

Chair Ross called the field meeting to order at 4:06 p.m.

ROLL CALL:

ASCC: Commissioners Koch, Sill and Wilson, and Chair Ross; Vice Chair Breen was absent
Town Staff: Planning Director Pedro and Associate Planner Cassidy

Others present relative to the proposal at 1 Indian Crossing

Craig Sander, representing Applicant Portola Ranch Association

Associate Planner Arly Cassidy presented the staff report regarding the project, which consists of a 640 square foot detached fitness center on the hillside behind the clubhouse of the Portola Valley Ranch development. The new building will house exercise equipment that is currently crowded into a small room in the clubhouse, thus the project is an expansion of an existing use already permitted by the PUD for the development. The proposal includes two concrete patios and paths connecting the new fitness center to the existing building and path network. Windows look out over the pool and surrounding hillsides. Lighting includes a wall light at each door and eight path lights along the path connecting to the clubhouse, and will be on a motion sensor to avoid being left on for long stretches.

Planner Cassidy clarified that the original proposal had been reviewed by the Town Geologist and been found to be too close to a fault line. The Portola Ranch Association had responded to this finding by shifting the proposed location of the building slightly northeast, to gain the fifty foot distance from the fault recommended by the Town Geologist. The story poles on site marking the building's proposed location had been shifted to reflect this change.

The group walked around the rear of the clubhouse, up the slope, and examined the site. Commissioners commented on the mature buckeye adjacent to the site, and were pleased to hear that only one limb, as opposed to the whole tree, would need to be removed to make room for the fitness center. The group circled the hillside, looked at the path locations, and observed the overall site.

Commission members said that they would hold any further comments to the regular evening ASCC meeting. Members thanked the applicant for participation in the site meeting. The field meeting adjourned at 4:28 p.m.

(1) CALL TO ORDER

Chair Ross called the regular meeting to order at 7:00 p.m. in the Town Center Historic School House Meeting Room, 765 Portola Road.

(2) ROLL CALL

Planning Director Debbie Pedro called roll:

Present: ASCC: Commissioners Koch, Sill and Wilson; and Chair Ross
Absent: Vice Chair Breen
Planning Commission Liaison: None
Town Council Liaison: Mary Ann Derwin
Town Staff: Planning Director Debbie Pedro and Associate Planner Arly Cassidy

(3) ORAL COMMUNICATIONS: None.

(4) OLD BUSINESS

(a) **Architectural Review for Modifications to a Previously Approved Plan for a Detached Accessory Dwelling Unit, Driveway, and Landscaping, File #06-2014, 120 Cervantes Road, Gillett Residence.**

Planning Director Pedro presented the staff report regarding the proposed modifications for this project, which was previously approved on May 12, 2014. On January 23, 2017, the ASCC conducted a field visit and preliminary review regarding the proposed modifications to the originally approved plan, which included relocating the 754-square-foot second unit, changes to the pool/patio area, shifting the Westridge driveway access, and revised landscaping. She described the additional modifications the owners have proposed in response to the ASCC's recommendations at the January 23 meeting, as detailed in the staff report.

Chair Ross invited the application to comment.

Project Architect Carter Warr said they made adjustments to the landscaping as suggested by the ASCC, but would like to maintain the three oak trees and bent grass field at the front corner of the property. He said the landscaping at the sides of the driveway is part of the headlight mitigation with the neighbors.

Mr. Gillett, advised that he drove up the new driveway and followed the path with the neighbors to see how the headlight beams impact them. He said the headlights do hit the area of the turn which is why they want to maintain the plantings there. He said the neighbors are also proposing to plant for additional screening in their yard.

Chair Ross called for questions from the Commission.

In response to Commissioner Koch's request for clarification regarding the plantings around the driveway gate, Planning Director Pedro said they are Redbud trees, California grape, Calistoga hybrids, and Toyons.

Chair Ross invited questions or comments from the public. Hearing none, he closed the public hearing and returned the item to the Commission for discussion and action.

Commissioner Sill said he is supportive of the project only if they eliminate the front lawn. He said the lawn is not appropriate and would change the character of Westridge Drive.

Commissioner Wilson said she is supportive of the entry gate turnaround and the downlight on the keypad. She said she is still worried about visibility at the corner and would prefer less trees there.

Commissioner Koch said she was not supportive of the bent grass area because it is an unnatural setting. She said she recognizes the need for oak trees replacing the pines; however, she said, for safety reasons, vehicles need visibility from both Cervantes and Westridge, and the corner should not be over-planted. She said she would support two trees in that area. She was supportive of the turnaround change, the guest house, and the pool area changes.

Chair Ross was supportive of the changes to the pool area, the relocation of the guest house, and the driveway relocation. He said he recalled that the main goal of planting trees at the corner were to screen a particular view from the neighbors. He said pulling the trees back slightly from the corner would improve the visibility around the corner and still provide the screening function. He said he was not opposed to the trees being fairly dense in that area as long as it did not obstruct the visibility around the corner. Mr. Warr said the trees will be nearly 50 feet back from the asphalt. He said the right of way and easement is large, and the trees are even further inside, beyond the trail easement. Chair Ross recommended a condition that an ASCC member evaluate the final location of those trees. Chair Ross was not supportive of the bent grass meadow at the front corner of the property because it will affect the appearance of the intersection and is out of character with the native landscape.

Commissioner Sill moved to approve the project with the condition that the native bent grass meadow is removed and that the field-placement of the three oak trees is approved by one ASCC member prior to installation. Seconded by Commissioner Koch; the motion carried 4-0.

(b) Second Preliminary Architectural Review and Site Development Permit Review for a New Residence, File #21-2016, 109 Santa Maria Avenue, Philomena LLC and CTJ, LLC.

Planning Director Pedro presented the staff report regarding this project. She said in June 2016, the ASCC conducted a field meeting and preliminary review. She described the revisions made to the plans, as detailed in the staff report.

Chair Ross called for questions from the Commission.

Commissioner Koch asked for clarification regarding the proposed change to the parking area for the Katz residence at 107 Santa Maria Avenue. Planning Director Pedro said the applicant cannot apply for a permit for the adjacent neighbor, so the neighbor will need to submit an application for the work on their own property.

Chair Ross invited the applicant to comment.

The applicant said they have reduced the square footage, massing, height, and incorporated the feedback received at the first preliminary hearing. He said they are still working on some details

with the neighbors regarding private easements. He said they have received positive feedback from both neighbors and will work with them on supplemental screen planting. He said the house will have no air conditioning.

Jim Toby, civil engineer, said they are working with LAFCO and worked out an ideal routing for connecting to the sewer. He said they have worked closely with the neighbors and most of the issues have been resolved.

Chair Ross called for questions for the applicant.

In response to Commissioner Wilson's question, Mr. Toby said the final construction drawings for the drainage system will be reviewed by the Town Engineer. He said all of the storm water is collected from the impervious areas, put into a large diameter pipe with enough capacity to handle a 25-year storm, which meters out the water slowly over a longer period of time. Commissioner Wilson said her concern was that preparing for a 25-year storm was not sufficient. Mr. Toby said a 100-year storm does not mean one will happen every 100 years, it means there is a 1% chance in any given year to have that particular storm. He said a 25-year storm equates to a 4% chance. He said these recent storms were not even close to a 25-year storm, which is defined as an intense deluge of short duration and not the long duration of steady rain as has been occurring recently.

Commissioner Sill asked if it was anticipated that any of the outstanding neighbors' concerns may not be worked out. Mr. Toby said all of the issues are mitigatable.

With no further questions from the Commission, Chair Ross invited questions or comments from the public.

Michael Katz, 107 Santa Maria Avenue. Mr. Katz agreed that much progress has been made in the right direction. He said the ASCC comments at the preliminary hearing were useful and helpful, staff has been very helpful, and there has been good dialogue with the applicant. He said he appreciated that the windows are smaller and farther away. He said the letter he distributed today detailed outstanding points that were still being worked on, and he believed they would be resolved. The remaining items of concern include the sewer easement, mailbox placement, location of the dry well, and the construction staging plan. He said he will be submitting an application for a permit for the parking area.

Craig Taylor, 111 Santa Maria Avenue, complimented Mr. Kellond, the project architect, and Robert Stafford, for their communication with the neighbors. He said he detailed his remaining concerns in his letter included in the staff report. He said he wanted to make sure that a final permit was not granted until the legal issues had been resolved. Planning Director Pedro said the Town does not have authority over easement issues that are on the private roads.

Mr. Taylor advised that the story poles are incorrect and he would like to see the bump out at the top of the new residence represented. He said Mr. Kellond is in the process of correcting them. Mr. Taylor said Section B-B on the civil plans is not represented correctly. Mr. Toby agreed to meet with Mr. Taylor on-site to discuss that issue.

Mr. Taylor said the new set of plans shows a new wall on their property boundary. He said it should be documented that it is not a good neighbor fence that he is responsible for maintaining. Mr. Toby said the wall, including the structural elements of it, will be completely within the applicant's property and will not cross the property line or be Mr. Taylor's

responsibility. Mr. Taylor said the existing wall may get in the way, and he is open to working with the applicant on that.

Mr. Taylor said he wants confirmation that the hood/fan for the kitchen will come through the roof and not through the side of the applicant's kitchen, which would be right next to his deck. He also wants to be assured there is no direct light spill coming from the stairwell and the bump-out with the clerestory windows.

Mr. Taylor said the proposed strawberry tree near the drywell in the southeast corner is in their view, and he is okay with it as long as it does not grow tall.

Mr. Taylor said he was supportive of the direction the project is moving. He said they will be in full support of the project once the remaining issues, including the easement and wall maintenance issues, get resolved.

Marge DeStaebler, Conservation Committee, said the location of the proposed 48" coast live oak is unrealistic because the drip line of that oak will cover the entire driveway. She said in order to protect the tree, nothing should be planted closer than 15 feet. She said planting anything near it will be harmful because of the water the new plantings will require. She said the plan shows a 24-inch African fern pine AKA Podocarpus gracilior tree and the ground cover area shows four ferns being installed near the fenced garbage area with the same botanical name (Podocarpus Gracilior) so that needs to be clarified. She said the wax myrtle shown being planted near the big oak will need sun and is inappropriate for that location. She said the proposed Prunus ilicifolia and holly leaf cherry can grow in the shade. She said Yerba Buena, a ground cover that does well in dry areas, could be planted instead of the grasses. She said they are grateful about the reduced impervious surface, no fencing, the reduced house size, and especially the sewer system connection.

Chris Buja, 172 Wayside. Mr. Buja said West Bay Sanitary District has approved the sewer upgrade and has sent out the notice on February 2.

With no further public comment, Chair Ross closed the public hearing and brought the item back to the Commission for discussion.

Commissioner Sill said the project improvements are amazing and are going in the right direction. He said it is a very creative design for a tough lot. He said it is important they are very careful around the oak tree. He said the landscaping appears to be overdone, especially when the plants get older. He suggested they consider reducing the planting by one-third or one-half. He gave kudos to the neighbors and the applicant for working together so well.

Commissioner Wilson said she was happy there were fewer neighbor comments, which shows how hard the applicant and neighbors have been working together. She was supportive of the improvements to the plans. She agreed that the landscape planting is excessive and should be further studied and modified to the satisfaction of the Conservation Committee and the neighbors.

Commission Koch said she was thrilled with the adjustments to the plan. She said she agreed that the landscape plan needs more work.

Chair Ross said this has become a very viable project. He said the hard work and collaboration with the neighbors has solved many of the problematic issues brought up in the first preliminary

hearing. He agreed the landscaping needs more attention, and said less landscaping would be preferred. He said construction logistics is a standard requirement of applications. He advised the applicant that there may need to be some kind of carpooling or vanpooling operation to bring workers to the site. He said a good logistics plan and good communication with the neighbors will be crucial.

(5) NEW BUSINESS [8:04 p.m.]

(a) Review for Fitness Center, 1 Indian Crossing, Portola Valley Ranch

Associate Planner Arly Cassidy presented the staff report regarding the proposal for a new 620square foot detached fitness center adjacent to the existing Ranch House building. The ASCC had a field meeting at the site this afternoon.

Chair Ross called for questions from the Commission.

Commissioner Koch asked if the pathways have been approved. Craig Sander, applicant, said that the Ranch review meeting was occurring right now, and it was anticipated they would be approved.

With no further questions, Chair Ross invited the applicant to comment. Mr. Sander said the Town Geologist has approved the plans. Associate Planner Cassidy said that letter of approval was received today.

With no further comments, Chair Ross called for questions from the Commission. Hearing none, Chair Ross invited public comment. Hearing none, Chair Ross closed the public hearing and brought the item back to the Commission for discussion and action.

Commissioner Koch said it was a great location for the new facility and interacts well with the recreational facilities. She suggested the path leading to the lap pool, if approved by the Ranch, be designated as non-illuminated. She said the path to the clubhouse is aggressively lit, but it is necessary for navigating the steps. She said the Commission would not usually approve a motion sensor; however, this is acceptable here because there will not be someone there to turn off a light accidentally left on. She would suggest a timer on the motion light, considering there are several neighbors that may be impacted. She said there were a few invasives along the hillside that should be removed. She was supportive of the project.

Commissioner Wilson said it was a good addition to the Ranch. She asked for clarification regarding the lights on the risers. The applicant said the lights were on 18-inch risers. Commissioner Wilson asked if they could reduce the 10-minute limit on the lights. The applicant said because of the specifics of the area, the motion lights will not be set off by animals because it is fenced-in and is not close to any neighbors' properties. He said the only people who could see the very small downlit lights at all would be from far up on the hill. He said they consider it preferable for the lights to go on and off in the unlikely event that some people go after dark, rather than leaving them on all the time, which is the only other alternative. He said they would likely set the time on the lights at 5 minutes. Commissioner Wilson was pleased that the buckeye will hopefully survive. She was supportive of the project.

Commissioner Sill was supportive of the project. He suggested the duration of the motion lights be limited to 5 minutes.

Chair Ross was supportive of the project. He said it was well-placed and designed in harmony with the other buildings on that part of the campus. He said the motion-triggered lights in this instance are a good substitute for a manual switch that could get accidentally left on. He agreed with Commissioner Koch about the path toward the lap pool and said the applicant should consider how many lights, if any, are really necessary there.

Commissioner Koch moved to approve the project with the conditions in the staff report, adding that the lighting from the clubhouse to the new fitness facility be on a motion timer set no more than 5 minutes and that if any lighting is proposed for the extension of the path to the lap pool, that the final lighting plan come back to an ASCC member for review at the building permit stage. Commissioner Sill seconded; the motion carried 4-0.

(b) Review for Modification to Existing Grading Plan, 302 Portola Road, Woodside Priory

Associate Planner Arly Cassidy presented the staff report regarding the modification to the existing grading plan, that was itself a modification to the existing CUP for The Priory School. Rather than removing soil excavated as off-haul, the proposal is to use this clean soil as fill on the hillside to the northeast of the track, as detailed in the staff report.

Chair Ross called for questions from the Commission.

In response to Commissioner Koch's question, Associate Planner Cassidy said the soil is currently on-site and covered to prevent erosion.

With no further questions, Chair Ross invited the applicant to comment.

Architect Carter Warr said it makes sense to keep the soil on-site rather than off-haul it.

Chair Ross called for questions from the Commission.

Chair Ross asked if the quantity of soil to be placed is equivalent to the soil already stockpiled there or would this be an opportunity to bring more. Henry Riggs, representative for The Priory, said there is a small amount of soil for the footings of the sports shack and the grading of the pad. Mr. Warr said it is approximately the same amount of dirt.

Chair Ross asked if there was any concern about the chemistry of the soil being different and therefore promoting a different kind of plant growth and if the patch would be visible because of what will grow on it. Mr. Warr said that area is being hydroseeded the same as the slope, so it should not be noticeable. Mr. Riggs said he spoke to the soils engineer about the makeup of the soil, who said there was very little clay.

In response to Commissioner Wilson's question, Mr. Warr said the recipe for the hydroseed was defined by the landscape architect, following the recommendations of the Conservation Committee in the original approval.

Commissioner Sill asked about the progress of the construction on the trail along Portola Road. Mr. Riggs said it was delayed because of AT&T's delay in removing the utility pole. He said the pole was supposed to be removed by October 24, but they did not remove it until December 24.

With no other questions, Chair Ross invited questions or comments from the public.

Jane Bourne, Conservation Committee, asked if the plans showed the Conservation Committee recommendation regarding keeping the soil outside the drip line of the trees. Mr. Warr said it is on the plans.

With no further public comment, Chair Ross closed the public hearing and brought the item back to the Commission for discussion and action.

Commissioner Wilson moved to approve the modification to the existing grading plan at the Woodside Priory. Seconded by Commissioner Koch; the motion passed 4-0.

(6) COMMISSION AND STAFF REPORTS: [8:30 p.m.]

(a) Annual Election of ASCC Chair and Vice Chair

Commissioner Koch nominated David Ross as Chair and Al Sill as Vice Chair. Seconded by Commissioner Wilson. Mr. Ross and Mr. Sill accepted the nominations. The motion carried 4-0.

(b) Update on San Mateo County Alpine Road Corridor Study (Ladera)

Planning Director Pedro presented an update regarding the Comprehensive Corridor Study on Alpine Road (outside of the Town boundaries). She said the County has provided a plan showing the Phase One improvements. She said the Bicycle, Pedestrian, and Traffic Safety Committee participated at the meetings and expressed general support of the improvements. Additional information is posted on the County website: <http://publicworks.smcgov.org/alpine-road-traffic-corridor-study>.

(c) Well Permit Application for 5588 Alpine Road

Planning Director Pedro presented an informational item regarding a vacant 4.5-acre property on Alpine. She said the new owner has requested a temporary access driveway in order to drill a water well. She said if the well is found viable then the applicant will come forward with a new residence application.

Commissioner Koch visited a property at 315 Grove where they had installed landscape without prior approval. Planning Director Pedro explained that the original application was for an addition/remodel with no proposal for landscaping. Commissioner Koch said the existing landscape included a lot of boxwood hedging. She directed the applicant to remove some of the lights and some of the boxwoods on the driveway side, but allowed them to keep the more intimate garden that was not visible from the street. Planning Director Pedro suggested two ASCC members review the plans again and confirm what will be appropriate. She said if the two ASCC members feel strongly about it after viewing the plans, the project can be brought forward to the Commission. Commissioner Sill will review the plans with Commissioner Koch.

Chair Ross approved a minor light fixture change at 128 Escobar.

(7) APPROVAL OF MINUTES: December 12, 2016, and January 23, 2017.

Commissioner Sill moved to approve the December 12, 2016, minutes as submitted. Seconded by Commissioner Koch, the motion passed 4-0.

Commissioner Koch moved to approve the January 23, 2017, minutes as amended. Seconded by Commissioner Sill, the motion passed 3-0. Chair Ross abstained.

(8) ADJOURNMENT [8:53 *p.m.*]