



# PLANNING COMMISSION COUNTY OF ALPINE, STATE OF CALIFORNIA

**Meeting Agenda  
Thursday, September 26, 2024  
1:00 P.M.**

**Primary location:  
Administration Building, Board Chambers  
99 Water Street, Markleeville, CA 96120**

## **Hybrid Meeting with Zoom Link**

If you would like to participate virtually, you can click on the Zoom website link or call the phone number listed below. You will be asked to enter the Meeting ID. You do not need a participant ID to join the meeting and can press the pound key (#) to connect to the meeting.

Zoom Link:

<https://us06web.zoom.us/j/87265375078?pwd=tC7sUb8X5Xe7jC6xm39yDWvSfkdKwa.1>

Meeting ID: 872 6537 5078  
Passcode: 593141

Dial by your location:  
+1-669-444-9171

### **Planning Commission**

Bob Broyer, Chair  
Nick Hartzell, Vice-Chair  
Jim Haen  
Tom Sweeney  
Steve Yonker

Members of the public who wish to make a general public comment for items not on the day's agenda may submit their comment via email, preferably limited to 250 words or less, to Sam Booth at [sbooth@alpinecountyca.gov](mailto:sbooth@alpinecountyca.gov). The Planning Commission date and "general comment" should be indicated in the subject line. The comment will be placed in the record for the meeting, and every effort will be made to read the comment into the record at the appropriate time on the agenda.

Every reasonable effort will be made to accommodate any person needing special assistance to participate in this meeting. Please contact Sam Booth at 530-694-2140 ext 425 or at [sbooth@alpinecountyca.gov](mailto:sbooth@alpinecountyca.gov) in advance of the meeting.

All members of the public are encouraged to participate in the discussion on any items on the agenda at the time the items come up for Commission consideration. Speakers are requested to identify themselves before speaking. Whenever possible, lengthy testimony should be presented to the Commission in writing and only pertinent points presented.

### **1. Call to Order**

### **2. Planning Commission Minutes**

2.1 Requested Action/Proposed Motion: Pass a motion to approve the July 25, 2024, Planning Commission meeting minutes.

### **3. General Public Comment**

Any person may make comments during the General Public Comment period on items of interest, within the subject matter jurisdiction of the Commission, that are not listed on the posted agenda. In accordance with the Brown Act, the Planning Commission cannot deliberate or vote on any matter under general public comment.

### **4. Public Hearings**

4.1 Request approval of two variances for 301 Larkspur Drive, Kirkwood. File #2024-051.

Public hearing and request to consider variances to the Alpine County Development Standards for Residential Driveway Alignment Parameters (Table 9-1), and a variance to Section 4.10.2 – Building Envelopes, of the Kirkwood Specific Plan to allow a variance to the approved building envelope for East Meadows Lot 422. If granted the variances would allow the construction of new driveway with an alignment less than 80 degrees with Larkspur Drive and an encroachment outside the building envelope to fortify the structure at the northwest corner of the new single-family residence. The property is located at 301 Larkspur Drive, Kirkwood. The application representative is Andy Nolting with R.O. Anderson on behalf of the owner John Khau. APN 006-133-010-000. The application includes a finding that the project is categorically exempt from California Environmental Quality Act (CEQA) pursuant to Section 15305, Class 5: Projects consisting of minor alterations in land use.

### **5. Unfinished Business**

None

### **6. New Business**

6.1 Election of Chair and Vice-Chair

Election of Chair and Vice-Chair in accordance with Section 10 of the Planning Commission Rules of Procedure.

### **7. OTHER BUSINESS**

7.1. Community Development Director Report

7.2. Items initiated by Commissioners

### **8. ADJOURNMENT**



**UNAPPROVED: SUBJECT TO CORRECTION**

**PLANNING COMMISSION  
COUNTY OF ALPINE, STATE OF CALIFORNIA  
Administration Building, Board Chambers  
99 Water Street, Markleeville, CA 96120**

## **MINUTES**

Thursday, July 25, 2024

### **1. CALL TO ORDER**

Chair Bob Broyer called the meeting to order at 1:00 p.m. with Commissioners (Vice Chair) Jim Haen (absent), Tom Sweeney, Nick Hartzel and Steve Yonker in attendance

A quorum was established.

### **2. MINUTES**

Requested action/proposed motion: Pass a motion to approve the May 30, 2024, Planning Commission minutes.

### **3. ORAL COMMUNICATION-GENERAL PUBLIC COMMENT**

None was heard.

### **4. PUBLIC HEARINGS**

#### 4.1 Variance application 133 Lake Rd, Bear Valley, CA File # 2024-039

Request for variance to chapter 18.38.040 for area, lot and yard requirements, item D to allow the reduction of the front yard setback from 30' to 0' to accommodate the construction of an entry landing and awning over the front door of the existing single-family residence. Application includes a finding that the project is categorically exempt from CEQA pursuant to section 15305, Class 5: for projects consisting of minor alterations to land.

Staff planner Sarah Traiman introduced the item and showed the location of the property using a vicinity map. The parcel is designated residential neighborhood in the Alpine County Zoning Code and planned development under the General Plan. The applicant proposed to reduce the 30-foot front yard setback to 0 and allow the construction of an entrance landing to replace the staircase. The new landing will be placed in the footprint of the existing staircase. The applicant is also requesting to construct an awning over the front door which will extend 11 feet horizontally into the front setback. Michelle Plotnik represented the applicant and was in attendance. The staff recommendation is approval of the variance application and the categorical CEQA exemption which is an exemption for "projects consisting of minor alterations in land use.

Ms. Traiman then presented the criteria for decision for requested variances. That because of special circumstances applicable to the property, including size, shape, topography, location or

surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification. She stated that the finding was satisfied. There is a 20%-25% slope descending from the edge of the pavement. The proposed expanded entry landing will provide direct access from the parking pad on Lake Road to the entrance of the home. The pitch of the proposed awning will prevent snow from accumulating in front of the entrance.

Ms. Traiman continued to explain the next finding and the staff response. The granting of the variance will be in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety or welfare or injurious to property or improvements in the vicinity. Ms. Traiman explained that the finding was satisfied. The parcel was established and recorded in 1965. The home was built in 1969 encroaching 7 feet into the front setback. The staircase was built to access the home from the road and extends through the entire setback. The Alpine County zoning ordinance was first adopted in 1979 and amended to its current content in 1981. The subject parcel existed prior to the effective date of the zoning ordinance which implemented setback requirements. The existing entrance/exit design presents conditions which are hazardous to foot traffic due to the steepness of the slope. The proposed design will improve access and safe passage.

The last finding was presented. The granting of such variances shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such is situated. Ms. Traiman explained that the finding could be made. Bear Valley residents encounter challenges with creating safe property access due to steep slopes and heavy snow accumulation. Other property owners have been granted front yard reduction variances to improve access. The proposed design is commonly seen in Bear Valley.

Ms. Traiman then asked the commissioners if there were any questions for the staff or Michelle Plotnik representing the owner.

There were few questions for Michelle Plotnik.

Charman Broyer opened the meeting for public comment. There was none.

The Chair then brought the discussion back to the Planning Commission members. A motion was made to approve the request, and was seconded.

The request was approved 4-0 with Bob Broyer, Tom Sweeney, Nick Hartzel and Steve Yonker voting to approve the application.

## **5. Unfinished Business**

No unfinished business was discussed.

## **6. New Business**

No new business was discussed.

## **7. OTHER BUSINESS**

### **7.1. Community Development Director Report**

Director Sam Booth gave a brief update to the Planning Commission members.

### **7.2. Items initiated by Commissioners**

Chair, Bob Broyer mentioned that the election of Chair and Vice-Chair should be added to the next agenda as it wasn't included on the July agenda.

## **8. ADJOURNMENT**

The meeting was adjourned at approximately 1:35 pm.



**COUNTY OF ALPINE**  
**Community Development Department**

Samuel R. Booth, AICP, Director

**STAFF REPORT**

**TO:** Planning Commission

**FROM:** Community Development Department

**DATE:** September 26, 2024

**SUBJECT: 4.1 Variance Application for 301 Larkspur Drive, Kirkwood, File # 2024-051.**

Review the application for two requested variances and approve the finding that the proposed is categorically exempt from CEQA pursuant to Section 15305, Class 5: Projects consisting of minor alterations in land use (attachment 7). Requested variances would allow exceptions to the following county regulations:

- **Variance 1:** Alpine County Development Standards for Residential Driveway Alignment Parameter which states that the preferred driveway alignment with the road shall be 90 degrees but that 80-100 degrees is acceptable. Applicant seeks approval for driveway design with less than 80-degree alignment with Larkspur Road (attachment 2).
- **Variance 2:** A variance to Section 4.10.2 – Building Envelopes, of the Kirkwood Specific Plan to allow a variance to the approved building envelope for Kirkwood’s East Meadow Lot 422 (see attachment 3).

**RECOMMENDATION**

Approval of variance requests and finding that project is Categorical Exempt from CEQA.

**SITUATION**

**A. Applicant**

Andy Nolting (R.O. Anderson)/ John Khau (Owner)  
4633 Ironside Drive. Suite 130  
Santa Clara, CA 95054

**B. Background**

Location:	301 Larkspur Drive, APN:006-133-010-000
General Plan Designation:	Planned Development - PD
Zoning Designation:	Planned Development- PD
Environmental Processing:	Categorical Exemption, Class 5

**C. Project description**

The applicants have submitted plans to the Alpine County Building Department for the construction of a new single-family residence at 301 Larkspur Road (attachment 1). Topographic constraints limit the ability of the applicant to meet specific Alpine County and Kirkwood Specific Plan design criteria and code regulations. The granted variances would allow the construction of new driveway and an encroachment outside the approved envelope to fortify the structure at the northwest corner of the home. The variances have been reviewed and approved by John Reiter with the East Meadow Architectural Review Committee (attachment 8) and the Tri-County Architectural Review Committee.

**D. Criteria for Decision**

Section 18.80.015 of the Alpine County Code includes the following criteria for considering zoning variances:

- A. That because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.
- B. That the granting of the variance will be in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety or welfare or injurious to property or improvements in the vicinity.
- C. That the granting of such variances shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such is situated.

## **E. Staff Response to Findings**

- A. **Variance 1:** Alpine County Development Standards (table 9-1) requires driveway alignment with the road to be 90 degrees with 80-90 degrees being “acceptable”. Due to the steepness of lot 422 the applicant has proposed a driveway approach with an alignment of less than 80 degrees (see attachment 2). If approved, the driveway would cut across the terrain to minimize the slope of the driveway to 9.9%. The county contracted engineer with Lumos & Associates has provided a letter of support for the proposed driveway design, see attachment 4.

**Variance 2:** The proposed structure encroaches approximately 4-feet outside the building envelope to accommodate the construction of the driveway and to fortify the structure (see applicant materials attachment 6)

- B. **Variance 1:** Off-street parking is required in every zoning designation in the county per code section 18.68.100 Off Street Parking. Heavy snowfall is common in the Kirkwood area. The granting of the proposed driveway variance is essential to minimize hazardous driving and maintenance challenges which would result from installing a driveway with a steeper grade. Many properties in the East Meadows neighborhood have driveway designs consistent with the proposed driveway.

**Variance 2:** See applicant justification for building envelope encroachment (attachment 6)

- C. **Variance 1:** The properties bordering the parcel were developed with similar driveway designs as the one proposed by the applicant (attachment 5). Both homes were developed in 90’s and were subject to the Alpine County Development Standards from 1986. The standards allowed the county engineer to approve road designs “Where unusually difficult alignment problems exist, less than the minimum curve radii may be allowed”. However, the standards do not reference alignment for driveways. For this reason, the neighboring driveway designs were not subjected to updated design standards which require the granting of a variance for driveway alignments with less than 80 degrees.

**Variance 2:** Prior to 2003, the Kirkwood Specific Plan and the East Meadow Architectural Control Committee guidelines allowed building envelope modifications of 5% or less. For this reason, previously approved envelope variance applications were not located.

## **ENVIRONMENTAL REVIEW**

The project is categorically exempt from CEQA pursuant to Section 15303(a) the CEQA Guidelines - Class 5, Projects consisting of minor alterations in land use. A notice of exemption is included as Attachment 7.

**RECOMMENDED CONDITIONS**

None

**PUBLIC NOTIFICATION**

Notice of the public hearing was posted according to Alpine County Code section 18.50.030. No comments have been received as of the date of this report.

**ALTERNATE ACTIONS**

- 1. Deny the application with specific findings addressing the criteria for decision listed in this report.
- 2. Continue the public hearing pending consideration of additional information necessary to make a decision.

**RECOMMENDATION**

- 1. Approval of the proposed variances to Alpine County Development Standard for Residential Driveway Alignment Parameter and the building envelope encroachment
- 2. Adopt a Notice of Exemption (Attachment 7) for the project in conformance with the requirements of the California Environmental Quality Act (CEQA).

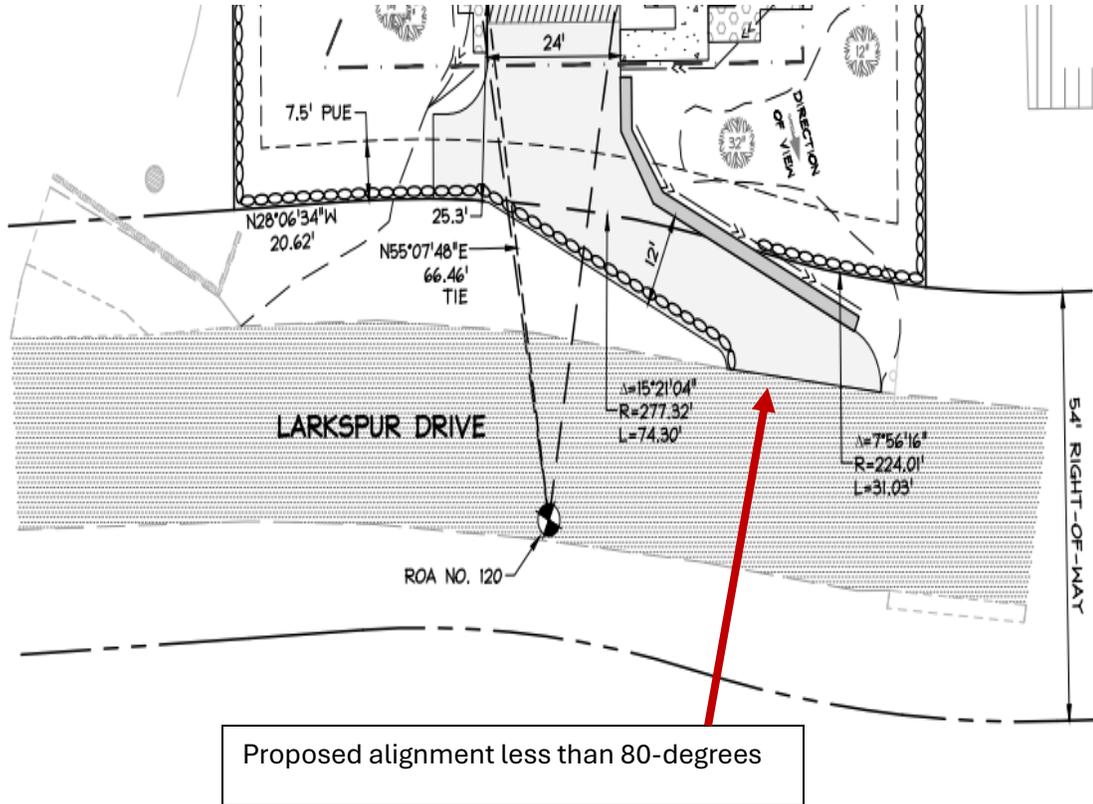
Respectfully submitted,

Sarah Traiman  
Planner II

- Attachments:
- 1. Project location/vicinity map
  - 2. Proposed driveway and development standard (table 1-9)
  - 3. Original approved envelope and proposed envelope
  - 4. Lumos & Associates letter of support
  - 5. Neighboring property driveway photos
  - 6. Applicant’s Materials
  - 7. Notice of Exemption
  - 8. East Meadow John Reiter Review



ATTACHMENT 2. PROPOSED DRIVEWAY AND DEVELOPMENT STANDARD TABLE 9-1

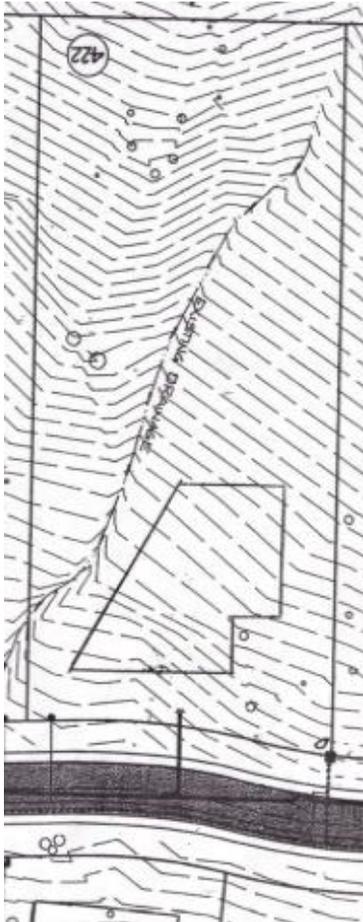


**TABLE 9-1**

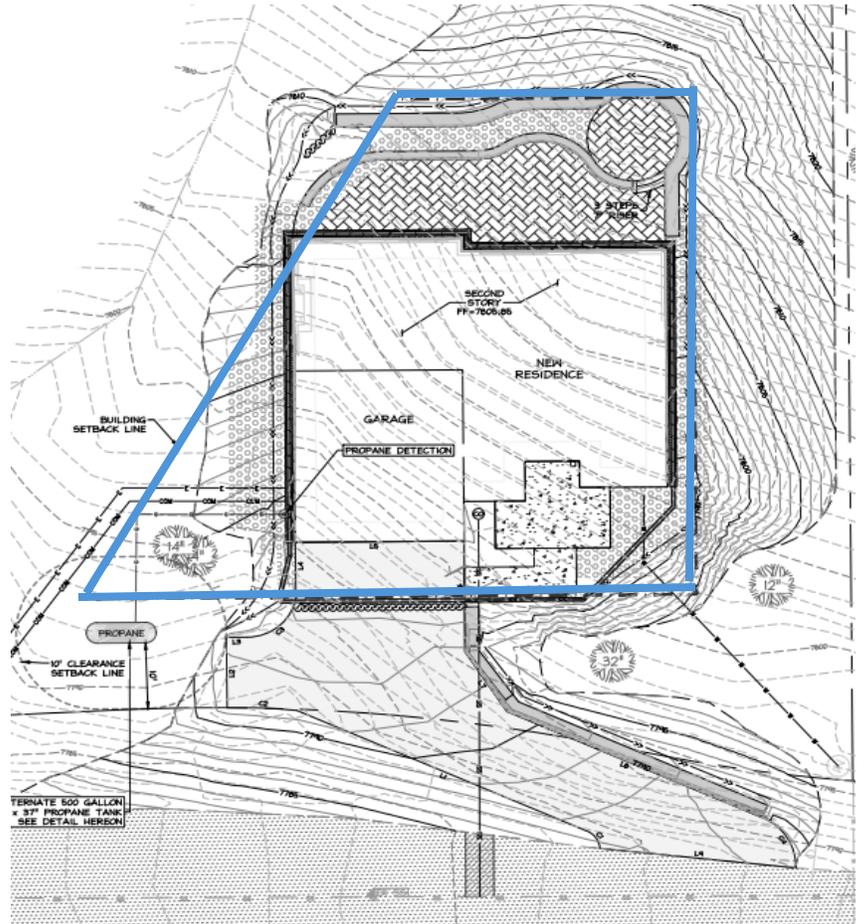
<b>RESIDENTIAL – DRIVEWAY AND LANE STANDARDS</b>				
PARAMETER	DRIVEWAY (RDW)	TWO PARCEL LANE (RL2)	THREE TO FIVE PARCEL LANE (RL5)	NOTES
<b>General Parameters (Typical Section and Horizontal Criteria)</b>				
Alignment	90 degrees preferred. 80-100 degrees acceptable.	90 degrees preferred. 80-100 degrees acceptable.	90 degrees preferred. 80-100 degrees acceptable.	See R-5 and R-6

ATTACHMENT 3: ORIGINAL APPROVED ENVELOPE (1) AND PROPOSED ENVELOPE (2)

1.



2.





Carson City • El Dorado Hills • Fallon • Lake Tahoe • Reno

[www.LumosInc.com](http://www.LumosInc.com)

**Reno**  
 950 Sandhill Road, Suite 100  
 Reno, Nevada 89521  
 775.827.6111

August 11, 2024

Tony Creter  
 Building Official  
 50 Diamond Valley Road  
 Markleeville, CA 96120

**Plan Review:** **Khau Residence**  
**301 Larkspur Dr., Kirkwood, CA**  
**Location:** **APN 006-133-010-000**

Dear Mr. Creter:

Lumos and Associates was asked to review the driveway alignment and connection to Larkspur Drive for the proposed residence at 301 Larkspur Drive in Kirkwood, CA. Our review was based on the follow plans submitted:

1. Civil Improvement Plans for Khau Residence, prepared by RO Anderson dated 07-26-24

Per County Development Code, Table 9.1, preferred driveway connections to the adjacent road would be 90 degrees with 80 to 90 degrees being acceptable. The proposed alignment of the proposed connection is less than 80 degrees. Additionally, driveway grades for paved driveways have a maximum allowable slope of 13%. The existing topography for the parcel is steep and the plans provided show a maximum driveway grade of 9.9%, less than the maximum allowed.

To increase the angle of the driveway connection to Larkspur Drive, the driveway could be steepened. However, it may not be feasible to achieve an 80 degree angle of connection and keep grades less than the 13% maximum required. Due to the significant snow conditions in Kirkwood, it would be more acceptable to have a less than optimum driveway approach angle with less steep grades, as the project engineer has proposed.

Review of adjacent residences in the area show this approach has been acceptable in the past. I would recommend a variance be applied for to allow for a less than 80 degree angled connection of the driveway to Larkspur Drive. Included as supporting documentation for the variance, I would recommend the project engineer verify that modifying the angle of approach to 80 degrees would result in an over steepened driveway or by steepening the driveway to the maximum of 13%, it would still not result in at least an 80 degree angle of connection.

Please let me know if you have any additional questions.

Sincerely,



Michelle Gamble, P.E.  
Group Manager

Cc: Sara Traiman  
Ethan Gray  
Sam Booth

ATTACHMENT 5: NEIGHBORING PROPERTIES WITH DRIVEWAY DESIGNS APPROVED PRIOR TO ALIGNMENT DEVELOPMENT STANDARDS (RESOLUTION 86-120)



August 22, 2024

**Via Digital Delivery**

Sarah Traiman  
Planner II  
Alpine County Planning Division  
50 Diamond Valley Road  
Markleeville, CA 96120

**Request for Variance for Driveway Access  
301 Larkspur Drive No. 422  
APN 006133010000**

Dear Ms. Traiman:

Thank you for your direction and assistance with the Alpine County requirements for approval of a variance to the driveway access for the property referenced above.

We understand that to permit access to the property from a slope angle other than 90°, the County requires approval of a variance required by code. The findings for this approval are addressed below.

**18.80.010 Issuance conditions.**

*Where practical difficulties, unnecessary hardships, or results inconsistent with the purposes and intent of this title may result from the strict application of certain area, height, yard, and space requirements thereof, variances in such requirements may be granted as provided in this chapter. (Ord. 453 § 26.00, 1985)*

**Planned Development Zone (PD)**

The property, located within the Kirkwood Planned Development Zone, is vacant. Homes in the area tend to be "clustered" on the least sensitive or most appropriate portion of the entire parcel involved. The Kirkwood Meadows East HOA approved the building envelope for this parcel.

**18.80.15 Variance findings**

- A. *That because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classifications.*

In this case, the topography and approved HOA Building Envelope location pose an obstacle to constructing a driveway. The applicant seeks approval of a variance to allow access to the driveway via a slope rather than a 90° angle. In this Planned Development Zone, a 90° angle is often not feasible, and other owners have been

Sarah Traiman  
 Alpine County Planning Division  
 August 22, 2024  
 Page 2 of 2

approved to allow construction of a sloped driveway. Figure 1 illustrates access to a property with a similar slope to the one anticipated for construction at 301 Larkspur Drive. The image, provided by the County, demonstrates that the privileges enjoyed by other property owners in the vicinity can extend to the applicant in this case. The building envelope is very close to the street – much like the property in Figure 1. This constraint limits the options for constructing a driveway in another location.



**Figure 1: Sample Sloped Driveway in Kirkwood**

- B. *That the granting of the variance will be in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety, or welfare or injurious to property or improvements in the vicinity.*

The proposed development will be in harmony with the general intent and purpose of the Kirkwood Planned Development. The existence of similar driveways in the area suggests that the proposed driveway will not be detrimental to public health, safety, or welfare, or injurious to property or improvements in the vicinity.

- C. *That the granting of such variances shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such is situated. (Ord. 554 (part), 1993)*

It is understood that the granting of a variance for the location of the driveway does not include “special privileges inconsistent with the limitations upon other properties in the vicinity and zone” in which the development is located. As noted above, similar driveways have been permitted and permitting a similar sloped driveway would not be a “special privilege” that overrides the restrictions of others.

We respectfully request your review and approval of the project plans. During your review of these responses, or the updated drawings, should you have any questions or require any further clarifications, please do not hesitate to contact me.

Yours faithfully,  
 R.O. ANDERSON ENGINEERING, INC.

*Kate Cunningham*

Kate Cunningham, MA, Associate Planner

Cc: Tri-TAC Advisory Committee

Y:\Client Files\3593\3593-002\Documents\Permitting\Alpine County\SUBMITTAL 1\Findings for Driveway Variance.docx

August 22, 2024

**Via Digital Delivery**

Sarah Traiman  
Planner II  
Alpine County Planning Division  
50 Diamond Valley Road  
Markleeville, CA 96120

**Request for Variance for Building Envelope  
301 Larkspur Drive No. 422  
APN 006133010000**

Dear Ms. Traiman:

Thank you for your direction and assistance with the Alpine County requirements for approval of a variance to the building envelope located on the property referenced above.

We understand that the building envelope encroaches on a corner of the northwest corner of the residence.

**18.80.010 Issuance conditions.**

*Where practical difficulties, unnecessary hardships, or results inconsistent with the purposes and intent of this title may result from the strict application of certain area, height, yard, and space requirements thereof, variances in such requirements may be granted as provided in this chapter. (Ord. 453 § 26.00, 1985)*

**Planned Development Zone (PD)**

The property, located within the Kirkwood Planned Development Zone, is vacant. Homes in the area tend to be "clustered" on the least sensitive or most appropriate portion of the entire parcel involved. The Kirkwood Meadows East HOA approved the building envelope for this parcel.

**18.80.15 Variance findings**

- A. *That because of special circumstances applicable to the property, including size, shape, topography, location of surroundings, and the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property owners in the vicinity and under identical zoning classifications.*

A small portion of the northwest corner of the residence falls outside the building envelope and encroaches through a portion of the walls, totaling just 4 square feet within the residence. The building was strategically designed in this location in order

Sarah Taiman  
 Alpine County Planning Division  
 August 22, 2024  
 Page 2 of 3

to accommodate the design of the driveway as well as minimize adverse slope and grading challenges on the south side of the building. Regarding the building envelope, approximately 5' has been deliberately left undeveloped between the residence and the limits of the building envelope to strengthen the slope on the southside of the building. The engineer agrees that leaving a 5' setback for the southern portion of the building is necessary for the stability of slope adjacent to the building.



**Figure 1: NW Encroachment Area & 5' setback from Building Envelope**

- B. *That the granting of the variance will be in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety, or welfare or injurious to property or improvements in the vicinity.*

The relatively minor encroachment of approximately 4 square feet of the building envelope will not be materially detrimental to public health, safety, or welfare or injurious to property or improvements in the vicinity. The deliberate setback from the building envelope on the south side of the residence is provided to strengthen and support the slope on the southerly side of the building envelope.

- C. *That the granting of such variances shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such is situated. (Ord. 554 (part), 1993)*

It is our impression that the Kirkwood Community seeks to allow reasonable requests for minor variances for residents who are seeking accommodation for the various obstacles that challenge construction on this terrain. These accommodations are not a grant of special privileges but an opportunity to identify a reasonable means of amending obstacles that often challenge communities like this one. We believe that the request for this minor variance is aligned with similar accommodations provided to other properties—whether for similar or different minor challenges.

We respectfully request your review and approval of the requested variance to allow a portion of the property, approximately 4 SF, to encroach on the building envelope.

Y:\Client Files\3593\3593-002\Documents\Permitting\Alpine County\SUBMITTAL 1\Findings for Building Envelope Variance.docx



Sarah Traiman  
Alpine County Planning Division  
August 22, 2024  
Page 3 of 3

During your review of these responses, should you have any questions or require any further clarifications, please do not hesitate to contact me.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

A handwritten signature in blue ink that reads 'Kate Cunningham' is written over a horizontal line.

Kate Cunningham, MA  
Associate Planner

Cc: Tri-TAC Advisory Committee

Notice of Exemption

Appendix E

To: Office of Planning and Research  
 P.O. Box 3044, Room 113  
 Sacramento, CA 95812-3044

County Clerk  
 County of: Alpine

From: (Public Agency): Alpine County  
Community Development Department  
50 Diamond Valley Rd Markleeville CA 96120  
 (Address)

Project Title: 301 Larkspur Dr. Variance requests for driveway and building envelope

Project Applicant: Community Development Department

Project Location - Specific: 301 Larkspur Dr Kirkwood CA 95646 APN: 060-133-010  
 Residential properties, county wide

Project Location - City: Kirkwood Project Location - County: Alpine

Description of Nature, Purpose and Beneficiaries of Project:  
 Clarify code language regarding residential short-term rentals to improve general comprehension and public compliance of and with the code.

Name of Public Agency Approving Project: Alpine County Board of Supervisors

Name of Person or Agency Carrying Out Project: Alpine County Community Development

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15305 Class 5
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Lead Agency Contact Person: Sam Booth Area Code/Telephone/Extension: (530)694-2140

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: Sarah Traiman Date: 9/26/24 Title: Planner II

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
 Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_

## ATTACHMENT 8: EAST MEADOW ARCHITETUAL REVIEW COMMITTEE PLAN APPROVAL

June 30, 2024

John Khau  
301 Larkspur – East Meadows  
Kirkwood, CA 95646

RE: Final Review – East Meadows Architectural Control Committee

---

Dear Mr. Khau and ROA Team,

Below are the final review comments based on your plans dated June 4, 2024:

1. We do not see a building envelope shown in the plans. It is our understanding that you are seeking a variance for a minor encroachment of the building envelope for one corner of the roof line. Please indicate the building envelope and roof encroachment on the plans. **Completed**
2. On C2 – what are the left-hand patio steps serving? **Removed**
3. Please confirm with the KMPUD that they will allow propane for this project. If so, please indicate the meter shed location in the plans and have the KMPUD approve its location and structure. Same for the electric meter shed. **Please provide KMPUD's sign off**
4. Please indicate a 4-corner average height in the plans. The average height appears to be 36' that would comply with guidelines for Lot 422. **Completed**
5. Can you please describe what the condenser units are for. Are there plans for a protective enclosure? **Removed**
6. The protective roof over the front door in the Front Elevation page does not match the design shown in the rendering shown on the Materials page. Please indicate which one is actual. **Completed**
7. Are roofs pitched at 2:12 intended to hold snow? Guidelines recommend 4:12. **Plans still show 2:12.**
8. Hardi Plank can be difficult to maintain and can deteriorate quickly if not properly installed.
9. May want to consider removing glass sidelight at front door for snow accumulation. **Show now as tempered**
10. Please be aware that the ground floor rear glass line will most likely be covered with snow in most winters.
11. Please consider the addition of a mud room in a strategic location inside. We have found this feature most helpful in the Kirkwood environment. **I did not see it added. Owner's choice**
12. Please consider changing triangular window types to rectangular. **I did not see it changed. Owner's choice**
13. Please consider adding a snow splitter device at the base of the chimney for protection. **I did not see it added. Owner's choice**
14. Please change the Owner reference on the Title Page to John Khau. **Completed**
15. Please consider darker shades of color patterns in the material selections. **Completed**
16. Please consider “flipping” the layout of the great room and master bedroom configuration to improve views. **I did not see it changed. Owner's choice**
17. Please consider a re-alignment of the roofline over the popout area in the area of the pool table to mitigate potential damage from snow slides. **I did not see it changed. Owner's choice**

Kirkwood Property Services (KPS)  
c/o Kirkwood Community Association (KCA) Design Review Board  
PO Box 158 | Kirkwood, CA 95646 | (209) 753-0244



The East Meadows ACC still has the following requirements to make a Final Approval:

- \$3,500 Construction Compliance Deposit
- \$2,500 Revegetation Deposit
- \$5,000 Contractor Deposit
- Executed Contractor Constraints Agreement (located on EM website)
- Sign offs from Alpine County and Kirkwood Meadows Public Utility District
- Completed Final Review Checklist (located in Guidelines).

If you have any questions or concerns regarding this communication, please contact me at [johnreiter@kirkwoodcp.com](mailto:johnreiter@kirkwoodcp.com).

Sincerely,

John Reiter, East Meadows ACC Liaison

Kirkwood Property Services (KPS)  
c/o Kirkwood Community Association (KCA) Design Review Board  
PO Box 158 | Kirkwood, CA 95646 | (209) 753-0244

