

**PLANNING COMMISSION
REGULAR MEETING
DRAFT MINUTES**

**TOWN OF ATHERTON
JANUARY 25, 2023**

6:00 pm

This meeting was held virtually and in-person.

1. ROLL CALL

PRESENT: Eric Lane
Nancy Lerner
Perry Narancic
Randy Lamb

ABSENT: Gabia Konce (joined later)

Town Planner Sung Kwon, Senior Planner Radha Hayagreev, Town Arborist Sally Bentz-Dalton, Deputy City Attorney Andres Booher.

2. PUBLIC COMMENTS

Lauren Gruner thanked the Commission for reviewing possible options for recommendations to the Draft Housing Element during the Special Meeting on January 19th, 2023. She also thanked the Commission for thinking about what residents would want to do with their own properties.

Chair Lane reiterated a statement from the Special Meeting that the Commission wants to work with community desires.

Chair Lane closed public comment.

Betsy Bradford wanted to speak but was on mute.

Chair Lane reopened public comment.

Betsy Bradford, a resident on El Camino Real near Nora Way expressed concern about potential traffic related to the recommendation of the zoning of 20 units per acre along El Camino Real.

Chair Lane closed public comment.

3. APPROVAL OF MINUTES

MOTION to approve the minutes of the December 14th, 2022 Planning Commission Meeting.

**M/S Narancic/Lane Ayes: 3 Noes: 0 Absent: 1 Abstain: 1
Commissioners Konce absent. Commissioner Lamb abstained.**

4. PUBLIC HEARING

A. CONTINUED from December 14, 2022. MPL22-00003: Private schools in Atherton have a Master Plan which is updated annually and reviewed by the Planning Commission at a noticed meeting. The 2022 Master Plan Update has been submitted by Menlo College at 1000 El Camino Real, Atherton, CA (Assessor's Parcel Number 070-360-100).

Chair Lane explained the format of the public hearing and introduced staff to present the staff report.

Senior Planner Radha Hayagreev presented the staff report.

Chair Lane asked if any of the commissioners had questions for staff.

Commissioners stated that they had no questions.

Chair Lane opened the public comment section and introduced representatives from Menlo College to speak.

Steven Weiner of Menlo College noted that the opening of new buildings decreased traffic rates to the campus. He stated that some students got off-campus leases due to the time the newest dorm was completed, but stated that he expects on-campus residents in the future. He discussed the possibility of a future building on-campus for student and faculty housing which if completed would further reduce traffic. He added that the new student enrollment increased last year for the college, and that the college served a highly diverse student body.

Chair Lane asked if there were questions for Steve Weiner.

Vice Chair Lamb asked about the new Arrillaga Hall and asked for clarification on the number of beds provided.

Steve Weiner responded that 287 beds was provided by the dorm with one ADA compliant room. He added that it was completely occupied and the students enjoy the dorm.

Vice Chair Lamb noted that the building was beautiful and stated that he walked around the site and congratulated Menlo College for the building.

Vice Chair Lamb asked about the Housing Element and asked if Menlo College was serious about the consideration of more housing.

Steve Weiner responded that the construction of more housing was a wish list dependent on finding a donor. He added that the college had identified possible vacant sites for housing that the town is required by the State, but lacks funds for construction. He noted that over the pandemic the college was donated significant amounts of funds.

Chair Lane noted that consideration about traffic was important and expressed the recommendation that all future developments lead traffic through the college's main gate on El Camino Real.

Steve Weiner responded that he would prefer that all traffic goes on El Camino Real, but noted that the location of the largest parking lot on the campus limits options for traffic directions. He stated that he hoped that future housing developments lower traffic rates on the nearby roads and directs traffic to the El Camino Real entrance. He added that the campus was at full parking occupancy and that any future housing facilities would require the construction of new parking facilities. The plan was to construct the future parking facilities off the El Camino Real entrance.

Vice Chair Lamb asked if the traffic light on El Camino Real and Alejandra Avenue had improved safety and visibility.

Steve Weiner responded that the crosswalk light has marginally improved safety but there was uncertainty from users about how to use it.

Vice Chair Lamb stated that the college should consider applying for a signal at the intersection to reduce uncertainty of use.

Steve Weiner stated that he discussed a possible intersection with the Town and was notified that the State would not allow the construction of a signaled intersection.

Vice Chair Lamb responded that the signaled intersection was not allowed as a result of distance requirements between intersections. He added that he would be happy to discuss possible solutions with the college.

Chair Lane agreed that the crosswalk light was confusing to use.

Chair Lane welcomed public commenters to the stand.

Lauren Gruner agreed that safety issues exist for pedestrians along El Camino Real.

Chair Lane welcomed public commenters online to speak.

Stephanie, who's parents live on Alejandra Avenue next to Menlo College stated that the college. She noted that Menlo College does not have enough space for the desired additions. She stated that the college has not provided solutions to the traffic problems. She added that the college fields are too loud due to changes to the field design and impact neighboring properties.

Chair Lane agreed that the concerns presented by the speaker needed to be addressed.

Commissioner Narancic asked staff to make sure that the code enforcement officer gets in contact with the speaker and added that the speaker needs to send the letter to the Commission so that it is added to the record.

Chair Lane noted that problems with the fields and noise have historically been a problem and that the college must maintain good relations with their neighbors.

Steve Weiner responded that the college will make accommodations for their neighbors and will make sure that the college follows the use permits for the properties that the college occupies. He stated that to his knowledge the college was compliant with applicable codes and use permits.

Chair Lane added that the college should look at the impacts as well as compliance.

Chair Lane closed the public hearing.

Chair Lane brought the item back to the Commission for discussion and noted that the Commission does not approve the plan, but instead recognizes the plan and anticipates problems.

Chair Lane asked the Commissioners if they had any questions or comments.

Vice Chair Lamb stated that outreach is important and recognized why field use is a controversial issue.

Commissioner Narancic made the following motion:

MOTION to approve the 2022 Master Plan Update submitted by Menlo College.

M/S Narancic/Lamb Ayes: 4 Noes: 0 Absent: 1
Commissioner Konce absent

- B. CONTINUED from December 14 2022. PTPZ22-00010: Tree Exception request for a proposed 827 sq. ft. ADU at 82 Linda Vista, Atherton, CA (Assessor's Parcel Number 070-161-160) Heritage tree protection Zone Exception for a 7.48x TPZ for a 48 inch diameter redwood tree and a 6.22x TPZ exception for an 18 inch diameter coast redwood tree.**

Senior Planner Radha Hayagreev presented the staff report.

Town Arborist Sally Bentz-Dalton discussed the approval recommendation due to the trees being redwoods and that no additional excavation would be required.

Commissioner Konce joined the meeting.

Chair Lane asked if there were any other questions for staff.

Commissioners stated that they had no questions.

Chair Lane opened public comment.

Chair Lane opened the floor up to the applicant.

Tommy Frost, the representative for the applicant introduced themselves and noted that they had nothing else to add.

Chair Lane asked if there were any questions for the applicant or if anyone would like to speak on the item.

No public speakers.

Chair Lane closed the public hearing.

Chair Lane brought the item back to the Commission for discussion.

Vice Chair Lamb made the following motion:

MOTION to approve the Tree Protection Zone (TPZ) Exception to allow for a 7.48x TPZ for a 48 inch diameter redwood tree and a 6.22x TPZ exception for an 18 inch diameter coast redwood tree for a proposed 827 sq. ft. ADU at 82 Linda Vista, Atherton, CA (Assessor's Parcel Number 070-161-160) for the reasons outlined in the staff report, subject to conditions of approval.

M/S Lamb/Narancic Ayes: 5 Noes: 0 Absent: 0

- C. Tree Protection Zone Exception at 140 Atherton Ave. Tree Protection Zone exception request for a proposed addition that encroaches into tree #190, a 42 inch diameter redwood tree to be at 7x and tree #192, a 49 inch diameter redwood tree to be at 6x.**

Chair Lane explained the process of the hearing for the item.

Senior Planner Radha Hayagreev presented the staff report.

Chair Lane introduced Town Arborist Sally Bentz-Dalton.

Town Arborist Sally Bentz-Dalton discussed the denial of less than 7x due to common recommendation of denial of less than 7x for new construction.

Chair Lane asked if the changes would be a danger to the tree.

Town Arborist Sally Bentz-Dalton stated that the applicant found roots.

Chair Lane asked if there are any questions for staff.

Commissioners stated that they had no questions.

Chair Lane opened the hearing for public comment.

Chair Lane read the letters he received as part of public comment.

Chair Lane read the first letter from the residents of 147 Atherton Avenue in support of the item.

Chair Lane read the second letter from Ping Lee Fong the resident of 165 Atherton Avenue in support of the item.

Chair Lane read the third letter from George and Mimi Paris in support of the item.

Chair Lane opened the floor for anyone who wanted to speak on the issue.

Eric Hang, the architect for the project provided additional plans to the Staff. He explained how the foundation type was chosen to not impact the roots of trees. He added that the project's arborist did not believe that the limited coverage of the structure within the 6x area would not greatly impact the tree. He added that there was the possibility to revise the plan but would take three to four months.

Chair Lane asked why the revisions would take three to four months.

Eric Hang responded that revisions would require applying for another building permit as the structure design would be required to change.

Chair Lane noted to the other Commissioners that the next speaker was providing the Commission with information documents.

Ying Gu, the applicant discussed the revisions proposed by Town Arborist Sally Bentz-Dalton and stated that the roots were small and that her arborist noted that the roots seen were not from tree #192 but are from a tree that was removed. She added that one of her neighbors developed near a similarly sized tree that was still healthy.

Chair Lane thanked the applicant for the photos provided.

Michael Templeton, a resident of 80 Palmer Lane stated that one large building is less of an impact on neighbors than multiple separate buildings.

Chair Lane asked if there were any other public comments.

No additional public comments were presented.

Chair Lane closed the Public Hearing.

Chair Lane brought the item to the Commission for discussion and stated that the photos provided to the Commission show a trunk that is buried on the lot and that the roots found on the property are from the trunk.

Chair Lane asked Town Arborist Sally Bentz-Delton if the pad foundation approach reduced damage.

Town Arborist Sally Bentz-Delton stated that the approach for the foundation reduces damage. She noted that in the past she has preferred that applicants find a location on their property that do not impact their property.

Vice Chair Lamb stated that he agrees with Town Arborist Sally Bentz-Delton's recommendations.

Chair Lane and Commissioner Lerner responded in agreement.

Chair Lane stated that the State will have a new ADU regulation soon allowing ADUs within 4 ft. of fences. He stated that he would approve the item before the regulatory changes are adopted. He added that the driveway exists and that the trees would not be significantly impacted by new developments.

Vice Chair Lamb responded that the proposed project is not an ADU but is an addition.

Chair Lane and Staff noted that the proposed project is both an ADU and an addition.

Vice Chair Lamb recommended that the Commission work with the proposal now and not the possibility of approval under future regulations.

Chair Lane stated that upcoming State regulations will limit what the Commission can approve or deny.

Town Planner Sung Kwon reminded the Commission that the laws were already in effect.

Vice Chair Lamb asked why Chair Lane was discussing State laws if they were already in effect.

Chair Lane responded that the Town Council will update policies soon.

Vice Chair Lamb asked Chair Lane why the trees were not treated as different topics and proposed making two motions, one for the 7x proposal and another for the 6x proposal.

Vice Chair Lamb made the following motion:

MOTION to approve the Tree Protection Zone Exception at 140 Atherton Ave. request for a proposed addition project for tree #190, 42 inch diameter redwood tree to be at 7x for reasons outlined in the staff report, as conditioned.

M/S Lamb/Lane Ayes: 5 Noes: 0 Absent: 0

Chair Lane made the following motion:

MOTION to approve the Tree Protection Zone Exception at 140 Atherton Ave. request for a proposed addition project for tree #192, 49-inch redwood tree to be at 6x with updated conditions to be listed in the TPZ.

Commissioner Lerner seconded the motion.

Vice Chair Lamb asked Town Arborist Sally Bentz-Dalton if her recommendation on the 6x proposal changes with the future ADU regulation changes.

Town Arborist Sally Bentz-Dalton responded that she was not aware about the ADU regulation changes and stated that she made her recommendation based on the existing regulations. She added that her recommendation would not change.

Vice Chair Lamb stated that he agrees with Chair Lane's statement but noted that the Commission does not know what the process involves with the new regulations.

Town Arborist Sally Bentz-Dalton stated that she believed that the Commission could not deny an ADU application, but applications would have to follow the tree ordinance.

Chair Lane stated that Town Arborist Sally Bentz-Dalton was incorrect about the applications required to follow the tree ordinance and asked Town Planner Sung Kwon for clarification.

Town Planner Sung Kwon introduced Deputy City Attorney Andres Booher.

Deputy City Attorney Andres Booher stated that the Town had to allow an ADU up to 800 sq. ft. somewhere on the site. He stated that the item involves an addition including an

ADU larger than 800 sq. ft. that infringes on a heritage tree, and the consideration was due to the location of the ADU on the site. He added that alternative configurations of the ADU on the site would not infringe on the heritage trees.

Vice Chair Lamb asked if a heritage tree could be removed under the new regulations.

Deputy City Attorney Andres Booher responded that he could not answer the question in the abstract and that it depends on the lot dimensions and placement of trees.

Vice Chair Lamb asked if the applicant could still construct the proposed addition with 7x instead of 6x.

Chair Lane reiterated what the project architect previously stated that the design revisions are possible, but would take three to four months and a new building permit.

Vice Chair Lamb stated that he was confused about the statement by the architect.

Town Arborist Sally Bentz-Dalton added that the building permit was not approved yet for the project.

Vice Chair Lamb asked for clarification that the process would have been explained to the application.

Town Arborist Sally Bentz-Dalton responded that it was not the job of the Planning Commission. She noted that normally the review of the trees is made before the building permit phase, but that in the instance of the item, the trees were noticed during the building permit phase. She added that if the motion was not approved, the applicant would have to revise their plan for the 7x.

Vice Chair Lamb asked if requiring 7x would cause significant damage to the applicant.

Chair Lane asked Town Arborist Sally Bentz-Dalton if her recommendation would change in the absence of the roots found on the site.

Town Arborist Sally Bentz-Dalton responded that she would not change her recommendation.

M/S Lane/Konce Ayes: 2 Noes: 3 Absent: 0

Vice Chair Lamb made a motion.

MOTION to deny the Tree Protection Zone Exception at 140 Atherton Ave. request for a proposed addition project for tree #192, 49 inch diameter redwood tree to be at 6x, but approve the exception at 7x, for the reasons outlined in the staff report, as conditioned.

Chair Lane noted that he would vote in favor of the motion so that the applicant could move forward with their project.

M/S Lamb/Narancic Ayes: 5 Noes: 0 Absent: 0

D. ADU Ordinance Amendments: Consideration of a recommendation to the Town Council to approve amendments to Atherton Municipal Code Chapters 17.52 Accessory Dwelling Units, Chapter 17.60 Definitions, and Chapter 17.36 Public Facilities and Schools District (PFS).

Chair Lane stated that City Manager asked the Commission to make the item a study session instead of an action item.

Town Planner Sung Kwon stated that staff recommended the study session to hear comments and suggestions and that no formal recommendation is required.

Chair Lane explained the process of the item and added that it is related to the draft Housing Element. He asked staff if his explanation was accurate.

Town Planner Sung Kwon responded in the affirmative.

Deputy City Attorney Andres Booher added that the City Manager recommended that the Commission treat the item as a study session as Town anticipates revisions to the ADU ordinance and desired comments from the public on the matter.

Town Planner Sung Kwon presented the staff report.

Chair Lane asked for clarification on ADUs and other additional structures.

Town Planner Sung Kwon responded that staff would recommend not allowing connecting a detached ADU with another detached structure such as garages.

Chair Lane directed Vice Chair Lamb to the section which proposes that ADUs can not be denied on the basis of heritage trees. He expressed concern with multiple issues in the proposed changes.

Chair Lane asked staff if they wanted to add anything.

Town Planner Sung Kwon responded by informing the Commission about the letters sent about the item.

Chair Lane read the first letter from Donald Stansky about the consideration of his proposed ADU.

Chair Lane read the second letter from John Dasking about edits to the spelling and grammar on the agenda item.

Chair Lane asked if the Commission had any questions for Staff.

Commissioner Narancic asked if the new allowances was for two story ADUs.

Chair Lane responded that the allowances refer to ADUs above garages.

Commissioner Narancic asked for clarification if the two story limit on ADUs refers to all ADUs.

Town Planner Sung Kwon responded that there were limitations.

Chair Lane asked if the allowance were for two story ADUs and ADUs above garages.

Commissioner Konce asked if the requirement that ADUs contain a kitchen, bedroom, and bathroom includes ADUs on second floors of garages.

Chair Lane added that the first letter he read was looking for comment on a proposed ADU and is not concerning the agenda item.

Vice Chair Lamb asked for clarification on the definition of attached.

Deputy City Attorney Andres Booher responded that specifics about the definition is what the City Manager is looking for from the Commission.

Vice Chair Lamb stated that the term attached varied from city to city. He added that the proposed ordinance concerning heritage trees was slated for removal.

Chair Lane responded in agreement and added that the purpose of the meeting was to define the specifics of the ordinance.

Commissioner Konce asked what elements were required for an ADU.

Town Planner Sung Kwon read the current definition of an ADU, stating that it contains a separate kitchen, bathroom, and sleeping facility. He also read the current definitions of attached and detached.

Chair Lane stated that the study was intended to make the review process quicker.

Commissioner Konce asked what was defined as a kitchen.

Town Planner Sung Kwon responded that the staff wanted recommendations by the Commission on what the definitions were.

Chair Lane opened up the public comment.

Donald Stansky, resident of 40 Ashfield Road stated that his request was sent in as a response to the survey the Commission and that he had waited for a response for a significant amount of time. He added that his inquiry was whether he could put a second story on his garage for an ADU. He hoped that the Commission's recommendations make it cost effective to build ADUs.

Chair Lane thanked the speaker for his comments.

Town Planner Sung Kwon noted that the email was sent to a different person and that when he had heard about the email he contacted the speaker.

Chair Lane discussed that the Commission had not previously addressed the expansion of garages and the addition of an ADU.

Lauren Gruner stated that she could not find the proposed ADU ordinance. She added that the Town in the past did not allow for separate utilities for ADUs and main houses, and that allowing separate utilities would make it easier to rent out ADUs. She agreed with the removal of the 30 day maximum usage. She applauded the allowances of conversions of existing structures to ADUs. She wanted clarification on what defines a kitchen. She stated that she did not like the inclusionary fee. She also believed that a public awareness campaign about ADUs and housing numbers would be beneficial to the Town meeting housing requirements. This could include ADU owners renting out to Menlo College teachers. She stated that she had questions about whether property owners could expand rooms to make JADUs.

Commissioner Narancic recommended that the speaker write down her ideas so that they could be included in the record.

Town Planner Sung Kwon asked if the speaker wanted the definitions of ADUs.

Commissioner Konce added that it may not be possible to set up separate utilities on a homeowner's property.

Lauren Gruner responded that the homeowner would still set up the utilities in her proposal, but currently can not set up separate utilities.

Commissioner Konce stated that she had not heard from PG&E that a homeowner could subdivide utilities.

Lauren Gruner noted that other jurisdictions allow it.

Chair Lane added that Atherton in the past restricted subdividing utilities and that subdividing utilities is possible.

Commissioner Konce stated that she believed that subdividing utilities would not happen in Atherton.

Chair Lane clarified that the issue was whether the Town allowed the subdivision of utilities at all.

Town Planner Sung Kwon explained that the proposed ordinance required detached ADUs have separate utilities, but not attached ADUs.

Lauren Gruner asked if the homeowner was allowed to have utilities on an existing ADU.

Deputy City Attorney Andres Booher responded that the proposed draft states that the homeowner could if the homeowner chose.

Commissioner Konce stated that she believed that the homeowner should be responsible for the utilities on their properties.

Chair Lane responded that with ADUs, the homeowner becomes a landlord and that the homeowner is protected as a landlord.

Commissioner Konce stated that she did not know that.

Vice Chair Lamb stated that ADUs are set up to be completely separate units in a legal sense.

Commissioner Konce asked who pays property taxes.

Vice Chair Lamb responded that the question was too specific for the meeting.

Deputy City Attorney Andres Booher asked the Commission what their opinions were on requiring detached ADUs to have separate utility connections or should be allowed.

Commissioners Narancic and Chair Lane responded in agreement.

Chair Lane added that he wanted property owners to have control on the issue.

Commissioner Konce responded that she was confused about how ADUs can have separate utilities if ADU renters do not own the ADU and are not on the deed or the mortgage of the property.

Chair Lane corrected her and stated that the owner of the property and the ADU can have the ability to set up separate utilities for the ADU on the property and their main home.

Chair Lane introduced the next speaker.

Gregory Connolly resident at 43 Virginia Lane observed that if the Town wants to encourage homeowners to construct ADUs, they should allow property owners to install electric burners with 110 amps rather than 240 amps to reduce a cost barrier. He added that the fees for building an ADU are a cost barrier for homeowners and he thought that the fees would be waived.

Chair Lane explained that the fee waiver was being discussed and was not instated. He added that the Town Council will have to address the incentives in the future.

Town Planning Sung Kwon stated that the Town Council would be reviewing the draft Housing Element on January 31st.

Chair Lane clarified that the Town Council when discussing the Housing Element would be considering ADU fees.

Gregory Connolly reiterated that he would recommend removing the fees to encourage ADUs.

Michael Templeton, resident at 80 Palmer Lane stated that his neighbor is creating an ADU and considering an SB 9 conversion. He expressed concern about noise and privacy. He added that parking is a problem. He proposed that a separate noise ordinance for ADUs and main homes, as well as better enforcing the current noise ordinance. He stated that the visual space and footprint is something that must be considered and he proposed that a smaller footprint would allow for more trees. He added that landscape screening has not been enforced. He also continued and stated that building height impacts shading of neighboring properties and he proposed that structure positions and placement on lots should be considered so that it reduces impact on neighbors.

Chair Lane informed the speaker that he should send staff all the ideas that he has so that the Commission can address them.

Michael Templeton continued that the heritage tree ordinance was important and he expressed concern about how his neighbor's ADUs impact his heritage trees.

John Daseking, architect at Pacific Peninsula Architecture expressed concern about entrances for ADUs and stated that the rules for attached ADUs are too restrictive concerning the requirement to have an entrance facing a side yard or a rear yard. He proposed a requirement saying that the entrance should not face the front rather than where specifically it should face. He suggested that entrances should not face front property line.

Chair Lane agreed with the proposal but felt that the wording could be improved. He added that flag lots have a front side and that restricting entrances from the front would limit property owners.

Commissioner Konce asked if ADU lots had a separate address.

Chair Lane responded that the question was not for the speaker and that he would answer it later.

Chair Lane asked if there were any other speakers.

Lee Kenna, resident of 162 Fair Oaks Lane stated that he was working on an expansion of his house and had considered building an ADU. He stated that he wanted to combine the ADU and the garage but added that there are restrictions for the setbacks for an ADU and the garage which are different and do not allow them to be added. He proposed a variance that allows for an ADU that is attached to a detached garage to have the same setback.

Town Planner Sung Kwon added that detached ADUs have a height limit of 16 ft. and that detached accessory structures have a height limit of 15ft. He noted that if the speaker wanted to have the same roof for both, they would not be able to have the same roof line with the current ordinance.

Chair Lane asked the speaker how large their lot is.

Lee Kenna responded that the lot is 1.2 acres and hoped to complete the project in the next year. He asked what the next steps were.

Chair Lane responded that the Town Council would meet on January 31st to gather input then add other ordinances.

Town Planner Sung Kwon added that the current meeting was a study session and that the input would go to the Town Council.

Chair Lane asked if parts of the ADU ordinance would be included in the Housing Element.

Town Planner Sung Kwon responded that potential policies could be outlined in the Housing Element.

Chair Lane informed the speaker to check in with staff and outlined the process of getting the Housing Element approved by the State.

Lee Kenna asked if more information would be available in late February.

Chair Lane responded that the information would become available around March or April.

Town Planner Sung Kwon added that there was not an exact date yet.

Chair Lane added that the timeline would be dependent on the State approval of the Housing Element and that the meeting is the first step of a longer process.

Chair Lane closed public comment and brought the item to the Commission for discussion.

Commissioner Konce stated concern about home insurance and ADUs and wanted to remind home owners that they may have additional liability if they construct ADUs on their property.

Chair Lane added that there are other liabilities.

Commissioner Konce added that insurance payments in Atherton are high.

Chair Lane asked if any other commissioners had any comments or questions.

No comments or questions were presented.

Chair Lane wanted to make sure that the recommendation of incentives for better planning is sent to the Town Council. He added that the Town can not stop people from doing things, but can encourage people to do the right thing. He stated that incentives must consciously encourage using property better. He expressed concern about the lack of restrictions on parking. He wanted to incentivize ADU building in the first year of the ordinance to encourage property owners to build ADUs and maintain the ambience of the Town. He added that SB 9 lot splits should be incentivized to be sped up.

Deputy City Attorney Andreas Booher asked for clarification on the fee waiving that Chair Lane proposed.

Chair Lane stated that any incentive should be employed in the first two years including free approval of ADUs among other incentives.

Town Planner Sung Kwon provided a clarification on the planning review fee and the building permit fee.

Chair Lane stated that the Town Council should consider either and added that the more incentives the better.

Commissioner Konce stated that she agreed with the comment a speaker made about treating ADUs as studio apartments to reduce the barrier to construct or convert them.

Chair Lane added the example of bachelor settings with a small kitchen strip installed in a wall. He stated that would be an acceptable minimum.

Commissioner Konce added that a wardrobe included would be considered a minimum for a bedroom.

Town Planner Sung Kwon asked what the requirement for kitchens should be.

Chair Lane that a kitchen should be defined from a fire safety standard. He does not believe a hot plate would be appropriate.

Town Planner Sung Kwon asked if the Commission would like Staff to provide examples of what other cities have done to define kitchens to guide the Commission's definitions.

Chair Lane and Commissioner Konce were in agreement.

Chair Lane asked if there were any other comments.

No other commenters were present.

Chair Lane asked if there were any other staff comments.

5. STAFF REPORTS

Town Planner Sung Kwon wanted to remind the Commission that starting in March, the public hearings would be in person.

Senior Planner Radha Hayagreev displayed how to find items on the agenda.

Chair Lane added that he wants to work with Town Staff to make the website easier to use.

Commissioner Konce stated that she had difficulties logging in.

Chair Lane responded that Zoom logs out.

6. COMMISSIONERS' REPORTS

Vice Chair Lamb stated that he wanted the Commission to follow the time limits for meetings.

Chair Lane stated that he would bring up runoff/drainage in future meetings.

7. ADJOURN

M/S Narancic/Lamb Ayes: 5 Noes: 0 Absent: 0

The meeting was adjourned 8:35 PM

Respectfully Submitted:

/s/ Sung H. Kwon

Sung H. Kwon, Town Planner