



SARATOGA PLANNING COMMISSION REGULAR MEETING

FEBRUARY 10, 2021

7:00 P.M. - PLANNING COMMISSION REGULAR MEETING

Teleconference/Public Participation Information to Mitigate the Spread of COVID-19

This meeting will be entirely by teleconference. All Commission members and staff will only participate via the Zoom platform using the process described below. The meeting is being conducted in compliance with the Governor's Executive Order N-29-20 suspending certain teleconference rules required by the Ralph M. Brown Act. The purpose of this order was to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

The public will not be able to participate in the meeting in person. Members of the public view and participate in the meeting by:

1. Using the Zoom website <https://us02web.zoom.us/j/85617602259> App (Webinar ID 856 1760 2259) and using the tool to raise their hand in the Zoom platform when directed by the Chair to speak on an agenda item; **OR**
2. Calling 1.669.900.6833 or 1.408.638.0968 and pressing *9 to raise their hand to speak on an agenda item when directed by the Chair; **OR**
3. Viewing the meeting on Saratoga Community Access Television Channel 15 (Comcast Channel 15, AT&T UVerse Channel 99) and calling 1.669.900.6833 or 1.408.638.0968 and pressing *9 to raise their hand to speak on an agenda item when directed by the Chair; **OR**
4. Viewing online at http://saratoga.granicus.com/MediaPlayer.php?publish_id=2 and calling 1.669.900.6833 or 1.408.638.0968 and pressing *9 to raise their hand to speak on an agenda item when directed by the Chair.

During the meeting the Chair will explain the process for members of the public to be recognized to offer public comment.

As always, members of the public can send written comments to the Commission prior to the meeting by commenting online at www.saratoga.ca.us/pc prior to the start of the meeting. These emails will be provided to the members of the Commission and will become part of the official record of the meeting.

In accordance with the Americans with Disabilities Act and the Governor's Executive Order, if you need assistance to participate in this meeting due to a disability, please contact the City Clerk at debbieb@saratoga.ca.us or calling 408.868.1216 as soon as possible before the meeting. The City will use its best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety.

ROLL CALL

Special Procedural Note by Commission Chair:

A quorum requires four (4) members regardless of the number of vacancies. An affirmative vote of at least four (4) members is required to pass resolutions. However, for administrative matters, such as election of chair and vice chair and procedural matters, a majority of a quorum would suffice, meaning if there are only five (5) Commissioners, three (3) are needed for to pass a motion on administrative matters.

APPROVAL OF MINUTES

Action Minutes from the Planning Commission Meeting of December 9, 2020.

Recommended Action:

Approve Minutes of December 9, 2020 Planning Commission Meeting.

[120920 Draft Minutes](#)

ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

Any member of the public will be allowed to address the Planning Commission for up to three (3) minutes on matters not on this agenda. This law generally prohibits the Planning Commission from discussing or taking action on such items. However, the Planning Commission may instruct staff accordingly regarding Oral Communications.

REPORT ON APPEAL RIGHTS

If you wish to appeal any decision on this Agenda, you may file an Appeal Application with the City Clerk within fifteen (15) calendar days of the date of the decision.

1. NEW BUSINESS

2. PUBLIC HEARING

Applicants and/or their representatives have a total of ten (10) minutes maximum for opening statements. All interested persons may appear and be heard during this meeting regarding the items on this agenda. If items on this agenda are challenged in court, members of the public may be limited to raising only issues raised at the Public Hearing or in written correspondence delivered to the Planning Commission at, or prior to the close of the Public Hearing. Members of the public may comment on any item for up to three (3) minutes. Applicants and/or their representatives have a total of five (5) minutes maximum for closing statements.

2.1 Application PSP20-0002; 12029 Saratoga Sunnyvale Road (336-22-022); Lands of Danna Blue Hill LLC – The applicant is requesting approval of a modification to an existing sign program for the retail and office buildings on the property. The site is zoned CN (Neighborhood Commercial) with a General Plan Designation of CR (Commercial Retail). Staff contact: Christopher Riordan (408) 868-1235 or criordan@saratoga.ca.us.

Recommended Action:

Adopt Resolution No. 21-001 approving the proposed sign program subject to conditions of approval included in Attachment 1.

[Staff Report](#)

[Attachment 1 - Resolution No. 21-001](#)

[Attachment 2 - Relocated sign exhibit](#)

[Attachment 3 - Proposed Sign Program](#)

2.2 Application SUB20-0001; 20034 Herriman Avenue (397-25-080); John Christol
– The applicant is requesting Tentative Map approval to subdivide an existing 43,887 square foot parcel located at 20034 Herriman Avenue into two lots. Parcel One would be 33,767 square feet and Parcel Two would be 10,118 square feet. Both lots would have frontage on Herriman Avenue. All existing buildings will remain and be located on Parcel One. No protected trees are proposed for removal. No other development is proposed at this time. The site is zoned R-1-10,000 with a General Plan Designation of M-10 (Medium Density Residential). Staff Contact: Christopher Riordan (408) 868-1235 or criordan@saratoga.ca.us.

Recommended Action:

Adopt Resolution No. 21-002 approving Tentative Map SUB20-0001 subject to conditions included in Attachment 2.

[Staff Report](#)

[Attachment 1 - Resolution No. 21-002](#)

[Attachment 2 - Neighbor Comments](#)

[Attachment 3 - Proposed Tentative Map](#)

[Supplemental Memo #1](#)

2.3 Application PDR19-0029/ARB19-0067; 19400 Saratoga-Los Gatos Road (510-06-063); Jinshan Zhang – The applicant is requesting Design Review approval for a new 5,164 square foot two-story single-family residence. The project also includes conversion of an existing detached three-car garage into a two-car garage with a one-car carport. No protected trees are proposed for removal. The site is zoned R-1-40,000 with a General Plan Designation of RVL D (Residential Very Low Density). Staff Contact: Victoria Banfield (408) 868-1212 or vbanfield@saratoga.ca.us.

Recommended Action:

Adopt Resolution No. 21-003 approving the project subject to conditions of approval included in Attachment 1.

[Staff Report](#)

[Attachment 1 - Resolution 21-003](#)

[Attachment 2 - Arborist Report](#)

[Attachment 3 - Neighbor Notification Forms](#)

[Attachment 4 - Story Pole Certification](#)

[Attachment 5 - Historic Survey Report](#)

[Attachment 6 - Material Board](#)

[Attachment 7 - Project Plans](#)

3. DIRECTOR ITEMS

3.1 Joint Meeting with City Council April 21, 2021

4. COMMISSION ITEMS

5. ADJOURNMENT

CERTIFICATE OF POSTING OF THE AGENDA, DISTRIBUTION OF THE AGENDA PACKET, COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

I, Frances Reed, Administrative Assistant for the City of Saratoga, declare that the foregoing agenda for the meeting of the Planning Commission was posted and available for review on

February 4, 2021 at the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, California and on the City's website at www.saratoga.ca.us. Signed this 4th day of February 2021 at Saratoga, California. Frances Reed, Administrative Technician.

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Planning Commission by City staff in connection with this agenda, copies of materials distributed to the Planning Commission concurrently with the posting of the agenda, and materials distributed to the Planning Commission by staff after the posting of the agenda are available on the City Website at www.saratoga.ca.us. Following removal of State and local shelter in place orders these materials will be available for review in the office of the City Clerk at 13777 Fruitvale Avenue, Saratoga, California.

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[28 CFR 35.102-35.104 ADA title II]