review the project. In accordance with Section 153.228 of the Municipal Code, the Board is to consider such factors as consistency with the General Plan, compatibility of the site and its environment with respect to scale, landscaping, materials and colors, the clarity of function and orderliness of the site design, convenience of access and integration with natural features. The Board would then make a recommendation to the Planning Director for action.

RECOMMENDATION

Based on the evidence submitted in the record and the analysis provided below, staff recommends approval of the proposed project subject to the following conditions of approval:

1. A Staging Plan must be submitted prior to issuance of a Building Permit to delineate all material storage areas, loading areas, construction parking, and construction restrooms. The proposed construction staging may not occur in the right-of-way and may not occur in areas where it may harm any protected trees.
2. The plans submitted for a Building Permit shall show exterior light fixtures that are shielded or hooded to comply with Section 153.049(H) of the Municipal Code.

PROPERTY DESCRIPTION

The subject property is approximately 1.422 acres (61,950 square feet). The site has a downhill slope from

south to north, and the existing house, pool and accessory structures are located in the middle of the property. The property is heavily wooded, as are many properties in the Western Hills, and has one large Redwood tree and one large Douglas Fir tree immediately adjacent to the residence. The house is in a relatively private setting with minimal views of any neighbors. The property does not have a fence or gate adjacent to the right-of-way.

PROJECT DESCRIPTION

The applicant proposes to construct a 365 square-foot two-story addition to an existing two-story single-family residence. The addition is proposed in the location of an existing deck that is above the first floor. The addition will enlarge the size of the existing master bedroom. There will not be an increase in bedroom count. The addition will use shingle siding to match the existing residence and the roof material will be upgraded to a Class A roof with an appearance similar to the existing roof.

ENVIRONMENTAL REVIEW

Pursuant to CEQA, the project is Categorically Exempt pursuant to Section 15301(e) (construction of an addition to a single-family residence).

DISCUSSION

Site Planning & Massing

The proposed 365 square foot addition would be constructed at the location of an existing deck that is located on top of a portion of the first floor. The addition will still allow for a portion of the deck to remain on both the north and south sides. The remaining deck areas would help break up the mass of the addition as viewed from the street.

Staff discussed the possibility of placing a window on the front elevation to further articulate the wall, but the owners would like privacy from the street.

Architectural Design, Materials and Colors

The proposed exterior finish of the addition is shingle siding to match the existing residence. The owners will have to provide a new Class A roof to comply with new fire prevention standards. The new roof will be similar in style to the existing roof. The owners plan to paint the house a taupe color, which will help blend the house with the natural setting more than the existing color, which is a yellow/tan.

The Residential Guidelines require projects to “*establish a complementary and harmonious visual relationship with your immediate neighbors and neighborhood,*” Additionally, Municipal Code Section 153.220 (C) states that the Board shall review proposals “*to ensure that the appearance of structures and developments is visually harmonious with their sites and with surrounding sites and structures.*” The style of the addition is the same as the house. This small addition would carry the existing roofline out to the edge of the first floor wall. The addition will not impact immediate neighbors or the neighborhood since it would decrease the size of the second story deck that may be slightly visible from neighboring properties. The proposed materials and colors are consistent with other residences in the neighborhood.

Landscaping

Section 153.059(G) of the Municipal Code requires the submittal of a Landscape Plan for all projects greater than 720 square feet. Since the project is not larger than 720 square feet and the owners do not plan to alter any existing landscaping, a Landscape Plan was not submitted. The owners plan to retain the two large trees immediately adjacent to the house, but may minimally trim the trees to facilitate construction of the proposed addition.

Lighting

The applicant is proposing two new wall mounted light fixtures on the north elevation. The applicant proposes fixtures to match those already existing at the residence. The proposed fixtures do show the light source and staff recommends that the applicant select different fixtures that are shielded or hooded to comply

with Section 153.049(H) of the Municipal Code.

Gate and Fencing

The proposal does not include any new fences or gates.

Grading

The project will not require any grading since it is a second story addition on top of a portion of the first story.

Septic System

Since the project is not increasing the number of bedrooms, the septic system will not need to be enlarged.

High Severity Fire Zone

The project is located within a high severity fire zone. It is not anticipated that any portions of the design will have to change in order to comply with the new fire prevention standards under Chapter 7A of the Building Code, including but not limited to, the required types of roof and siding materials.

PROJECT INFORMATION

TOTAL FLOOR AREA:

Maximum Allowed: 5,854 square feet
Proposed: 4,402.64 square feet

MAIN RESIDENCE FLOOR AREA:

Maximum Allowed: 5,854 square feet
Proposed: 3,824.64 square feet

MAIN RESIDENCE HEIGHT:

Maximum Allowed: 30 ft.
Proposed: 21.42 ft.

REQUIRED SETBACKS:

	<u>Front</u>	<u>Side</u>	<u>Rear</u>
<17 ft. in Height:	50 ft.	50 ft.	50 ft.
17-30 ft. in Height:	60.84 ft. ¹	50 ft.	50 ft.
Proposed:	135.08 ft. (<17 ft.) 135.08 ft. (>17 ft.)	97 ft.(south)/90(north) “	100 ft. “

¹Increases by 2 feet in setback for every foot over 17 in height

PARKING:

Required: 4
Proposed: 4+

ATTACHMENTS:

1. Application
2. Vicinity Map
3. Location Map
4. Assessor's Parcel Map
5. Light Specifications
6. Project Plans (ASRB Only)

**THE TOWN OF WOODSIDE
ARCHITECTURAL AND SITE REVIEW BOARD**

Minutes
June 1, 2009

CALL TO ORDER The regularly scheduled meeting of the Woodside Architectural and Site Review Board was called to order on June 1, 2009, at 4:30 P.M. in Independence Hall.

ROLL CALL

Members Present: Chair Karen Rongey-Conner, Vice-Chair Hoskinson, Members Atkinson, Helfand, Kasten, Putnam and Rosekrans

Staff Present: Jackie C. Young, Director of Planning and Building
Deborah Dory Mallison, Senior Planner
Heather Bradley, Contract Planner
Michele Gibson, Administrative Assistant

CALL FOR CHANGES TO THE AGENDA

None

NEW BUSINESS

None

PUBLIC COMMUNICATIONS

None

AGENDA ITEMS

1. Arnon Rosenthal ASRB#2009-0007
 150 Normandy Lane

Review of a proposal to construct a 480 square foot second floor addition to the existing single-story residence. The ASRB must make findings of subordination for the addition as an accessory living unit per Municipal Code Section 153.026 (B) (1) (c) for application ASRB 09-0007.

Heather Bradley, Contract Planner, presented the staff report.

Chair Rongey-Conner asked the Board if there were any questions for staff. There were none.

Vice Chair Hoskinson entered the room at 4:32pm.

Chair Rongey-Conner asked if the applicant would care to speak.

The applicant for Agenda Item #1 was not present.

Member Helfand moved to table Agenda Item #1 in order to give extra time for the applicant to arrive. The Board

stated their agreement and proceeded to Agenda Item #2.

2. Tully & Elise Friedman
360 Mountain Home Road

ASRB#2009-0005

Review of a proposed six foot tall entry gate and a six foot tall service gate. The proposed gate design includes ornate weathered bronze gates and 6 foot tall natural stone columns.

DISCUSSION

Deborah Dory Mallison, Senior Planner, presented the staff report. Ms. Mallison stated that she had inadvertently called out the two gates in reverse in the staff report.

Vice Chair Hoskinson questioned the 3 or 4 lines of perimeter barbed wire fencing located on the side of the property she had seen.

Larry Christiani, representative of the owner, spoke. Mr. Christiani stated that the perimeter barbed wire fencing had been removed, and therefore, is no longer an issue. Mr. Christiani clarified the setback of the proposed main gate from the edge of pavement as being 75 feet, which, he stated, is 3 times the required setback. Mr. Christiani gave brief descriptions of the two proposed art deco style gates as being an interpretation of natural scenes in weathered bronze, which, he stated, would not sag as wood does when it weathers. Mr. Christiani cited security as a determining factor for the proposed height of the gates and pylons.

Member Kasten asked if there were any proposed changes to the existing Knox box.

Mr. Christiani stated that there are no proposed changes to the Knox box, but would be open to any suggestions.

Chair Rongey-Conner closed the public hearing.

Member Kasten complimented the proposed design of the gates, but stated that they are not rural.

Member Atkinson complimented the proposed gates, and described them as classical rural.

Vice Chair Hoskinson stated that the proposed gate designs are pieces of artwork (in and of themselves), but in the context of the definition in the code, she did not see the proposed gate designs as being rural in character.

Member Rosekrans reasoned that, on a case by case basis, he could approve the proposed project.

Member Putnam stated that use of the proposed weathered bronze material makes it rural, and the linear lines tie it to the craftsman's cottage and proposed stone pillars. Member Putnam recalled a comment made during a General Plan Update Task Force meeting calling for individual expression of rural.

Member Helfand stated that, given the proposed setback, gate materials and design, which, he stated, are within the bounds of rural, he could approve the project as proposed.

Chair Rongey-Conner stated that she would not be able to support the proposed project, as it does not work within the community.

Member Kasten stated that she does not see the proposed design as being rural and could not support the proposed project.

Member Helfand asked the applicant, Mr. Christiani, if by moving the proposed gate location back from the edge of pavement, could the existing black vinyl fencing in the north-east corner be removed.

Mr. Christiani stated that, as there are no plans to formalize the landscaping in the front gate area, he can remove the fencing in the north-east corner by landscape screening.

Member Rosekrans moved to approve the proposed gates as submitted, adding that the applicant shall submit a Landscape Plan for staff approval, the existing section of fence in the north-east corner be removed and the proposed materials shall match the materials sample board.

Member Kasten added that no changes should be made to the existing Knox box without prior ASRB approval.

Chair Rongey-Conner called for a motion.

ACTION

The ASRB recommendations and associated conditions for the proposed project were approved given that the proposed art deco style main gate will be located 75 feet away from Mountain Home Road where it is only partially visible from the Mountain Home Road scenic corridor, and the service gate which is 39 feet from Mountain Home Road is less ornate than the main gate. The approval is subject to the following conditions:

1. A Landscape Plan shall be submitted, for staff's review and approval, that includes native plantings on either side of the proposed entry gate. The purpose of the Landscape Plan is to soften the view of the gates and stone pylons from Mountain Home Road, and provide an informal, non-linear style landscape design.
2. The gates shall be constructed in bronze with an aged finish to match the approved brownish-black color provided on the materials sample board. The metal shall not have a shiny finish. The stone columns shall match the brown and dark gray stones provided on the materials sample board.
3. The existing black vinyl wire fencing in the north-east corner of the property shall be removed where it is located along the property line between the approved gate and Mountain Home Road.
4. Any additional proposed changes to the gates, or associated structures, shall require ASRB review.

Motion: Member Rosekrans/Member Putnam
Ayes: Members Atkinson, Helfand, Putnam and Rosekrans
Noes: Chair Rongey-Conner, Vice Chair Hoskinson and Member Kasten
Absent: None
Abstain: None

The motion carried.

Jackie Young, Director of Planning and Building, stated that, as the applicant for Agenda Item #1 had arrived, she requested that the Board hear Agenda Item #1 next.

1. Arnon Rosenthal ASRB#2009-0007
150 Normandy Lane

Review of a proposal to construct a 480 square foot second floor addition to the existing single-story residence. The ASRB must make findings of subordination for the addition as an accessory living unit per Municipal Code Section 153.026 (B) (1) (c) for application ASRB 09-0007.

DISCUSSION

Heather Bradley, Contract Planner, re-read the staff report.

Mrs. Rosenthal, owner of the property, introduced herself to the Board.

Member Helfand asked Mrs. Rosenthal if her neighboring property owners had been contacted.

Mrs. Rosenthal stated that only a few neighbors had been contacted.

Ms. Bradley added that the Woodside Hills Association (WHA) is in support of the proposed project.

Chair Rongey-Conner asked if the existing eucalyptus trees will remain.

Mrs. Rosenthal stated that yes, the eucalyptus trees would remain.

Chair Rongey-Conner closed the public hearing.

Member Helfand stated he could support the proposed project as presented.

Member Putnam complimented the proposed project and stated that she, too, could support it.

Vice Chair Hoskinson stated her support for the proposed project.

Member Atkinson stated his support for the proposed project.

Member Kasten stated that she could support the proposed project.

Chair Rongey-Conner complimented the proposed project, adding that she could make the findings for compatibility and subordination.

Chair Rongey-Conner called for a motion.

ACTION

The ASRB recommended approval of the proposed project, subject to the following conditions:

1. Tree protective fencing shall be erected around all mature trees near construction pathways that could potentially be impacted by construction equipment and materials storage prior to issuance of a building permit.
2. A staging plan shall be submitted to the Director of Planning and Building for review and approval as part of the plan check process. Staging shall not be allowed in the public right-of-way.

Motion: Member Putnam/Vice Chair Hoskinson

Ayes: Chair Rongey-Conner, Vice Chair Hoskinson, Members Atkinson, Helfand, Kasten, Putnam and Rosekrans

Noes: None

Absent: None

Abstain: None

The motion carried.

3. Robert & Rodine Patton
750 West California Way

ASRB#2006-040

Review of a proposed Landscape Plan in conjunction with a new two-story, 27 foot tall 2,382 square foot main residence.

DISCUSSION

Deborah Dory Mallison, Senior Planner, presented the staff report.

Vice Chair Hoskinson asked if there had been neighbor input for this proposed project.

Ms. Mallison stated that she had contacted the neighbors for their input, and are fine with the proposed Landscape Plan.

Jack McCarthy, applicant for the proposed project, spoke. Mr. McCarthy stated that Mrs. Fisher, a neighbor of the Pattons, is fine with the proposed changes to the Landscape Plan.

Member Helfand asked Mr. McCarthy if he was okay with staff recommendations for the proposed project.

Mr. McCarthy stated that he is okay with the staff recommendations.

Chair Rongey-Conner closed the public hearing.

Member Rosekrans stated that the applicant did a good job on the proposed Landscape Plan, and that he could recommend the proposed project.

Member Kasten stated that she could approve the proposed project.

Member Atkinson stated that he, too, could approve the proposed project, and suggested that the applicant use larger plants for instant cover.

Vice Chair Hoskinson complimented staff on the amount of detail contained in the staff report. Vice Chair Hoskinson stated that she could find for approval of the proposed project.

Member Helfand stated that he could find for approval of the proposed project with staff recommendations.

Chair Rongey-Conner called for a motion.

ACTION

The ASRB recommended approval of the proposed project, subject to the following conditions:

1. Staff recommends the plant species *arbutus marina*, rather than *arbutus menziesii* (madrone), for the screening trees at the rear of the property as it is easier to cultivate in a garden setting.
2. The proposed plant sizes of the two *arbutus menziesii* (madrone) plants types shall be increased from 15-gallon to 24-inch box. One additional 24-inch box tree (*arbutus menziesii*) shall be planted to the left of the

front door to screen the southeast corner of the new residence.

3. The proposed arctostaphylos hookeri (Manzanita) plants shall be increased from a 5-gallon size to a 15-gallon size.
4. Fifty percent of the proposed prunus ilicifolia (Hollyleaf cherry) at the rear of the property shall be changed to a native plant species that grows naturally as a 20-25 foot tall tree.

Motion: Members Helfand/Rosekrans

Ayes: Chair Rongey-Conner, Vice Chair Hoskinson, Members Atkinson, Kasten, Helfand, Putnam and Rosekrans

Noes: None

Abstain: None

Absent: None

The motion carried.

4. George & Elizabeth Pavlov
120 Fox Hollow Road

ASRB#2009-010

Review of a proposed new two-story 5,981 square foot main residence with an attached 660 square foot garage, a 256 square foot pavilion, and an 864 square foot barn. Lighting, Fencing, and Landscaping Plans are included.

DISCUSSION

Deborah Dory Mallison presented the staff report.

Vice Chair Hoskinson asked whether the Trails Committee had been contacted regarding this proposed project.

Ms. Mallison stated that yes, the Trails Committee had been contacted and had been pleased with the proposed project.

Steve Simpson, architect for the proposed project, spoke. Mr. Simpson gave a brief account on the background of the proposed project, which, he stated, is now more in the spirit of the Woodside Design Guidelines. Mr. Simpson spoke to the proposed guest parking, of which there will be three spaces, and the proposed use of some permeable surfaces.

Mr. Simpson questioned the restrictive covenant filed on this property.

Ms. Mallison stated that the restrictive covenant must be resolved by ensuring that the recommendations of the Town's consulting arborist regarding the "restoration plants" are followed for the duration of construction.

Mr. Simpson called attention to a typographical error in the plans and staff report; that the proposed setback from the street is actually 300 feet, not 117.

Pete Carlino, Lea and Braze Engineering, spoke. Mr. Carlino spoke to the existing leach field and location of the top of bank as it relates to the siting of the proposed project.

Member Kasten asked if integral plaster would be used, which would add texture to the proposed residence.

Mr. Simpson stated that the applicant would use a smooth plaster.

Carroll Ann Hodges, Town Councilmember, spoke as a private citizen and equestrian. Ms. Hodges expressed the importance of the horse trails in Town and thanked the applicant for not impinging on the horse trails in their design of the proposed project.

Frederica Mullen, Landscape Architect for the proposed project, introduced herself.

Chair Rongey-Conner closed the public hearing.

Member Helfand expressed his support of the proposed project.

Member Putnam expressed her support of the proposed project.

Member Rosekrans expressed his support of the proposed project.

Chair Rongey-Conner complimented Mr. Simpson for his work on the proposed project, and stated that she could support the proposed project.

Vice Chair Hoskinson complimented the proposed project and the applicant's sensitivity to the trails system.

Member Atkinson stated that the trails in the Town of Woodside are of utmost importance, as they are part of our heritage. Member Atkinson stated that he could support the proposed project.

Member Kasten complimented the proposed project, noting that the proposed fencing will not be near the existing trails. Member Kasten recommended that the applicant use interlocking pavers for the parking surfaces.

Chair Rongey-Conner called for a motion.

ACTION

The ASRB recommended approval of the proposed project, subject to the following conditions:

1. The proposed barn may not have plumbing fixtures until a septic system is designed and approved to accommodate any future plumbing and/or a living unit within the barn.
2. A Staging Plan must be submitted with the permit plans delineating all material storage areas, loading areas, construction parking, and construction restrooms. The proposed construction staging may not occur in the right-of-way and may not occur in areas where it may harm trees or the stream corridor. The stream corridor shall be fenced off during construction to prevent access and damage to the riparian vegetation.
3. The applicant shall obtain a Stable Permit, and the Town's Livestock Committee shall inspect the barn prior to planning final inspection to ensure conformance with WMC 115.12.
4. The arborist's recommendations shall be updated to respond to the current project and shall be followed for the duration of construction. Additionally, the recommendations of the Town's arborist regarding the "restoration plants" shall be followed for the duration of construction.
5. The "restoration" plants required by the re-vegetation plan, dated June 17, 2005, shall be re-inspected for health at the conclusion of the construction project, and replacement trees shall be planted if deemed necessary by Staff.

6. The proposed tree lights shall be eliminated from the plan as they are prohibited by Town code.
7. The proposed lighting quantities on the main residence shall be reduce to minimize offsite lighting impacts; specifically, the proposed down spot lights shall be reduced in quantity along the northern side of the residence where there are not openings in/out of the building.
8. The applicant shall seek to reduce paved area by minimizing the proposed guest parking and auto court area while retaining functional parking and adequate fire truck turnaround. The applicant shall utilize permeable pavers for the guest parking area.
9. The pathway leading from the rear yard towards the stream shall be kept as close to grade as possible in order to reduce grading near the stream.
10. Staff notes that the proposal must conform to the Town's fire prevention regulations.

Motion: Members Kasten/Putnam
 Ayes: Chair Rongey-Conner, Vice Chair Hoskinson, Members Atkinson, Helfand, Kasten, Putnam and Rosekrans
 Noes: None
 Abstain: None
 Absent: None

The motion carried.

5. Minutes of May 18, 2009

The motion was made to approve the Minutes of May 18, 2009.

ACTION

The Minutes of May 18, 2009, were approved.

Motion: Member Atkinson/Vice Chair Hoskinson
 Ayes: Chair Rongey-Conner, Vice Chair Hoskinson, Members Atkinson, Helfand and Rosekrans
 Noes: None
 Abstain: Members Kasten and Putnam
 Absent: None

The motion carried.

STAFF REPORTS

Jackie Young stated that the Director's Report for May 2009 was not ready as of this meeting, as the full month's statistics were not available by the publish date of this packet.

Jackie Young gave a brief update on the General Plan Update Task Force meeting of May 27, 2009, the topic for which was Historic Preservation.

ASRB MEMBERS' COMMUNICATIONS

Member Helfand asked about the status of the Jackling House property.

Ms. Young gave a brief account on the chronology of events regarding the property.

Member Kasten asked about construction staging requirements, and discussed overflow parking onto the public streets due to construction in her neighborhood.

Ms. Young stated that as part of staff recommendations, a Staging Plan is required and must be submitted with the permit plans delineating all loading areas and construction parking. Ms. Young added that construction staging may not occur in the right-of-way and if it does, a request for investigation can be filed with the Town Code Enforcement Officer. Frequently the building inspectors resolve these issues directly when observed during inspections.

Member Kasten recalled that at the General Plan Update Task Force meeting of May 27, 2009, a solicitation for the proposed horse sculpture was distributed. Member Kasten stated that she did not recall this topic of installation of a horse sculpture coming before the ASRB.

Ms. Young stated that once the proposed project has generated sufficient monetary support for the purchase of and installation of the horse sculpture, staff will bring the proposed project before the ASRB.

Chair Rongey-Conner added that the Landscape Committee, whose involvement was in siting the proposed horse sculpture, is not appointed by the Town Council.

Ms. Young stated that she would look into the authority of the Landscape Committee and will include her findings in the Director's Report.

Member Kasten asked, once again, for the Home Owners Association (HOA) guidelines for the Woodside Hills.

Ms. Young stated that the Woodside Hills HOA is a private entity, and therefore is not enforced by the Town, although submittal of a review and approval letter from any applicable HOA is required with Town submittals. Ms. Young will obtain a copy for the ASRB's reference.

Chair Rongey Conner adjourned the meeting at 6:16 p.m.