



**TOWN OF LOS GATOS  
CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE  
FEBRUARY 12, 2025  
110 EAST MAIN STREET  
TOWN COUNCIL CHAMBERS  
4:00 PM**

*Mary Badame, Mayor  
Maria Ristow, Council Member  
Jeffrey Barnett, Planning Commissioner  
Kendra Burch, Planning Commissioner  
Steven Raspe, Planning Commissioner*

**HOW TO PARTICIPATE**

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to [planning@losgatosca.gov](mailto:planning@losgatosca.gov).

Public Comment During the Meeting:

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email [planning@losgatosca.gov](mailto:planning@losgatosca.gov) with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Committee must provide the comments as follows:

For inclusion in the agenda packet: by 11:00 a.m. the Friday before the Committee meeting.

For inclusion in the agenda packet supplemental materials: by 11:00 a.m. on the day of the Committee meeting.

For inclusion in a desk item: by 11:00 a.m. the day Committee meeting.

## CALL MEETING TO ORDER

### ROLL CALL

**VERBAL COMMUNICATIONS** *(Members of the public are welcome to address the Conceptual Development Advisory Committee on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Committee. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

**CONSENT ITEMS** *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approval of the Draft Minutes of the August 9, 2023, Conceptual Development Advisory Committee Meeting.

**PUBLIC HEARINGS** *(Applicants and their representatives may be allotted up to a total of five minutes maximum for opening statements. Members of the public may be allotted up to three minutes to comment on any public hearing item. Applicants and their representatives may be allotted up to a total of three minutes maximum for closing statements. Items requested/recommended for continuance are subject to the Committee's consent at the meeting.)*

2. Consider a Request for Preliminary Review of a Proposal for Subdivision of One Lot into Three Lots on Property Zoned HR-2½. **Located at 401 Surmont Drive.** APN 527-20-002. Conceptual Development Advisory Committee Application CD-24-001. Property Owner: Srikanth Kasa. Applicant: Jason Chan. Project Planner: Ryan Safty.

**OTHER BUSINESS** *(Up to three minutes may be allotted to each speaker on any of the following items.)*

3. Select a Chair and Vice Chair.
4. 2025 CDAC Meeting Schedule

### ADJOURNMENT

**ADA NOTICE** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104].



**TOWN OF LOS GATOS  
CONCEPTUAL  
DEVELOPMENT ADVISORY  
COMMITTEE REPORT**

MEETING DATE: 02/12/2025

ITEM NO: 1

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**DRAFT  
MINUTES OF THE CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE MEETING  
AUGUST 9, 2023**

The Conceptual Development Advisory Committee of the Town of Los Gatos conducted a Regular Meeting on August 9, 2023, at 4:00 p.m.

**MEETING CALLED TO ORDER AT 4:00 PM**

**ROLL CALL**

Present: Chair Jeffrey Barnett, Vice Chair Mary Badame, Mayor Maria Ristow, Planning Commissioner Susan Burnett, and Planning Commissioner Melanie Hanssen.

Absent: None.

**VERBAL COMMUNICATIONS**

None.

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

1. **Approval of Minutes** – June 14, 2023

**MOTION:**                   **Motion by Commissioner Hanssen** to approve the consent calendar after making an amendment on page 2, line 2, regarding that the applicant spoke after Public Comment was opened. **Seconded by Mayor Ristow.**

**VOTE:**                   **Motion passed unanimously.**

**PUBLIC HEARINGS**

2. **16845 Hicks Road**  
Conceptual Development Advisory Committee CD-23-003

Requesting Preliminary Review of a Proposal to Add a Sports Field, Gymnasium, and Additional School Building to an Existing Religious and Private School Facility on Property Zoned HR-1. APNs: 567-23-040, -043, -044.

Property Owner: Venture Christian Church

Applicant: Studio G Architects

Project Planner: Ryan Safty

Project Planner presented the staff report.

Opened Public Comment.

Allison Buggs, Applicant

- The three layouts show the gym, athletic field, and school building in potential locations.
- The proposal is intended to offer more services to their current students, church events, and the community.
- The gym and soccer field will be used for community as well as school events.
- The hours of use of the soccer field and gym have not been defined, yet.
- The layouts show placement options that avoid the Fault Rupture Hazard Zone.
- Setbacks and noise issues for neighbors will be taken into consideration.

Michael Tibke, Senior Director of Facilities Operations at Venture Christian Church

- The church voluntarily provides traffic control during high volume events.
- Their Fall Festival and Winter Wonderland community events hosted 15,000 people over a course of 4 days.
- The church pulls in people from a 5-mile radius.
- This current proposal was prompted by the growth of the church and the school.

Allison Buggs, Applicant

- Option 1 requires the most grading. They positioned the gym in the north of the hillside to be under 30 percent. There is not as much slope impact on the steeper slopes over 30 percent.
- They are considering gym rental to third parties, but have not decided.
- In terms of neighborhood consideration, Option 2 has the greatest buffer zone from the neighbors.
- Options 1 and 3 have fields closer to the neighbors, but they can add plantings or shift building position to lessen the impact for neighbors.
- Trying to keep the gym under 30 feet. May need to adjust to accommodate retractable basketball hoops or other sports equipment.
- Option 3 would take out two thirds of a parking lot. They have considered additional and alternative parking locations, but they are not indicated on the Option layouts. They understand parking needs to be met on the site.
- Shannon Valley Ranch was not there in 2002.

Liv Clode, Neighbor, 608 Ryding Court

- They are in favor of the project. Their children are active in sports and music. They need soccer fields, basketball/volleyball courts, and big rooms for music recitals and performances. Local high schools have used the church's facilities. The family has attended community, Easter, and Halloween events. During the week the traffic would not increase; the students are already there. Soccer is usually held on weekends.



Parking in the neighborhood has not been affected. The residents from the nearby Guadalupe area can walk to the community events.

Ali Milani, 16763 Hicks Road

- They are the only neighbor that can see the church addition. They are in support of the expansion. Two to three years ago the church expanded their parking lot and church participants are no longer parking on the street. He lives on the top of the hill. Below him is a road and a creek. On the side is another church-owned lot. He enters his property via Burke and is right behind the church.

Closed Public Comment.

Committee members discussed the matter and provided the following questions and comments:

- Hillside Development Standards and Design Guidelines will need to be considered, such as height limits and grading.
- Concerned about adding impervious paved surfaces.
- It will impact traffic for the neighbors.
- Direct visibility does not affect many neighbors.
- Difficult to tell which of the three options requires the least amount of grading.
- Gym can be built into the hill because windows are not necessary on all sides.
- The field will need to be where there is the least noise impact to the neighbors.
- Concerned with General Plan compliance.
- Intentions are admirable, but no confirmation if the use will be open to the community.
- Choice would depend on which has the least amount of grading and saves the most trees. Possibly Option 2 which has a buffer to the neighbors.
- Concerned that this project is more intense than the one proposed in 2005.
- Expand neighborhood outreach to Los Gatos neighbors on Shannon Road.
- Traffic could be affected at peak times on Sundays.
- It would be nice to have signage the day of big events to warn neighbors of possible heavy traffic ahead.
- Option 2 appears to have the least noise impact:
  - The fields are away from the Shannon Valley Ranch homes.
  - The gym and building noise would be contained indoors.
- Design should take into consideration: fire risk; drainage issues; wildlife protection; and visibility to the neighbors.
- LEED construction is preferred.
- Great resource for the community and church members.

## **OTHER BUSINESS**

None.

**ADJOURNMENT**

The meeting adjourned at 4:45 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the August 9, 2023 meeting as approved by the Conceptual Development Advisory Committee.

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Joel Paulson, Community Development Director



**TOWN OF LOS GATOS**  
**CONCEPTUAL DEVELOPMENT**  
**ADVISORY COMMITTEE REPORT**

MEETING DATE: 02/12/2025

ITEM NO: 2

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DATE: February 7, 2025

TO: Conceptual Development Advisory Committee

FROM: Joel Paulson, Community Development Director

SUBJECT: Consider a Request for Preliminary Review of a Proposal for Subdivision of One Lot into Three Lots on Property Zoned HR-2½. Located at 401 Surmont Drive. APN 527-20-002. Conceptual Development Advisory Committee Application CD-24-001. Property Owner: Srikanth Kasa. Applicant: Jason Chan. Project Planner: Ryan Safty.

ROLE OF THE CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE:

The Conceptual Development Advisory Committee (Committee) advises a prospective applicant on the overall consistency of a project with Town policies prior to submitting a formal application and investing in the development review process. The Committee also endeavors to identify the potential issues that will need to be addressed during the development review process should the applicant wish to submit an application. The issues identified by the Committee are not intended to be all-inclusive and other additional issues may be identified during the formal development review process.

None of the Committee's comments are binding on the Town and in no way are they intended to indicate whether the project will be received favorably by the various review bodies that are charged with evaluating and deciding the application. As noted in this report, if an application is filed, technical analysis would need to be done during the evaluation of the proposal. In addition, public input is a required and essential component in the development review process. Notice has been sent to residents and property owners within 500 feet of the project site. In addition to the public comments received at this meeting, all applicants are strongly encouraged to hold neighborhood meetings to receive input as the design of the project evolves should they decide to proceed with the development review process.

PREPARED BY: Ryan Safty  
Associate Planner

PROJECT DESCRIPTION:

The applicant has submitted an application (Attachment 2), project description (Attachment 3), and conceptual plans (Attachment 5) for 401 Surmont Drive, a 12.28-acre property located approximately 1,300 feet south of Blossom Hill Road at the end of Surmont Drive (Attachment 1). The applicant is proposing to subdivide this property into three lots, and has shown potential property line locations, potential building footprints, and roadways serving each proposed lot in Attachment 5. The property contains an existing single-family residence and accessory building.

A similar application proposing subdivision into three lots was reviewed by the Planning Commission in 1980 (Attachment 6). The application proposed a 30,000-gallon water storage tank with individual pump systems to each lot. The Town's policy was for all new development to be served by a public water system; and therefore, the Planning Commission denied the application.

The subject property has two active building permits: B24-0524, issued on November 26, 2024, is for the renovation of the existing residence and an addition of a new electric panel; and P24-125, issued on July 10, 2024, is for the installation of a new water lateral from the existing meter at the bottom of the property to the existing residence. The water lateral plans are included at the end of the conceptual plans provided in Attachment 5.

The adjacent property to the east (210, 220, and 400 Surmont Drive) received approval of a subdivision application in 2020 to subdivide one larger, similarly sized lot into three lots.

Key elements of the proposed project are as follows:

- Subdivide the lot into three lots with the existing single-family residence to be retained on Lot 1; and
- Construct new roadways and driveways, ranging from 12 feet to 26 feet in width.

EXISTING GENERAL PLAN, ZONING, AND PLANNING AREA:

1. General Plan designation: Hillside Residential designation provides for very low density, rural, large lot or cluster, single-family residential development. This designation allows for development that is compatible with the unique mountainous terrain and vegetation of parts of Los Gatos.
2. Surrounding General Plan designations: Low Density Residential to the north; and Hillside Residential to the east, west, and south.
3. Zoning designation: HR-2½ (Hillside Residential).
4. Surrounding zoning designations: R-1:20 (Single-Family Residential) to the north; HR-2½ to the east; and HR-1:PD to the west and south.

EXISTING CONDITIONS:

1. The project site is approximately 12.28 acres.
2. The project site is located at the southern terminus of Surmont Drive (Attachment 1).
3. Surrounding land uses: Residential uses are located to the north and east; and vacant hillside property is located to the west and south of the subject property.

POTENTIAL CONSIDERATIONS AND ISSUES:

The following is a brief list of issues and topics for consideration by the Committee. Staff has not reached conclusions on these topics. Staff is identifying them here to help frame the discussion and to solicit input. The main question for the Committee is whether or not the applicant's concept for the project creates a high-quality plan appropriate for Los Gatos in this location. If an application is filed, staff would evaluate the technical issues.

1. General Plan
  - a. General Plan Policy LU-1.3 states, "To preserve existing trees, natural vegetation, natural topography, riparian corridors, and wildlife habitats, and promote high quality, well-designed, environmentally sensitive, and diverse landscaping in new and existing developments."
  - b. General Plan Policy LU-4.2 states, "Allow development only with adequate physical infrastructure (e.g. transportation, sewers, utilities, etc.) and social services (e.g. education, public safety, etc.)."
  - c. General Plan Policy LU-6.5 states, "The type, density, and intensity of new land use shall be consistent with that of the immediate neighborhood."
  - d. General Plan Policy LU-6.8 states, "New construction, remodels, and additions shall be compatible and blend with the existing neighborhood."
  - e. General Plan Policy CD-14.1 states, "Minimize development and preserve and enhance the rural atmosphere and natural plant and wildlife habitats in the hillsides."
  - f. General Plan Policy CD-14.2 states, "Limit hillside development to that which can be safely accommodated by the Town's rural, two-lane roads."
  - g. General Plan Policy CD-14.3 states, "Effective visible mass shall be reduced through such means as stepping structures up and down the hillside, following topographical contours, and limiting the height and mass of wall planes. A maximum of two stories shall be visible from every elevation."
  - h. General Plan Policy OSPR-2.3 states, "In all hillside subdivisions, the dedication of open space in fee or as an easement shall be required to protect unique natural features, habitats, and movement corridors."
  - i. General Plan Policy HAZ-2.10 states, "Limit hillside development, specifically in VHFHSZ's, to mitigate wildfire risk."

2. Zoning

- a. Project site is zoned HR-2½ and is surrounded by residentially zoned lots as described above.
- b. Slope Density: The minimum land area required for each dwelling unit in any subdivision in an HR zone is determined by the slope density formula in Section 29.40.250 of the Town Code. Based on the average slope and lot size, the slope density formula would allow up to three units on a lot of this size. The applicant is proposing to subdivide into three lots, which under the HR zone, would allow three single-family residences with one on each new lot. It is worth noting that pursuant to State Accessory Dwelling Unit (ADU) and Senate Bill 9 (SB 9) law, each lot could potentially add three more units, for a total of four on each new lot (12 units total).
- c. Height: The maximum allowable height of a principal building in the HR Zone is 30 feet. The proposed height is not specified in the preliminary plans.
- d. Setbacks: The required front setback for the zone is as follows: front setback of 30 feet; side setback of 20 feet; and rear setback of 25 feet. It appears that the proposal would comply with these setbacks; however, setbacks are not noted in the preliminary plans.
- e. Minimum Lot Area: The minimum lot area in the HR zone is 40,000 square feet (not to be confused with the required minimum land area for each dwelling unit in a subdivision as noted above). Each of the three lots would be larger than 40,000 square feet.
- f. Trails: Trail dedication and construction will be required as a part of the subdivision and development application, in accordance with Town Code Section 29.10.06706 and 29.40.285, as the Hillside Specific Plan shows a trail running east-west through the middle of the property.
- g. The maximum allowable floor area will need to be determined when a formal application is submitted. Based on the approximate lot sizes and slopes provided in Attachment 5, the maximum floor area allowances would be as follows:
  - a. Lot 1: 6,000 square feet, plus 1,200 sf for an ADU or SB 9 unit.
  - b. Lot 2: 5,900 square feet, plus 1,200 sf for an ADU or SB 9 unit.
  - c. Lot 3: 5,800 square feet, plus 1,200 sf for an ADU or SB 9 unit.

3. Hillside Development Standards and Guidelines

- a. Any new construction or grading on this property must be reviewed for compliance with the Town's Hillside Development Standards and Guidelines (HDS&G), including but not limited to: maximum cut and fill amounts; construction within the Least Restrictive Development Area (LRDA); retaining wall heights; exterior colors; etc. As noted in Attachment 3, exceptions to the cut and fill standards would be required for the Santa Clara County Fire Department (SCCFD) roadway requirements. The conceptual building footprints in Attachment 5 show that only the Lot 2 footprint would be fully within the LRDA.

- b. Although Town Code for HR zones allows a maximum building height of 30 feet, the HDS&G further restricts building heights to 25 feet. Additionally, ridgeline and homes deemed to be visible from established viewing areas in Town are further limited to 18 feet in height. A visibility analysis will be required to determine allowable building heights.
  - c. Trails Standard: All new subdivision applications shall be reviewed for compliance with the Trails Section of the Los Gatos and Santa Clara County General Plans.
4. Hillside Specific Plan
- a. The property is located within Sub-Area 1 (Blossom Hill Road) of the Los Gatos Hillside Specific Plan, which states the following, “This sub-area presently lacks adequate circulation and utility services. Approximately one-half of the area has slopes exceeding 50%. The developed properties are generally along the boundaries of the sub-area and are mostly one acre or less. The existing circulation system is characterized by overly long cul-de-sacs. The remainder of this sub-area was included within the Urban Service Area Boundary in 1980. This area should receive special emphasis for future annexations. The ultimate density for Sub-area 1 shall be from 2½ to 10 acres per dwelling, with a minimum lot size of one acre. The interim density without full services should be a minimum of 10 acres per dwelling.” The conceptual proposal would have full services and would comply with the ultimate density and minimum lot size as the subdivision would have an average of approximately four acres per dwelling, and each lot would be over an acre.
  - b. Chapter 2 – Facilities Services – Sewage Disposal Services: Sewer service shall be by sanitary sewer whenever practical.
  - c. Chapter 2 – Facilities Services – Domestic Water Supply Services: Water service shall be provided by a recognized public utility whenever possible. In the event that service is not available, service by a private mutual water company or individual wells or springs may be acceptable.
  - d. Chapter 3 – Circulation – Driveway Standards: Driveways serving one residence should have 12-foot minimum width plus 3 feet of shoulder width (15 feet total); however, the deciding body may determine that an 18-foot minimum width is necessary. A common driveway serving two single-family residences should have an 18-foot minimum width plus 3-foot shoulders on each side. This requirement may be reduced to 18-foot minimum if the Town Engineer or County Surveyor determines that the shoulders could be replaced with retaining walls and curbs. Limit of driveway length should be 300 feet unless the deciding body can make specific findings for deviation and can place additional conditions to reduce hazards such as turnouts and secondary accesses. Other standards regarding length, grades, and minimum curve radius are to be determined by the Town Engineer or County Surveyor with advice and recommendation from other appropriate Town or County departments. No more than two dwelling units should be served from a common driveway.

- e. Chapter 3 – Circulation – Access Roads: Access roads as used herein are defined as roads connecting a parcel of land being considered for development to the nearest improved public road. Access roads shall meet the following development standards:
    - i. 2-3 dwelling units: 18-foot AC paved roadway with three-foot shoulder;
    - ii. 4-6 dwelling units: 20-foot AC paved roadway with three-foot shoulder; and
    - iii. 7 or more dwelling units: 24-foot paved roadway with three-foot shoulder.
  - f. Chapter 3 – Circulation – On-Site Parking and Turnaround Areas: Parking and maneuvering areas for emergency vehicles should be provided as required by the Central Fire District. In addition to those parking spaces in garages or carports, not less than four on-site parking spaces shall be provided where roadways are not designed to permit parking. Driveways may be used to provide this parking, except where all or a substantial part of any residence is in excess of one hundred fifty (150) feet from a safe and adequate access road.
  - g. Chapter 4 – Open Space – Open Space Easements: Open space easements shall be required by the deciding body for hillside subdivisions in accordance with the topographical, ecological, aesthetic, and other conditions pertinent to the making of such easements.
  - h. Chapter 4 – Open Space – Trails: The development of a hillside trail network is an important goal of the Town of Los Gatos to increase public recreational opportunities as well as maximize access to regional parks and open space preserves. The trails shall be designed for pedestrian and equestrian use and for bicycle use where practical. All new subdivision applications shall be reviewed for compliance with the Trails section of the Los Gatos and Santa Clara County General Plans. Trail easement dedication to the Town and construction of trails shall be a condition of subdivision approval. Wherever possible CCR's or maintenance districts shall be developed or formed so expenses of trail maintenance will be borne by property owners in the subdivision.
5. Conceptual Design
- a. Lot configuration: The proposed subdivision configuration would not follow the neighborhood pattern and would not be a standard rectangular shape.
  - b. Lot frontage: The lot frontage requirement is determined by the Community Development Director during plan review (Town Code Sec. 29.10.087) since the HR zone does not specify minimum lot frontage. Lot frontage is not identified in the preliminary plans. It appears that frontage would need to be met via easements along the shared driveway, or via one of the existing private roads abutting the property if it is determined that the property has vehicular access rights on them.
  - c. Building Footprints: It appears that the conceptual building footprints would not be fully within the LRDA and therefore need an exception to the HDS&G.



- d. Water Supply: The previous subdivision application at this address was denied in 1980 based on the inability to provide adequate water supply. The applicant's letter in Attachment 3 states that this concern has been addressed based on the utility plans in Attachment 5 and letter from West Valley Sanitation District in Attachment 4. However, the letter simply states that water service installation would not require a permit from West Valley Sanitation District, not necessarily that water supply can be provided. That said, as mentioned above, the property has an active permit for the installation of a new water lateral.
  - e. Home Designs and Sizes: As noted in Attachment 3, the applicant is requesting feedback from the Committee on home designs and sizes and whether they should be similar across the lots.
  - f. Trolley Option: As noted in Attachment 3, the applicant is inquiring if the Committee would support a "larger-than-standard parking structure" at the base of Lot 3 (northern edge of the lot, near Surmont Drive) with a trolley system connecting the residence to the parking structure. It is worth noting that even if the Committee could support this, staff does not believe SCCFD would.
6. Parking and Circulation
- a. Roadways: The application does not specify if a private roadway or driveways are proposed, as they have different standards. Does the Committee have a preference?
  - b. Driveway Slope: The HDS&G limits the maximum slope of a driveway to 15 percent. Portions of the driveway/roadway would exceed this maximum.
  - c. Fire Standards: The application will have to comply with SCCFD PRC4290 requirements for new residential dwelling units in the high fire hazard zones. Firetruck turnarounds will be required.
  - d. Parking: Two parking spaces per dwelling unit area required. Additionally, the Town's Hillside Specific Plan requires four guest parking spaces per property. Parking numbers and locations are not identified in the preliminary plans.
  - e. Access: Based on the plans, it's not clear if the subject property connects to Surmont Drive. The applicant will need to confirm access rights.
7. Traffic
- a. A traffic analysis will determine whether a traffic study or mitigation fees will be required.
8. Hazards
- a. Fault Line: The Town's GIS system shows that the Shannon Fault line runs through the property. Any proposed work within this fault zone will need review by a Geologic and Geotechnical Consultant.
  - b. High Fire: The property is located within the Very High Fire Hazard Severity Zone and must comply with relevant SCCFD standards.

9. Environmental Review

- a. The project would need to be reviewed for compliance with the California Environmental Quality Act as grading, tree removals, and construction near a fault line would all be proposed. Additionally, between 400 Surmont and 401 Surmont Drive is an ephemeral drainage that will need biological review for any construction adjacent to the top of bank.

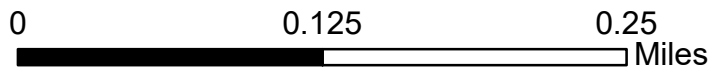
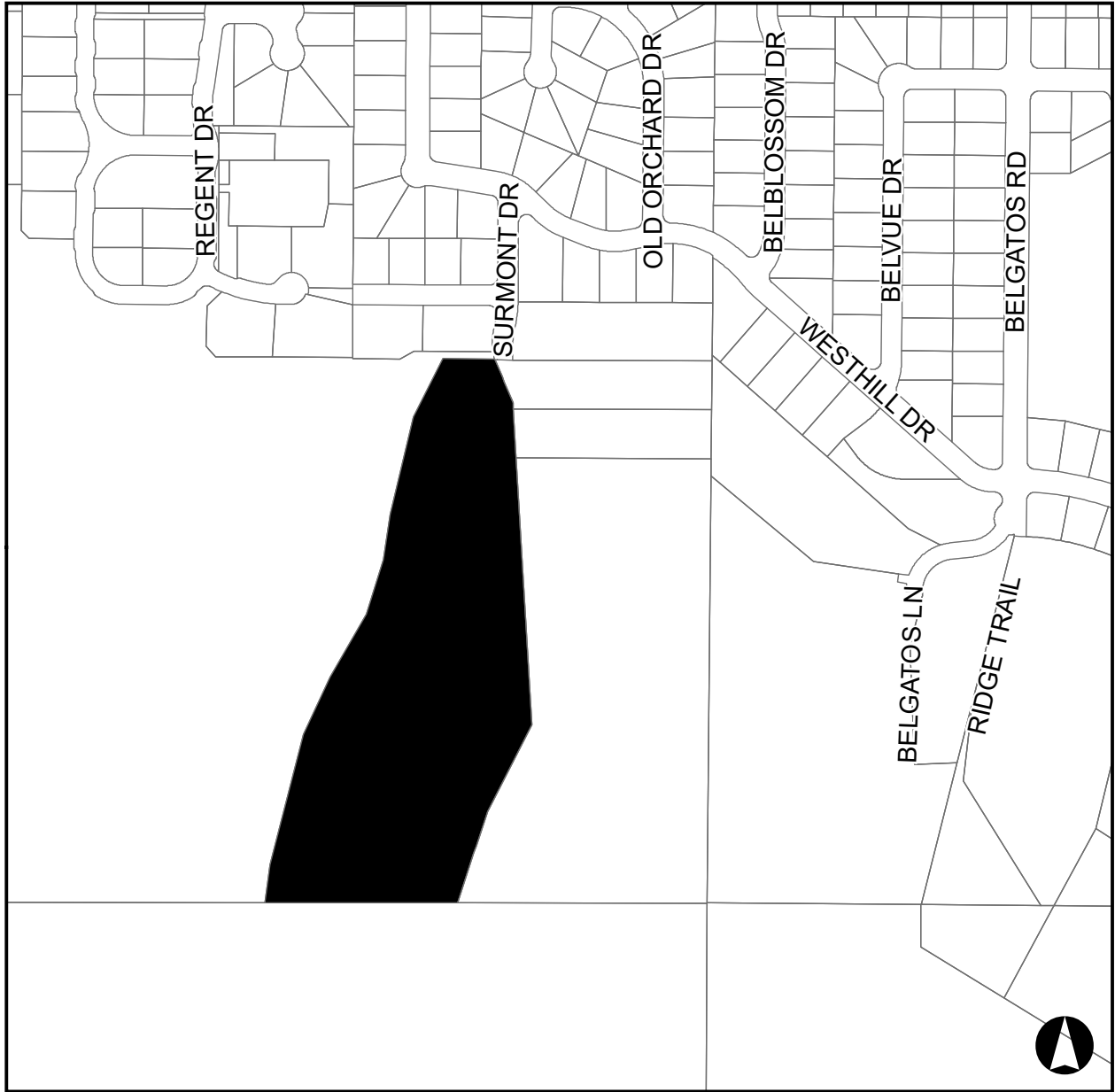
10. Trees

- a. The conceptual roadway and building footprints would result in impacts to protected trees. Any development application will be reviewed by the Town's Consulting Arborist to ensure that the Town's Tree Protection Ordinance is complied with.

ATTACHMENTS:

1. Location Map
2. Conceptual Development Advisory Committee Application
3. Project Description Letter
4. West Valley Sanitation District Letter
5. Conceptual Plans
6. Town Records - 1980 Subdivision Application

# 401 Surmont Drive



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**APPLICATION FOR PROJECT REVIEW  
CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE**

**TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT**  
110 E MAIN STREET, LOS GATOS, CA 95030  
[PLANNING@LOSGATOSCA.GOV](mailto:PLANNING@LOSGATOSCA.GOV)  
408-354-6872

**PLEASE SUBMIT APPLICATION WITH ALL REQUIRED DOCUMENTS VIA THE CITIZEN'S PORTAL:**  
<https://permits.losgatosca.gov/Login-and-Manage-My-Records>

PLEASE TYPE OR PRINT CLEARLY

**1. PROPERTY LOCATION:** 401 Surmont Dr  
Address of subject property \_\_\_\_\_

**2. PROPERTY DETAIL:**  
Lot Area: 12.41 Acres                      Zoning: HR2.5                      APN: 527-20-002  
Existing Use: Single Family Residence

**3. APPLICANT:**  
Name Jason Chan                      Phone: [REDACTED]  
Address [REDACTED]  
City Santa Clara                      State CA                      Zip 95050  
Email [REDACTED]

**4. NAME OF PROPERTY OWNER: (If same as above, check here )**  
Name Srikanth Kasa                      Phone: [REDACTED]  
Address 401 Surmont Dr  
City Los Gatos                      State CA                      Zip 95032  
Email [REDACTED]

I hereby certify that I am the owner of record of the property described in Box #2 above, and that I approve of the action requested herein.

**SIGNATURE OF OWNER** SKasa                      **DATE** 11/20/24

**ACKNOWLEDGMENT FORM**

I, the undersigned, fully acknowledge and understand the Conceptual Development Advisory Committee is only an advisory body and is not empowered by the Town Council or the Planning Commission to render recommendations or decisions regarding land use issues.

I further understand and acknowledge that any statement by the Committee that a potential land use appears consistent with Town Policy is not an express or implied approval of a development project. A project may be rejected by the Planning Commission and/or Town Council for inconsistency with Town policy or for other reasons in the course of the development review process, including public input.

I further understand and acknowledge that the members of the Conceptual Development Advisory Committee are in no way bound in their future review of my project, by their comments at this very preliminary state of project development.

**SIGNATURE OF OWNER** SKasa                      **DATE** 11/20/24

DO NOT WRITE IN THIS SPACE.

Application #: \_\_\_\_\_

FEES PAID:	
PLPERMIT	\$ 2,966.00
PLTRACK	\$ 118.64
PLANAP	\$ 296.60
PLPERMIT (noticing deposit)	\$ 500.00
TOTAL	\$ 3,381.24

**ADMINISTRATIVE POLICY FOR PROCESSING  
"REQUESTS FOR REVIEW" BEFORE THE CONCEPTUAL  
DEVELOPMENT ADVISORY COMMITTEE (CDAC)**

1. The Committee will meet once a month on a regular schedule (time and date to be determined by Committee members) if an application is pending.
2. The Committee shall consist of three Planning Commissioners and two Town Council persons.
3. Only one item will be permitted on each agenda.
4. The following materials constitute an application package and must be submitted through the Town's online portal:
  - a. A signed application form available from the Community Development Department. The property owner must sign the application, or it will not be accepted.
  - b. A brief, general description of the project and its location (no more than one typed page-double spaced).
  - c. One set of plans. Schematic elevations are encouraged but are not required. The more information provided to the Committee, the more detailed the responses will be.
  - d. Required filing fee pursuant to the adopted fee schedule.
  - e. All materials (plans, letters, etc.) intended to be viewed by the Committee members prior to the meeting must be submitted at the same time the application is filed. Materials filed after the submittal will not be accepted. Materials may be brought to the meeting.
5. The prospective developer will be allotted five minutes to present the request to make a presentation to the Committee. Following the presentation, the Committee may ask questions of the prospective developer or staff. Members of the public will then be allowed up to three minutes to provide public comments. After public comments have concluded, the prospective development will have an additional three minutes to respond to any comments.

6. The Committee may only review a project once unless there are material changes to the plans and recommended by the Director of Community Development.
7. The Committee will not review a project for which any permit application has been submitted to the Planning or Building Department.
8. A Committee agenda will be mailed and posted 72 hours before the meeting and notice of the hearing will be mailed or delivered at least 10 days prior to the hearing to all owners of real property as shown on the latest equalized assessment roll within three hundred feet of the real property that is the subject of the hearing.
9. To make prospective project information accessible to the public, minutes of the meeting shall be kept.
10. There will be an action letter mailed out advising the prospective developer of the Committee's list of concerns and comments. This letter will be come part of the Development Review Committee staff report to the Planning Commission at such time as a formal application is filed.
11. The Committee review is based on policy issues only from Town documents included, but not limited to the General Plan and Zoning Code. There is no technical or ordinance compliance review by either the Committee or staff.
12. Committee members shall give their individual perspective about the project. The applicant shall not argue about such opinions or try to dissuade the Committee members.

# **Community Development Application Process Agreement**

*This document explains the decision-making process used by the Town of Los Gatos for all land-use related applications and permits being considered by the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or the Town Council. All applicants and their representatives/professionals are required to read, understand, acknowledge, and sign this disclosure prior to their application being deemed complete and ready for consideration.*

**All applications and permits presented to the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or the Town Council are solely at their discretion, including but not limited to General Plan Amendments, Zoning Amendments, Planned Developments, Architecture and Site Applications, Conditional Use Permits, Subdivisions, Minor Residential Developments, and Removals from the Historic Resources Inventory. Staff and consultant recommendations, including those of the consulting architect, are in no way limiting on or indicative of any subsequent decision or direction from the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or Town Council.**

Staff and consultant recommendations are based solely on the application of the Town’s General Plan, Zoning and other ordinances, Specific Plans, Guidelines, and adopted policies. Staff’s role is not to advocate for or support the interests of the applicant, but to ensure compliance with the aforementioned policy direction and to consider the proposed development’s impacts on both the immediate neighborhood and the broader community.

Town Council policy prohibits the Planning Commission from discussing pending applications or permits with either the proponents or opponents of the application. **Applicants and their representatives are prohibited from directly or indirectly contacting or communicating with Planning Commissioners regarding the application except through publicly disclosed written communications.**

For Planning Commission matters appealed to the Town Council, in the appeal, and based on the record, the appellant bears the burden to prove that there was an error or abuse of discretion by the Planning Commission as required by Section 29.20.275. If neither is proved, the appeal shall be denied. If the appellant meets the burden, the Council shall grant the appeal and may modify, in whole or in part, the determination from which the appeal was taken or, in its discretion, return the matter to the Planning Commission. If the basis for granting the appeal is, in whole or in part, information not presented to or considered by the Planning Commission, the matter shall be returned to the Planning Commission for review.

Those signing below grant the Town of Los Gatos release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application for the Town’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act

***The undersigned have reviewed this document and acknowledge and agree to the statements above.***

**Property Owner:** Srikanth Kasa **DATE:** 11/20/24

**Architect/Designer:** Jason Chan **DATE:** 11/20/24

**Civil Engineer:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Business Owner:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Other:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



---

## Submission to Conceptual Development Advisory Committee (CDAC) for 401 Surmont Drive, formally “South End of Surmont Drive”

### Preface:

A previous attempt to subdivide 401 Surmont Drive into three lots in 1980 by the former owner Russel Bate was denied “based on the inability to provide adequate water supply.”[2]. This document outlines a new plan to achieve the same goal, addressing the water supply issue and other relevant factors.

This document will address each section of the HILLSIDE DEVELOPMENT STANDARDS AND GUIDELINES [1], beginning with Section II. The plan aims to meet these guidelines, unless otherwise specified.

## II. CONSTRAINTS ANALYSIS AND SITE SELECTION:

The primary goal of this project is to develop three single-family homes within the Least Restrictive Development Area (LRDA) designated in light green on the BATE 3 LOT YIELD map. [5] Neighbor feedback was considered to ensure minimal visual impact, particularly from the Northwest Corner of Selinda Way and Los Gatos-Almaden Road. [1]

### **Inquiry:**

If a building doesn't project above the physical ridgeline, what proof is required, and how does this affect building height limits?

## III. SITE PLANNING

### C. Driveways and parking

A previous application was denied due to insufficient water supply [2]. Attached are utility plans, including water plans [9], and a letter from West Valley Sanitation District.

### **Inquiry:**

Is this plan adequate to address the issues raised in the 1980s application?

Proposed roads and driveways, as depicted on the conceptual design drawing[7], will comply with SCCFD requirements. These designs were developed in collaboration with Kenny Ip of the SCCFD and meet 14 CCR § 1273.

### **Inquiry:**

The design approach emphasizes the preservation of natural slopes by minimizing cutting and filling operations. However, it is essential to determine the CDAC's flexibility regarding potential deviations from the six-foot maximum limit for cutting and filling in Section 8 of the conceptual design drawing, particularly when necessary to fulfill the stringent requirements imposed by the SCCFD.

## V. ARCHITECTURAL DESIGN

No formal building placements or designs have been finalized.

### **Inquiry:**

Would the CDAC prefer similar home designs across the lots? The goal is to build on slopes less than 30% and away from roads. What are the expectations for home placements and designs in a lot subdivision?

## VIII. SUBDIVISION AND PLANNED DEVELOPMENT PROJECTS

### A. Purpose and intent.

Information to support a 3 lot split:

Slope density formula - Bate lot yield:

$S = 37.1\%$   $a = 3.96 \text{ AC/DU}$   $A/a = 12.282/3.96 = 3.10 \text{ Units or 3 lots}$  [3][4][5][6]

Proposed lots 2 and 3 are estimated to be approximately 1.75 acres each, with average slopes of 42% and 38%, respectively. [7]

### C. Least restrictive development areas (LRDA)

Residence locations in Submission rev1 + houses [8] are roughly placed based on the light green LRDA areas shown in image BATE 3 LOT YIELD [5].

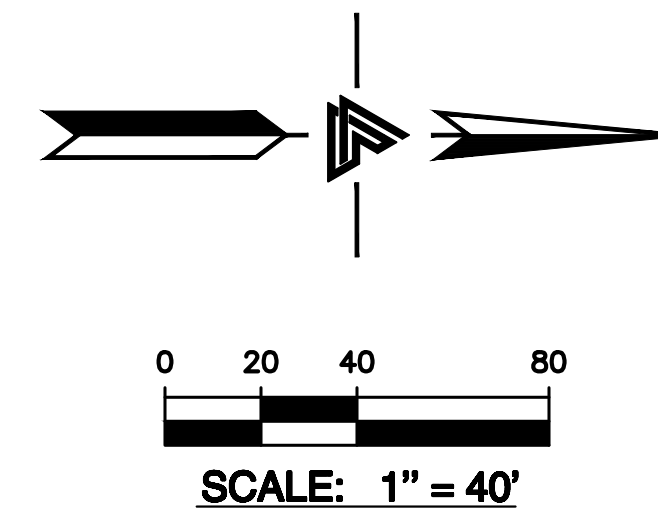
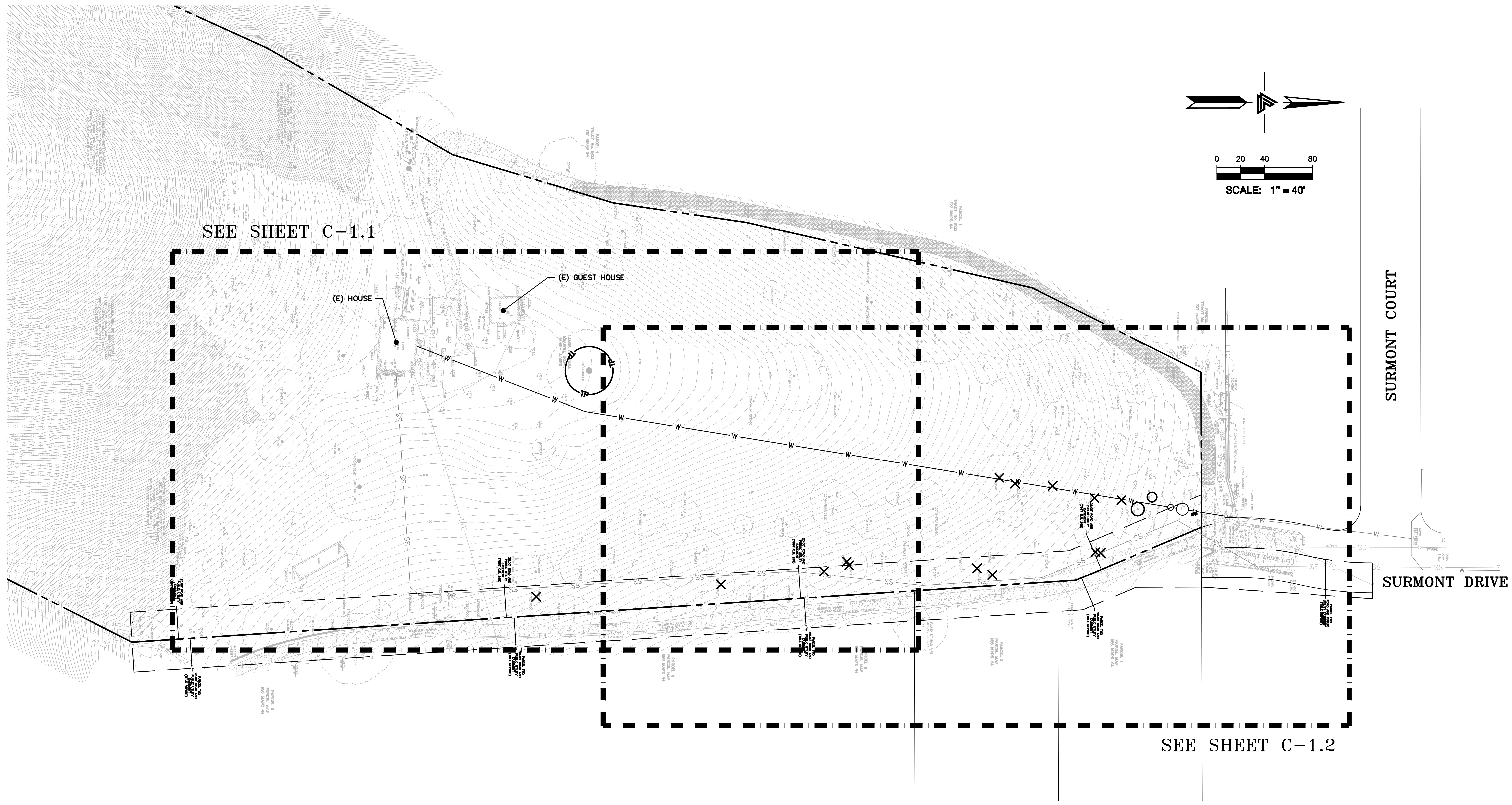
### **Inquiry:**

Would the CDAC approve a larger-than-standard parking structure at the base of Lot 3, and a trolley connecting the residence to the structure, even if the slope exceeds 30%?

### References:

1. Hillside Development Standards and Guidelines - Updated January 2004
2. Subdivision application M-79-18
3. ZONING DISTRICT (Hillside Residential) Summary Handout - Updated: 12/14/2021
4. 231002 401 SURMONT HR2.5 ZONING.jpg
5. 231002 BATE 3 LOT YIELD.jpg
6. 231002 BATE SLOPE CALC.pdf
7. Submission rev1 + leveled area.tif
8. Submission rev1 + houses.tif
9. 2240145\_2024-07-02 - 401 Surmont Dr - Water service (private) dwgs.pdf
10. WVSD - 401 Surmont Dr. Los Gatos.pdf





**LEA & BRAZE ENGINEERING, INC.**  
 CIVIL ENGINEERS & LAND SURVEYORS  
 REGIONAL OFFICES:  
 SAN JOSE  
 DUBLIN  
 HAYWARD  
 SAN JOSE  
 WWW.LEABRAZE.COM  
 (510) 887-4086

**WATER SERVICE**  
**401 SURMONT DRIVE**  
**LOS GATOS, CALIFORNIA**  
 SANTA CLARA COUNTY  
 APN: 527-20-002

**OVERALL UTILITY PLAN**

REVISIONS	BY

JOB NO: 2240145  
 DATE: 7-2-24  
 SCALE: AS NOTED  
 DESIGN BY: GM, MM  
 CHECKED BY: MM, PC  
 SHEET NO:

**C-1.0**  
 1 OF 3 SHEETS



**NOTE:**  
**FOR CONSTRUCTION STAKING SCHEDULING OR QUOTATIONS PLEASE CONTACT ALEX ABAYA AT LEA & BRAZE ENGINEERING (510)887-4086 EXT 116. aabaya@leabraz.com**











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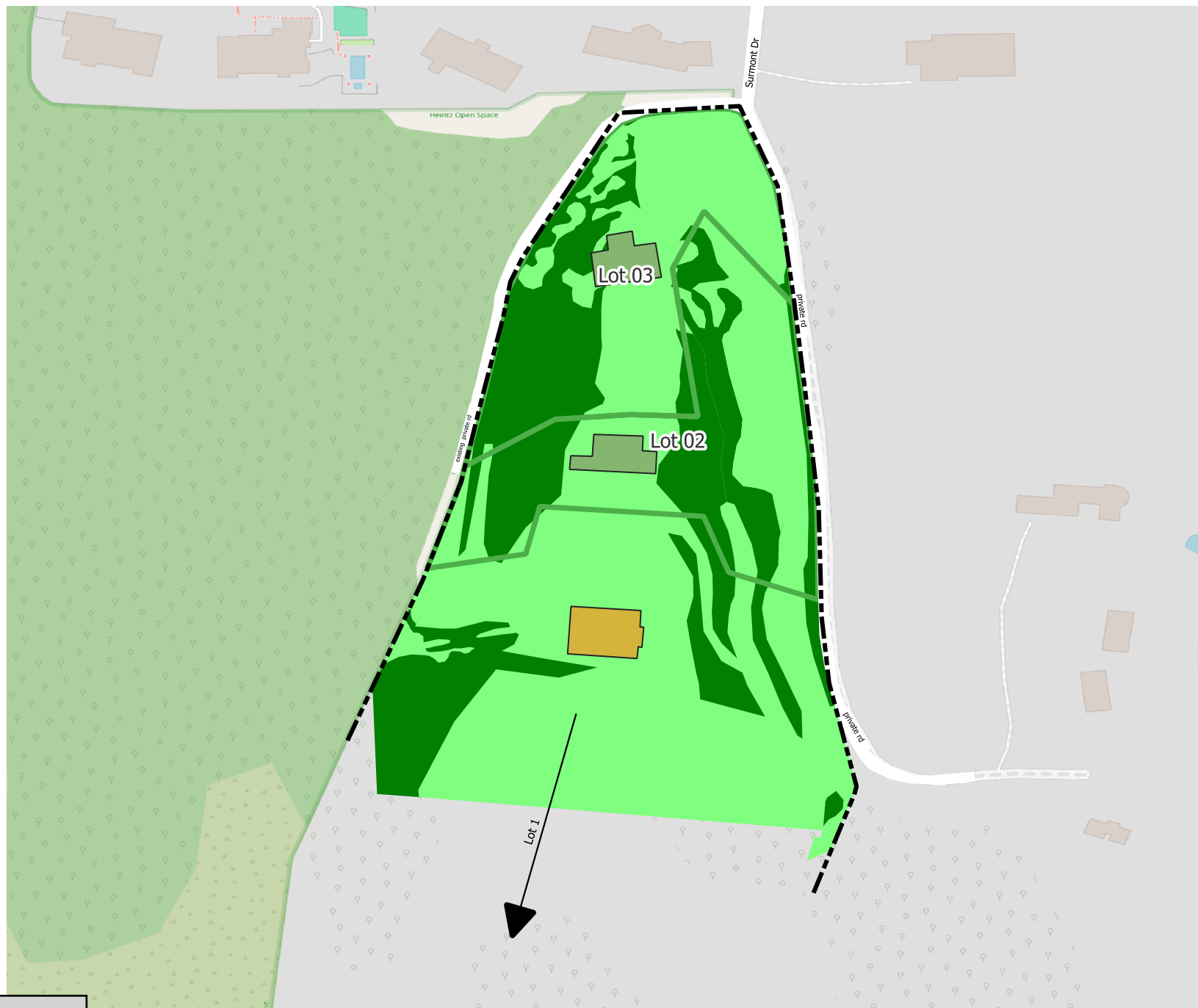
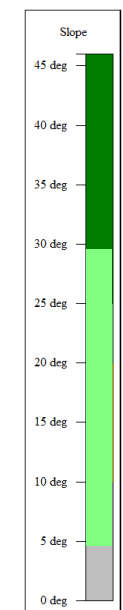
Least Restrictive Development  
Area (LRDA)

Legend

- Existing Lot boundary
- Existing building
- Designed buildings

Proposed design

- Lot



50 0 50 100 ft

Option 2: Proposed Roads

Lot Name	Lot 1	Lot 2	Lot 3
Acrage, ac	8.69	1.83	1.76
Average slope	37.1%	42%	38%








Road Section No	1	2	3	4
Width, ft	12	12	12	20
Length, ft	320	30	270	25

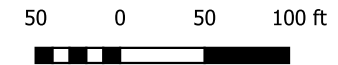
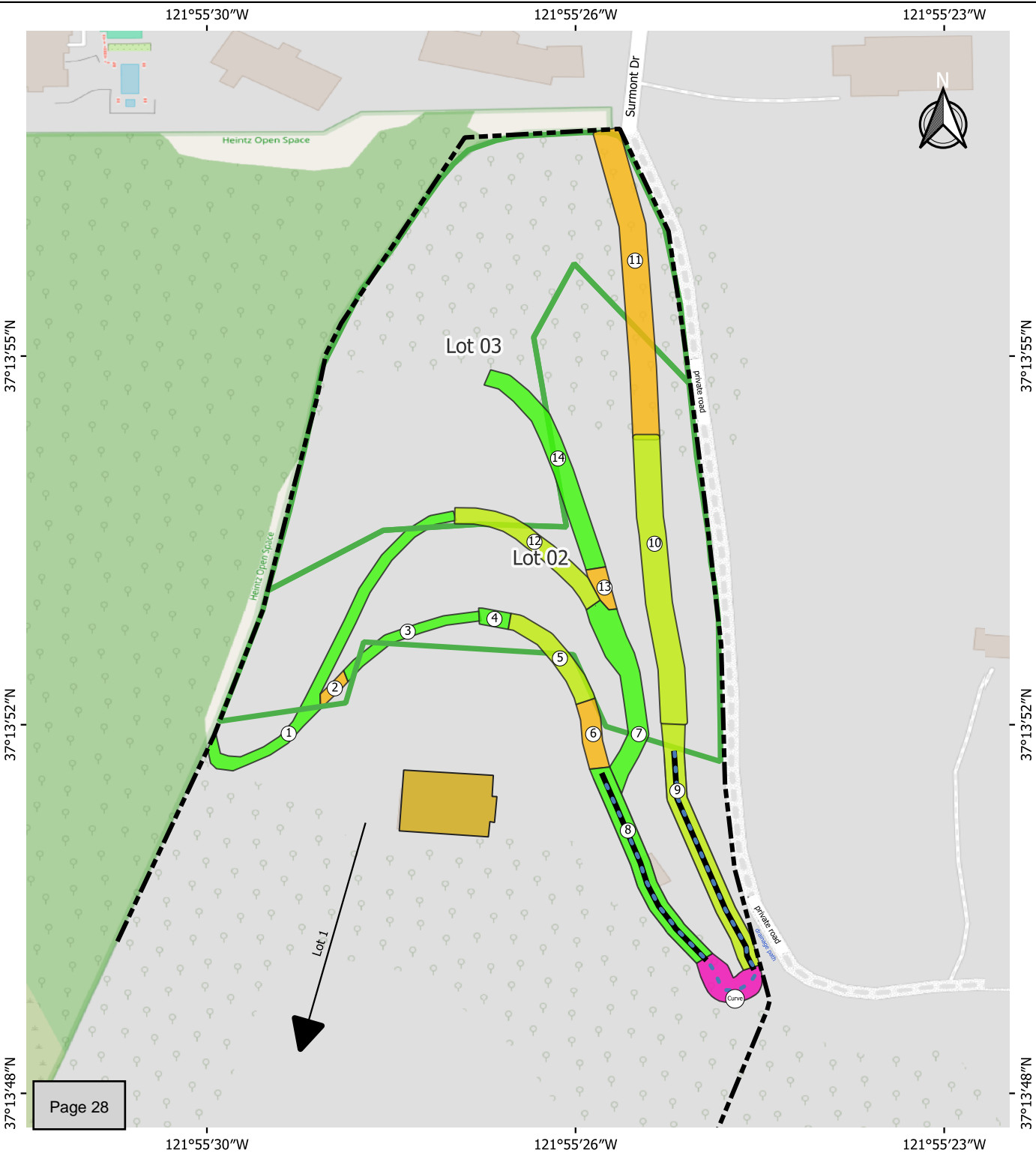
Road Section No	5	6	7	8
Width, ft	20	20	20	20
Length, ft	105	65	180	200

Road Section No	9	10	11	12
Width, ft	20	26	26	20
Length, ft	222	280	300	150

Road Section No	13	14	Curve
Width, ft	20	20	30
Length, ft	40	215	73

Legend

-  Existing Lot boundary
-  Existing building
-  Lot
-  Road slope, % <10
-  10-12
-  12-16
-  16+





# Bate

Interval 10  
 Area (AC) 12.282  
 Map Scale 1 S=  $\frac{0.00229 * 10 * 19900.0}{12.282}$   
 Total Distance 19900.0

S= 37.10%

Elevation	Distance	Scale	Length
350	50	1	50
360	206	1	206
370	287	1	287
380	364	1	364
390	445	1	445
400	515	1	515
410	621	1	621
420	675	1	675
430	737	1	737
440	799	1	799
450	846	1	846
460	873	1	873
470	862	1	862
480	627	1	627
490	590	1	590
500	606	1	606
510	628	1	628
520	660	1	660
530	686	1	686
540	705	1	705
550	735	1	735
560	748	1	748
570	760	1	760
580	763	1	763
590	730	1	730
600	666	1	666
610	593	1	593
620	542	1	542
630	506	1	506
640	466	1	466
650	410	1	410
660	361	1	361
670	318	1	318
680	273	1	273
690	214	1	214
700	33	1	33















401 Summit Court  
Russell Bate  
Tentative Map

M-79-18  
9/12/79



**TOWN of LOS GATOS**

Planning Department  
354-6872

May 29, 1980

Russell Bate  
13699 Sarahills Drive  
Saratoga, California 95070

Re: Subdivision Application M-79-18

Dear Mr. Bate:

On May 28, 1980 the Town Planning Commission denied subject application requesting approval of a 3-lot subdivision on property located at 401 Surmont Court. Denial was based on the inability to provide an adequate water supply.

*Section 27-17 of the Los Gatos Town Code provides that any interested person dissatisfied with the action of the Planning Commission may file an appeal of such action to the Town Council. Any appeal submitted to the Town Clerk within fifteen (15) calendar days after the action will be heard by the Town Council within thirty (30) days.*

Very truly yours,

LEE E. BOWMAN  
Planning Director

LEB:pd

cc: WTW, Incorporated  
Milton Mintz  
Development Review Committee



**TOWN of LOS GATOS**

Planning Department  
351-6872

March 4, 1980

Russell Bate  
13699 Sarahills Drive  
Saratoga, California 95070

Re: Subdivision Application M-79-18

Dear Mr. Bate:

On February 27, 1980 the Town Planning Commission continued, at your request, subject application requesting approval for a 3-lot subdivision on property located at 401 Summit Drive. This matter was returned to the Development Review Committee to review plans for an interim water system.

In order to set this matter for hearing by the Committee, you will need to submit 8 sets of your revised information. Upon receipt of this proposal we will set the matter for the next available DRC agenda.

You application must be heard by the Planning Commission by May 28, 1980 at the latest. In order to be heard by the Planning Commission on May 28 the revised information must be received by this office no later than May 2 in order to be on the DRC agenda of May 13. This schedule does not leave any room for continuances or delays for additional information. Therefore, we recommend that you submit the new information as soon as possible.

Very truly yours,

  
LEE E. BOWMAN  
Planning Director

LEB:DRR:pd  
cc: WTW, Incorporated  
Milton Mintz  
Development Review Committee



**TOWN of LOS GATOS**

Planning Department  
354-6872

October 2, 1979

Mr. Russell Bate  
13699 Sarahills Drive  
Saratoga, CA 95070

RE: Subdivision Application M-79-18  
401 Surmont Drive

Dear Mr. Bate:

On September 25, 1979 the Town Development Review Committee considered the above application for approval to subdivide property located at 401 Surmont Drive into tow lots. The Committee found the application to be incomplete and identified the following deficiencies or concerns:

1. The property already contains two residential structures. Therefore, no land division can be made until provisions are shown to remove one of the residential uses.
2. Provisions for emergency access must be illustrated as required by the Town Engineer. (See attached comments).
3. A detail of the 10 foot wide trail easement with rock base and approved pavement cover shall be provided. In addition, a revised trail system that can realistically be constructed and used shall be shown. Coordinate with Mr. Bob Bryant (354-6809) for additional information.
4. The Committee determined that a geologic report will be required prior to any further action on the tentative map.


Attached are written comments submitted by members of the Committee. Upon receipt of revised plans responding to the deficiencies noted above, this matter will be placed on the next Committee agenda. Because of the State mandated time requirements for tentative maps, a written consent to continue this matter to any future date is required. This written consent must be received by this office no later than October 9, 1979. If no consent is received, the application will be scheduled for consideration by the Planning Commission on October 24, 1979, with a recommendation for denial.



Page 2  
October 2, 1979  
Mr. Russell Bate

If you have any questions concerning this matter, please contact Mr. Donald Ross of this office.

Very truly yours,



Lee E. Bowman  
Planning Director

LEB:DRR:dmb

cc: DRC  
WTW, Inc.  
Milton Mintz  
Environmental Center

SECTION I  
ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE

Project Location: South End of Surmont Drive

Land Owner:

Russell Bate  
(Name)

Applicant:

Russell Bate  
(Name)

13699 Sarahills Drive  
(Address)

(Address)

Saratoga CA 95070  
(Zip Code)

(Zip Code)

867-0191  
(Telephone)

(Telephone)

Present Land Use/Activity: Single Family Dwelling and Orchard

Current Zoning: HR 2½-10

Site Area (sq. ft. or acres): 12.43 Acres

Proposed Land Use: 3 Lots - Single Family Detached

Proposed Zoning: HR 2½-10

Project Description: 2 lots at 1½ acres each and One lot at 8.8 acres

Is the proposed project consistent with the General Plan? Yes  No   
If not, explain: \_\_\_\_\_

Does the proposed project require a formal permit from any agency? (State, or Federal Governments or special districts such as the County Flood Control District or Bay Area Pollution Control) Yes \_\_\_\_\_ No

If Yes, list agencies: \_\_\_\_\_

**RECEIVED**

SEP 12 1979

TOWN OF LOS GATOS  
PLANNING DEPARTMENT

By \_\_\_\_\_

Environmental Assessment Questionnaire  
Section I  
Page 2

Has any form of environmental statement been prepared for the project?  
Yes \_\_\_\_\_ No X If yes, attach.

Karen Moty / WTW, Inc - Engineers  
Person who filled out questionnaire, and  
relationship to applicant

9/12/79  
Date

X [Signature]  
Signature of Applicant

(For Official Use Only)

-----

A. Based on the above information, this project is categorically exempt pursuant to Section \_\_\_\_\_ of the Environmental Impact Guidelines.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Planning Director

B. Based on the above information, this project is not categorically exempt. Section II (Environmental Assessment Questionnaire) must be completed by the applicant prior to further processing.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Planning Director

**RECEIVED**

SEP 12 1979

TOWN OF LOS GATOS  
PLANNING DEPARTMENT

By \_\_\_\_\_



CENTRAL FIRE PROTECTION DISTRICT  
3071 DRIFTWOOD DRIVE  
SAN JOSE, CA. 95128

SERVICE

SINCE 1917

408.378.4010

15 June 1979

TO: Los Gatos Planning Department  
FROM: Dennis DeMelloPine, Fire Inspector  
SUBJECT: M-79-18 \* Surmont Court (WTW, Inc.)

This will acknowledge receipt of the subject application by this office. We have reviewed the information submitted and offer the following comments:

1. Detailed plans of water system, meeting Insurance Services Office ("ISO") standards for fire fighting, must be shown.
2. Access roads for Lots 1 and 2 <sup>43</sup> must be improved to a surfaced road eighteen feet (18') wide plus three-foot (3') shoulders. Grade should not exceed fifteen percent (15%). Inside radius of turns should be forty-two feet (42') or more.
3. The driveway for Lot 3 must be improved to at least twelve feet (12') wide, with at least one passing turnout. The turnout should be at the half-way point of the driveway. Any turns must have at least a forty-two foot (42') inside turn radius. There shall be a parking and turnaround area that can accommodate at least four (4) emergency vehicles at one time.
4. All road surfaces must sustain 35,000 pounds loading.

*Delete per #2*

For further information, please contact the Central Fire Protection District at 378-4010.

DENNIS DEMELLOPINE  
Fire Inspector  
Fire Prevention Division

DD:jg

PUBLIC WORKS COMMENTS TO DEVELOPMENT REVIEW COMMITTEE  
(JUNE 19, 1979 MEETING)

ITEM #3 M-79-18 PRELIMINARY MAP (3-Lot Subdivision)

DATE: JUNE 18, 1979

COMMENTS AND/OR PLAN DEFICIENCIES:

1. Our main concern with the proposal is the access for this property and adjacent properties. The existing driveway along the east property line is in the same location as a connector road between Summit Drive and Belgato<sup>s</sup>, shown on the General Plan. A recent Tentative Map approval on the Das property, adjacent to Belgatos Road, required construction of a part of the eastern portion of this connector road. It will function temporarily as a driveway. It is our opinion that this application should be conditioned with improving a portion of this connector road from Furmont Drive to a point approximately 250 feet south of the southeast corner of the proposed Lot #2. The roadway should be improved to at least an 18-foot width (as required for a multiple use driveway) with curb and gutter on one side. This roadway should be designed to become a part of the ultimate roadway. The right-of-way should be dedicated, and rejected initially, with the option of future acceptance if needed for public use. A typical section should be shown on the Tentative Map.
2. The Tentative Map should include a concept plan for storm and sanitary sewer and show how the two new parcels could be developed.
3. We recommend that development not be allowed with the private water system proposed. The upper portion of the Das property,

the adjacent Anderson property and this parcel are served, or proposed to be served, with individual pump systems. If this parcel is allowed to develop to its ultimate density without public water, there will be fewer participants and lesser possibility of a joint project to bring in public utility water for this area.

4. The grading impact for any roadway construction, including removal of any trees, shall be shown on the Tentative Map.

RECOMMENDATIONS:

We recommend that the applicant prepare a Tentative Map with the information requested by the DRC.



R. L. WARNICK  
Director of Public Works

RLW/jh

**County of Santa Clara  
California**

Environmental Management Agency  
Environmental Health Services  
2220 Moorpark Avenue  
San Jose, California 95128  
279-6060 Area Code 408

Please Refer Correspondence to:  
641 University Avenue  
Los Gatos, CA 95030

**RECEIVED**

JUN 20 1979

TOWN OF LOS GATOS  
PLANNING DEPARTMENT

June 18, 1979

By \_\_\_\_\_

Town of Los Gatos  
Planning Department  
110 East Main Street  
Los Gatos, CA 95030

RE: M-79-18  
Surmont Court  
Los Gatos, CA  
WTW, Inc.

Gentlemen:

We have completed our review of the above referenced application. Our conditions for approval of this proposal are noted below. This agency has no additional recommendations or requirements.

1. Domestic water is to be provided by the San Jose Water Works and sewage disposal is to be provided by connection to a sanitary sewer of the Santa Clara County Sanitation District No. 4.
2. Septic tank serving existing residence should be pumped and back-filled to county standard.
3. Well on parcel #1 should be sealed to county standards.
4. The storage and distribution system for the proposed water supply should be designed to insure adequate volume and pressure to each residence.

Sincerely,

  
Lee E. Esquibel, Supervising  
Environmental Health Sanitarian

LEE:hpp

DIRECTOR	
ASSOC. PLANNER	
ASST. PLANNER	
SR. SECRETARY	
SR. CLERK TYPIST	
FILE	

An Equal Opportunity Employer

To		 <p>CENTRAL FIRE PROTECTION DISTRICT          3071 DRIETWOOD DRIVE          SAN JOSE, CA 95128          SERVICE SINCE 1917 408 478 4010</p>
From	Los Gatos Planning Department	
Subject	Ted Gaub, Fire Inspector	
	M-79-18 * SURMONT DRIVE (Bate) TR 3841	

1. Water supply does not meet Fire protection standards (Insurance Services Office). Submit plans for water system installation to the Central Fire Protection District for approval. Install two (2) standard approved hydrants on an eight-inch (8") main from tank for Lots 2 and 3. Installation shall conform to N.F.P.A. #24.
2. Improve access road for fire protection vehicles to a surfaced road eighteen feet (18') wide plus three-foot (3') shoulders on each side. Grade should not exceed fifteen percent (15%). Inside radius for turns should be forty-two feet (42') or more. (Access road requirements should be coordinated with the Public Works.) Provide a fire truck turnaround at the south end of the access road.
3. ~~Provide a safe and adequate driveway not less than twelve feet (12') wide with adequate passing turnouts as required.~~ Provide adequate parking and turnaround area for four (4) emergency vehicles at site. All road surfaces and bridges must sustain 35,000 pounds loading. (These requirements should be coordinated with the Public Works.)

TG:jg

Dated 24 September 1979

Signed Ted Gaub

G3701 Patersons



PUBLIC WORKS COMMENTS FOR DEVELOPMENT REVIEW COMMITTEE  
(SEPTEMBER 25, 1979 MEETING)

ITEM #4 M-79-18 TENTATIVE MAP (3-LOT SUBDIVISION, SURMONT DRIVE)

DATE: SEPTEMBER 24, 1979

COMMENTS AND/OR PLAN DEFICIENCIES:

1. The preliminary map for this subdivision was reviewed by the DRC in June, 1979. A Tentative Map is now submitted for review. Our main concerns with the proposal are water supply and the access for this property and adjacent properties. The existing driveway along the east property line is in the same location as a connector road between Surmont Drive and Belgatos, shown on the General Plan. A recent Tentative Map approval on the Das property, adjacent to Belgatos Road, required construction of a part of the eastern portion of this connector road. It will function temporarily as a driveway. It is our opinion that the conditions of approval of this application include improvement of a portion of this connector road from Surmont Drive to a point approximately 250 feet south of the southeast corner of the proposed Lot #2. The roadway is shown to be improved to an 18-foot width (as required for a multiple use driveway) with curb and gutter on the west side. The plan shows the roadway along the alignment of the existing roadbed with a 10-foot-high cut bank on the west side and approximately 2 feet of fill along the east side. Erosion control measures should be shown for the cut and fill slopes. The right-of-way should be dedicated, and rejected initially, with the option of future acceptance if needed for public use. A typical section is shown on the Tentative Map properly indicating an

ultimate 28-foot-wide roadway. A sidewalk is not included with the proposed improvements but can be provided on the east side of the roadway when that property develops.

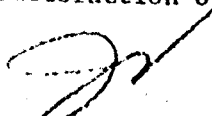
2. The Tentative Map shows a concept plan for sanitary sewer with a 6-inch main proposed to be installed for the full length of the roadway. The connection to the existing sanitary system and laterals serving the 3 lots should be shown.
3. The Tentative Map does not show a concept plan for storm sewer installation or how the runoff from the lots and roadway is to be handled.
4. The upper portion of the Das property, the adjacent Anderson property and this parcel are served, or proposed to be served, with individual pump systems. The proposed water system consists of the installation of a 30,000 gallon storage tank located in the southeast corner of Lot #3 to be fed by a private 2-inch water line (owned by the Kennon Water Company). It apparently runs between Blossom Hill Road and Shannon Road. Lots #2 and #3 are proposed to be gravity fed by new 6-inch and 4-inch water mains from the storage tank. Lot #1 is proposed to be served from an existing booster pump located at the northerly side of the lot. We think this pump now serves the existing house on Lot #3. Three-quarter inch water services are proposed for each of the 3 lots. We feel these should be increased to at least 1-inch services. We recommend that development not be allowed to use the private water system proposed. We are opposed to the proliferation of small private systems. The Town's policy is for all new development

to be served by a public water system. If this parcel is allowed to develop to its ultimate density without public water, there will be fewer participants and lesser possibility of a joint project to bring in public utility water for this area. We suggest that the applicant contact San Jose Water Works and the adjacent property owners to assist the applicant in developing a publicly maintained water system for this project as well as for the adjacent properties (Das, Anderson, etc.).

5. The lot configuration shown on the Tentative Map is much more desirable, from an access point of view than what was originally shown on the Preliminary Map. The Preliminary Map showed all access directly off a cul-de-sac at Summit Drive. The grade of the driveways to the three lots shown on the Tentative Map range from 17 to 20%. They will require extensive grading with up to 8-foot cuts and retaining walls indicated. The driveways will be a minimum of 12 feet wide plus 3-foot shoulder. They are over 150 feet long so they will require one turnout per driveway. Building site grading indicates tri-level homes proposed for Lots #1 and #2. Grading for garage pads will require a cut of 11 feet for Lot #1 and a cut of 8 feet for Lot #2. Cuts are to be retained with foundation walls. Existing trees are shown on the Tentative Map but it is not indicated how many trees will be required to be removed or what specie the trees are.

RECOMMENDATIONS:

We feel that water supply for this project is a major problem. We recommend continuance of this application until the water problem is resolved to the satisfaction of the Town Engineer.

  
JAMES F. VAN HOUTEN  
Asst. Director of Public Works  
JFV/jh

**WTW INC.**

CIVIL ENGINEERS • LAND SURVEYORS • ENVIRONMENTAL ENGINEERS

**RECEIVED**

JUN 5 1979

TOWN OF LOS GATOS

PLANNING DEPARTMENT

By \_\_\_\_\_

June 5, 1979

Design Review Committee  
Town of Los Gatos  
110 East Main Street  
Los Gatos, CA 95030

Attn: Mr. Lee Bowman

Re: Preliminary Tentative Map for R. Bate

Committee Members:

The following is a brief explanation of how the owner would like to have the Town consider the proposed land division.

1. The water is proposed to be supplied by San Jose Water Company via an existing service line. The water would then be pumped to a reservoir above the highest dwelling and then a gravity system back to the proposed new lots for service and fire flow.
2. Construct a turn around now at a location 500 feet from Westhill Drive and serve lot 2 via a 25 foot corridor which in the future would be part of a public street.
3. Let the existing driveway to lot three (3) remain as is in width and improvement since the new parcels would have access from either the cul de sac or a new driveway.

We will give a further explanation at the meeting.

Very truly yours,

WTW, INC.

  
Thomas E. Williams  
Civil Engineer

TEW:jjc

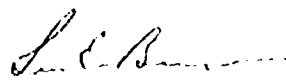
Date: May 21, 1980  
For Agenda Of: May 28, 1980  
Agenda Item # 1

REPORT TO: The Planning Commission  
FROM: Lee E. Bowman, Planning Director  
SUBJECT: Subdivision Application M-79-18  
3-lot subdivision  
APPLICANT: Russell Bate  
LOCATION: Surmont Court  
EXHIBITS: A. Tentative map, received December 7, 1979 (previously distributed).  
B. Staff report, dated January 4, 1980 (previously distributed).

RECOMMENDATION SUMMARY: Denial, due to inadequate water supply.

REMARKS:

1. On February 27, 1980 the Commission, at the request of the applicant, continued this matter for the second time. The matter was then returned to the Development Review Committee to review plans for an interim water system proposed by the applicant. These interim plans were never submitted. We are advised that the three property owners concerned have met to find a permanent solution to their water supply problems, but no solutions have been received.
2. Because of the complexity of the issue, it may be some time before a solution acceptable to the Town can be prepared. There are only 3½ months remaining before the one year time period in which the Town must act will expire. Therefore I recommend that the application be denied at this time. The applicant can then continue to work toward resolving this problem without these time restraints and then refile a new application when appropriate.



LEE E. BOWMAN  
Planning Director

LEB:DRR:pd

2/27/80

This is to certify that I consent to a continuance of Subdivision  
Application M-79-18 to the ~~meeting~~ for 90 days of \_\_\_\_\_  
\_\_\_\_\_.

Date 2/27/80

SIGNATURE Milton Mung  
agent

PLEASE NOTE: Must be signed by applicant or authorized agent.

Date: January 4, 1980

For Agenda Of: January 9, 1980

Agenda Item # 10

REPORT TO: The Planning Commission  
FROM: The Development Review Committee  
SUBJECT: Subdivision Application M-79-18  
APPLICANT: Russell Rite  
LOCATION: 401 Summit Court  
ZONE: HR-2½ (Hillside Residential - 2½-10 acres per dwelling unit)  
FINDINGS: As required by the Map Act  
ACTION: The decision of the Planning Commission is final unless  
appealed within 15 days.

ENVIRONMENTAL ASSESSMENT: It has been determined that this project will not have a significant impact on the environment and a Negative Declaration is recommended.

EXHIBITS: A. Tentative Map (1 sheet), received December 7, 1979.

RECOMMENDATION SUMMARY: Denial, due to inadequate water supply.

REMARKS:

1. The applicant is proposing to divide approximately 12.43 acres into 3 lots, which is the maximum allowed under current development standards.
2. Lot #1 will contain 63,300 square feet of net land area, and has no existing structures on the site. A conceptual site development plan has been indicated on the Tentative Map.

Lot #2 will have 75,000 sq. ft. of net land area and is also currently vacant, with a conceptual site development plan submitted.

Lot #3 will contain 8.8 net acres, and has an existing single family residence on the site. However, the utility building shown on the Tentative Map is actually a second residence. Therefore, no land division can be made until provisions have been made for removal of one of the residential uses.

3. The major problem with the project continues to be the water supply. The upper portion of the Das property, the adjacent Anderson property and this parcel are served, or proposed to be served, with individual pump systems. The proposed water system for this subdivision consists of the installation

of a 30,000 gallon storage tank located on the southeast corner of Lot #3 to be fed by a private 2-inch water line (owned by the Kennon Water Co.). The line apparently runs between Blossom Hill Road and Shannon Road. Lots #2 and #3 are proposed to be gravity fed by new 6-inch and 4-inch water mains from the storage tank. Lot #1 is proposed to be served from an existing booster pump located at the northerly side of the lot. Three-quarter inch water services are proposed for each of the three lots. Staff feels that these should be increased to at least 1-inch services. It is recommended that development not be allowed to use the private water system proposed. The Town's policy is for all new development to be served by a public water system as opposed to the proliferation of small private systems. If this parcel is allowed to develop to its ultimate density without public water, there will be fewer participants and lesser possibility of a joint project to bring in public utility water for this area.

San Jose Water Works has been contacted regarding water facilities for the Bate property. A tentative estimate of \$250,630 for a public system was made, including the following costs:

4,170' - 12" DICI pipe .....	\$230,370
980' - 6" DICI pipe .....	\$ 16,810
2' - 6" hydrants .....	\$ 3,450
	<u>\$250,630</u>

Of this total estimate, \$84,830 is non-refundable. The applicant is opposed to utilizing the public water system, primarily due to the cost involved.

The following comments and deficiencies were identified at the December 18, 1979 Development Review Committee meeting. These items will be discussed further at the DRC level, should the Commission accept the current proposal

4. The grades of the driveways to the three lots are shown on the revised tentative map to be 15%. They will require substantial grading with up to 6-foot cuts indicated. The driveways are over 150 feet long, so will require one turnout each for emergency vehicles. The revised map shows fire truck turnarounds which will require extensive fill slopes (22 feet high for Lot #1 and 14 feet high for Lot #2).
5. The revised Tentative Map shows a concept plan for storm sewer installation of a 15-inch RCP on the roadway connected to an existing storm drain in Summit Drive.
6. The revised Tentative Map shows a concept plan for sanitary sewer with a 6-inch main proposed to be installed for the full length of the roadway. The laterals serving the three lots are also shown.
7. Building site grading indicates tri-level homes proposed for Lots #1 and #2. Grading for garage pads will require a cut of 11 feet for Lot #1 and a cut of 8 feet for Lot #2. Cuts are to be retained with foundation walls.
8. The revised map does not indicate how many trees will be required to be removed or what species the trees are.



Page 3.  
Planning Commission  
Re: M-79-18 (Rate) - January 3, 1980

9. Grades on the equestrian trail, which is now shown to lead up to the southwest corner of lot #3, range from 7 to 24%, which may be too steep for horses.
10. The existing driveway along the east property line is in the same location as a proposed connector road between Summont Drive and Belgatos, shown on the General Plan. A recent Tentative Map approval on the Das property, adjacent to Belgatos Road, required construction of a part of the eastern portion of this connector road. It will function temporarily as a driveway. It is staff's opinion that the conditions of approval of this application should include improvement of a portion of this connector road from Summont Drive to a point approximately 250 feet south of the southeast corner of the proposed lot #2. The roadway is shown to be improved to an 18-foot width (as required for a multiple use driveway) with curb and gutter on the west side. The plan shows the roadway along the alignment of the existing roadbed with a 10-foot high cut bank on the west side and approximately 2 feet of fill along the east side. Erosion control measures should be shown for the cut and fill slopes. The right-of-way should be dedicated, and rejected initially with the option of future acceptance if needed for public use. Covenants for access and maintenance of the roadway should be provided. A typical section is shown on the Tentative Map properly indicating an ultimate 28-foot-wide roadway. The typical section should also show the pavement section to be installed, provide a redwood header along the east side and show the resultant 2:1 fill slope. A sidewalk is not included with the proposed improvements, but can be provided on the east side of the roadway when that property develops.
11. Section 27-64 of the Subdivision Ordinance states that cul-de-sacs shall not exceed 500 feet in length. Summont Drive is currently 500 feet, and the Tentative Map shows an extension beyond this maximum to serve the proposed lots. A cul-de-sac, however, may be increased by action of the advisory body upon finding that alternative solutions to emergency access, utility services, and circulation problems are satisfactory.

The original proposal met this requirement by extending corridors from each lot out to the existing cul-de-sac at the terminus of Summont Drive. However, this arrangement was not practical due to the fact that driveways could not be constructed within these corridors because of topographical constraints. The revised map has eliminated these corridors and the lots are served by the 18-foot roadway along the east property line. As stated earlier, this roadway is in the same location as the proposed connector road between Summont Drive and Belgatos as shown on the General Plan. Also required of each lot in a subdivision is that it have frontage on a street lot less than 60 feet. The lots in this case do not have frontage on Summont Drive, but do on the private drive and future connector.

Section 27-5 of the Subdivision Ordinance indicates that "whenever the Development Review Committee finds the land included in a subdivision is:

- 1) of such size or shape;
- 2) is subject to title limitations of records;
- 3) is affected by such topographic location or conditions; or

Page 4.  
Planning Commission  
Re: M-79-18 (Bate) - January 3, 1980

4) is to be devoted to such use;

that it is impossible or impractical in the particular case for the subdivider to conform fully to a regulation contained in this chapter, the Development Review Committee may recommend such relief from the regulations as it determines is necessary.

The DRC has accepted the alternate proposal for this roadway, because of the topographic limitations of the property and also due to its location within the future connector road.

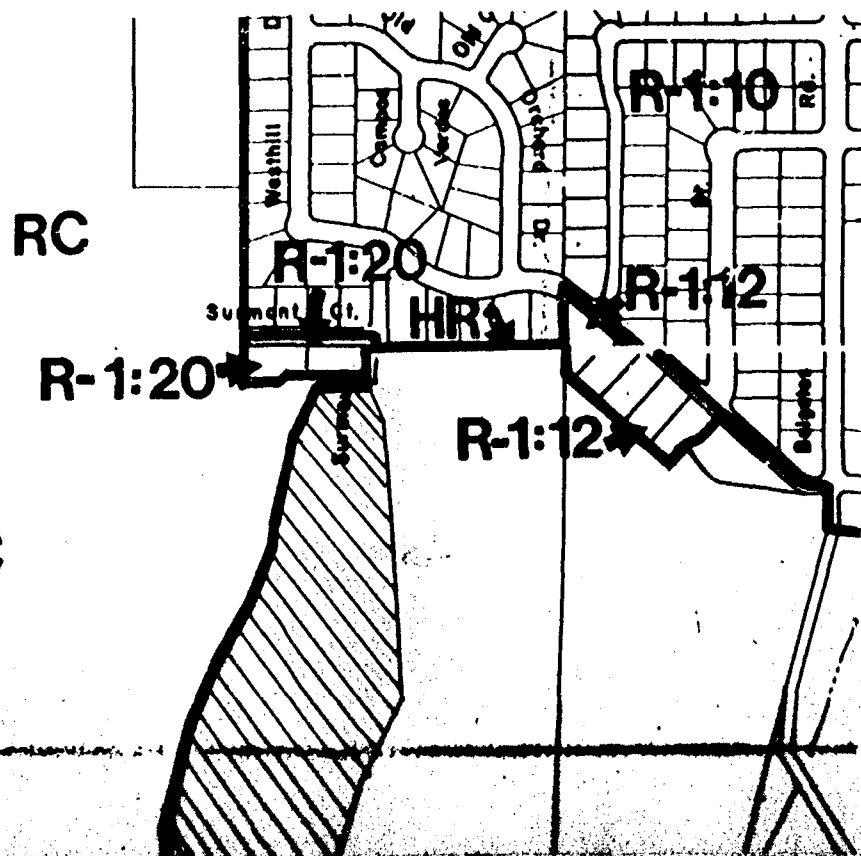
12. This matter was heard before the Development Review Committee on September 25, 1979, and returned to the DRC to consider revisions on December 18, 1979.

RECOMMENDATION:

The Development Review Committee recommends the Planning Commission deny Subdivision Application M-79-18, due to the inadequate water supply. However, should the Commission be in favor of this proposal, it must first be returned to the DRC in order to resolve the other deficiencies mentioned in this report before final approval may be granted.

*Lee E. Bowman*  
Lee E. Bowman  
Planning Director

LEB:DRR:pd  
Attachment



Santa Clara Valley Water District

5750 ALMADEN EXPRESSWAY  
SAN JOSE, CALIFORNIA 95118  
TELEPHONE (408) 265-2500



October 9, 1979

Mr. Lee Bowman  
Director of Planning  
Town of Los Gatos  
Post Office Box 949  
Los Gatos, California 95030

Dear Mr. Bowman:

Reference is made to the Tentative Map for  
Lands of Russell Bate, File M-79-10, sent  
with your transmittal of September 14.

The site would not be subjected to flooding from a District facility  
in the event of a 1% flood.

Proposed land use change would not directly affect any District facility.

In accordance with District Ordinance 75-6, the owner should show any  
existing well(s) on the plans and inform us regarding their proposed use.  
Please contact Mr. Zozaya at 299-2454 for information about well permits.

Sincerely yours,

Eugene H. Sullivan  
Supervisor, Permits Section  
Design Coordination Division

cc: Mr. Robert Warnick, Director of Public Works  
Town of Los Gatos

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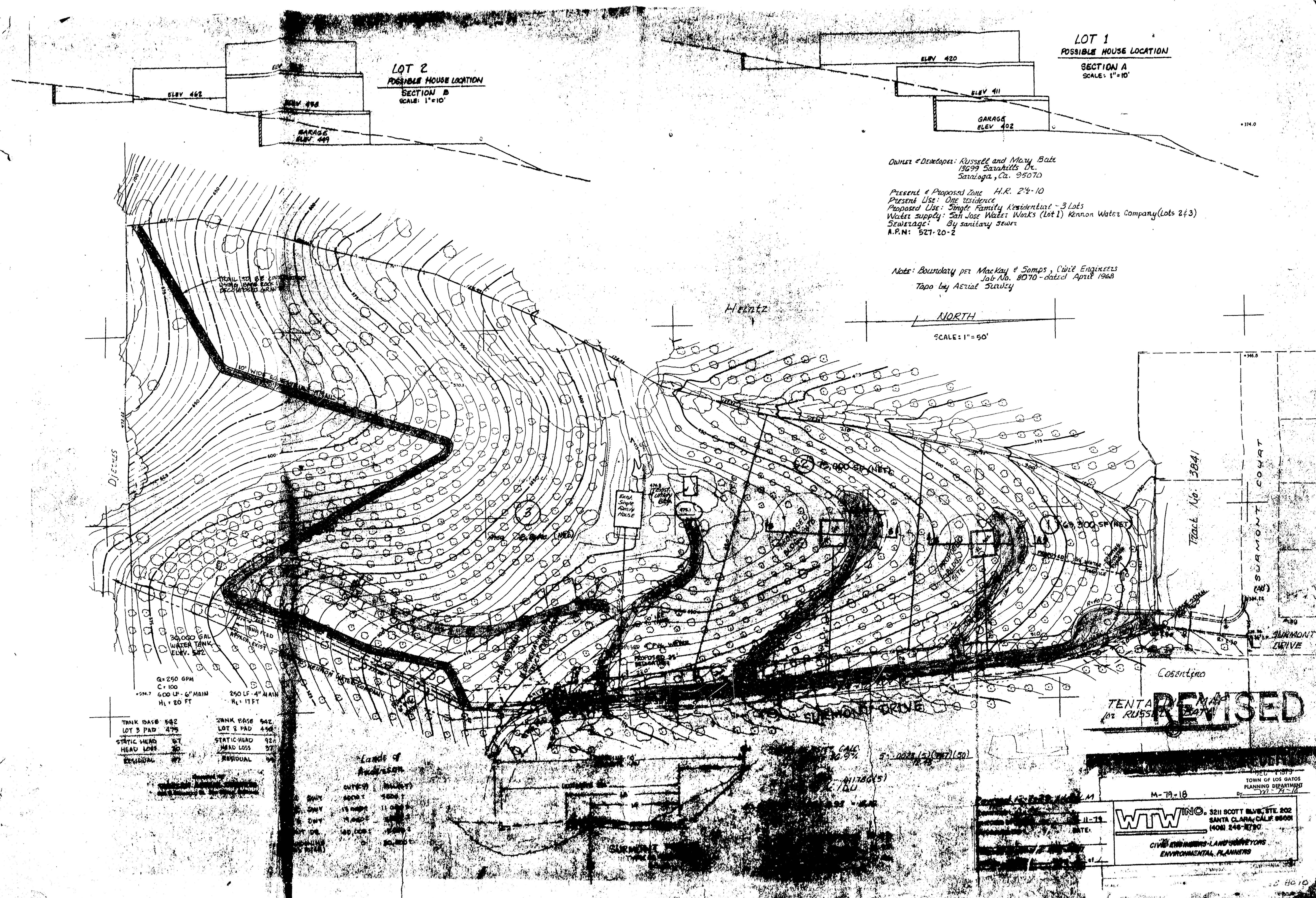
OCT 10 1979

TOWN OF LOS GATOS  
PLANNING DEPARTMENT

By \_\_\_\_\_

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**LOT 2**  
**POSSIBLE HOUSE LOCATION**  
**SECTION B**  
 SCALE: 1"=10'

**LOT 1**  
**POSSIBLE HOUSE LOCATION**  
**SECTION A**  
 SCALE: 1"=10'

Owner & Developer: Russell and Mary Bate  
 15099 Saratilla Dr.  
 Saratoga, Ca. 95070

Present & Proposed Zone H.R. 2 1/2-10  
 Present Use: One residence  
 Proposed Use: Single Family Residential - 3 Lots  
 Water supply: San Jose Water Works (Lot 1) Kannon Water Company (Lots 2 & 3)  
 Sewerage: By sanitary sewer  
 A.P.N.: 521-20-2

Note: Boundary per Mackay & Samps, Civil Engineers  
 Job No. 8070 - dated April 1968  
 Topo by Aerial Survey

NORTH  
 SCALE: 1"=50'

G = 250 GPM  
 C = 100  
 600 LF - 6" MAIN  
 H<sub>1</sub> = 20 FT

TRUNK DATE 582	TRUNK DATE 542
LOT 3 PAD 475	LOT 2 PAD 458
STATIC HEAD 87	STATIC HEAD 92
HEAD LOSS 30	HEAD LOSS 27
RESIDUAL 57	RESIDUAL 65

Grade of  
 Assessor

DATE	CHG	BY
11-79	11-79	11-79
11-79	11-79	11-79
11-79	11-79	11-79

TENTATIVE  
 FOR RUSSELL BATE  
**REVISED**

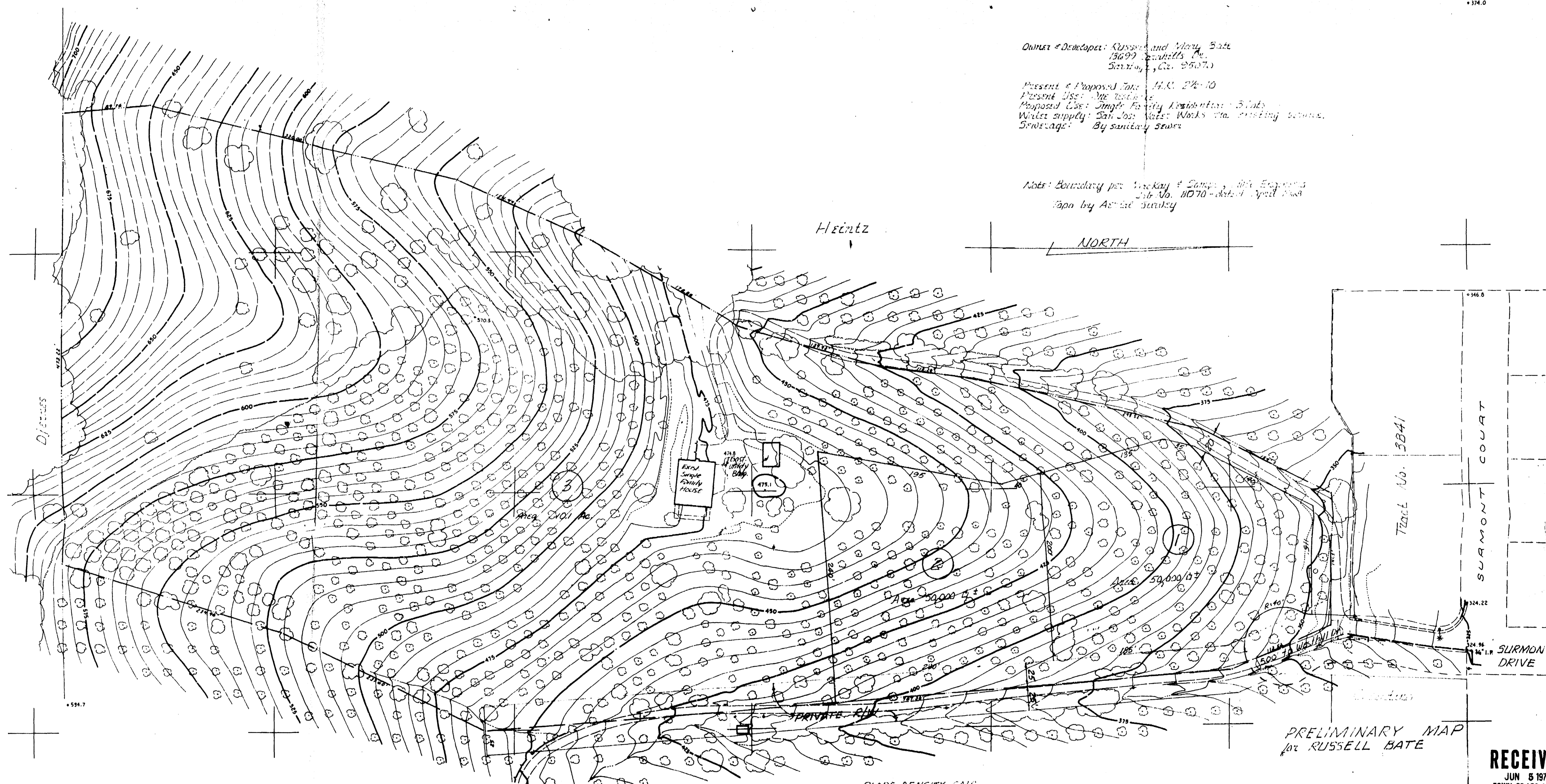
M-79-18

TOWN OF LOS GATOS  
 PLANNING DEPARTMENT  
 11-79

**WTW**  
 CIVIL ENGINEERS - LAND SURVEYORS  
 ENVIRONMENTAL PLANNERS

3211 SCOTT BLVD, STE. 202  
 SANTA CLARA, CALIF. 95051  
 (408) 248-7700





Owner & Developer: *Russell and Mary Bate*  
 3699 *Sanhill* Dr.  
 San Jose, Ca. 95070

Present & Proposed Zoning: *H.A. 274-10*  
 Present Use: *One Residence*  
 Proposed Use: *Single Family Residential - 5 Units*  
 Water supply: *San Jose Water Works via existing mains.*  
 Sewerage: *By sanitary sewer*

Note: Boundary per *Wisekey & Sams, Inc. Engineers*  
 Sub No. *8070* - dated *April 1968*  
 Tapped by *Aerial Survey*

Heintz NORTH

Compiled by  
**WALLEN AERIAL SURVEYS**  
 102 S. Cleveland St. San Mateo, California

*Anderson*

SLOPE DENSITY CALL  
 Av. Slope =  $36.9\%$   $5' = 0.023 (5) (797) (50)$   
 $12.15$

$a = 1 + .6893 = .011786 (5)$   
 $a = 3.93$  Ac. / D.U.

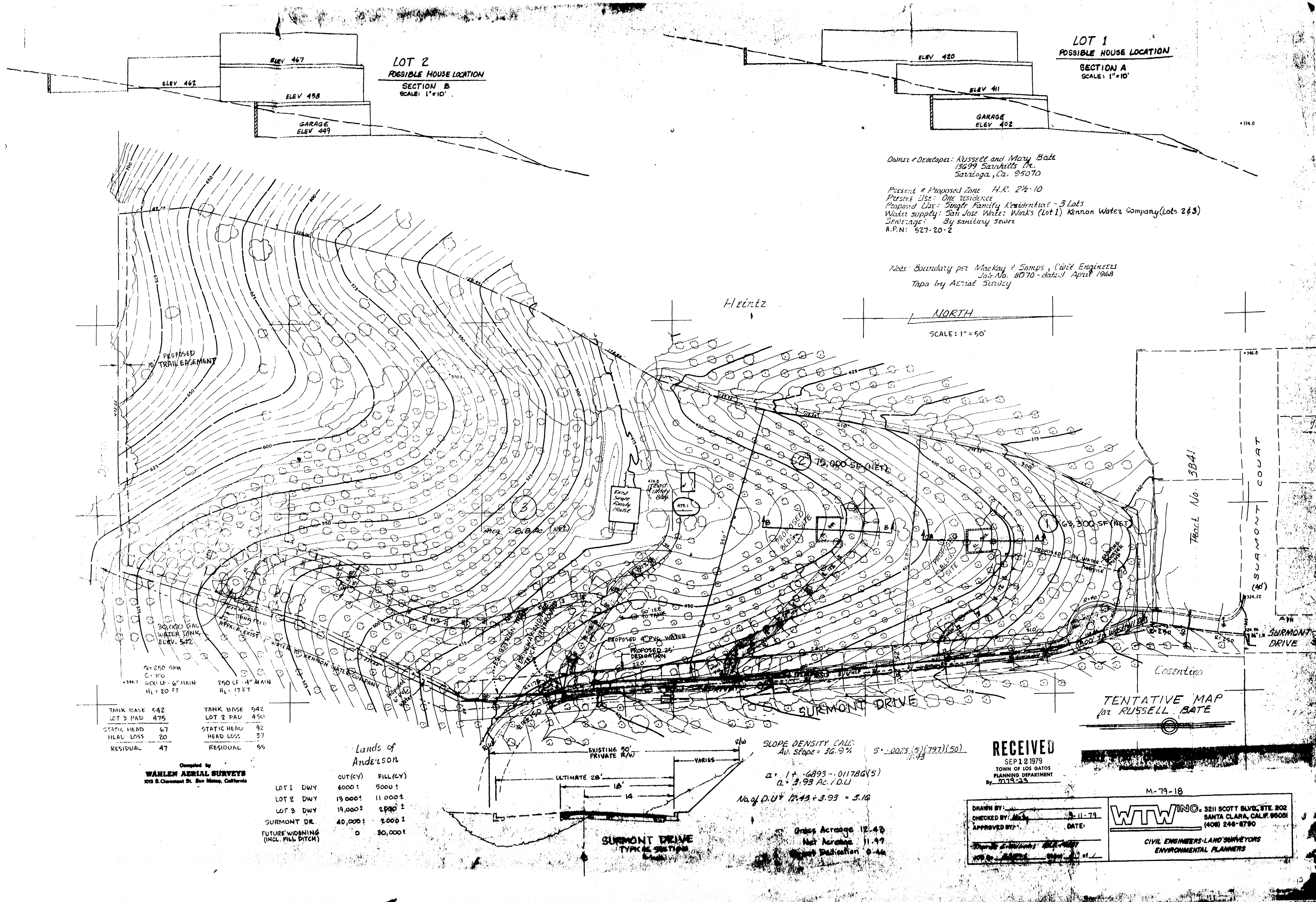
No. of D.U. =  $12.43 + 3.93 = 3.16$

PRELIMINARY MAP  
 for RUSSELL BATE

RECEIVED  
 JUN 5 1979  
 TOWN OF LOS GATOS

DRAWN BY: _____	DATE: _____	<b>WTW INC.</b> 3211 SCOTT BLVD., STE. 202 SANTA CLARA, CALIF. 95051 (408) 246-8790 CIVIL ENGINEERS-LAND SURVEYORS ENVIRONMENTAL PLANNERS
CHECKED BY: _____	DATE: _____	
APPROVED BY: _____	DATE: _____	





**LOT 2**  
POSSIBLE HOUSE LOCATION  
SECTION B  
SCALE: 1"=10'

**LOT 1**  
POSSIBLE HOUSE LOCATION  
SECTION A  
SCALE: 1"=10'

Owner & Developer: Russell and Mary Bate  
3899 Saravilla Dr.  
Saravilla, Ca. 95070  
Present & Proposed Zone: H.R. 2 1/2-10  
Present Use: One Residence  
Proposed Use: Single Family Residential - 3 Lots  
Water supply: San Jose Water Works (Lot 1) Kennon Water Company (Lots 2 & 3)  
Drainage: By sanitary sewer  
A.P.N.: 527-20-2

Notes: Boundary per Mackay & Samps, Civil Engineers  
Job No. 8070 - dated April 1968  
Taps by Aerial Survey

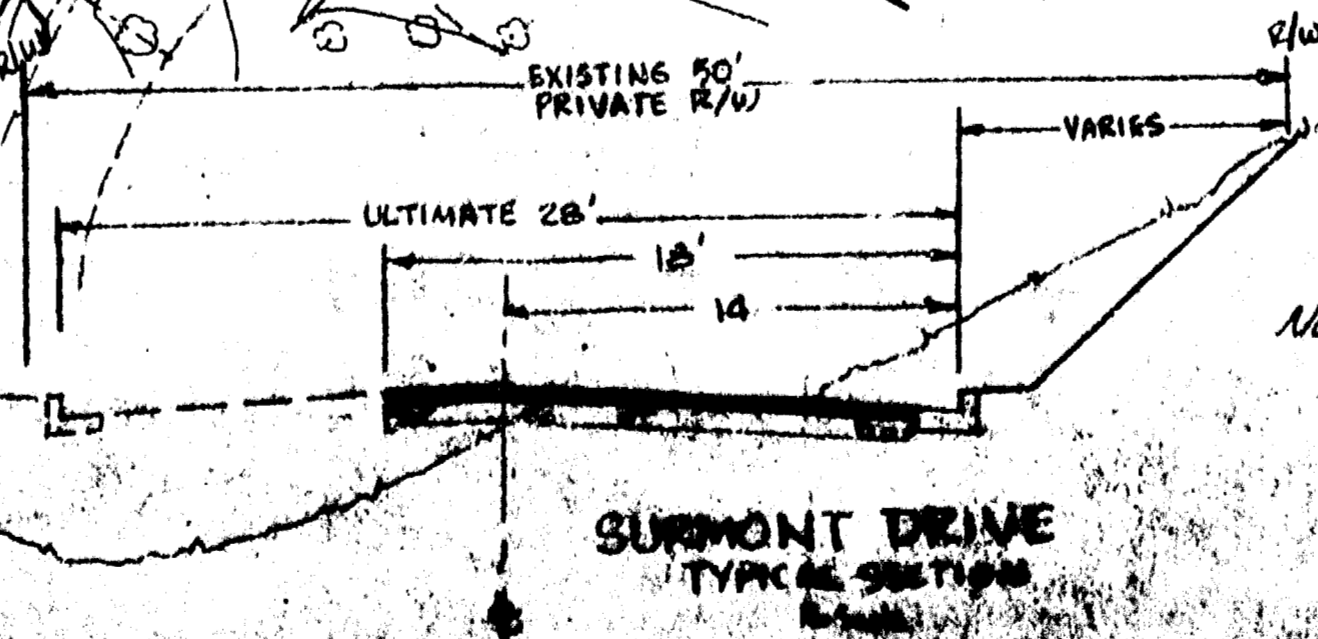
NORTH  
SCALE: 1"=50'

TANK BASE	542	TANK BASE	542
LOT 3 PAD	475	LOT 2 PAD	450
STATIC HEAD	67	STATIC HEAD	92
HEAD LOSS	20	HEAD LOSS	27
RESIDUAL	47	RESIDUAL	59

Computed by  
**WANLEN AERIAL SURVEYS**  
1013 S. Claremont St. San Mateo, California

Lands of Anderson

	CUT (CY)	FILL (CY)
LOT 1 DWY	6000 ±	5000 ±
LOT 2 DWY	13,000 ±	11,000 ±
LOT 3 DWY	19,000 ±	2,900 ±
SURMONT DR.	40,000 ±	2,000 ±
FUTURE WIDENING (INCL. FILL DITCH)	0	20,000 ±



SLOPE DENSITY CALL:  
Av. Slope = 36.9%  
 $S = 0.0223(5)(727)(1.50)$   
 $\alpha = 1 + .6893 - .011786(5)$   
 $\alpha = 3.93 \text{ AC. / D.U.}$   
No. of D.U.'s = 12.43 + 3.93 = 3.16

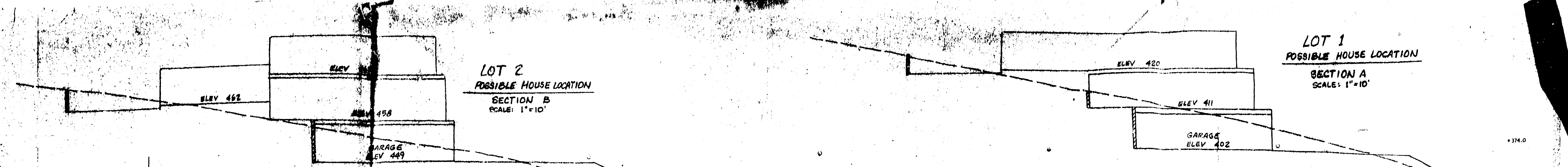
Grass Acreage 12.43  
Net Acreage 11.47  
Net Dedication 0.46

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SEP 12 1979  
TOWN OF LOS GATOS  
PLANNING DEPARTMENT  
BY: [Signature]

M-79-18

DRAWN BY: [Signature]	DATE: 8-11-79	<b>WTW INC.</b> 3211 SCOTT BLVD., STE. 202 SANTA CLARA, CALIF. 95051 (408) 246-8790
CHECKED BY: [Signature]	DATE:	
APPROVED BY: [Signature]		CIVIL ENGINEERS-LAND SURVEYORS ENVIRONMENTAL PLANNERS

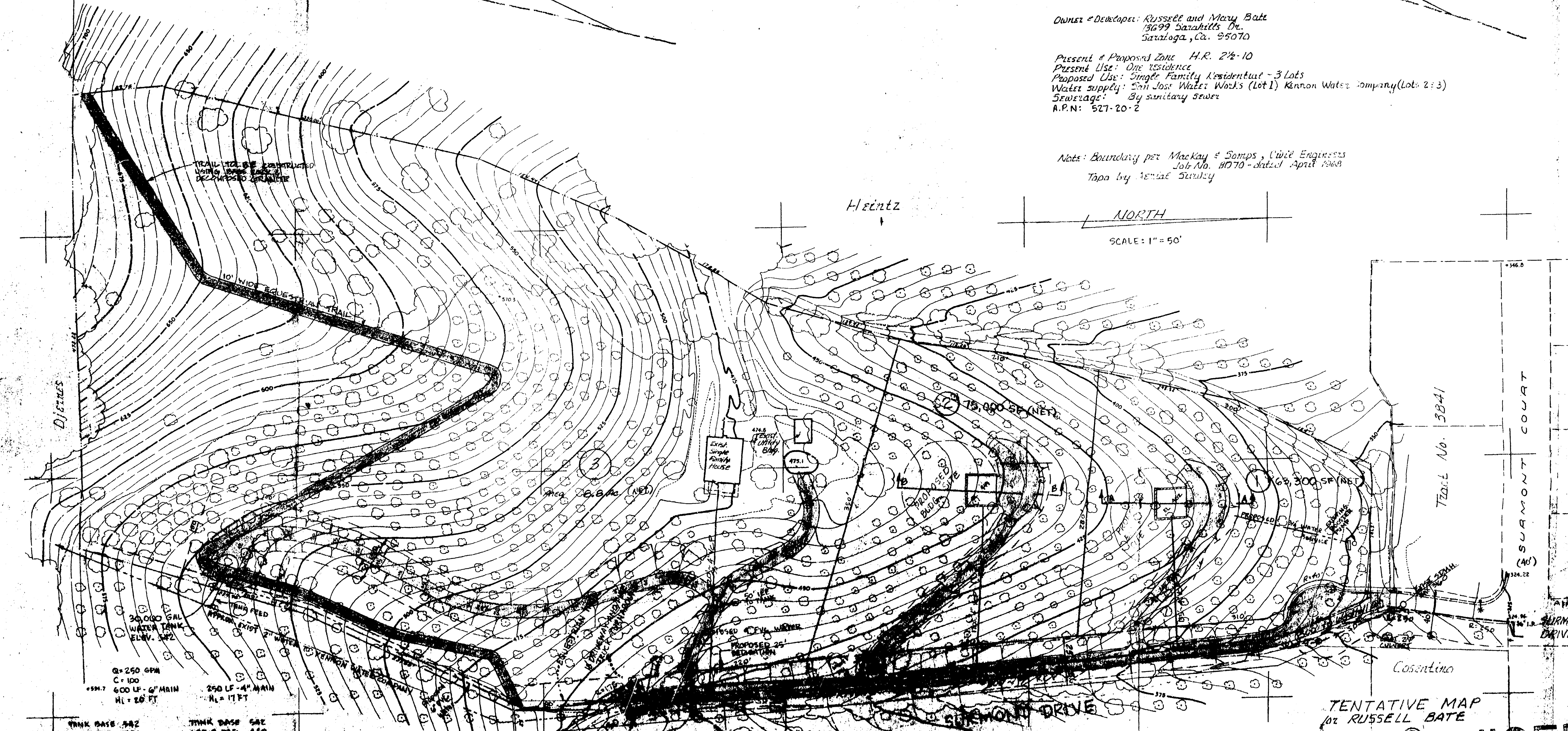




Owner & Developer: Russell and Mary Bate  
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 Sewerage: By sanitary sewer  
 A.P.N.: 527-20-2

Notes: Boundary per Mackay & Samps, Civil Engineers  
 Job No. 8070-dated April 1968  
 Topo by Terrel Swinsky



THINK DATE 942	THINK DATE 542
LOT 3 PER 479	LOT 3 PER 450
PERMITS 87	PERMITS 87
REVISIONS 87	REVISIONS 87

Lands of Anderson

CURRENT	FUTURE
LOT 1 5000	5000
LOT 2 11000	11000
LOT 3 2000	2000
LOT 4 2000	2000
LOT 5 2000	2000
LOT 6 2000	2000
LOT 7 2000	2000
LOT 8 2000	2000
LOT 9 2000	2000
LOT 10 2000	2000

LAND DENSITY CALC  
 36.9% 5: .0025 (5) (797) (10)  
 12.45

TENTATIVE MAP  
 for RUSSELL BATE

**DENIED** **REVISED**

BY PC IN THE 5-28-80

MAY 1980

Prepared 12-22-79 M

Drawn by: [Signature] 11-79

Checked by: [Signature] DATE

Approved by: [Signature]

W.T.W. INC. 3211 SCOTT BLVD, STE. 802  
 SANTA CLARA, CALIF. 95051  
 (408) 246-8790

CIVIL ENGINEERS - LAND SURVEYORS  
 ENVIRONMENTAL PLANNERS

M-79-18

DEC 17 1979  
 TOWN OF LOS GATOS  
 PLANNING DEPARTMENT





**TOWN OF LOS GATOS  
CONCEPTUAL  
DEVELOPMENT ADVISORY  
COMMITTEE**

MEETING DATE: 02/12/2025

ITEM NO: 3

---

DATE: February 7, 2025  
TO: Conceptual Development Advisory Committee  
FROM: Joel Paulson, Community Development Director  
SUBJECT: Select a Chair and Vice Chair.

**RECOMMENDATION:**

Select a Chair and Vice Chair.

**REMARKS:**

Annually, a Town Committee appoints its Chair and Vice Chair for the upcoming year.

**PREPARED BY:** Alexa Nolder  
Administrative Technician

---

Reviewed by: Planning Manager and Community Development Director

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**Conceptual Development Advisory Committee 2025 Meeting Schedule**

January 8

February 12

March 12

April 9

May 14

June 11

~~July 9~~ Cancelled due to Summer Recess

August 13

September 10

October 8

November 12

December 10

*Regular meetings are held on the 2<sup>nd</sup> Wednesday of every month and start at 4:00 p.m. unless otherwise noted on agenda. Meetings are held in the Town Council Chambers, 110 E. Main Street.*

*\*Special meetings may be scheduled with Committee consensus.*

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