



**TOWN OF LOS GATOS
PLANNING COMMISSION
REPORT**

MEETING DATE: 01/08/2025

ITEM NO: 1

**DRAFT
MINUTES OF THE PLANNING COMMISSION MEETING
DECEMBER 11, 2024**

The Planning Commission of the Town of Los Gatos conducted a Regular Meeting on Wednesday, December 11, 2024, at 7:00 p.m.

MEETING CALLED TO ORDER AT 7:00 PM

ROLL CALL

Present: Vice Chair Emily Thomas, Commissioner Jeffrey Barnett, Commissioner Susan Burnett, and Commissioner Melanie Hanssen

Absent: Chair Steve Raspe

PLEDGE OF ALLEGIANCE

VERBAL COMMUNICATIONS

None.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

- 1. Approval of Minutes** – November 13, 2024
- 2. Annual Review of an approved Conditional Use Permit for an existing private school (Hillbrook School) on property zoned HR-1. Located at 300 Marchmont Drive. APNs 532-10-001 and 532-11-011. Conditional Use Permit Application U-12-002. Applicant/Property Owner: Mark Silver/Hillbrook School. Project Planner: Jocelyn Shoopman.**

Commissioner Barnett stated that he would recuse himself from voting on the Item 2 due to his proximity to the Hillbrook School.

Commissioner Hanssen stated that with Commissioner Barnett's recusal there would no longer be a quorum.

MOTION: **Motion by Vice Chair Thomas to approve adoption of the Consent Calendar, and to continue Item 2, Hillbrook School, to a date certain of January 8, 2025. Seconded by Commissioner Hanssen.**

VOTE: **Motion passed unanimously.**

PUBLIC HEARINGS

3. 120 Oak Meadow Drive

Architecture and Site Application S-22-021

Subdivision Application M-20-011

Planned Development Application PD-20-002

APN 529-10-131

Applicants: Terence J. Szewczyk (M-20-011 and PD-20-002) and Jay Plett, Architect (S-22-021).

Property Owner: Marty and Penny McFarland

Project Planner: Sean Mullin

Requesting approval for modification of Planned Development Ordinance 1412, subdivision of one lot into two lots, construction of a single-family residence, and site work requiring a Grading Permit on property zoned O:PD. Categorically exempt pursuant to CEQA Guidelines Sections 15315: Minor Land Divisions; 15303: New Construction; and 15304: Minor Alterations to Land.

Sean Mullin, Planning Manager, presented the staff report.

Opened Public Comment.

Jay Plett (Applicant)

We believe the project has been very well designed and respects the native mature oak trees, with the house intentionally designed around the trees' preservation. Mr. McFarland and I met with the HOA members and agreed on the debris fence and obscure window, and they were fine with our resubmitted plans and sent an email to Planning Manager Mullin to the effect that they consented to the changes.

Closed Public Comment.

Commissioners discussed the matter.

MOTION: **Motion by Commissioner Barnett** to recommend to Town Council approval of modification of Planned Development Ordinance 1412, Architecture and Site Application, Subdivision Application, and Planned Development Application for 120 Oak Meadow Drive. **Seconded** by **Commissioner Hanssen.**

VOTE: **Motion passed unanimously.**

4. Town Code Amendment Regarding Parking Standards

Town Code Amendment Application A-24-009

Location: Town Wide

Applicant: Town of Los Gatos

Forward a recommendation to the Town Council on an ordinance amending Chapter 29 (Zoning Regulations) of the Town Code regarding Parking Standards. Pursuant to Implementation Program AA of the 2023-2031 Housing Element. Adoption of this ordinance is exempt pursuant to CEQA, Section 15061(b)(3) in that it can be seen with certainty that it will not impact the environment.

Sean Mullin, Planning Manager, presented the staff report.

Opened Public Comment.

No public comments.

Closed Public Comment.

Commissioners discussed the matter.

MOTION: **Motion by Commissioner Hanssen to recommend to Town Council approval of a Town Code Amendments regarding Parking Standards. Seconded by Commissioner Barnett.**

Commissioner Hanssen amended the motion to state that a clearer definition of “transit stop” shall be incorporated and put in the code.

The seconder of the motion agreed to the amendment to the motion.

VOTE: **Motion passed 3-1 with Commissioner Burnett dissenting.**

5. Town Code Amendment Regarding Considerations for an Architecture and Site Application, Findings for a Conditional Use Permit, Manufactured Housing, and Private Open Space and Community Recreation Space Requirements

Town Code Amendment Application A-24-008

Project Location: Town Wide

Applicant: Town of Los Gatos

Forward a recommendation to the Town Council on amendments to Chapter 29 (Zoning Regulations) of the Town Code regarding considerations for an Architecture and Site

Application, findings for a Conditional Use Permit, manufactured housing, and private open space and community recreation space requirements, pursuant to Implementation Program AQ of the 2023-2031 Housing Element. Adoption of this ordinance is exempt pursuant to CEQA, Section 15061 (b)(3) in that it can be seen with certainty that it will not impact the environment.

Jocelyn Shoopman, Senior Planner, presented the staff report.

Opened Public Comment.

No public comments.

Closed Public Comment.

Commissioners discussed the matter.

MOTION: **Motion by Commissioner Barnett** to recommend to Town Council approval of Town Code Amendments regarding considerations for an Architecture and Site application, findings for a Conditional Use Permit, manufactured housing, and private open space and community recreation space requirements. **Seconded by Commissioner Hanssen.**

Commissioners discussed the matter.

VOTE: **Motion passed unanimously.**

OTHER BUSINESS

6. 2025 Planning Commission Meeting Calendar

Opened Public Comment.

No public comments.

Closed Public Comment.

REPORT FROM THE COMMUNITY DEVELOPMENT DEPARTMENT

Joel Paulson, Community Development Director

- A ceremony to mark the transition of Mayor and Vice Mayor was held the previous evening. New Mayor Matthew Hudes and Vice Mayor Rob Moore will continue forward for the next year.
- The Planning Commission reviewed several items that were introduced at the December 3rd Town Council meeting for the implementation programs and are now on the calendar for adoption at the December 17th Town Council meeting.
- There are several applicants to fill the two vacant Planning Commission seats. Information on everyone who applied for every open seat on every commission and committee can be found on the Town Clerk's website.
- This is the last Planning Commission meeting of the year. Director Paulson wished everyone Happy Holidays and thanked the Planning Commission and staff for their hard work over the past year.

SUBCOMMITTEE REPORTS/COMMISSION MATTERS

None.

ADJOURNMENT

The meeting adjourned at 8:22 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the December 11, 2024 meeting as approved by the Planning Commission.

/s/ Vicki Blandin

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