



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)
Monday, September 9, 2019
7:00 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Ross, Sill, Wilson, Vice Chair Breen and Chair Koch

ORAL COMMUNICATIONS

Persons wishing to address the Architectural and Site Control Commission on any subject not on the agenda may do so now. Please note however, that the Architectural and Site Control Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

OLD BUSINESS

1. Architectural and Site Development Review for Six Units of Staff Housing, 302 Portola Road, Woodside Priory School, File # PLN_ARCH 8-2019 (L. Russell)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Report
 - a. Stanford Wedge Anticipated Project – Formation of Subdivision Committee
4. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

5. ASCC Meeting of August 26, 2019

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Architectural and Site Control Commission at, or prior to, the Public Hearing(s).



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Laura Russell, Planning and Building Director

DATE: September 9, 2019

SUBJECT: Architectural and Site Development Review for Six Units of Staff Housing, 302 Portola Road, Woodside Priory School, File # PLN_ARCH 8-2019

RECOMMENDATION: Staff recommends that the ASCC receive a report from staff, receive public comment, consider the project and approve the proposed staff housing, subject to the Conditions of Approval (Attachment 1).

APPLICATION

On February 21, 2019, staff received an application for Architectural Review for six units of staff housing on the Woodside Priory School campus. The housing units were conceptually approved as part of the school's Master Plan. The proposal is for two buildings connected by a breezeway near the south edge of campus. Following staff's initial review, the applicant amended their application to include a Site Development Permit for soil movement, and included the additional submittals required by that application. In addition to the required forms, the applicant submitted the following documents and plans:

- | | |
|------------------------------|---------------------------------------|
| • Arborist Report | Attachment 4 |
| • WELO Checklist | Attachment 5 |
| • Light Fixture Cut Sheets | Attachment 6 |
| • Geotechnical Investigation | Available at Town Hall & ASCC Meeting |
| • Color and Material Boards | Available at Town Hall & ASCC Meeting |
| • Plan Sets | Available at Town Hall & ASCC Meeting |

To view plan sets and proposed materials before the meeting, visit Town Hall Monday – Friday, 8am – noon, 1pm – 3pm.

Project

Proposal	Square Footage	Address	Zone	Parcel Size
Six apartments (Affiliated Housing)	8,732 SF total	302 Portola Road	R-E/1A/SD-1a	50.37 acres

Background & Review Required

The Woodside Priory School is a private college preparatory school for grades six through twelve. Established in 1957 prior to the Town's incorporation, the school first received a Conditional Use Permit (CUP) from the Town in 1968 and has since been granted multiple amendments and expansions by the Town. The Priory School is part of the Town's Affiliated Housing Program, which was established in the previous Housing Element and continued into the current element. The program allows multifamily housing to be built at three sites (Priory, Sequoias and Stanford wedge) in order to provide housing for employees of these three institutions.

A Master Plan for the Priory was approved in 2004, and included a total of 28 housing units under the Affiliated Housing Program. This master plan was amended in 2016 to include a new academic building (the "STREAM" building). Since then, a garden pavilion structure and remodeling to the Dining Hall have been approved under the existing CUP. Similarly, the six housing units now proposed are described in the Master Plan and previously-approved CUP, and therefore do not require a CUP amendment. ASCC review is required for the architecture, landscaping, lighting and construction elements of the proposed project.

PRELIMINARY REVIEW

On June 10, 2019, the ASCC conducted a preliminary review of the project. The Commission, applicant team, staff and one neighbor met at the project site, viewed the story poles, and discussed the proposal. Project review was continued at the ASCC's regular evening meeting, where staff gave a report on the project (Staff Report, Attachment 2; Minutes Attachment 3). No public comment was made at the regular meeting, however, three public comment letters in support of the project were received between the field and regular meetings that day and were placed on the dais for the ASCC's review.

The ASCC was generally supportive of the project, including its siting, design and materials. Suggested changes focused on the lighting and landscaping aspects of the project, as detailed below:

- Lighting
 - Use timers and local motion sensors to reduce nighttime lighting, especially at covered parking
 - To reduce looking up into the source of light, recess lighting deeply and consider putting lighting in balcony instead of using porch lights
- Landscaping
 - Use a lower water use grass for grass-crete (suggestion: agrostis)
 - Provide one additional oak on hillside below project

- Pull planted meadow back toward project; do not plant under oaks

The June 10th staff report also discussed outstanding issues to be resolved. Staff requested further information on the following items:

- Total grading proposed at the site
- Total impervious surface existing on campus, and proposed with the addition of the current project
- An expanded Arborist Report, to include all trees removed or impacted by the project, including the parking area

In addition to these items, staff has requested additional information regarding the corten-like siding material. The applicant informed the Commission that the material is not corten, but is similar; staff requested that the applicant provide the material name and specifications.

REVISED SUBMITTAL

The Priory applicant team submitted revised plans on July 12th with a revised hydrozone plan sheet received August 8th and grading plan sheet submitted August 20th. The plans responded to comments from the ASCC and staff as described below.

Design Changes & Clarifications

To reduce the potential light spill from the carport, the applicant has added wood screens to the north and south elevations. Staff has included a condition of approval that the final details of the wood screens be to the satisfaction of one ASCC member.

The exterior siding material was previously described as similar to corten. The applicant has supplied a sample of the material, which is a metal roofing product with a color of “Corten AZP Raw.”

Project Data – Six Staff Housing Units

The applicant has supplied additional information about the proposed impervious surface.

	Total Remaining for Site	New Proposed	Remaining After Project
Impervious Surface	16,485	7,308	9,177

Grading

A total of 524 cubic yards (CY) of grading are proposed at the site. The site has a slight downward slope toward the southwest or front of the project; the rear will be at grade, while the front will be slightly above natural grade, requiring fill under the patio area outside the building footprint. Cut will be generated by the bio-retention area downhill of the housing and by the covered parking; these spoils will be used as fill at the patio area and the uncovered parking off of Gambetta Lane. The grading quantities as shown in the plans are shown in the table.

Total Soil Movement			
(cubic yards)	Cut	Fill	Total
Building Pad	314	--	314
Site Work & Landscaping	105	105	210
Site Total	319	105	524

Off-Haul: 314 CY

Building Pad Fill + Site Work Cut + Site Work Fill = Soil Movement Subject to SDP

0 + 105 + 105 = 210

Site Development Permit CY: 210

Review level required by SDP soil movement: ASCC Review

The applicant team has indicated to staff they may potentially like to use the soil somewhere on site, rather than haul it away, and would like to have the option to do so. Staff is supportive of this approach since it will save truck trips and the overall site is so large. If they use the soil on site, it would increase the quantity subject to a Site Development Permit up to 524 CY (within ASCC authority to approve). For the Commission's consideration, staff has included a condition of approval that would allow the applicant to use the soil on site upon review of one ASCC member and appropriate Engineering and Town Geologist review.

Tree Removal

A second, supplemental Arborist Report was submitted since the preliminary review meeting that includes the area of the carport that was not previously included (Attachment 4). Two significant trees are proposed to be removed, as described in the table below. One is in the area of the housing units and one where the carport would be located. In addition, 15 non-significant trees would be removed with the project. They include 11 cedar, one pine, one spruce, and two small redwoods.

Arborist Report	Significant Trees for Removal			Conservation Committee Comments	Staff Comments
	Tree #	Type	Condition		
Kiely Arborist Services	11	Valley oak	Good vigor, co-dominant	All tree removals are appropriate	Support Tree Removals
Colony	36	Coast Redwood	Good vigor, fair form		






Landscaping

Revised landscape plans were submitted, showing an additional coast live oak tree on the downhill slope below the project. *Agrostis pallens* is now proposed as the grass-crete planting, which is a lower water use plant than the previously proposed dwarf fescue. The size of the meadow below the building was not reduced as suggested by the ASCC. The applicant indicated that the bioswale is located in that area. The ASCC may wish to consider this item again and require a reduction.

Lighting

The number and style of proposed lighting fixtures has remained the same since the preliminary review. Notes have been included for all fixtures that they will be controlled with timers and motion sensors. At the preliminary review meeting, there was some concern about residents looking up into the source of light and an interest in a reduction in lighting or change to lighting inside the balcony rather than porch lights. The plans have not been revised; the applicant responded that the light source is shielded on the second floor balcony and on the first floor the soffit is recessed behind the edge beams that frame the deck. The Commission may wish to consider this further.

As proposed, the carport would have six fixtures, one for each parking space, with 980 lumens each. Staff finds that this may be more lighting than is necessary. The Commission may wish to require a reduction in lighting in this area.

Fixture	Image	No.	Lumens	Compliant	Comments
Wall down light		16	750	Yes	At entry doors and second floor patios
Recessed ceiling light		16	500	Yes	In ceiling of breezeway and first floor patios
Path light		11	60	Yes	Path lighting
Outdoor sconce		2	750	Yes	At storage doors
Ceiling light		6	980	Yes	Carport- one per parking space

Water Use

A new grass species has been substituted for the grass-crete planting. This species has a lower water use and has therefore reduced the total water use of the project.

	Previous	Current
Maximum Water Use Allowance (MAWA):	100,807	101,172
Estimated Total Water Use (ETWU):	93,229	80,174
Percent of MAWA used:	92%	79%
Compliant:	Yes	Yes

Committee Recommendations

Reviewer	Concerns/ Conditions	Recommend Approval	Applicant Response	Staff Comments
Conservation Committee	Replace Carex tumulicola; more screening trees at south face.	Yes	Additional tree added	Condition of approval added requiring replacement of Carex

Public Comment

Notice was sent to all property owners within 1000' of the site on August 30, 2019. Staff has not received any written comments since the preliminary review. Staff did meet with the immediately adjacent property owner, Barbara Falore. She was aware of the housing building but was not aware that the parking would be located on both sides of Gambetta Lane, near her property. Staff reviewed the plans with Ms. Falore and answered questions. Her concerns were primarily related to noise near her yard and bedroom windows. The applicant indicated they would reach out to Ms. Falore to discuss her concerns.

STAFF ANALYSIS

The applicant has addressed the majority of comments from the ASCC and staff. There are a few issues the Commission may wish to consider further.

Grading	Applicant request to allow soil to be used on site if feasible	Condition of approval #4 included
Landscaping	ASCC request to reduce planted meadow area below project	ASCC direction requested
Lighting	ASCC concern about looking up into source of light	ASCC direction requested
Lighting	Carport lighting may be considered excessive for safety	ASCC may wish to require a reduction

Findings

In order to approve the Architecture and Site Development Permits, the ASCC will need to find that the project is consistent with the General Plan and Zoning Regulations, as described below:

- 1. The size, siting and design of buildings, individually and collectively, tend to be subservient to the natural setting and serve to retain and enhance the rural qualities of the town. (Siting and Scale)**

The proposed buildings are sited within a grove of mature trees, which act to screen the buildings. Building height and design is appropriate for the R-E zone as well as the school campus, and blend well with the natural setting.

- 2. The proposed project will blend in with the natural environment in terms of materials, form and color. (Architectural Design)**

The proposed materials have a natural palate and would help the building to blend into the natural environment. The buildings' forms reflect a contemporary architecture with historical references.

3. The location, design and construction of the development project will minimize disturbances to the natural terrain and scenic vistas. (Grading)

The proposed location would result in a minimal amount of grading, as the existing site is relatively flat and no basement is proposed. The majority of the grading would be due to a small outdoor patio and the bioretention feature.

4. The proposed project utilizes minimal lighting so that the presence of development at night is difficult to determine. (Lighting)

The proposed lighting reflects the minimum needed for safe navigation of the site. Parking lighting will be on a timer/motion sensor and therefore off most of the time, and the majority of the lighting will be screened from off-site.

5. The proposed landscape plan will preserve the qualities of the natural environment through the use of native plant materials and provide a blended transition to adjacent open areas. (Landscaping)

The proposed landscaping reflects a simple native palate with proposed water use below the maximum allowed. Proposed landscaping is restricted to the immediate areas around the building and parking sites.

ENVIRONMENTAL REVIEW

The proposed housing project is part of the Priory Master Plan, which underwent environmental analysis at the time of Master Plan approval and amendment to the Conditional Use Permit. The scope of the project is consistent with that analysis. Therefore, no additional environmental analysis is required for the project.

RECOMMENDATION

Staff recommends that the ASCC receive a report from staff, receive public comment, consider the project and approve the proposed staff housing, subject to the Conditions of Approval (Attachment 1).

ATTACHMENTS

1. Draft Conditions of Approval
2. Preliminary Staff Report to ASCC, June 10, 2019 (without attachments)
3. ASCC Minutes June 10, 2019
4. Arborist Report by Keilty Arborist and Supplemental by Colony
5. WELO Checklist
6. Light Fixture Cut Sheets
7. Architectural Plans, received July 12, 2019; revised hydrozone plan sheet received August 8, 2019 and grading plan sheet received August 20, 2019. (ASCC Commissioners only)

Recommended Conditions of Approval
Six Units of Staff Housing
302 Portola Road, Woodside Priory School, File # 8-2019

A. PLANNING DEPARTMENT:

1. No other modifications to plans reviewed by the ASCC on September 9, 2019 are allowed except as otherwise first reviewed and approved by the Planning Director or the ASCC, depending on the scope of the changes.
2. These Architecture and Site Development Permits shall automatically expire two years from the date of issuance by ASCC, if within such time period, a Building Permit has not been obtained.
3. A detailed construction logistics plan with a schedule shall be submitted prior to building permit issuance.
4. The applicant may have the option of retaining the 314 CY of soil associated with the building pad on site rather than hauling the soil off site with review by one member of ASCC and appropriate review by Public Works and Town Geologist. Applicant shall make the request to the Planning & Building Director at the time of building permit submittal.
5. At time of building permit submittal, the landscaping plan shall be revised to replace Carex tumulicola with a native species.
6. The project shall include one Below Market Rate (BMR) housing unit as required by the Conditional Use Permit. The applicant shall enter into a BMR Agreement and/or deed restriction in a form deemed satisfactory to the Town Attorney. The document shall be executed and recorded prior to issuance of a Certificate of Occupancy.
7. In the building permit plans, the utilities, meters, fire department connection, and backflow prevention device shall be screened to the extent feasible to the satisfaction of the Planning & Building Director.
8. In the building permit plans, applicant shall show the bike storage area and the proposed method of securing bicycles such as racks, cages, or lockers.
9. At the time of building permit submittal, applicant shall include details for the carport wood screens. The final materials and design of the carport screening shall be to the satisfaction of one member of the ASCC.
10. At the time of building permit submittal, the carport dimensions shall be revised to achieve adequate width to ensure unobstructed vehicular access as follows: 1) increase the width of parking spaces to 9' between concrete posts and 2) increase the width of spaces adjacent to the wood screens to allow doors to open to the satisfaction of the Planning & Building Director.
11. Tree protection measures shall be implemented per the Arborist Reports by Kielty and Colony and shall stay in place throughout the course of construction. The requirements of the Arborist Report shall be integrated into the architectural and civil plans submitted for building permit to the satisfaction of the Planning & Building Director.

- a. Prior to the commencement of grading, the applicant shall call for an inspection of the tree protection fencing (call at least three days in advance of inspection). No grading shall take place until town staff has inspected.
- b. When any work occurs near the root system of Tree #14, an arborist shall be onsite to supervise. Any damage to major supporting roots may lead to whole tree failure.

B. ENGINEERING/PUBLIC WORKS DEPARTMENT:

12. A construction staging and tree protection plan for the construction shall be submitted to the satisfaction of the Public Works Director prior to building permit issuance.
13. All items listed in the most current "Public Works & Engineering Department Site Development Standard Guidelines and Checklist" shall be reviewed and met. Completed and signed checklists by the project architect or engineer will be submitted with building plans. This document is available on the Town website.
14. All items listed in the most current "Public Works & Engineering Department Pre-Construction Meeting for Site Development" shall be reviewed and understood. This document is available on the Town website.
15. Any revisions to the Site Development plan permit set shall be resubmitted for review. The revised items must be highlighted on the plans, and each item listed on response letter.
16. Address all plan review comments and subsequent review comments from NV5 to the Town's satisfaction.
17. Provide calculations indicating the flow velocity used for sizing the proposed storm drainage pipes, and provide information used for the sizing of any proposed rock slope protection.
18. At time of building permit application, include responses to additional comments from NV5 on the Civil Plan sheets.

C. TOWN GEOLOGIST:

19. Development Plans – Structural plans shall be generated that incorporate the recommendations of the Project Geotechnical Consultant. The Civil Plans should be updated to include the relocation of the water line.
20. Geotechnical Plan Review - The applicant's geotechnical consultant shall review and approve all geotechnical aspects of the development plans (i.e., site preparation and grading, surface and subsurface site drainage improvements, and design parameters for foundations) to ensure that their recommendations have been properly incorporated.

The Development Plans and Geotechnical Plan Review should be submitted to the Town for review by the Town Geotechnical Consultant and Town Staff prior to issuance of Building Permits.

D. FIRE DEPARTMENT:

21. At start of construction a 2' x 3' address sign will be posted in front of project.
22. Define future addressing (name and number for this building). Exterior of building will have a clearly visible from Gambetta Lane the name of the building in contrasting form from the background.

23. At time of final a permanent address for each dwelling unit shall be mounted and clearly visible on each front door w/minimum of 4" numbers on contrasting background.
24. 100' defensible space from structures required prior to start of construction.
25. Upon final inspection 30' perimeter property line defensible space will be required per WFPD ordinance section 304.1.2.A
26. Install Smoke and CO detectors per 2016 CBC.
27. NFPA 13R Fire Sprinkler System to be installed. Sprinkler plans/calculations to be submitted to WFPD.
28. An NFPA 72 fire alarm system shall be installed. Plan and Calcs to be submitted to WFPD.
29. Driveway as proposed meets WFPD standards. If driveway dimensions or radius are revised during construction, a revised plan must be submitted to the Town of PV for review by WFPD.
30. Fire lane signage and painted red striping will be required on all fire lanes and adjacent to PIV and FDC devices.
31. A new Fire Hydrant must be installed within a minimum of 20ft of the PIV and FDC and within 500 ft of the proposed structure. Show proposed hydrant on building submittal. The minimum fire flow shall be 1000 GPM.
32. Mechanical and or fire alarm rooms shall all be identified with permanent placards.

The permit(s) granted by this approval may be appealed if done so in writing within 15 days of the date of approval. The building permit cannot be issued until the appeal period has lapsed. The applicant may submit construction plans to the Building Department provided the applicant has completed all conditions of approval required prior to acceptance of plans for building plan check.

The ASCC approval is valid for two years from the approval date. All required building permits must be obtained within this two year period.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Arly Cassidy, Associate Planner

DATE: June 10, 2019

SUBJECT: Preliminary Architectural and Site Development Review for Six Units of Staff Housing, 302 Portola Road, Woodside Priory School, File # PLN_ARCH 8-2019

RECOMMENDATION: Staff recommends that the ASCC offer comments, reactions and direction to assist the applicant to make any adjustments or clarifications that Commissioners conclude are needed before considering final action on the application.

APPLICATION

On February 21, 2019, staff received an application for Architectural Review for six units of staff housing on the Woodside Priory School campus (Vicinity Map, Attachment 1). The housing units, proposed in the form of two buildings connected by a breezeway near the south edge of campus, were previously approved as part of the school's Master Plan. Following staff's initial review, the applicant amended their application to include a Site Development Permit for soil movement, and included the additional submittals required by that application. In addition to the required forms, the applicant submitted the following documents and plans:

- | | |
|--|---------------------------------------|
| 1. Geotechnical Investigation | Attachment 2 |
| 2. Arborist Report | Attachment 3 |
| 3. WELO Checklist | Attachment 4 |
| 4. Light Fixture Cut Sheets | Attachment 5 |
| 5. Community Outreach & Public Comment | Attachment 6 |
| 6. Color and Material Boards | Available at Town Hall & ASCC Meeting |
| 7. Plan Sets | Available at Town Hall & ASCC Meeting |

To view plan sets and proposed materials before the meeting, visit Town Hall Monday – Friday, 8am – noon, 1pm – 5pm.

Project

Proposal	Square Footage	Address	Zone	Parcel Size
Six apartments 2 two-bedroom 4 three-bedroom	8,732 SF total Two bedroom, 1,144 SF each; three bedroom, 1,391 SF each	302 Portola Road	R-E/1A/ SD-1a	50.37 acres

Background & Review Required

The Woodside Priory School is a private college preparatory school for grades six through twelve. Established in 1957 prior to the Town’s incorporation, the school first received a Conditional Use Permit (CUP) from the Town in 1968 and has since been granted multiple amendments and expansions by the Town. The Priory School is part of the Town’s Affiliated Housing Program, which was established in the previous Housing Element and continued into the current element. The program allows multifamily housing to be built at three sites (Priory, Sequoias and Stanford wedge) in order to provide housing for employees of these three institutions.

A Master Plan for the Priory was approved in 2004, and included a total of 28 housing units under the Affiliated Housing Program. This master plan was amended in 2016 to include a new academic building (the “STREAM” building). Since then, a garden pavilion structure and remodeling to the Dining Hall have been approved under the existing CUP.

Similarly, the six housing units now proposed are described in the Master Plan and previously-approved CUP, and therefore do not require a CUP amendment. The Priory’s existing CUP for the school states that “the master plan is considered a general guide and subject to minor changes in building location and facilities improvements found acceptable by the ASCC as precise plans are developed for implementing each Phase of the plan...” (Condition 3). The Conditions of Approval go on to require ASCC review for proposed landscaping, exterior lighting, and construction staging. ASCC review is therefore required for the project, within the scope of the approved Master Plan. Consistent with those conditions, ASCC review is required for the architecture, landscaping, lighting and construction elements of the proposed project.

PROJECT DESCRIPTION

Existing School Campus	Year Built	Easements/ Trails	Surrounding Properties	Existing Conditions
Scholastic Buildings: 104,638 SF Athletic Facilities: 22,012 SF Residential Buildings: 53,801 SF	1957-2019	Portola Trail	The Priory campus is surrounded by single family homes in all directions.	Property sits on the east side of Portola Road, with gentle hill sloping up to the east. Campus has academic and athletic facilities, as well as staff housing on site. An open space easement with a trail lies to the east.

Description

The project’s location on the Priory School campus is toward the south end and accessible by Gambetta Lane, the school’s secondary access point from Portola Road. The units would be grouped near existing faculty housing units near the southeast corner of campus, sitting just north of an existing single family home. The proposed project includes the construction of six new staff housing units on a level open field nestled between existing structures and mature trees, and includes both covered and uncovered parking for the project, a garage repurposed for storage, and pathways connecting the units into the campus fabric.

Of the six proposed units, the two two-bedroom units would be in a smaller building facing toward Portola Road, while the four three-bedroom units would be in a larger building located behind the smaller to the east. Both buildings would be two stories. The two buildings would be connected by a transparent acrylic roof over a breezeway with stairs to the second floor units.

Project Data – Six Staff Housing Units

The Priory’s approved CUP and Master Plan include maximums for floor area, impervious surface, and parking. Floor area is further broken down into scholastic, athletic and residential uses. The proposed project includes only residential floor area; that maximum is therefore included in the data table below, while scholastic and athletic uses are not.

	Maximum Allowed	Existing	New Proposed	Remaining
Floor Area – Residential Use	71,901	53,801	8,732	9,368
Impervious Surface	315,693	*	7,308	*
Height	28’/34’	--	28’	--
South Side Setback	50’	--	Housing: 216’ Parking: 54’	--
Parking Spaces	325	285	12	28

* Total IS for the campus is regulated by the CUP, which was amended in 2016 to include an IS maximum of 315,693. Based on the preliminary analysis, staff believes there is sufficient unbuilt IS to construct the project as proposed. The Priory is working on exact numbers.

The CUP requires that fifty foot (50’) setbacks apply to all property lines. This project is proposed on a site toward the southern edge of campus, where only one property line sits adjacent (south side property line). All other property lines are well over 100 feet from any aspect of the project.

Design & Design Guidelines

The design and potential impacts of the proposed structure are described below:

- Architectural Style: Contemporary with gabled roof
- Shape & Orientation: Two square building footprints, facing west, located between existing buildings.

- Fenestration: In all directions; most windows well screened by existing buildings, mature trees, or planned trees.
- Roof & Skylights: Gabled roof with 3.5:12 pitch; no skylights; clear acrylic roof over breezeway between buildings.
- Structure Visibility: Primarily visible from southwest direction and Portola Road. Two coast live oaks proposed on hillside to screen views in this direction.

All proposed materials and treatments meet town reflectivity guidelines, and include a natural color palette and material choices.

- Siding: "Tony Taupe" cement plaster
- Framing: Timber
- Windows & Doors: Dark bronze aluminum
- Roof & Siding: Corten metal
- Railing: Metal cut out, grass pattern
- Soffit: Wood
- Breezeway roof: Clear acrylic

The Portola Valley Design Guidelines were used for the project's review. Staff found that the project reflected the Design Guidelines.

Grading

A total of 210 cubic yards (CY) of grading are proposed at the site. The site has a slight downward slope toward the southwest or front of the project; the rear will be at grade, while the front will be slightly above natural grade, requiring fill under the patio area outside the building footprint. Cut will be generated by the bio-retention area downhill of the housing and by the covered parking; these spoils will be used as fill at the patio area and the uncovered parking off of Gambetta Lane.

Total Soil Movement			
(cubic yards)	Cut	Fill	Total
Building Pad*	--	--	--
Site Work & Landscaping	105	105	210
Site Total	105	105	210

*Further information regarding grading at the Building Pad has been requested.

Off-Haul: None.

Building Pad Fill + Site Work Cut + Site Work Fill = Soil Movement Subject to SDP

$$\underline{\quad 0 \quad} + \underline{\quad 105 \quad} + \underline{\quad 105 \quad} = \underline{\quad 210 \quad}$$

Site Development Permit CY: 210

Review level required by SDP soil movement: ASCC Review

Tree Removal

An Arborist Report was submitted describing the conditions of all trees surrounding the housing portion of the project (Attachment 3); however, it did not include trees around the parking area,

where a number of non-significant trees are being removed. According to the demolition plan on Sheet A2.0.0, one significant tree is proposed for removal, as its location conflicts with the project. In addition, one pine, two small redwoods, and ten fir trees are proposed for removal; none of these trees are significant. Staff has requested an amended Arborist Report to include all impacted trees.

Arborist Report	Significant Trees for Removal			Conservation Committee Comments	Staff Comments
	Number	Type	Condition		
Kielty Arborist Services	1	Valley oak	Good vigor, co-dominant	All tree removals are appropriate.	Support Tree Removals.



Landscaping




Proposed landscaping and irrigation is shown on sheets L-100-105. The plan includes new oak trees as screening, shrub and meadow areas, and grass-crete pavers with fescue mix. The palette is simple and covers the area immediately surrounding the project. Landscaping has been used to soften views of the project from off-site.

Landscaped Area	Irrigated Area	Plant Palette	Conservation Comments	Staff Comments
7,804 SF	7,804 SF	Coast live oak CA Holly Grape Wild ginger Lantern rose Hummingbird sage Deer Fern Douglas Iris Berkeley Sedge Cleveland Sage Dwarf fescue seed mix	Appropriate plants except Berkeley Sedge – replace with other. Additional screening needed to south.	Support proposal with Conservation Committee's suggested changes.

Lighting

The lighting plan is provided on sheets A2.0.2 and A2.0.3. Five fixtures are proposed, with the first two used at the housing, the third used along the path, the fourth at the storage building, and the fifth at the covered parking. All fixtures are dark sky compliant and comply with the outdoor lighting regulations.

Fixture	Image	No.	Lumens	Compliant	Comments
Wall down light		16	750	Yes	At entry doors and second floor patios
Recessed ceiling light		16	500	Yes	In ceiling of breezeway and first floor patios

Path light		11	60	Yes	Path lighting
Outdoor sconce		2	750	Yes	At storage doors
Ceiling light		6	980	Yes	One per parking space

Fencing

Two fences are proposed for the project: a three foot wood fence between the project and the existing play area behind it to the east, and a six foot wood fence around the yard of an existing single family residence immediately to the south, on campus. Elevations of both fences can be found on Sheet L-101.

Fence	Type	Height	Circumscribing	Compliant	Comments
Move & replace	Domestic, wood	3'	Rear play area	Yes	To replace existing in new location
Replace	Domestic, wood	6'	Residence yard	Yes	To replace existing

Water Use

Maximum Water Use Allowance (MAWA): 100,807
Estimated Total Water Use (ETWU): 93,229
Percent of MAWA used: 92%
Compliant: Yes

Staff Comments: A good portion of the proposed water use comes from the grass-crete pavers and grass mix.

Build It Green

The applicant is proposing multifamily housing, which is a housing type which does not exist in Portola Valley outside of the Affiliated Housing Program. The Build It Green regulations do not include multifamily housing or an appropriate equivalent. Staff has therefore requested that the Priory fill out the Build It Green checklist as an education tool and guide for including as many “green” measures as possible in the project. The applicant has included the checklist on sheet A0.0.0d of the plans, and is showing 113 points achieved.

Points Required: None (multi-family has no requirement)
Points Provided: 113
Compliant: N/A
Additional Infrastructure Provided:
 • Rooftop solar At carport roof

Committee Recommendations

Reviewer	Concerns/ Conditions	Recommend Approval	Applicant Response	Staff Comments
Woodside Fire	Standard Conditions Apply	Yes, with Conditions	Agree to provide required changes	Attachment 7
Town Geologist	Standard conditions apply; move water box out of footprint	Yes, with conditions	None required.	Attachment 8
Town Engineer	Additional calculations needed at time of building permit	Yes	None required at this time.	Attachment 9
Conservation Committee	Replace Berkeley Sedge with similar; more screening trees at south face.	Yes	Provided at meeting	Attachment 10
Trails Committee	N/A	Decline to provided comments; no public trails cross local project site.	N/A	Attachment 11

Public Comment

The Priory School sent out two forms of communication regarding their application for housing. The first, an email to their school community, received two emails of support in response.

The second, a letter mailed to all properties within 1,000 feet of their campus, informed recipients of their proposal and application, the Town’s review of the project, and ways to view the plans and provide comments either directly to the school or to Town staff. In response, the Priory forwarded one email of support to Town staff; no other comments have been received. At least one member of the public came to Town Hall to review the plans, but did not leave any comments with staff. All community outreach by the Priory and comments received in response are included (Attachment 6).

As part of its normal noticing process, the Town also sent out a notice to neighbors within 1,000 feet of the project, regarding the ASCC’s preliminary project review.

STAFF ANALYSIS

The proposed project generally complies with the code and follows the Design Guidelines. Exceptions for further discussion include:

1. Issue: Patios, lighting and south-facing windows may create light spill and views across Portola Road to Corte Madera neighborhood.
Comment: Project should be screened for light spill and privacy.

- Suggestion: Soffit and sconce lighting should be well recessed and shielded. Landscaping should be provided to at least partially screen lighting and views, without completely blocking all views. Additional landscaping should be provided downhill of the project site.
2. Issue: Arborist Report does not include parking area; tree numbers do not match trees shown on Demo Plan, Sheet A2.0
- Comment: Evaluate all trees impacted by project. Ensure consistency between report and plans.
- Suggestion: Submit amended Arborist Report with expanded evaluation area; ensure all impacted trees are captured in report and protected as needed; ensure tree numbering is consistent; include table noting which trees are proposed for removal.
3. Issue: Impervious surface maximums
- Comment: Applicant must provide verification that enough unbuilt IS remains to construct the project as proposed, without exceeding the maximum allowed by the CUP.
- Suggestion: Use past as-built plans to sum constructed IS for most recent construction projects. Add these amounts to the last known total IS for the campus to find the current amount of existing IS.

In addition to these specific issues, staff would like to call attention to a number of design features that might improve the overall project design. These include:

- The addition of eaves to the building
- The addition of a trellis or shading element to the balconies
- Removal of the top row of windows from the middle window on the south elevation
- Circulation and paths of travel based on likely patterns of movement

Findings

In order to approve the Architecture permit, the ASCC will need to find that the project is consistent with the General Plan and Zoning Regulations, as described below:

1. **The size, siting and design of buildings, individually and collectively, tend to be subservient to the natural setting and serve to retain and enhance the rural qualities of the town. (Siting and Scale)**
2. **The proposed project will blend in with the natural environment in terms of materials, form and color. (Architectural Design)**
3. **The location, design and construction of the development project will minimize disturbances to the natural terrain and scenic vistas. (Grading)**
4. **The proposed project utilizes minimal lighting so that the presence of development at night is difficult to determine. (Lighting)**
5. **The proposed landscape plan will preserve the qualities of the natural environment through the use of native plant materials and provide a blended transition to adjacent open areas. (Landscaping)**

RECOMMENDATION

Staff recommends that the ASCC offer comments, reactions and direction to assist the applicant to make any adjustments or clarification that Commissioners conclude are needed before considering final action on the application.

ATTACHMENTS

1. Vicinity Map
2. Geotechnical Investigation by Romig Engineers, dated October 2018
3. Arborist Report by Kielty Arborist Services, LLC, dated January 29, 2019
4. WELO Checklist, dated May 16, 2019
5. Light Fixture Cut Sheets, dated May 31, 2019
6. Community Outreach & Public Comment
7. Comment Letter from Woodside Fire, dated March 26, 2019
8. Comment Letter from Cotton Shires and Associates, dated May 28, 2019
9. Comment Letter from NV5, dated May 30, 2019
10. Comment Letter from Conservation Committee, dated May 2019
11. Email from Trails Committee, dated June 3, 2019
12. Architectural Plans, received May 31, 2019 (ASCC Commissioners only)

Report approved by: Laura Russell, Planning and Building Director



ARCHITECTURAL AND SITE CONTROL COMMISSION **June 10, 2019**
ASCC Field Meeting, 302 Portola Road, Preliminary Architectural and Site Development Review for Six Units of Housing at the Priory School

Chair Koch called the field meeting to order at 5:10 p.m.

ROLL CALL:

ASCC: Commissioners Ross, Sill, Wilson, Vice-Chair Breen, Chair Koch
Town Staff: Planning and Building Director Laura Russell, Associate Planner Arly Cassidy
Conservation: Judy Murphy
Jon Goulden, Planning Commission
Jeff Aalfs, Town Council

Others present

David Schinski, Priory School Board Member
Richard Christiani & Vivian Kwok, Architects
Father Maurus Nemeth, O.S.B, Monk at the Priory
Mark Waisser, 7 Veronica Lane

Associate Planner Cassidy presented the report regarding the project which consists of six new housing units for staff at the Woodside Priory School. Planner Cassidy discussed the larger planning context which allowed for the units to be built, including the Affiliated Housing Program described in the Housing Element of the General Plan and the Priory's Master Plan, last updated in 2016.

Planner Cassidy described the project, which consists of two buildings connected by a breezeway. Two two-bedroom units would be in the smaller front building and four three-bedroom units would be in the larger rear building, for a total of 8,732 square feet. The project also includes twelve new parking spaces, six of which would be covered with solar panels and six of which would be on grass-crete, a permeable paving material. Entrance to the building would go through a garage structure used for storage for the units (505 square feet).

One significant tree, a valley oak, would be removed due to the project layout. Proposed grading consists of 105 CY of cut and 105 CY of fill, for a total of 210 CY, which requires ASCC review. A total of 7,804 square feet of landscaping is proposed, with a native plant list. Two existing fences would be replaced and shifted in location.

At the end of her presentation, Planner Cassidy turned the presentation over to the Priory team. Mr. Schinski described in the school's internal process of analyzing possible sites for new housing and how they decided to pursue the current site. Architect Christiani then described the design intent of the project layout and details. Meeting members walked from the parking area to the site for housing.

In response to Commissioner questions, Architect Christiani described the project's nine foot ceilings, with storage in the attic above, and the clear acrylic roof over the breezeway connecting the buildings. Commissioner Breen inquired about redwood tree roots and their impact on the foundation of the building; Architect Christiani said he had not had trouble with redwoods in the past, and was not worried about the existing trees. Commissioner Wilson noted that one of the south-facing windows would look directly out onto a redwood tree.

Judy Murphy stated that the Conservation Committee supported the project in general, but had a few concerns. The Committee was concerned about the large amount of glazing toward Portola Road and felt that additional trees between the road and project would help block light, but should be positioned so that they did not interrupt views. She asked that carex divulsia, or Berkeley Sedge, not be used, as it is often substituted for an invasive.

Dave Schinski added that the school felt it was important to make all of the units equally desirable, and to give them all private outdoor space.

Chair Koch stated that Commissioners would offer further comments on the proposal at the regular evening meeting that evening. Members thanked the applicant and architect for participation in the site meeting. The field meeting adjourned at 5:35 p.m.

ARCHITECTURAL AND SITE CONTROL COMMISSION
Regular Evening Meeting, 765 Portola Road

JUNE 10, 2019

CALL TO ORDER AND ROLL CALL

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

Planning & Building Director Laura Russell called roll:

Present: ASCC: Commissioners Dave Ross, Al Sill, and Jane Wilson; Vice Chair Danna Breen; Chair Megan Koch
 Absent: None
 Planning Commission Liaison: Jon Goulden
 Town Council Liaison: Jeff Aalfs
 Town Staff: Planning & Building Director Laura Russell; Associate Planner Cassidy

ORAL COMMUNICATIONS

None.

NEW BUSINESS

- (1) **Preliminary Architectural Review and Site Development Review for Six Units of Staff Housing, 302 Portola Road, Woodside Priory School, File # PLN ARCH 08-2019**

Chair Koch advised there was a field visit at the site early this evening.

Associate Planner Cassidy described the application, the background and review required, the project description, and staff analysis including findings, as detailed in the staff report. Staff recommended the ASCC offer comments, reactions, and direction to assist the applicant to make any adjustments or clarification that Commissioners conclude are needed before considering final action on the application.

Associate Planner Cassidy shared the three letters of support for the project that staff received this evening.

Chair Koch invited questions from the Commissioners.

Chair Koch asked if grass-crete pavers are counted as impervious surfaces. Associate Planner Cassidy said they are counted as impervious surface under the Town's definition; however, they do obviously let more water through than a hard paved surface. These grass-crete pavers require irrigation, and use a good portion of the project water budget. The grass is a dwarf fescue mix. Vice Chair Breen suggested selecting a grass that requires less water.

Chair Koch invited the applicant to comment. Rick Christians, Architect, said staff's presentation was great. He added that in front of the storage there is an accessible parking space and the other one is designated as loading. He said the ground floor of all the units are accessible, designed for turnaround, have adjustable under-cabinets, and access throughout. He said the

boardwalk allows a low slope accessible path. He said the grass-crete pavers help with collecting storm water runoff. He said they can look at other plants and will discuss it with the landscape architect.

Chair Koch invited questions for the applicant.

Commissioner Ross asked regarding the use of corten siding. He said there are a few locations where it comes down below the wainscot level. He asked if they were concerned about irregular weathering. He said it's a corten appearance, but is actually a painted metal siding that looks like corten.

Chair Koch asked if the lighting in the carport area was on timers or motion sensor. The applicant said they haven't gotten that far. He said they could be timer or motion sensor.

Chair Koch asked if the other lights, such as in the breezeway, were on timers or motion sensor. The applicant said he would like the pathway lights to be on timers. He said the breezeway could also be on a timer. He said the walkway lights are a low 32 lumens.

Vice Chair Breen expressed concern about the window on the west-facing elevation. She asked if there was a special glass that might help reduce the light spill on that elevation. The applicant said the glass will have low emissivity that will allow protection from heat gain, but is not highly reflective. He said there will be interior treatment, but the lighting inside the unit will not be bright and glaring.

With no additional questions from the Commissioners, Chair Koch invited public questions and comments. Hearing none, Chair Koch invited discussion by the Commissioners.

Commissioner Sill said the plan is very well thought out and the siting is perfect. He said the storage shed is a smart idea. He was supportive of the fencing. He said the landscape plan is quite good and suggested finding a grass for the grass-crete pavers that uses less water. He was supportive of the architectural style and materials. He said there could be one additional tree in the landscape plan, down the hill, to make it a little less visible from Portola Road. He said having a light always on in the parking structure would be objectionable. He was supportive of the project.

Commissioner Wilson was supportive of the project. She suggested an extra tree on the downward slope, not linear. She suggested eliminating one light soffit on one of the balconies. She would like to see the water use on the grass-crete reduced. She suggested a lighting timer in the garage and breezeway. She said the applicants had done an excellent job, and it looked superb.

Commissioner Ross said it is a very thorough and very well thought-out project. He said from the siding, to the massing, to the choice of materials, it is very well-designed. He said a very local motion sensor that illuminates something for safety purposes is a good option. He suggested path lights on a timer with a motion sensor. He liked the whimsy of the guardrails. He was supportive of the project.

Vice Chair Breen said she was very excited about the applicant's wonderful project, which will be a great asset to the school. She said she has some sensitivity to houses looking up into the source of light because the project is set so high on the property. She would like to see the second-story balconies be lit inside the balcony instead of with porch lights. She suggested a

California native grass, *Agrostis*, for the grass-crete pavers. She said the *Carex* meadow off the west side might be pulled back a bit. She said they might add one more tree, but pointed out that live oaks get to be 50 feet wide. She said they will lose a lot of the dead pines and declining trees to the north. She said the railing is a great addition.

Chair Koch said the community support is great. She loved the creative transformation of the existing garage. She suggested timers and motion sensors for the lights in the carport and possibly the pathway and entrance to the building. She agreed about changing the grass to something with less water requirements.

(2) Architectural Review for an Addition, 45 Bear Paw, Alex Shpunt Residence, File # PLN ARCH 09-2019

Associate Planner Cassidy described the application, the project background, the project description, and the staff analysis including findings, as detailed in the staff report. Staff recommended that the ASCC review the plans and staff report, offer feedback or additional conditions of approval, and approve the Architectural Review Permit.

Chair Koch invited questions from the Commissioners. Hearing none, Chair Koch invited the applicant to make any comments. The applicant explained the family's reasons for wanting the addition.

Chair Koch invited questions for the applicant. Hearing none, Chair Koch invited public comment. Hearing none, Chair Koch brought the item back to the Commission for comments or discussion, if any.

Vice Chair Breen moved to approve the project as submitted with staff conditions of approval. Seconded by Commissioner Wilson; the motion carried 5-0.

(3) 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 application, the project background, the project description, and staff analysis including findings, as detailed in the staff report. Staff recommended that the ASCC review the plans and staff report, offer feedback or additional conditions of approval, and recommend that the Planning Commission approve the Site Development Permit.

Chair Koch invited questions from the Commissioners.

Chair Ross asked if there had been any review of the hydrology impact of the proposed fill in the culvert area. Associate Planner Cassidy said there was a hydrology report done for the culvert, but no additional report has been submitted for the grading. She said if the grading was important to the applicant, they could choose to submit further analysis or it may be simpler to add the condition that no grading go into the waterway and put all of the grading where proposed toward the front of the property. Chair Ross said the culvert is not a creek or any kind of recognized waterway. Associate Planner Cassidy said the Planning Commission had advised that legal analysis would need to take place on whatever this waterway is called – a seasonal creek, a femoral stream, seasonal swale, etc., for a legal interpretation and to understand what analysis might be required to modify it so the recommendation is that no modification take place.

Commissioner Wilson said a neighbor advised her that the culvert was being blocked with sandbags. She asked if there was any evidence of that. Associate Cassidy said they did not look at it or check the status. Project architect Carter Warr said there are some straw wattles at the inlet of the catch basin as required for erosion control.

Chair Koch asked how the fill going along the Mapache border will change the grading. Associate Planner Cassidy showed the proposed changes in her presentation.

Chair Koch invited the applicant to comment. Carter Warr (project architect) and Bob Cleaver (landscape architect) explained they were trying to respond to the Westridge Committee's desire for additional screening. They explained the reasoning for some of the landscape amendments as described in the staff report. The landscape architect said WELO compliance requires soil analysis, and he suggested that be done when the grading is achieved.

Commissioner Sill asked if it was conceivable that they would need to bring in a lot of soil amendment. The landscape architect said his experience has been that a large percentage of native soil is used and is amended chemically.

Chair Koch invited questions from the Commissioners. Hearing none, Chair Koch invited public comment.

Dana Jackson, 20 Trail Lane. Mr. Jackson owns the property across the creek. He said it is great they are planting more oak trees. He is concerned about the 2-feet of soil being placed in the back of the property, especially without a hydro report. He said if it is built up 2 feet, and the creek goes high enough, it could create flooding at his house and his neighbors' houses.

Associate Planner Cassidy added that the project and grading has been evaluated by the Town Engineer, although not specifically with the addition of a hydrology report. She said this afternoon staff received comments from the Town Geologist, also recommending approval of the fill from the geologic standpoint.

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

Commissioner Ross said competing goals and cost/benefit aspects makes this a bit difficult to evaluate. He said being able to use the soil on the site versus off-hauling benefits everyone in a lot of ways. He said it is important to consider how changing the profile of the landscape affects water flows and if the material is reasonable for plants to grow. He said this is essentially more like structural fill than growing material, which is appropriate for mounding but not for planting. Commissioner Ross said he supports the project with the assurance that the soil will be amended as needed for planting and that the drainage ditch not be modified without further study.

Vice Chair Breen said the grading makes sense and looks well done. She said the original landscape plan was fine, and the new planting plan is too much. She was concerned they were creating an oak hedge across the front of a great looking project.

Commissioner Wilson agreed the planting is too crowded. She said it already looks like a hedge. She is supportive of the fill as long as it does not go near the culvert. She was pleased about the reduction in water usage.

Commissioner Sill said his concerns regarding quality of soil and damage to existing plants

were addressed. He said he is supportive of the planting plan.

Chair Koch said the movement of the soil is appropriate as long as it is amended. She asked the landscape architect why there were so many oaks being planted. Mr. Cleaver said it was a conversation with Westridge about the existing conditions along Mapache and the fact it was so open. He said the request came to reconsider how to fill in, not necessarily considering the quality of the original plan, but just to fill in any gaps that existed. Chair Koch said she was less concerned about the screening between neighbors of the driveway and pool area and more concerned of the experience of the walker, horseback rider, bike rider, and driver down Mapache, that this will create a tunnel around the house.

Vice Chair Breen said there is a neighbor-to-neighbor situation and then there is the wrong thing to do for the land. She said there are plenty of oaks on the south side and adding six 24-inch live oaks under a valley oak is unconscionable to the existing oaks.

Mr. Warr said it has been a continuing problem for at least 28 years with direction from two very different points of view from two different design review boards. He said this is very difficult and frustrating for applicants. He said in this project, the applicant is trying to satisfy everyone. Mr. Warr suggested they move forward with the dirt and have subcommittees of the ASCC and Westridge involved when it comes time for planting. Mr. Warr said he is hoping for the opportunity to confirm whether the additional trees are of value because the owner wants to satisfy the ASCC and Westridge. Mr. Warr said that may be a way to arrive at a planting that is more appropriate in scale.

Commissioner Ross moved to recommend approval of the grading portion of the project. It is further recommended that after grading and planting of the originally approved landscape plan, two members of the ASCC visit the site, with an invitation to representatives from Westridge, to study the question of whether additional screening is needed and tree placement. The additional screening may be up to the level of the plan reviewed by the Commission at this meeting. Seconded by Vice Chair Breen; motion carried 5-0.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(4) Commission Reports

Done.

(5) Staff Report

None.

(6) News Digest: Planning Issues of the Day

Staff shared an article of interest with the Commissioners – “America’s First Greenbelt May Be in Jeopardy.”

APPROVAL OF MINUTES

(7) ASCC Meeting of May 13, 2019

Commissioner Ross moved to approve the May 13, 2019, minutes as submitted. Seconded by Commissioner Sill, the motion passed 4-0-1 with Chair Koch abstaining.

Commissioner Sill asked staff if there was any update on the property above the Priory. Planning & Building Director Russell said she will be asking the owners to return to the ASCC for the addition of the oaks.

Planning & Building Director Russell announced that Associate Planner Cassidy will be leaving. Planning & Building Director Russell thanked Associate Planner Cassidy for her service to the Commission and carrying the heavy weight of the majority of the applications, her excellent presentations, and dedicated service to the community and the Commission.

ADJOURNMENT [8:52 p.m.]



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2019

June 27, 2018

Attn: Josie Castaneda
302 Portola Road
Portola Valley, CA 94028

Subject: Woodside Priory Arborist Report Amendment

Dear Josie Castaneda:

Recently you requested an amendment to the Tree Survey completed by Kevin R. Kielty.

Document Additions:

Added to the report were columns denoting tree significance and if removal is proposed. Significant trees around construction areas had the percent of their root zone to be impacted calculated. Ideally during construction impact percentages should be kept beneath 20-30% in order prevent negative long-term health effects.

All trees not planned for removal should be placed within the Tree Protection zone mentioned by Keven R Kielty. If Tree Protection zones fences are required to be moved to facilitate construction needs. The trees within those zones should be wrapped in straw wattle, a layer of mulch 8-10" thick should be applied to the root zones (Every 1" trunk diameter equals 1' root zone radius), and a layer of 1' 1/8" plywood placed on top. This is to prevent root zone compaction and trunk damage. Fencing should then be replaced at earliest convenience.

Recommendations

To follow all previously stated arborist recommendations.

In addition, tree #14 should have an arborist onsite while any work occurs near its root system. The tree has a slight lean towards a nearby structure. If any damage to major supporting roots occurs in could lead to whole tree failure.

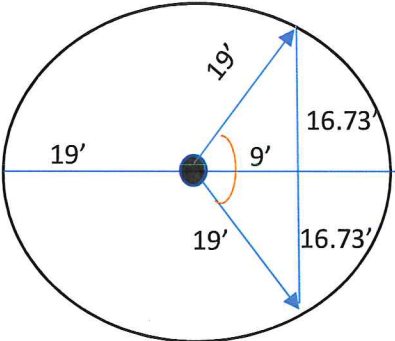
Sincerely,
Robert Wiszowaty

A handwritten signature in blue ink, appearing to read "RW", followed by a horizontal line.

Tree Division Manager Colony Landscape
B.S Environmental Horticulture and Urban Forestry
ISA Certified Arborist #WE-11553A
ISA Tree Risk Assessment Qualified

Percent Root Zone Impacted
Example Calculations

Coast Redwood #49
DBH: 19 Inches
Root Zone Radius: 19ft
Tree is 9 ft from construction
Root Zone Impacted = 21.2%



Total Area
 $A = \text{Pie}19^2$
 $A = 1133.54 \text{ ft}$

Area of Sector
 $360/123.38 = 2.91$
 $19^2 \text{pie} / 2.9 = 124.48 \text{ pie}$
 $= 390.87$

% Root Zone Impacted
 $240.28 / 1133.54$
 $= .2119 * 100$
 $= 21.197\%$

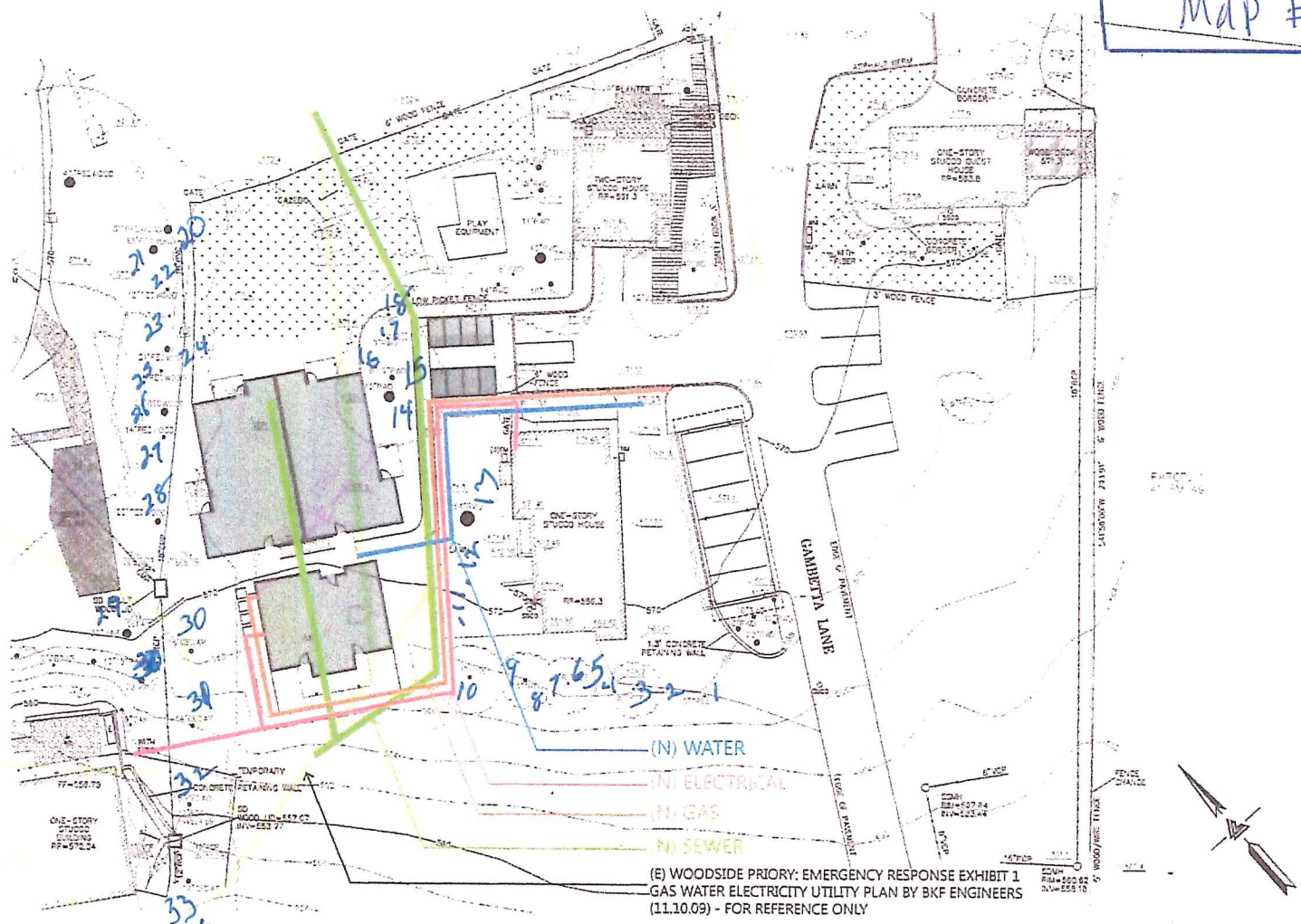
Length Root Cutting
 $A^2 + B^2 = C^2$
 $9^2 + B^2 = 19^2$
 $81 + B^2 = 361$
 $B^2 = 280$
 $B = 16.73$
Root cutting length = $b \times 2$
 $= 33.46$

Area of Sector not impacted by Root Cutting
 $33.46 * 9 / 2 = 150.59$

Area of Segment
 $124.48 \text{ pie} - 150.59 = 240.277$

Angle of Sector ($c^2 = a^2 + b^2 - 2ab \text{COS}c$)
 $A = 19$
 $B = 19$
 $C = 33.46$
 $1119.57 = 361 + 361 - 2(19)(19) \text{COS}c$
 $1119.57 = 722 - 722 \text{COS}c$
 $397.57 = -722 \text{COS}c$
 $-.55 = \text{COS}c$
Angle $C = 123.38$

Arborist
Site Evaluation
Map #1



WOODSIDE PRIORY SCHOOL

FACULTY HOUSING - PORTOLA VALLEY, CALIFORNIA

PROPOSED UTILITY PLAN

A1.2

1/32" = 1'-0"
06 DECEMBER 2018
PROJECT NO. 53249



Arborist
Site Evaluation
Map #2

SNCE
STEVAN NAKASHIMA
CONSULTING CIVIL ENGINEER

1420 HOLLY AVENUE
LOS ALITOS, CA 94024
PHONE: (510)944-2219
FAX: (510)944-2225
PENGREGG@SNCE.COM

KEY NOTES

- ① REMOVE (C) TREE.
- ② REMOVE THIS PORTION OF (C) SANITARY SEWER.
- ③ REMOVE (C) OVERHEAD ELECTRICAL LINES. COORDINATE WITH FILE.
- ④ REMOVE (C) WOOD FENCE.
- ⑤ SAWCUT (C) AC PAVING 1' FROM FACE OF CURB AND REMOVE.
- ⑥ REMOVE (C) CURB.
- ⑦ REMOVE (C) CONCRETE WALK.
- ⑧ EXISTING POLE TO BE REMOVED. REFER TO POLE JOINT TRENCH PLAN.
- ⑨ (C) CHANGE TO BE REMOVED. (C) CLAM AND FURNISHMENT TO REMAIN.
- ⑩ EXPOSE EXISTING UNKNOWN UTILITY - NOTIFY ARCHITECT OR ENGINEER ON THE RELOCATION OR REMOVAL OF THE UTILITY.

NOT FOR CONSTRUCTION!



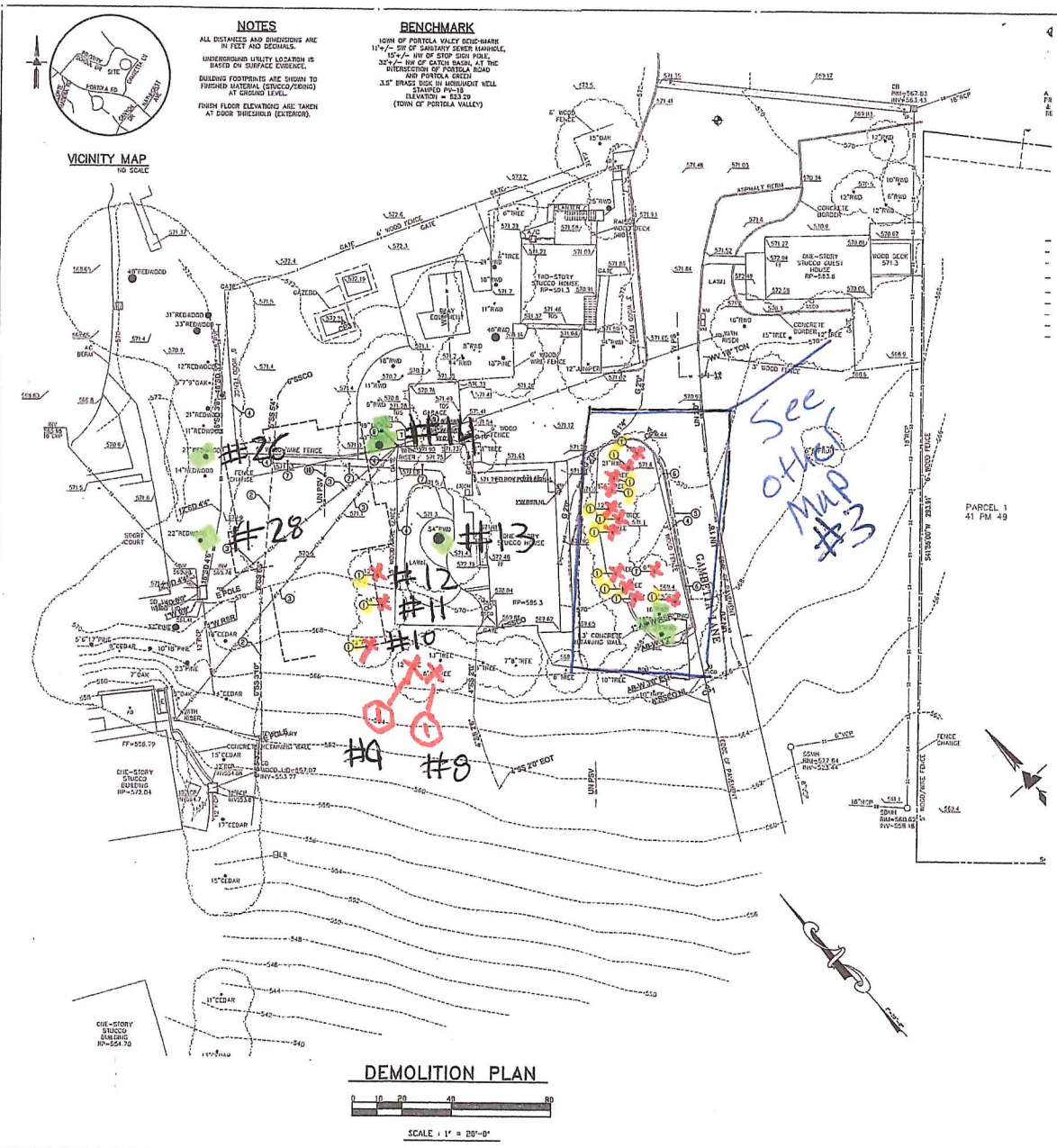
CAMPUS HOUSING
WOODSIDE PRIORITY
PORTOLA VALLEY, CA

QA/QC	No.	Date	Issue
		FEB 27, 2019	PROGRESS SET
		MAR 25, 2019	ISSUED FOR SANITARY SEWER PERMIT

Project No. 53249/1842
Scale AS SHOWN
Drawing Title **DEMOLITION PLAN**

Drawing No.

C-02



1842 TB-TBL-K24x36-Consultant (2).dwg 2/27/2019 12:12 PM Stevan Nakashima, SNCE

Site: Woodside Priory School

Tree #	Common Name	Scientific Name	DBH (Inches)	Condition	Ht./Spread	Comments	Significant	Removal	% Root Zone Impacted
1	See Original Survey (SOS)	SOS	SOS	SOS	SOS	SOS	No	No	N/A
2	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
3	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
4	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
5	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
6	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
7	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
8	SOS	SOS	SOS	SOS	SOS	SOS	No	Yes	N/A
9	SOS	SOS	SOS	SOS	SOS	SOS	No	Yes	N/A
10	SOS	SOS	SOS	SOS	SOS	SOS	No	Yes	N/A
11	SOS	SOS	SOS	SOS	SOS	SOS	Yes	Yes	N/A
12	SOS	SOS	SOS	SOS	SOS	SOS	No	Yes	N/A
13	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	26.60%
14	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	40.13%
15	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	N/A
16	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
17	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
18	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	N/A
19	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	N/A
20	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	N/A
21	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	N/A
22	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
23	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
24	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	N/A
25	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
26	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	21.68%
27	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
28	SOS	SOS	SOS	SOS	SOS	SOS	Yes	No	17.80%
29	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
30	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
31	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
32	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
33	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
34	SOS	SOS	SOS	SOS	SOS	SOS	No	No	N/A
35	Coast Redwood	<i>Sequoia Sempervirens</i>	9.5	60%	15/10	Good Vigor, Fair Form, Slight lean	No	Yes	N/A
36	Coast Redwood	<i>Sequoia Sempervirens</i>	19.8	75%	25/12	Good Vigor, Fair Form	Yes	Yes	N/A
37	Incense Cedar	<i>Caleocedrus decurrans</i>	8.5	50%	12/6	Fair Vigor, Fair Form, Slight lean	No	Yes	N/A
38	Incense Cedar	<i>Caleocedrus decurrans</i>	7.2(Multitrunk measured at 4ft)	40%	10/7	Fair Vigor, Poor form, codominant stems	No	Yes	N/A
39	Incense Cedar	<i>Caleocedrus decurrans</i>	11	70%	12/8	Good Vigor, Fair Form	No	Yes	N/A

40	Incense Cedar	<i>Caleocedrus decurrans</i>	4.8	25%	9/6	Poor Vigor, Poor form	No	Yes	N/A
41	Incense Cedar	<i>Caleocedrus decurrans</i>	12	70%	15//10	Fair Vigor, Good Form	No	Yes	N/A
42	Incense Cedar	<i>Caleocedrus decurrans</i>	7.2	40%	12/8	Fair Vigor, Poor Form, heading cut	No	Yes	N/A
43	Deodar Cedar	<i>Cedrus deodara</i>	5.3	60%	14/10	Good Vigor, Poor Form, Lean, Codominant stems	No	Yes	N/A
44	Incense Cedar	<i>Caleocedrus decurrans</i>	9.5	75%	14/10	Good Vigor, Good Form	No	Yes	N/A
45	Deodar Cedar	<i>Cedrus deodara</i>	5.8	75%	15/9	Good Vigor, Good Form	No	Yes	N/A
46	Coast Redwood	<i>Sequoia Sempervirens</i>	13.5	60%	18/8	Fair Vigor, Fair Form	No	Yes	N/A
47	Coast Redwood	<i>Sequoia Sempervirens</i>	13.5	70%	24/11	Fair Vigor, Good Form	No	No	Minimal Impact
48	Coast Redwood	<i>Sequoia Sempervirens</i>	15.5	70%	22/10	Fair Vigor, Good Form	No	No	Minimal Impact
49	Coast Redwood	<i>Sequoia Sempervirens</i>	19	80%	24/10	Good Vigor, Good Form	Yes	No	21.20%
50	Coast Redwood	<i>Sequoia Sempervirens</i>	10.5	65%	20/9	Fair Vigor, Good Form	No	No	Minimal Impact

Kielty Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650-515-9783

January 29, 2019

Josie Castaneda
Woodside Priory School
302 Portola Road
Portola Valley, CA 94028

Site: Woodside Priory School, Portola valley, CA

Dear Josie,

As requested on Sunday, January 27, 2019, I visited the above site to inspect and comment on the trees. A home remodel and landscape is planned for this site and as required a survey of the protected trees will be provided. A tree protection will be included for any trees to be retained.

Method:

All inspections were made from the ground; the tree was not climbed for this inspection. The trees in question were located on a map provided by you. The trees were then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). A condition rating (CON) is provided using 50 percent vitality and 50 percent form, using the following scale.

1	-	29	Very Poor
30	-	49	Poor
50	-	69	Fair
70	-	89	Good
90	-	100	Excellent

The height of the tree was measured using a Nikon Forestry 550 Hypsometer. The spread was paced off (HT/SP). Comments and recommendations for future maintenance are provided.

Summary:

The trees on site are a mix of native oaks and several species of imported trees (exotics). The exotics include redwood, Deodar cedar and incense cedars. The trees are in poor-good condition with no excellent trees. Several trees will be removed to facilitate the planned construction. Removed trees will be replaced if required per the town ordinance. The following tree protection plan will help to reduce impacts for any retained trees.

Woodside Priory/1/29/19

(2)

Tree Protection Plan:

Tree protection zones should be established and maintained throughout the entire length of the project. Fencing for the protection zones should be 6 foot tall metal chain link supported by metal poles or stakes pounded into the ground. The support poles should be spaced no more than 10 feet apart on center. The location for the protection fencing should be as close to the dripline as possible still allowing room for construction to safely continue. Signs should be placed on fencing signifying "Tree Protection Zone - Keep Out". No materials or equipment should be stored or cleaned inside the tree protection zones. The small trees in the front of the property will not need tree protection as the house will act as tree protection from the location of the construction.

Any roots to be cut should be monitored and documented. Large roots or large masses of roots to be cut should be inspected by the site arborist. The site arborist may recommend fertilizing or irrigation if root cutting is significant. Cut all roots clean with a saw or loppers. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

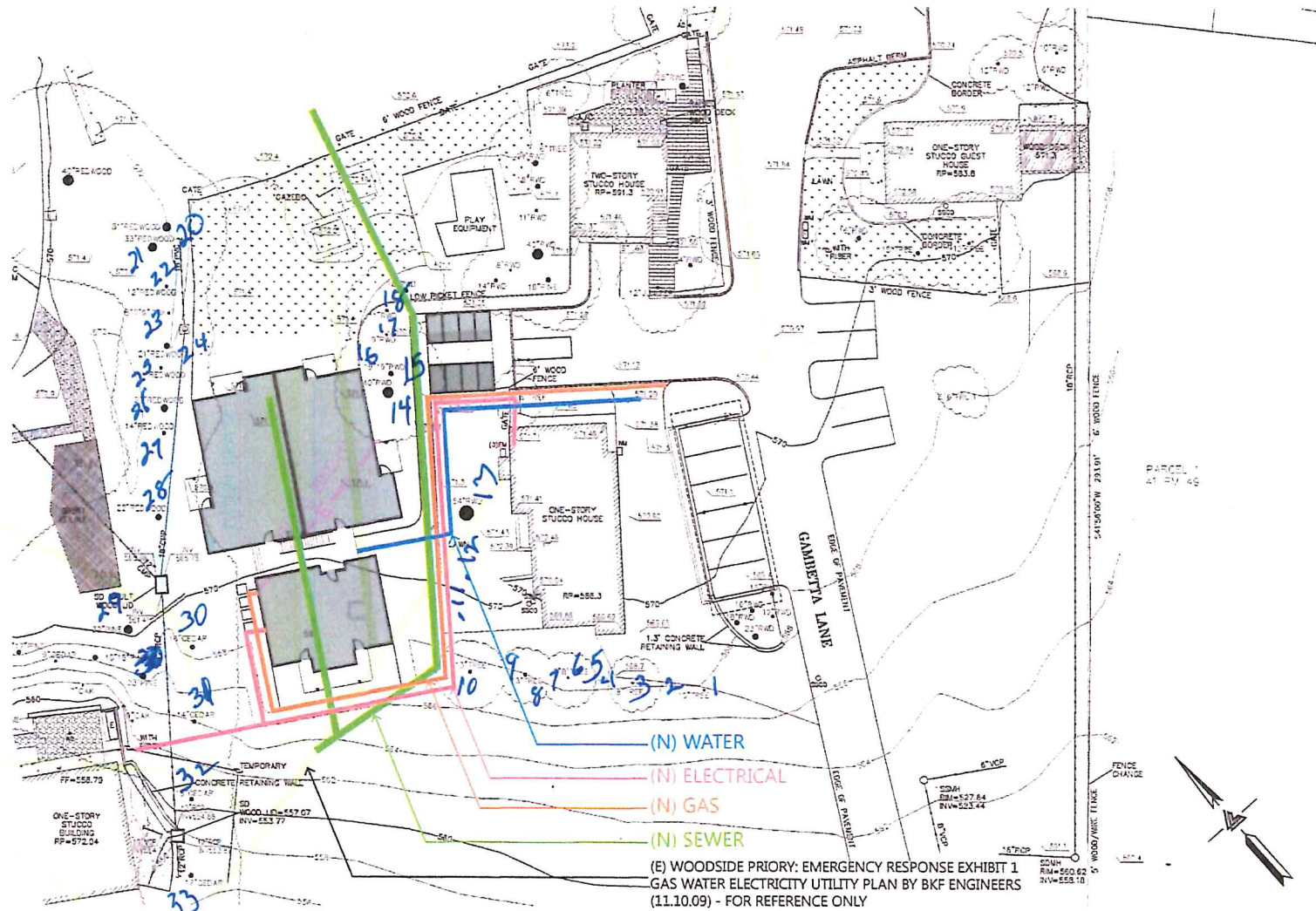
Trenching for irrigation, electrical, drainage or any other reason should be hand dug when beneath the driplines of protected trees. Hand digging and carefully laying pipes below or beside protected roots will dramatically reduce root loss of desired trees thus reducing trauma to the entire tree. Trenches should be backfilled as soon as possible with native material and compacted to near its original level. Trenches that must be left exposed for a period of time should also be covered with layers of burlap or straw wattle and kept moist. Plywood over the top of the trench will also help protect exposed roots below.

Normal irrigation should be maintained throughout the entire length of the project. The imported trees on this site will require irrigation during the warm season months. Some irrigation may be required during the winter months depending on the seasonal rainfall. During the summer months the trees on this site should receive heavy flood type irrigation 2 times a month. During the fall and winter 1 time a month should suffice. Mulching the root zone of protected trees will help the soil retain moisture, thus reducing water consumption.

The information included in this report is believed to be true and based on sound arboricultural principles and practices

Sincerely,

Kevin R. Kielty
Certified Arborist WE#0476A



WOODSIDE PRIORY SCHOOL

FACULTY HOUSING - PORTOLA VALLEY, CALIFORNIA

PROPOSED UTILITY PLAN

A1.2

1/32" = 1'-0"
06 DECEMBER 2018
PROJECT NO. 53249



Tree Survey

Site: Woodside Priory School						
Tree #	Species	Botanical Name	DBH (inches)	Condition	Ht./ Spread	Comments
1	Plum	<i>Prunus spp</i>	10.1	0%	15/10	DEAD
2	Plum	<i>Prunus spp</i>	14.3	20%	15/15	Poor vigor, Poor form, Severe decay
3	Canary island palm	<i>Phoenix canariensis</i>	24	70%	15/20	Good vigor, Fair form, 2' of standing trunk
4	Almond	<i>Prunus dulcis</i>	7.9	60%	15/15	Good vigor, Fair form, Woodpecker damage
5	Incense cedar	<i>Calocedrus decurrans</i>	14.2	45%	20/15	Good vigor, Poor form, Poor crotch @ 2'
6	Plum	<i>Prunus spp</i>	14.8	50%	20/20	Good vigor, Poor form, Hollow
7	Incense cedar	<i>Calocedrus decurrans</i>	12.2	50%	30/20	Poor to fair vigor, Fair form, Decline in canopy
8	Incense cedar	<i>Calocedrus decurrans</i>	12.4	45%	25/20	Fair vigor, Poor form, Codominant @ 1'
9	Incense cedar	<i>Calocedrus decurrans</i>	11.7	55%	25/20	Fair vigor, Fair form, Trunk bends west
10	Scotch pine	<i>Pinus halipensis</i>	10.2	50%	30/25	Fair vigor, Fair form, Codominant @ 20'
11	Valley oak	<i>Quercus lobata</i>	12.6	70%	35/35	Good vigor, Fair form, Codominant @ 10'
12	Norway spruce	<i>Picea abies</i>	8.1	60%	30/30	Good vigor, Fair form, Leans west
13	Coast redwood	<i>Sequoia sempervirens</i>	40 est	75%	55/35	Good vigor, Fair form
14	Coast redwood	<i>Sequoia sempervirens</i>	36 est	70%	50/35	Good vigor, Fair form
15	Coast redwood	<i>Sequoia sempervirens</i>	19.19	55%	50/35	Good vigor, Poor form, Codominant @ 2'
16	Coast redwood	<i>Sequoia sempervirens</i>	9	55%	35/15	Good vigor, Fair form, Suppressed
17	Coast redwood	<i>Sequoia sempervirens</i>	11	60%	35/15	Good vigor, Fair form, Suppressed
18	Coast redwood	<i>Sequoia sempervirens</i>	18	65%	40/15	Good vigor, Fair form, Eastern end of grove
20	Coast redwood	<i>Sequoia sempervirens</i>	25.9	60%	40/25	Good vigor, Fair form, Burl bottom
21	Coast redwood	<i>Sequoia sempervirens</i>	30.2	60%	40/25	Good vigor, Fair form, Burl bottom
22	Coast redwood	<i>Sequoia sempervirens</i>	11.8	55%	35/20	Fair vigor, Poor to fair form, Suppressed
23	Coast live oak	<i>Quercus agrifolia</i>	6.8, 9.2, 5.4	45%	25/20	Fair vigor, Poor form, Multi leader @ base
24	Coast redwood	<i>Sequoia sempervirens</i>	18.8	65%	40/30	Fair vigor, Fair form, Burl bottom
25	Coast redwood	<i>Sequoia sempervirens</i>	11.3	55%	30/15	Fair vigor, Fair form, Suppressed
26	Coast redwood	<i>Sequoia sempervirens</i>	24.1	60%	35/30	Good vigor, Fair form, Squatty
27	Coast redwood	<i>Sequoia sempervirens</i>	13.8	50%	30/25	Fair vigor, Poor form, Decay in trunk
28	Coast redwood	<i>Sequoia sempervirens</i>	19.8	65%	45/30	Good vigor, Fair form
29	Monterey pine	<i>Pinus radiata</i>	32	45%	55/60	Poor to fair vigor, Fair form, in decline
30	Deodar cedar	<i>Cedrus deodara</i>	18.9	65%	45/40	Good vigor, Fair form. Suppressed by tree# 29
31	Deodar cedar	<i>Cedrus deodara</i>	13.4	65%	40/35	Good vigor, Fair form. Suppressed by tree# 29
32	Deodar cedar	<i>Cedrus deodara</i>	13.8	65%	35/30	Good vigor, Fair form
33	Deodar cedar	<i>Cedrus deodara</i>	17	65%	40/30	Good vigor, Fair form
34	Deodar cedar	<i>Cedrus deodara</i>	16.2	60%	40/30	Good vigor, fair form, narrow shape.

RESIDENTIAL OUTDOOR WATER USE EFFICIENCY CHECKLIST

To Be Completed by Applicant

I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance

Bob Cleaver landscape architect PLA 4145

2019-05-16

Signature

Date

Project Information

New Construction Rehabilitated Other:

Single Family Multi-Family Commercial Institutional Irrigation only Industrial Other:

Applicant Name (print): Woodside Priory Campus Housing Contact Phone #:

Project Site Address: 302 Portola Rd. Portola Valley, CA 94028

Project Area (sq.ft. or acre):	# of Units:	# of Meters:	Agency Review	
			(Pass)	(Fail)
For a single-family project, or a single-family development project, enter this information on an average, per unit basis. For all other projects, input an aggregate value for the entire project.	Total Landscape Area (sq.ft.): 7,804 SF		<input type="checkbox"/>	<input type="checkbox"/>
	Turf Irrigated Area (sq.ft.): 0 sf		<input type="checkbox"/>	<input type="checkbox"/>
	Non-Turf Irrigated Area (sq.ft.): 7,804 SF		<input type="checkbox"/>	<input type="checkbox"/>
	Irrigated Special Landscape Area (SLA) (sq.ft.): 0 sf		<input type="checkbox"/>	<input type="checkbox"/>
	Water Feature Surface Area (sq.ft.): 0 sf			

Landscape Parameter	Requirements	Project Compliance	Agency Review	
Plant Material	Low water using plants are installed for at least 80% of plant area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Special Landscape Area and/or Recycled Water Area	<input type="checkbox"/>	<input type="checkbox"/>
Turf	No turf proposed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input type="checkbox"/>	<input type="checkbox"/>
	There is no turf in parkways < 10 feet wide	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, if adjacent to a parking strip	<input type="checkbox"/>	<input type="checkbox"/>
	All turf is planted on slopes ≤ 25%	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Hydrozones	Plants are grouped by Hydrozones	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Compost	At least 4 cubic yards per 1,000 sq ft to a depth of 6 inches	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Soil Test	<input type="checkbox"/>	<input type="checkbox"/>
Mulch	At least 3-inches of mulch on exposed soil surfaces	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation System	Use of automatic irrigation controllers that use evapotranspiration or soil moisture sensor data and utilize a rain sensor	<input checked="" type="checkbox"/> Yes (see cover sheet notes)	<input type="checkbox"/>	<input type="checkbox"/>
	Irrigation controllers do not lose programming data when power source is interrupted	<input checked="" type="checkbox"/> Yes (see cover sheet notes)	<input type="checkbox"/>	<input type="checkbox"/>
	Irrigation system includes pressure regulators	<input checked="" type="checkbox"/> Yes (see cover sheet notes)	<input type="checkbox"/>	<input type="checkbox"/>
	Manual shut-off valves are installed near the connection to the water supply	<input checked="" type="checkbox"/> Yes (see cover sheet notes)	<input type="checkbox"/>	<input type="checkbox"/>
	All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher	<input checked="" type="checkbox"/> Yes (see cover sheet notes)	<input type="checkbox"/>	<input type="checkbox"/>
	Areas < 10 feet shall be irrigated with subsurface irrigation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, but there is no runoff or overspray	<input type="checkbox"/>	<input type="checkbox"/>
Metering	Separate irrigation meter	<input checked="" type="checkbox"/> Yes (see cover sheet notes) <input type="checkbox"/> No, not required if < 5,000 sq ft	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Pools / Spas	Cover highly recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required N/A	<input type="checkbox"/>	<input type="checkbox"/>
Water Features	Recirculating	<input type="checkbox"/> Yes N/A	<input type="checkbox"/>	<input type="checkbox"/>

OUTDOOR WATER USE EFFICIENCY CHECKLIST

Documentation (per section 492.3)	Project Information	<input type="checkbox"/> Yes	<input type="checkbox"/> <input type="checkbox"/>
	Water Efficient Landscape Worksheet (optional if no turf and 80% native, low water use plants)	<input checked="" type="checkbox"/> Prepared by professional	<input type="checkbox"/> <input type="checkbox"/>
	Soil Management Report (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/> <input type="checkbox"/>
	Landscape Design Plan (optional if < 2,500 sq ft of landscape area)	<input checked="" type="checkbox"/> Prepared by professional	<input type="checkbox"/> <input type="checkbox"/>
	Irrigation Design Plan (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/> <input type="checkbox"/>
	Grading Design Plan (optional if < 2,500 sq ft of landscape area)	<input type="checkbox"/> Prepared by professional	<input type="checkbox"/> <input type="checkbox"/>
Audit	Post-installation audit completed	<input type="checkbox"/> Completed by professional	<input type="checkbox"/> <input type="checkbox"/>

<p>Auditor:</p> <p>Materials Received and Reviewed:</p> <p><input type="checkbox"/> Project Information</p> <p><input type="checkbox"/> Water Efficient Landscape Worksheet</p> <p><input type="checkbox"/> Residential Outdoor Water Use Efficiency Checklist</p> <p><input type="checkbox"/> Post-Installation Audit</p> <p><input type="checkbox"/> Landscape Design Plan</p> <p><input type="checkbox"/> Soil Management Report</p> <p><input type="checkbox"/> Irrigation Design Plan</p> <p><input type="checkbox"/> Grading Design Plan</p> <p>Date Reviewed:</p> <p><input type="checkbox"/> Follow up required (explain):</p> <p>Date Resubmitted:</p> <p>Date Approved:</p> <p>Dedicated Irrigation Meter Required:</p> <p>Meter sizing:</p>	<p style="text-align: center;">Material Distributed to Applicant</p> <p><input type="checkbox"/> Regional Water Efficient Landscape Ordinance</p> <p><input type="checkbox"/> Residential Outdoor Water Use Efficiency Checklist</p> <p><input type="checkbox"/> Water Efficient Landscape Worksheet</p> <p><input type="checkbox"/> Plant List</p> <p><input type="checkbox"/> Other:</p> <hr/> <p style="text-align: center;">Measures Recommended to Applicant</p> <p><input type="checkbox"/> Drip irrigation</p> <p><input type="checkbox"/> Plant palate</p> <p><input type="checkbox"/> Grading</p> <p><input type="checkbox"/> Pool and/or spa cover</p> <p><input type="checkbox"/> Dedicated irrigation meter</p> <p><input type="checkbox"/> Other:</p>
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Comments:

Selected Definitions:

ETo Reference evapotranspiration means the quantity of water evaporated from a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of estimating water budgets so that regional differences in climate can be accommodated.

SLA Special Landscaped Area. Includes edible plants, areas irrigated with recycled water, surface water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.

Professional

Professional is a “certified professional” or “authorized professional” that is a certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget, irrigation survey or irrigation audit.

Water Feature

A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).

PLANNING RE-SUBMITTAL
31 MAY 2019

EXTERIOR LIGHT FIXTURE SCHEDULE			
1		BEGA □B3 580	LED WALL DOWN LIGHT SURFACE MOUNT GRAPHITE 120V 6W 3000K 750 LUMENS
			LOCATION: UNIT 1-6 UNIT ENTRY DOORS UNIT 4 & 5 MASTER BEDROOM DECKS UNIT 6 BEDROOM DECKS
2		BEGA □B5 922	LED CEILING LIGHT RECESSED GRAPHITE 120V 4.5W 3000K+K3 500 LUMENS
			LOCATION: LOWER LEVEL ENTRY LOWER LEVEL & RESIDENTIAL DECKS UPPER LEVEL UNIT 4 & 5 LOWER DECK
3		WAC LIGHTING □LED 12V ROUND DECK + PATIO LIGHT	LED ROUND DECK + PATIO LIGHT SURFACE MOUNT BRONZE 12V 2.8W 3000K 60 LUMENS
			LOCATION: WALKWAY LIGHTS SURFACE MOUNTED ON 4X4 POST
4		WAC LIGHTING □WS-W15708	LED SODOR OUTDOOR SCONCE SURFACE MOUNT BRONZE 120V 9W 3000K 750 LUMENS
			LOCATION: STORAGE SHED ABOVE ENTRY/EXIT OPENING
5		WAC LIGHTING □FM-W2505	LED RUBIX 5IN OUTDOOR CEILING LIGHT FLUSH MOUNT BRONZE 120V 17W 3000K 980 LUMENS
			LOCATION: CARPORT CEILING



Wall luminaires

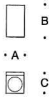

Lighting technology: Luminaires optionally with light emission on **one** or **two** sides.
 with LED or for halogen lamps
 Luminaires with LED · integral power supply unit
 Colour temperature 3000K, corresponds to warm white
 Article number + **K3**


The luminaires
 33 579 · 33 580 · 33 582 · 33 583 · 24 594 · 24 595 are
 allowed to be installed only in the illustrated burning position.


Protection class: IP 64

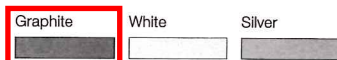
Material: Cast aluminium, aluminium and stainless steel
 Safety glass · Reflectors made of pure anodised aluminium

Colour: Graphite, white or silver
 Graphite – Article number
 White – Article number + **W**
 Silver – Article number + **A**

		Narrow beam downwards						
		LED		PSU	EEC	A	B	C
	· B ·							
	· A ·							
	· C ·							
		Lamp		Base				
		33 579	3.2 W 155 lm	On/off	A++	75	130	95
		33 580	6.0 W 315 lm	DALI	A++	110	190	125
		33 582	1 QT 14 48 W	G 9	C-E	75	130	95
		33 583	1 QT 14 60 W	G 9	C-E	110	190	125

		Very narrow beam upwards · Narrow beam downwards						
		LED		PSU	EEC	A	B	C
								
		24 594	5.5 W 275 lm	On/off	A++	75	130	95
		24 595	10.5 W 435 lm	DALI	A++	110	190	125

		Narrow beam in both directions						
		LED		PSU	EEC	A	B	C
								
		33 590	5.5 W 295 lm	On/off	A++	75	130	95
		33 591	10.5 W 600 lm	DALI	A++	110	190	125
		Lamp		Base				
		33 593	1 QT 14 48 W	G 9	C-E	75	130	95
		33 596	1 QT 14 60 W	G 9	C-E	110	190	125





LED recessed ceiling luminaires · **Compact downlights**

Lighting technology: Luminaires with wide beam light distribution
 Colour temperature 3000K, corresponds to warm white
 Article number + **K3**

Protection class: IP 65

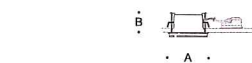
Material: Cast aluminium, aluminium and stainless steel
 Safety glass on the inside or crystal glass, partially frosted
 Reflector made of pure anodised aluminium

Colour: 55 922 · 55 924 · 55 926 optionally graphite or white
 Graphite – Article number
 White – Article number + **W**

The luminaires and the external power supply units required for your lighting systems can be connected by means of a simple plug connector. In the table, you can find two versions of switchable and controllable power supply units. For technical data and explanations, see Page 233.

When making the recessed opening, it might be practical to use an installation housing.
 For technical data, see Page 234.

LED	LED	EEC	A	B	External power supply unit		Install. housing
					1-10V	DALI	
55 922	4.5 W 320 lm	A++	80	90	Included · non-dimmable		10 407
55 924	11.0 W 910 lm	A++	110	90		10 510	10 440
55 926	15.5 W 1155 lm	A++	145	90		10 527	10 528
							10 441



LED compact downlights · **Crystal glass, partially frosted**

LED	LED	EEC	A	B	External power supply unit		Install. housing
					1-10V	DALI	
55 941	4.5 W 240 lm	A++	80	90	Included · non-dimmable		10 407
55 942	11.0 W 630 lm	A++	115	90		10 510	10 440
55 943	15.5 W 850 lm	A++	155	90		10 527	10 528
							10 441



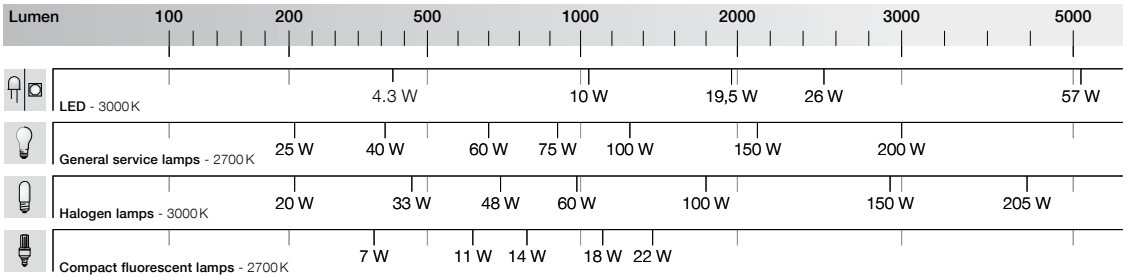
Service life of more than 20 years

The light color is defined by the term color temperature, which is measured in Kelvin (K). We offer the luminaires in this brochure in 3000K, which corresponds to a warm white light color and which represents a pleasant light.

Unlike conventional lights, LEDs emit light in a predefined direction like mini-floodlights. The luminous efficiency of LED is thus significantly higher compared to other lamps. If we compare the luminous efficiency of a 6.5 watt LED with that of a 33 watt halogen lamp, we need only 20 percent of the connected load for the same amount of light. Calculated on the basis of the minimum service life of the LED, the total costs for the replacement of the halogen lamp plus energy costs are more than six times as much. For seven hours of daily use, for example, the 50,000 operating hours correspond to a service life of more than 20 years.

Light output

In many cases it is still difficult to estimate the luminous efficiency of LED. The following chart will allow you to compare the luminous efficiency of LED with that of conventional lamps (date: February 2013).



LED 12V Round Deck and Patio Light

By WAC Lighting

\$61.50 - \$75.00

IN STOCK Ships within 2 business days.

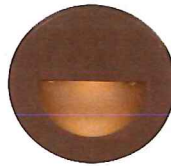
FREE SHIPPING on orders \$75 or more.

(0) Write a review

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Choose Material:





Bronze on Brass



Bronze on Aluminum



White on Aluminum

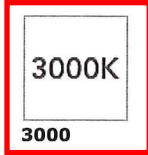


Black on Aluminum

Choose Light Temperature:



2700



3000

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100% price match

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*Subject to credit approval. Minimum monthly payments required.



LED 12V Round Deck and Patio Light

By WAC Lighting

The LED 12V Round Deck and Patio Light by WAC Lighting is a fixture that proves that outdoor lighting pieces can also have aesthetic appeal. The deck and patio light utilize a lens that's able to provide a steady illumination, not unlike some lighting fixtures that are normally found indoors and away from the elements. The fixture radiates a warm, white light with the aid of its LED sources and is ideal for placement in areas like patios and outdoors. [+ More](#)

The LED 12V Round Deck and Patio Light by WAC Lighting is a fixture that proves that outdoor lighting pieces can also have aesthetic appeal. The deck and patio light utilize a lens that's able to provide a steady illumination, not unlike some lighting fixtures that are normally found indoors and away from the elements. The fixture radiates a warm, white light with the aid of its LED sources and is ideal for placement in areas like patios and outside decks. The fixture is built from a solid diecast brass and a corrosion-resistant aluminum alloy, the fixture is more than ready to tackle the elements and mother nature's worst.

WAC Lighting designs for the toughest lighting challenges-and solves them with the most advanced materials, production and LED technology. Their lighting products span a wide range of decorative and functional categories, from contemporary pendants to LED undercabinet lighting to outdoor landscape systems. A family-owned American company for 30+ years, WAC Lighting is also committed to sustainability, choosing to follow manufacturing processes with zero landfill impact.

Features:

- Design In: 2016
- Can be dimmed from 10% to 100%
- 50,000 hour rating
- Bronze on Brass: Lifetime Warranty
- Lumen output constant, even against voltage drop
- Warranty: 10 years functional, 2 years finish
- Manufactured In: China

Ratings:

- ADA, Title 24
- Location Rating: UL Listed Wet

Specifications:

- Solid Diecast Brass / Corrosion Resistant Aluminum Alloy

Lamping:

Option	Lamp Type	Total Lumens	Total Wattage	Volts	Color Temp
2700	LED Built-in	60	2.80	12	2700 (Warm)
3000	LED Built-in	60	2.80	12	3000 (Soft White)

Manufacturer Information

Dimensions:

Fixture: D 1.63 in , Dia 3 in

Model(s):

3011-27BK, 3011-30BK, 3011-30WT, 3011-27WT, 3011-30BZ, 3011-27BZ, 3011-30BBR, 3011-27BBR

WS-W15708 / WS-W15710
Sodor Outdoor

A Steamwork inspired approach to a traditional lantern design. Sodor is constructed with a solid die cast aluminum shade that provides fantastic glare cutoff and a weather resistant powder coated finish. The light engine is factory sealed for maximum protection against the harshest elements.



- **Color Temp:** 3000K
- **CRI:** 90
- **Dimming:** 100% - 5% ELV
- **Rated Life:** 54,000 hrs
- Wet Location Listed. IP 65.
- Dark Sky Friendly
- Weather resistant powder coated finishes
- Heavy aluminum shade provides great glare cutoff
- Light engine is factory sealed for maximum protection from the elements
- Die-cast aluminum construction
- No transformer or driver required
- Input: 120V

Where to buy?

Model	Voltage	Watt	LED Lumens	Delivered Lumens	Finish	Order Number
WS-W15708	120	9W	750	315	BZ - Bronze	WS-W15708-BZ
WS-W15710		11.5W	1200	560	GH - Graphite	Add to Wish List

Rubix 5 Inch Indoor Outdoor Flush Mount Ceiling Light

By WAC Lighting

\$220.50

IN STOCK Ships within 2 business days.

FREE SHIPPING on orders \$75 or more.

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Bronze



Brushed Aluminum



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*Subject to credit approval. Minimum monthly payments required.



Rubix 5 Inch Indoor Outdoor Flush Mount Ceiling Light

By WAC Lighting

A combination of sturdy construction and innovative engineering, the Rubix 5 Inch Indoor Outdoor Flush Mount Ceiling Light by WAC Lighting has a utilitarian profile that easily fits into contemporary spaces. Featuring a powder-coat finished, die-cast aluminum frame that holds an etched glass diffuser this light is suitable for both residential and commercial installations, this ceiling light can be installed in a variety of configurations and pro

A combination of sturdy construction and innovative engineering, the Rubix 5 Inch Indoor Outdoor Flush Mount Ceiling Light by WAC Lighting has a utilitarian profile that easily fits into contemporary spaces. Featuring a powder-coat finished, die-cast aluminum frame that holds an etched glass diffuser this light is suitable for both residential and commercial installations, this ceiling light can be installed in a variety of configurations and provides bright, long-lasting illumination thanks to a single 3000K color temperature LED module.

WAC Lighting designs for the toughest lighting challenges-and solves them with the most advanced materials, production and LED technology. Their lighting products span a wide range of decorative and functional categories, from contemporary pendants to LED undercabinet lighting to outdoor landscape systems. A family-owned American company for 30+ years, WAC Lighting is also committed to sustainability, choosing to follow manufacturing processes with zero landfill impact.

Features:

- Warranty: 5 year
- Manufactured In: China

Ratings:

- Location Rating: ETL Listed Wet

Specifications:

- Aluminum
- Glass shade

Lamping:

- 1 X 17W 120V LED module, 980 Lumens, 90 CRI, 3000K (included)

Dimensions:

- **Fixture:** H 5 in , W 5 in , D 5 in

Model(s):

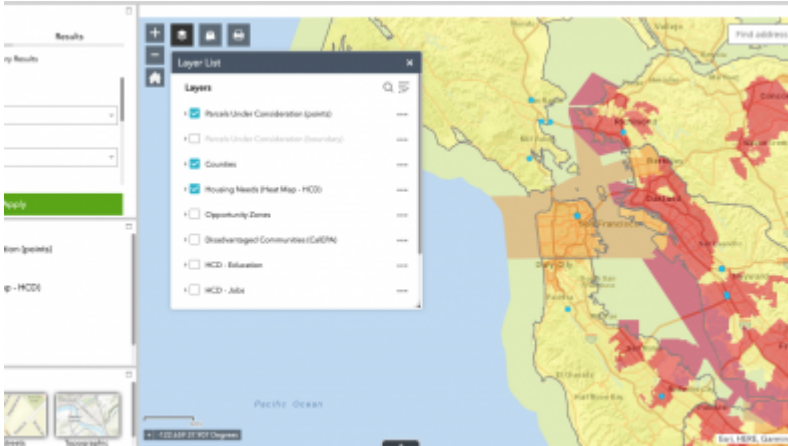
FM-W2505-WT, FM-W2505-GH, FM-W2505-BZ, FM-W2505-AL, FM-W2505-BK

Where State-Owned Properties Could Make Way for Affordable Housing in California

A recently published mapping project is the first step toward California leveraging some of its surplus land for the purposes of developing affordable housing.

August 30, 2019, 1pm PDT | [James Brasuell](#) | [@CasualBrasuell](#)

Share Tweet



Statewide Affordable Housing Opportunities Sites [California Department of General Services](#)

California's Department of General Services (DGS) and Department of Housing and Community Development (HCD) have created a map of surplus state-owned properties with the potential for development as affordable housing development.

The map is the result of an executive order by California Governor Gavin Newsom, issued in January 2019, ordering the creation of the map.

"State properties that were under-utilized or excess to need were identified and then screened to determine which sites would be potentially suitable for affordable housing development," according to a press release announcing the new map.

"The resulting GIS-enabled map is searchable, fully interactive, showing each site identified in the inventory, with a 'heat map' overlay indicating where housing is most needed in the state."

The press release also promises that DGC and HCD will begin in September 2019 to issue requests for proposals for development of some of the sites.

FULL STORY: [Department of General Services, Department of Housing and Community Development Announce Interactive Map Identifying State-Owned](#)
Published on Tuesday, August 27, 2019 in *California Department of General Services*

DRAFT MINUTES

ARCHITECTURAL AND SITE CONTROL COMMISSION
Regular Evening Meeting, 765 Portola Road**AUGUST 26, 2019****CALL TO ORDER AND ROLL CALL**

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

Planning & Building Director Laura Russell called roll:

Present: ASCC: Commissioners Dave Ross and Al Sill; Vice Chair Danna Breen; Chair Megan Koch
Absent: Jane Wilson
Planning Commission Liaison: Judith Hasko
Town Council Liaison: Craig Hughes
Town Staff: Planning & Building Director Laura Russell; Consultant Assistant Planner Daniel Harrison

ORAL COMMUNICATIONS

None.

NEW BUSINESS**(1) Town Center Tennis Court Screening, 765 Portola Road (Conservation Committee)**

Catherine McGill from the Conservation Committee presented their proposal for the Town Center Tennis Court screening. The proposal included two toyons, one coffeeberry, and two lemonade berry. There was no staff presentation.

Vice Chair Breen noted that deer graze coffeeberry and toyon. She said she did not mind the experience of looking through the tennis court and does not want to screen the tennis court, but just soften it. Vice Chair Breen said these islands of plantings eventually grow into hedges and there are too many plants. Catherine McGill suggested cages to protect the trees for the first year. Vice Chair Breen said she did not want to see cages. She said the plants never made it on the north side of the tennis court or the east side of the construction building so she thinks it's a longshot that these will survive.

Commissioner Sill and Chair Koch were supportive of the plant choice.

Commissioner Ross agreed and said the five-gallon size was appropriate.

Vice Chair Breen moved to approve the proposed tennis court screen plant list. Seconded by Commissioner Sill; the motion carried 4-0.

(2) Architectural Review for a New Water Feature, 302 Portola Drive, Woodside Priory School, File #PLN ARCH 17-2019

Consultant Assistant Planner Daniel Harrison described the background, discussion items, and the design guidelines review regarding the proposed new water feature at the Woodside Priory School, as detailed in the staff report. Staff recommended the ASCC review the plans, consider

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the comments in the staff report, and approve the proposed water feature, subject to the Conditions of Approval and any other conditions which may be necessary based on the ASCC's review.

Chair Koch invited the applicant to comment. Michael O'Leary, the landscape architect, explained the planting selections around the water feature.

Chair Koch invited questions from the Commissioners.

In response to Commissioner Ross's question, Mr. O'Leary said galvanized wire will be used for the gabions.

With no further questions from the Commission, Chair Koch invited questions from the public. Hearing none, Chair Koch brought the item back to the Commission for discussion.

Commissioner Sill was supportive of the water feature and said it was well thought out. He wondered how attractive it would be when there is not water running through it, such as during drought cycles. Mr. O'Leary said it is meant to be turned off and be attractive wet or dry. He said the granite has different texture and the rocks have different color, and under the baffle light of the trees it will be attractive.

Vice Chair Breen was supportive of the project. She wondered what type of wildlife it would attract.

Commissioner Ross said it is a well thought out project. He agreed it will look even better with the patina that will come after a few years.

Chair Koch was supportive of the project and said it will make a very pleasant gathering place.

Commissioner Ross moved to approve the water feature with the recommended conditions of approval. Seconded by Commissioner Sill; the motion carried 4-0.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(3) Commission Reports

Vice Chair Breen worked on a new house on Santa Maria with four vertical deciduous trees they wanted to substitute with four round citrus. Vice Chair Breen suggested they stay with a vertical form to anchor the house to the site.

(4) Staff Report

Planning & Building Director Russell said they made an offer to a new permanent assistant planner and they accepted. She said they are also working with another potential candidate.

Vice Chair Breen requested to have a meeting with the building inspectors to discuss construction staging and tree protection.

Vice Chair Breen said whenever soil is disturbed, it is an opportunity for invasives to come in. She suggested a small bond requiring that two years after a final, the Town should go back to the site to check on the invasives.

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Vice Chair Breen said she would like to further discuss having a full-time building inspector to handle the egregious things she sees happening daily. Chair Koch agreed and said the community needs to see that there is a relationship and communication directly with these inspectors.

Vice Chair Breen said she also wants to see the written communications that have occurred with the people near the Priory.

Vice Chair Breen said the owners of the property on the corner of Los Trancos and Alpine Road need to be called out for planting English laurel and hibiscus as well as inappropriate lighting, particularly because they are located on the scenic corridor. She said they were allowed to have both light fixtures at the door with only one operable, but they have both wired and operable, which should have been caught by an inspector. Commissioner Ross agreed that it is more challenging to catch these types of things with the turnover of contract inspectors who are not familiar with the nuances of the Portola Valley.

Planning & Building Director Russell said she would be happy to set up a special daytime meeting/study session with the building inspectors. She said she has been having conversations with Town Attorney Silver regarding the wording of the conditions of approval, because they are currently legally difficult to enforce after final inspection. They are looking at different condition language to make it clear that people cannot come back and change things like lighting and landscaping when it has already gone through the reviews.

(5) News Digest: Planning Issues of the Day

Staff shared an article of interest with the Commissioners – “Emoji house feud erupts as frustrated neighbors urge Manhattan Beach to take action.”

APPROVAL OF MINUTES

(6) ASCC Meeting of August 12, 2019

Vice Chair Breen moved to approve the August 12, 2019, minutes as submitted. Seconded by Commissioner Ross, the motion passed 4-0.

Vice Chair Breen asked about upcoming projects. Planning & Building Director Russell said the 228 Westridge project has a proposed revision that will need to come back to the ASCC. She said she was not aware of site issues at the property, but if the Commissioners know of any, to let her know and she would send Inspectors or Planners to look.

Vice Chair Breen said she’s called staff three times about the R.J. Dailey trucks parking right up against the blue oaks. She said the whole site is getting compacted.

Planning & Building Director Russell said there are significant challenges around construction staging. She said she will be very interested in the feedback from the study session with the building inspectors. She said possibly a work group can think through the balance of the different issues. She said they don’t want too many people parking and staging on-site because of disturbance of the land and invasives, but they also don’t want people overflowing into the streets in the right-of-way. She said there can be improvements between Planning, Building, and Public Works about how they review the construction staging plans. She said there is also room for improvement around making sure the arborist reports and recommendations are

DRAFT MINUTES

captured in plans, because they get mostly stock plans from civil engineers for tree protection that are not specific to the site. Commissioner Ross said there will always be difficult realities to grapple with. He said construction staging is difficult to manage and very difficult to enforce.

ADJOURNMENT [7:45 p.m.]

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