



City of Santa Clara

**ARCHITECTURAL COMMITTEE
MEETING MINUTES**
Wednesday, May 7, 2014 – 6:00 P.M.

CITY COUNCIL CHAMBERS
1500 Warburton Avenue
Santa Clara, CA 95050

Please refer to the Architectural Committee Procedural Items coversheet for information on all procedural matters.

ITEMS FOR COUNCIL ACTION

The following items from this Architectural Committee agenda will be scheduled for Council review following the conclusion of hearing and recommendations by the Architectural Committee. Due to timing of notices for Council hearings and the preparation of Council agenda reports, these items will not necessarily be heard on the date the minutes from this meeting are forwarded to the Council. Please contact the Planning Division office for information on the schedule of hearings for these items:

- None

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ROLL CALL

The following Committee Members responded to roll call: Councilmember Patricia Mahan, Planning Commissioner Keith Stattenfield, and Planning Commissioner Steve Kelly.

Staff present: Payal Bhagat, Assistant Planner II

3. DISTRIBUTION OF AGENDA

Copies of the current agenda are available from the Planning Division office on the Friday afternoon preceding the meeting and are also available at the Committee meeting.

4. DECLARATION OF COMMITTEE PROCEDURES

Councilmember Patricia Mahan reviewed the Committee procedures for those present.

5. REQUESTS FOR EXCEPTIONS, WITHDRAWALS AND CONTINUANCES

- A. Withdrawals – None.
- B. Continuances without a hearing – None.
- C. Exceptions (requests for agenda items to be taken out of order) – None.

6. ORAL PETITIONS/ ANNOUNCEMENTS AND COMMUNICATIONS

Members of the Public may briefly address the Committee on any item not on the agenda.

- Sarah Doty that the Committee review their procedures and set a procedure to appeal ministerial actions at an upcoming meeting.

7. CONSENT CALENDAR

Consent Calendar items may be enacted, approved or adopted, by one motion unless requested to be removed by anyone for discussion or explanation. If any member of the Architectural Committee, staff, the applicant or a member of the public wishes to comment on a Consent

Calendar item, or would like the item to be heard on the regular agenda, please notify Planning staff, or request this action at the Architectural Committee meeting during the Consent Calendar review. Items listed on the Consent Calendar with associated file numbers constitute Public Hearing items.

- None

*****END OF CONSENT CALENDAR*****

8. PUBLIC HEARING ITEMS

8.A. File No.(s): **PLN2014-10327**
Location: 3481 Shafer Drive, a 5,000 square foot lot located approximately 250 feet west from the intersection of Shafer Drive and Curtis Avenue. APN: 290-22-027; property is zoned R1-6L-Single Family
Applicant: Carlos Diaz
Owner: Chien-Chen Chen
Request: **Architectural review** for conversion of an existing second floor attic space into habitable area and interior remodels of the existing first floor.
CEQA Determination: Categorically exemption per CEQA Section 15304. Existing Facilities
Project Planner: Steve Le, Planning Intern
Recommendation: **Approve**, subject to conditions

Notice: The notice of public meeting for this item was posted within 300 feet of the site and was mailed to property owners within 300 feet. Representation for the project included the applicant, Carlos Diaz and Chien C. Chen, Taylor Ota, and Ellie Pringle.

Discussion: Ms. Bhagat presented the project and explained the improvements to the existing home was done without permits and the applicant bought the property as is and is wanting to legalize the conversion. Ms. Bhagat explained that attic addition to the house was done with permits in 1981 and that plans of the addition are not available for review. The Committee did not express any concerns about the conversion as no exterior modifications to the structure were made.

Motion/Action: The Architectural Committee approved the project design (3-0-0-0).

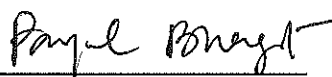
9. OTHER BUSINESS

9.A. Committee Procedures and Staff Communications

- Announcements/Other Items
- Report of the Liaison from the Planning and Inspection Department
- Committee/Board Liaison and Committee Reports
- Committee Activities
- Upcoming Agenda Items
 - Staff indicated that there were six items on the upcoming agenda.

10. ADJOURNMENT

Adjourn. The next regular Architectural Committee meeting will be held on May 7, 2014, at 6:00 p.m.

Prepared by: 
Payal Bhagat
Assistant Planner II

Approved: 
Gloria Sciarra, AICP
Development Review Officer

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