

**CALL TO ORDER AND ROLL CALL**

Chair Goulden called the Planning Commission regular meeting to order at 7:00 p.m. Planning & Building Director Russell called the roll.

Present: Planning Commissioners: Kopf-Sill and Taylor; Vice Chair Hasko; Chair Goulden  
Absent: Commissioner Targ  
Town Staff: Laura Russell, Planning & Building Director; Cynthia Richardson, Planner; Arly Cassidy, Associate Planner

**ORAL COMMUNICATIONS**

None.

**NEW BUSINESS**

**(1) Windmill School Conditional Use Permit Review and Annual Report File 32-2015, 900 Portola Road**

Planner Richardson described the background, discussion items, and public comments as detailed in the staff report. Since the writing of the staff report, Planner Richardson said a neighbor letter was submitted, which she shared with the Commission. She said the letter expressed concern about a canned light on a timer that stays on until 10:00 p.m. Planner Richardson said there is a condition that all lights be off when not in use, and she has discussed it with the Windmill staff who will deal with a programming issue with their all-off switch. The second concern was sound amplification. Planner Richardson said sound amplification is allowed for up to five large events, but it can never exceed the noise ordinance levels. She said she spoke with the neighbors who said it really only happened at the first event, the grand opening, and never happened again. Staff recommended the Planning Commission receive the Windmill School Conditional Use Permit Review and First Annual Report. Staff further recommended that no additional conditions are necessary to maintain the harmony between the use and the community.

Chair Goulden invited questions for staff.

Commissioner Taylor asked why the after-school enrichment limit is 300 students when normal enrollment is only 132. He also asked why 324 events were allowed per year.

Planner Richardson said there are several after-school classes running at the same time, such as ukulele lessons, gardening, and mindfulness classes. She said they can have multiple small groups of students on campus at the same time and running two or three times after school. Chair Goulden said he was concerned about parking and traffic in and out. He said 300 is almost three times their normal enrollment. The Windmill representative said they do not have 300 after school students per day. She said there may be confusion about how many times the classes can take place. Planner Richardson said they can have 312 times a year, up to six times per weekend, a maximum 30 students at a time.

Planning & Building Director Russell said the 324 per year events with 50 or fewer attendees includes very small things such as parent-teacher conferences, staff meetings, etc. Chair Goulden said the allowed numbers are so far outside what the school is actually doing, he is concerned that if they ever get up to those allowed numbers, parking and traffic could be an issue. The Windmill representative

said there can be no more than 50 people on-site at any one given time. They can have 324 events, but not more than 50 people at a time. She said it is targeted at having a CUP condition that allows for parents to come and pick up their child, stick around and let the younger kids play in the redwood grove while the parent-teacher conference is going on, and perhaps other volunteers are meeting for things such as Portola Valley School Foundation. They are not, for the most part, organized events, but mostly are just people showing up, and it needs to be reflected in the CUP. Chair Goulden asked if the actuals were reflecting all of that kind of behavior. He said what was standing out is the 324 cap when what their actual numbers is much less.

Vice Chair Hasko suggested the layout of the report be adjusted and clarified. She asked if there was a limit on the non-Windmill community uses. Planner Richardson said for the 76 to 200 attendees category, there can be non-Windmill uses for a total of five events.

Vice Chair Hasko said she thought outdoor amplification was not allowed per Town Code. Planner Richardson said in this case, the CUP allowed for up to five large events to have amplification, but not over 50 decibels.

Commissioner Kopf-Sill asked about Windmill's plans to deal with the light that is staying on until 10:00. The Windmill representative said they just learned of this situation, and upon investigation they learned the light was mislabeled by the electrician. She said they will need to make some adjustments and will have the lights going off at 8:00.

Chair Goulden asked the Windmill representatives how things are going. They said they were going great. They were able to invite more families to enroll, which came with a lot of gratitude from a lot of Portola Valley families who had not been able to get in before. She said the space is aesthetically stunning. She said knowing the youngest children in the community are in that setting in a play-based natural environment has been the fruition of her educational goals for Windmill. She said the traffic has gone well, and they have been very vigilant about it. She said they have had to deal with other places (Parkside) that try to use their parking lot. The Windmill representatives described their teaching philosophies and some of their activities.

Chair Goulden brought the item back to the Commission for discussion.

Commissioner Taylor said given the numbers reported, if the actuals are accurate, then it's possible the CUP cap, at potentially 10 times as much, will have too much impact.

Vice Chair Hasko said that since the reporting will be done based on these numbers, the reporting should be meaningful and some of the wording on the charts should be clarified to not cause undue questions going forward.

Chair Goulden said because things are working well with no complaints, as long as things are continuing in the same vein, it's in good shape. Commissioner Taylor said this is the time when the CUP can be amended if necessary, rather than next year when it will only be reviewed. Commissioner Taylor suggested the 324 number for family education center events be further clarified in the report.

In response to Commissioner Taylor's question, the Windmill representatives said they had reached out to the neighbors who wrote the letter. She said they also notify all of the neighbors the day before their fire drills. She said they communicate well with their neighbors.

In response to a question about process, Planning & Building Director Russell said the requirements of the review have been satisfied. She said the Commission's feedback will be integrated into future reports and the minutes will reflect these comments.

(2) **Site Development Review Grading and Landscaping Amendments, 199 Mapache Drive, Bill and Ruth Mainzer Residence, File # PLN SITE 11-2019**

Associate Planner Cassidy described the project, the background, the project description, staff analysis, ASCC review, and findings. Staff recommended that the Planning Commission review the plans and staff report, offer feedback or additional conditions of approval, and approve the Site Development Permit with the attached conditions of approval, as detailed in the staff report.

Chair Goulden invited questions for staff.

In response to Vice Chair Hasko's question, Associate Planner Cassidy said the landscape architect, Bob Cleaver, explained that these days, soil amendment is mostly chemical.

Vice Chair Hasko asked what killed the tree that died. Associate Planner Cassidy did not know why that tree died, but said most of the other oaks looked fairly healthy. Planning & Building Director Russell said some of the younger oaks have been growing quite well.

Vice Chair Hasko asked if the hydroseeding would help the soil. Associate Planner Cassidy said her understanding is the more plant growth as opposed to plain soil, the less it washes away. She said the goal is to help the soil stay in place.

Vice Chair Hasko asked who has higher authority between WASC and ASCC. Associate Planner Cassidy said WASC can technically govern what happens on their land. Planning & Building Director Russell said the WASC has design review authority and can be more restrictive, but cannot require something that contradicts the Town's requirements. She said, for example, the Town allows ADUs up to 1,200 square feet; however, the WASC restricts the size of ADUs to 750 square feet, and they are allowed to do that. Landscaping, however, is different because the Town's guidelines say that you should not plant the entire perimeter of your property with solid plantings that create a hedge-like appearance. She said WASC requiring additional landscaping could be contradictory to the Town's requirements. She said the Town's goal is to balance privacy and the natural setting. In this particular case, staff feels the proposed condition is a good solution so two ASCC members can go out and suggest tree placement to address specific issues without creating the hedge-like appearance across the front. She said the questions raised regarding HOA requirements versus Town requirements continue to be discussed.

In response to Commissioner Kopf-Sill's question, Associate Planner Cassidy said the majority of the grading is the front area with a small amount in the back.

Commissioner Kopf-Sill asked regarding the nature of the neighbor's complaints. Planning & Building Director Russell said they want to screen the house, make sure the lighting is screened, and are concerned about some of the tree removals.

Commissioner Kopf-Sill asked regarding the differences between the tree plan from 2016 and today's. Associate Planner Cassidy said today's proposal is mostly live oaks. Associate Planner Cassidy further explained some of the markings on the landscape plan. She said the ASCC felt that some of the landscaping that has not yet been completed may act to satisfactorily screen most of the views, but it is not yet clear that this landscaping plan will be sufficient to satisfy everyone involved. She said after that landscaping is planted, the two bodies can look at it and see how it feels and determine what further adjustments need to be made.

In response to Commissioner Kopf-Sill's question, Associate Planner Cassidy said some of the new oak trees would be planted on top of the berm. She said a lot of the front landscaping will be lifted up by at least a few feet.

Commissioner Kopf-Sill said she was concerned that it look natural and not like a bunker along the road. Associate Planner Cassidy said the applicants have made a lot of effort to have it blend in.

Commissioner Taylor asked if Westridge approved the landscaping plan in 2016. He asked if the extra uses of the fill, particularly near the creek, would be hydroseeded and if there was any concern about them eroding dirt into the creek. Associate Planner Cassidy said the proposal has been analyzed by engineering and the Town Geologist, who have recommended approval. She said a neighbor across the creek to the west also expressed those concerns. She said staff reviewed the plans again and noted the center point of the finger of grading is 50 feet from the back property line. She said there was no planting proposed for the top of it. Project architect Carter Warr said it will be hydroseeded.

Chair Goulden invited the applicant to comment.

Mr. Warr said the grading plan has been thoughtfully conceived, from both a civil engineering standpoint and a landscape architectural standpoint, to reduce off-haul and to use the soil in a creative way to improve the aesthetics on the site for both the neighbors and the neighborhood. He said WASC and ASCC did approve the project and landscape design review back in 2016. He said the addition of the pool cabana, which was approved by the ASCC and supported by the Planning Commission, opened it up again and the Westridge Committee used that as an opportunity to revisit things. He said the knee-jerk reaction to the amount of brush removal when the project was started was to ask for more. He said two non-heritage trees were inadvertently removed during the driveway construction. He said they had a lengthy on-site meeting with the Westridge Committee to identify areas of concern. He said the additional planting was totally in response to satisfy the Westridge Architectural Supervising Committee and was not the ASCC's desire for additional screening. He said the recommended condition will be a good way to resolve the issues that Westridge has and the ASCC's desire to not overplant the site. He said the planting will be purposeful, well placed, and done in a very thoughtful way. He said the grading will raise the landscaping and will improve the initial and long-term response to both privacy and the desire for Westridge to not see much inside the site. He said Westridge has had an ever-increasing desire for increased screening. He said the subject site is at the lowest point on Mapache and is quite wide open. He said the owners also have a significant desire for screening and are not disappointed with the WASC desires for screening but understand and support the ASCC's position.

Chair Goulden brought the item back to the Commission for discussion.

Commissioner Kopf-Sill said she was glad no dirt was going into the ditch. She said she was surprised all of that dirt fits on the site, but trusts the experts that it is appropriate. She was supportive of the compromise for WASC and ASCC to review the plantings. She was supportive of the project.

Vice Chair Hasko was supportive of the project. She said the conditions were appropriate. She asked if the neighbors would be notified or their comments solicited at the time of the ASCC/WASC review. Mr. Warr said the neighbor is a member of WASC. Associate Planner Cassidy said there is also an existing email chain that includes the two most-concerned neighbors.

Commissioner Taylor asked if the WASC could disapprove the current plan. Planning & Building Director Russell said if they disapprove, then staff will need to work with them regarding the legal requirements and the requirements of the Town versus their authority. They were notified about tonight's meeting, but have not notified staff of approval or disapproval. Associate Planner Cassidy

said the WASC representative and the two neighbors were present at the site meeting, saw the current landscape plan with the additional trees, and agreed to it. It is staff's hope that between the ASCC 2016 plan and the WASC 2018 plan, they can come to some agreement about the extra tree plantings.

Commissioner Taylor said it seems the WASC is acting counter to the Town's General Plan, and he hopes that staff will follow up with that. He was supportive of the ASCC's 2016 planting plan. He was supportive of the grading. He was not supportive of the enormous increase in number of trees to be planted. Commissioner Taylor was supportive of hydroseeding the fill. Staff will expand Condition 5 to include hydroseeding of all non-landscaped fill.

Chair Goulden was supportive of the project.

Vice Chair Hasko moved to approve the grading and landscape amendments to 199 Mapache Drive Mainzer Residence, File #11-2019, subject to the conditions of approval proposed with an amendment to Condition 5 to require that non-landscaped fill be hydroseeded. Seconded by Commissioner Kopf-Sill; the motion carried 4-0.

## **COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

### **(3) Commission Reports**

Chair Goulden attended the ASCC meeting..

### **(4) Staff Reports**

Planning & Building Director Russell said Associate Planner Cassidy is leaving Portola Valley. She thanked Associate Planner Cassidy for all of her work. Planning & Building Director Russell said the work Associate Planner Cassidy produced on the ADU ordinance was spectacular. The Planning Commission thanked Associate Planner Cassidy for her very thorough and clear presentations.

### **(5) News Digest: Planning Issues of the Day**

Planning & Building Director Russell shared an article of interest with the Commissioners – “Just Do It”

## **APPROVAL OF MINUTES: May 15, 2019.**

### **(6) Planning Commission Meeting of May 15, 2019**

Commissioner Kopf-Sill moved to approve the minutes of the May 15, 2019, meeting with minor wording changes on red pages 115 and 117. Seconded by Commissioner Taylor, the motion carried 4-0.

## **ADJOURNMENT [8:23 p.m.]**