



TOWN OF PORTOLA VALLEY

4:00 PM – Architectural Site Control Commission Meeting
Monday, April 26, 2021

**THIS SPECIAL MEETING IS BEING HELD
VIA TELECONFERENCE ONLY**

SPECIAL MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council and other public board, commission and committee meetings are being conducted electronically. The meeting are not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

Below are instructions on how to join and participate in a Zoom meeting.

Join Zoom Meeting Online:

Please select this link to join the meeting:

<https://zoom.us/j/98050986755?pwd=d2VSMHM4OHZGb2lqS0JCbE9ZVmxYdz09>

Or: Go to Zoom.com – Click Join a Meeting – Enter the Meeting ID

Meeting ID: 980 5098 6755 **Passcode:** 623418

Or Telephone:

1.669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID and Passcode

*6 - Toggle mute/unmute.

*9 - Raise hand.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to Dylan Parker, Assistant Planner at dparker@portolavalley.net by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Commissioners and included in the public record.

We encourage anyone who has the ability to join the meeting online to do so. You will have access to any presentations that will be shown on your screen and can easily ask questions using the "raise your hand" feature when the Chair calls for them.

4:00 PM - CALL TO ORDER

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.

NEW BUSINESS

1. Architectural Review of an Application for an Addition and Remodel to an Existing Residence, 1330 Westridge Drive, Ashford, File #PLN_ARCH05-2021 (D. Parker)
2. Architectural Review of an Application for a New In-ground Pool and Patio Expansion to an Existing Residence, 14 Buck Meadow Drive, Ruben, File #PLN_ARCH06-2021 (D. Parker)
3. Proposed Wildfire Preparedness Building Code Amendments

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

1. Commission Reports
2. Staff Report

APPROVAL OF MINUTES

3. ASCC Meeting of March 22, 2021

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: Dylan Parker, Assistant Planner

DATE: April 26, 2021

SUBJECT: Architectural Review of an addition and remodel to an existing residence, 1330 Westridge Drive, Ashford Residence, File # PLN_ARCH05-2021

RECOMMENDATION: Staff recommends that the ASCC approve the Architectural Review permit, subject to the recommended conditions of approval in Attachment 1.

APPLICATION

Staff received an Architectural Review application for the proposed addition and remodel on February 28, 2021. The project was deemed complete by Staff on April 13, 2021. Story poles were installed on-site on February 12, 2021; see Attachment 2 for installation pictures.

CODE REQUIREMENTS

Based on the project's scope of work, staff forwarded the project for review and approval by the Town's ASCC in accordance with Sections 18.64.010(A) of PVMC. The Architectural Review permit application contained the required information and materials as prescribed in Sections 18.64.040 of PVMC.

No grading or landscaping is proposed, therefore Sections 15.12.100.B and 15.32.010.A of PVMC were not triggered for the project.

PROJECT DESCRIPTION

Site Background

The 1 - acre (gross) site is situated on the westerly side of Westridge Drive from the intersection of Portola Road and Westridge Drive. An existing 2,088 SF residence with a 493 SF attached garage is on the subject property.

Proposal

The scope of work includes a 430 square foot rear addition to the existing two-car attached garage and a 212 square foot rear addition to the existing primary bedroom suite. A new 200 square foot attached wood deck is also proposed adjacent to the new primary bedroom suite of the residence. Wood decking is generally not considered additional impervious surfaces pursuant to Section 18.56.010 of PVMC as the spacing between timbers allows for water penetration to the underlying grade. Staff has conditioned the project (See Condition 5) to ensure the wood decking has only soil underneath to conform to this interpretation.

Proposal	Square Footage	Geology	Zone	Parcel Size	Average Slope
Addition to Primary Bedroom and Garage; New Decking	<u>PrimaryBed-room</u> 212 SF <u>Garage</u> 430 SF <u>TOTAL</u> 642 SF <u>Decking</u> 200 SF	Relatively Stable Ground; “Sbr” & “Sun” Categories	R-E/1A/SD-1	<u>Gross</u> 1 Acre (43,560 SF) <u>Net*</u> 0.959 Acre (41,774)	8.2%*

*Net lot area is adjusted based on the average slope of the site

Project Data – Proposed Addition & Remodel

	R-E/1a/SD-1a Code Requirements	Existing	Proposed	Remaining
Max Floor Area	5,416	3,029	3,671	1,745
85% of MFA	4,603	2,581	3,223	1,380
Max Impervious Surface	7,602	3,492	3,492	4,110
Vertical Height	28'	14' – 7"	14' – 7"	14' – 5"
Maximum Height	34'	14' – 7"	14' – 7"	20' – 5"
Front Setback	50'	79' – 8"	79' – 8"	28' – 4"
Side Setbacks	20'	24', 32'	21, 32'	1', 12'

Rear Setback	20'	178' – 3"	168' - 3"	147' – 9"
Parking Spaces	2 covered 2 uncovered	--	2 covered 3 uncovered	--

Exterior Materials

Additional windows, wall, and roofing materials will match both material and color of the existing residence. Current residence materials and colors are in compliance with Town LRV requirements. Color and materials are located on sheet A-06A of the project plans (see Attachment 3).

Grading

Applicant proposes no grading on site outside of necessary for foundation work, therefore, a Site Development Permit was not triggered in accordance with Section 15.12.100(B) of PVMC

Tree Removal

No significant trees are proposed for removal in project scope of work. All on-site trees affected by construction will be protected per Town Code requirements.

Landscaping

No landscaping is proposed in project scope of work.

Fencing

No new fencing is proposed in project scope of work; all existing site fencing is to remain.

Lighting

No new exterior lighting is proposed at this time. Any fixtures proposed during construction of the project must be reviewed and approved by either the Planning Director or a member of ASCC before building permit and/or permit revision issuance per Condition #1 of recommended conditions of approval.

Build It Green

A minimum threshold of 25 Build It Green Points, with self-certification from project team, is required per the Town's Green Building Ordinance. Please see Condition 6 in Attachment 1 that reflects this requirement.

REVIEWING AGENCY / COMMITTEE RECOMMENDATIONS

Proposed scope of work did not trigger additional Planning review by Fire, Town Engineer, Town Geologist, or Town Committees. Project will be subject to review by Fire, Town Engineer, and Town Geologist during the Building permit review phase of the project.

STAFF ANALYSIS

Architectural and Site Plan Review Findings

Section 18.64.060 of PVMC outlines criteria/findings for approval of architectural and site plan review applications. The findings are listed below in **bold**, followed by Staff's brief analysis of how the findings can be met.

1. The structure is designed so as to minimize disturbance to the natural terrain.

No grading is proposed in scope of work and additions are in relatively flat, open areas of the subject property.

2. Existing vegetation is preserved to the maximum extent possible.

No significant trees are proposed for removal in the project scope of work. All existing trees impacted by construction will be protected per Town Code requirements.

3. The structure is designed and located to allow adequate light and air for itself and its neighbors.

Both the garage and primary bedroom additions comply with all distance requirements prescribed in Section 6.08.130 of PVMC.

4. Landscaping, screening, and fencing preserve privacy and mitigate adverse effects on neighboring properties.

Existing landscaping and fencing preserve the privacy of adjacent residents and mitigate any adverse effects of the additions on neighboring properties. Significant tree canopy surrounds both additions to adequately screen from adjacent parcels.

5. Entrances, exits, and internal circulation shall be sited to promote traffic safety and ease and convenience of movement.

Additions will utilize existing driveway for residence.

6. Night lighting is located and fixtures chosen to promote public safety but minimize effects on adjoining properties.

No new exterior lighting is proposed in project's scope of work.

7. Planting and site design mitigate the problems of drainage and soil erosion.

No new landscaping is proposed in project's scope of work.

8. Materials and colors are compatible with the rural setting of the town and the surrounding landscape and structures.

Proposed exterior materials match the existing residence. The existing residence's color palette are natural tones and comply with Town LRV requirements.

9. Proposed grading minimizes the apparent disturbance to the natural terrain.

No new grading is proposed in project's scope of work.

Design Guidelines

Pursuant to Section 18.64.045 of PVMC, the Town's Design Guidelines are consistent with provisions of Sections 18.64.050 and 18.64.060 of PVMC but are in greater detail. The Design Guidelines are used by ASCC in review of all applications pursuant to Section 18.64.040 of PVMC.

The Guidelines include review criteria for three main aspects of a project: site design, architectural design, and landscape design. Under these main aspects, the Guidelines provide additional principles for certain aspects of the project. These principles are discretionary and subject to interpretation by the reviewing body. Staff's analysis of how the project complies with the three main aspects and underlying principles is discussed below:

1. SITE DESIGN

Additions are situated in relatively flat portions of the site. Proposed exterior materials have a natural color palette to blend the additions both into the existing structure and additionally into the surrounding context.

2. ARCHITECTURAL DESIGN

The additions match both in shape, style, and roof pitch of existing residence as best possible.

3. LANDSCAPE DESIGN

No new landscaping is proposed with project's scope of work.

If the ASCC determines that it cannot make any of the above findings in this section, it is permitted to impose additional conditions so that such findings may be met.

PUBLIC COMMENTS

As part of its required noticing process, the Town sent out a notice on April 16, 2021 to neighbors within 300 feet of the project regarding the ASCC's project review.

No public comments were received by staff before completion of this report; any comments received after will be provided to the Commission as a supplemental item at the hearing.

ENVIRONMENTAL REVIEW


The project is categorically exempt per Section 15303 (e) of the California Environmental Quality Act

CONCLUSION AND RECOMMENDATION

Staff recommends that the ASCC review the plans and staff report, offer feedback or additional conditions of approval, and approve the Architectural Review Permit subject to staff's recommended conditions of approval as noted in Attachment 1 of staff's report.

ATTACHMENTS

1. Recommended Conditions of Approval
2. Story Pole Installation Pictures
3. Complete project plans, received April 12, 2021

Report approved by: Laura Russell, Planning and Building Director 

Recommended Conditions of Approval
for an addition and remodel
1330 Westridge Drive, Ashford Residence, File # PLN_ARCH05-2021

A. PLANNING DEPARTMENT:

1. No other modifications to the approved plans are allowed except as otherwise first reviewed and approved by the Planning Director or the ASCC, depending on the scope of the changes.
2. A detailed construction staging, logistics, and tree protection plan for the construction shall be submitted to the satisfaction of the Public Works Director prior to building permit issuance.
3. Special attention shall be taken to keep invasive plant materials from entering the project site on construction equipment. Existing invasive plants shall be removed from the project site prior to final inspection.
4. The Architecture and Site Development Permits shall automatically expire two years from the date of issuance by the ASCC, if within such time period; a Building Permit has not been obtained.
5. Proposed wood decking shall be constructed to allow for water penetration into underlying grade to the satisfaction of the Planning & Building Director, otherwise the decking shall be considered additional impervious surfaces and building permit plans shall reflect the additional area in calculations before permit issuance.
6. The project shall comply with all requirements of the Town's Green Building Ordinance, including (but not limited to) achieve a minimum threshold of twenty-five (25) Build It Green points prior to final inspection. Self-certification by the project team of the minimum threshold points required is allowed for this project.
7. To the extent permitted by law, the Applicant shall indemnify and hold harmless the Town, its Town Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside or void, any permit or approval authorized hereby for the Project, including (without limitation) reimbursing the Town for its actual attorneys' fees and costs incurred in defense of the litigation. The Town may, in its sole discretion, elect to defend any such action with attorneys of its own choice.

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. Any and all story poles shall be removed no later than 10 days after the expiration of the appeal period.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Dylan Parker, Assistant Planner

DATE: April 26, 2021

SUBJECT: Architectural Review of a new in-ground pool and patio expansion to an existing residence, 14 Buckmeadow Drive, Rubin Residence, File # PLN_ARCH06-2021

RECOMMENDATION: Staff recommends that the ASCC approve the Architectural Review permit, subject to the recommended conditions of approval in Attachment 1.

APPLICATION

Staff received an Architectural Review application for the proposed pool and patio expansion on March 22, 2021. The project was deemed complete by Staff on April 13, 2021. Location of new pool and patio expansion area were staked on-site on April 12, 2021; see Attachment 2 for installation pictures.

CODE REQUIREMENTS

Based on the project's scope of work, staff forwarded the project for review and approval by the Town's ASCC in accordance with Sections 18.64.010(A) of PVMC. The Architectural Review permit application contained the required information and materials as prescribed in Sections 18.64.040 of PVMC.

The subject property is governed by the Blue Oaks Planned Unit Development (PUD) statement, which requires ASCC to review all new pool installations within the community. Staff's analysis of the application's compliance with the Blue Oaks PUD is further detailed in the Staff Analysis section of this report.

PROJECT DESCRIPTION

Site Background

The 2.97 - acre (gross) site is situated on the westerly side of Buckmeadow Drive from the intersection of Redberry Ridge and Buckmeadow Drive. An existing 4,536.75 SF residence with a 506 SF attached garage and 283.5 SF detached garage are located on the subject property. The site is subject to the Blue Oaks Planned Unit Development (PUD) statement.

Proposal

The scope of work includes a new 785 square foot pool within the existing rear yard and a 1,483 SF square foot expansion to on-site patio areas. This expansion includes a new 852.50 SF patio area surrounding the proposed pool and 585.50 additional SF to the existing rear patio for an outdoor barbeque area. A new attached trellis within the existing rear patio area is also proposed, however, it does not count towards additional impervious surface areas as the underlying patio is already included in site calculations.

Proposal	Square Footage	Zone	Parcel Size	Avg. Slope
New Pool; Patio Expansion	<u>Pool</u> 785 SF <u>Patio Areas</u> 1,483 SF	R-E/2A/SD- 2A/PUD Blue Oaks PUD	2.97 Acres	8%

Project Data – Proposed Addition & Remodel

The PUD requires a 200-square foot reduction in maximum floor area for pools up to 700 square feet in size; pool sizes over 700 square feet require a reduction of 1 SF floor area to 1 SF pool area ratio. Therefore, the proposed 785 SF pool requires a 285 SF reduction in maximum floor area calculations, which is noted in the “Max FA (pool)” row of the above below. With the proposed pool, the site now has roughly 88 square feet of remaining floor area for buildings. The complete 785 SF of pool area is counted towards on-site impervious surface calculations per the PUD; the 5,907 SF figure in the table reflects this calculation.

	Blue Oaks PUD Requirements	Existing	Proposed	Remaining
Max FA (house)	5,700	5,326.25	5,611.25	88.75
Max FA (pool)	5,415	5,326.25	5,326.25	88.75
Max Impervious Surface	10,000	3,702	5,907	4,030

The PUD also regulates setbacks through the Building Envelope (B.E.), which are shown on each parcel map; the property's parcel map has been included as Attachment 3 of this report. The proposed pool and patio expansion fits within the property's B.E. as noted on Sheet L1.1 of the project plans.

Exterior Materials

Materials for the patio expansion, trellis, and outdoor barbeque area will match as best possible the existing residence. Current residence materials and colors are in compliance with Town LRV requirements. Color and materials are located on sheet L-2.1 of the project plans (see Attachment 5).

Grading

Proposed grading does not trigger a Site Development Permit.

Tree Removal

No significant trees are proposed for removal in project scope of work. All on-site trees affected by construction will be protected per Town Code requirements.

Landscaping

No landscaping is proposed in project scope of work.




Fencing

No new fencing is proposed in project scope of work; all existing site fencing is to remain.

Exterior Lighting

Three new fixtures are proposed; (1) path lighting for an existing staircase off the rear patio area, (2) two sconce lights attached to the new trellis and (3) one post light at the edge of the outdoor barbeque seating area. All fixtures comply with the Town's outdoor lighting regulations. The lighting plan is detailed on Sheet L1.1 of the project plan set and fixture cut sheets are provided as Attachment 4 of this report. Staff has conditioned the post light and sconce to be fitted with an appropriate bulb wattage (40w and 7w) in order to be Dark Sky compliant per the manufacturer's information; see Condition 5 in Attachment 1.

Exterior Lighting Legend

Fixture	Image	Quantity	Lumens	Dark Sky Compliant?
Post Light		1	490 (with 40w bulb)	Yes with 40w equivalent bulb
Wall Sconce		2	700 (7w LED bulb)	Yes with 7w LED bulb
Path Lighting		3	160	Yes

Build It Green

Project is not subject to the Town’s Green Building Ordinance as it does not meet the “covered projects” definition.

REVIEWING AGENCY / COMMITTEE RECOMMENDATIONS

Proposed scope of work did not trigger additional Planning review by Fire, Town Engineer, Town Geologist, or Town Committees. Project will be subject to review by Fire, Town Engineer, and Town Geologist during the Building permit review phase of the project.

STAFF ANALYSIS

Blue Oaks PUD Findings

As required by the Blue Oaks PUD statement, the ASCC is the deciding body for all new pools proposed within the community. The statement establishes development standards and criteria for approval of proposed pools. Based on the statement, specifically pages

13 and 14, staff concludes the following demonstrate the proposed pool conforms with the Blue Oaks PUD pool development standards:

1. Pool is an appropriate size and is sited to reduce noise and visual impacts.
2. Pool is adequately screened by adjacent open space area and existing on-site landscaping.
3. Pool is rectilinear in form, which blends well with the existing topography and provides an easier form to implement Building Code safety measures such as fencing or cover.
4. All new patio areas on-site are gray charcoal stone, a natural material versus concrete. This stone matches the existing rear patio areas.
5. Pool equipment is designed to be screened from on- and off-site views; any exposed equipment will be painted natural colors to blend within surrounding context.

If the ASCC determines that the proposed pool does not meet the development standards established within the Blue Oaks PUD, it may “*preclude a pool or restrict the maximum size of any pool if it determines that site conditions do not allow for reasonable placement of the proposed pool in terms of grading, vegetation removal, and other potential on- and off-site impacts and conformity with the design guidelines of the Town and the PUD statement (Table 1 note f, Blue Oaks PUD Statement).*”

Architectural and Site Plan Review Findings

Section 18.64.060 of PVMC outlines criteria/findings for approval of architectural and site plan review applications. The findings are listed below in **bold**, followed by Staff’s brief analysis of how the findings can be met.

1. The structure is designed so as to minimize disturbance to the natural terrain.

Minimal grading is proposed in scope of work. New pool and expanded patio areas are in relatively flat, open areas of the subject property.

2. Existing vegetation is preserved to the maximum extent possible.

No significant trees are proposed for removal in the project scope of work. All existing trees impacted by construction will be protected per Town Code requirements.

3. The structure is designed and located to allow adequate light and air for itself and its neighbors.

Pool and expanded patio areas are all within the B.E. of the property.

4. Landscaping, screening, and fencing preserve privacy and mitigate adverse effects on neighboring properties.

Existing landscaping and fencing preserve the privacy of adjacent residents and mitigate any adverse effects of the new pool and patio expansion on neighboring properties. Significant tree canopy within the rear open space area of the property adequately screens the pool from adjacent parcels.

5. Entrances, exits, and internal circulation shall be sited to promote traffic safety and ease and convenience of movement.

No modifications to on-site vehicular circulation is proposed; pedestrian circulation safety is improved by the installation of path lighting along an existing staircase off the rear patio area of the residence.

6. Night lighting is located and fixtures chosen to promote public safety but minimize effects on adjoining properties.

New exterior lighting is minimal to provide safe pedestrian travel of site and all fixtures are dark sky compliant to minimize light spill onto adjacent parcels.

7. Planting and site design mitigate the problems of drainage and soil erosion.

No new landscaping is proposed in project's scope of work.

8. Materials and colors are compatible with the rural setting of the town and the surrounding landscape and structures.

Proposed exterior materials for the patio expansion and trellis match the existing residence's color palette and material choices. These materials comply with the Town's LRV requirements.

9. Proposed grading minimizes the apparent disturbance to the natural terrain.

Grading is primarily for the new pool excavation and is minimized as to not disturb the existing natural terrain of the property.

Design Guidelines

Pursuant to Section 18.64.045 of PVMC, the Town's Design Guidelines are consistent with provisions of Sections 18.64.050 and 18.64.060 of PVMC but are in greater detail. The Design Guidelines are used by ASCC in review of all applications pursuant to Section 18.64.040 of PVMC.

The Guidelines include review criteria for three main aspects of a project: site design, architectural design, and landscape design. Under these main aspects, the Guidelines provide additional principles for certain aspects of the project. These principles are discretionary and subject to interpretation by the reviewing body. Staff's analysis of how the project complies with the three main aspects and underlying principles is discussed below:

1. SITE DESIGN

New pool and patio additions are situated in relatively flat portions of the site. Proposed exterior materials are natural, the color palette of materials match both the existing residence and the surrounding context.

2. ARCHITECTURAL DESIGN

The patio expansion and pool area match the existing configuration as best as possible. The new pool effortlessly blends into the new patio area annex.

3. LANDSCAPE DESIGN

No new landscaping is proposed with project's scope of work.

If the ASCC determines that it cannot make any of the above findings in this section, it is permitted to impose additional conditions so that such findings may be met.

PUBLIC COMMENTS

As part of its required noticing process, the Town sent out a notice on April 16, 2021 to neighbors within 300 feet of the project regarding the ASCC's project review.

No public comments were received by staff before completion of this report; any comments received after will be provided to the Commission as a supplemental item at the hearing.

ENVIRONMENTAL REVIEW


The project is categorically exempt per Section 15303 (e) of the California Environmental Quality Act

CONCLUSION AND RECOMMENDATION

Staff recommends that the ASCC review the plans and staff report, offer feedback or additional conditions of approval, and approve the Architectural Review Permit subject to staff's recommended conditions of approval as noted in Attachment 1 of staff's report.

ATTACHMENTS

1. Recommended Conditions of approval
2. Pool and patio area stake installation pictures
3. Parcel map showing building envelope of property
4. Exterior light fixture cut sheets
5. Complete project plans, received April 12, 2021

Report approved by: Laura Russell, Planning and Building Director 

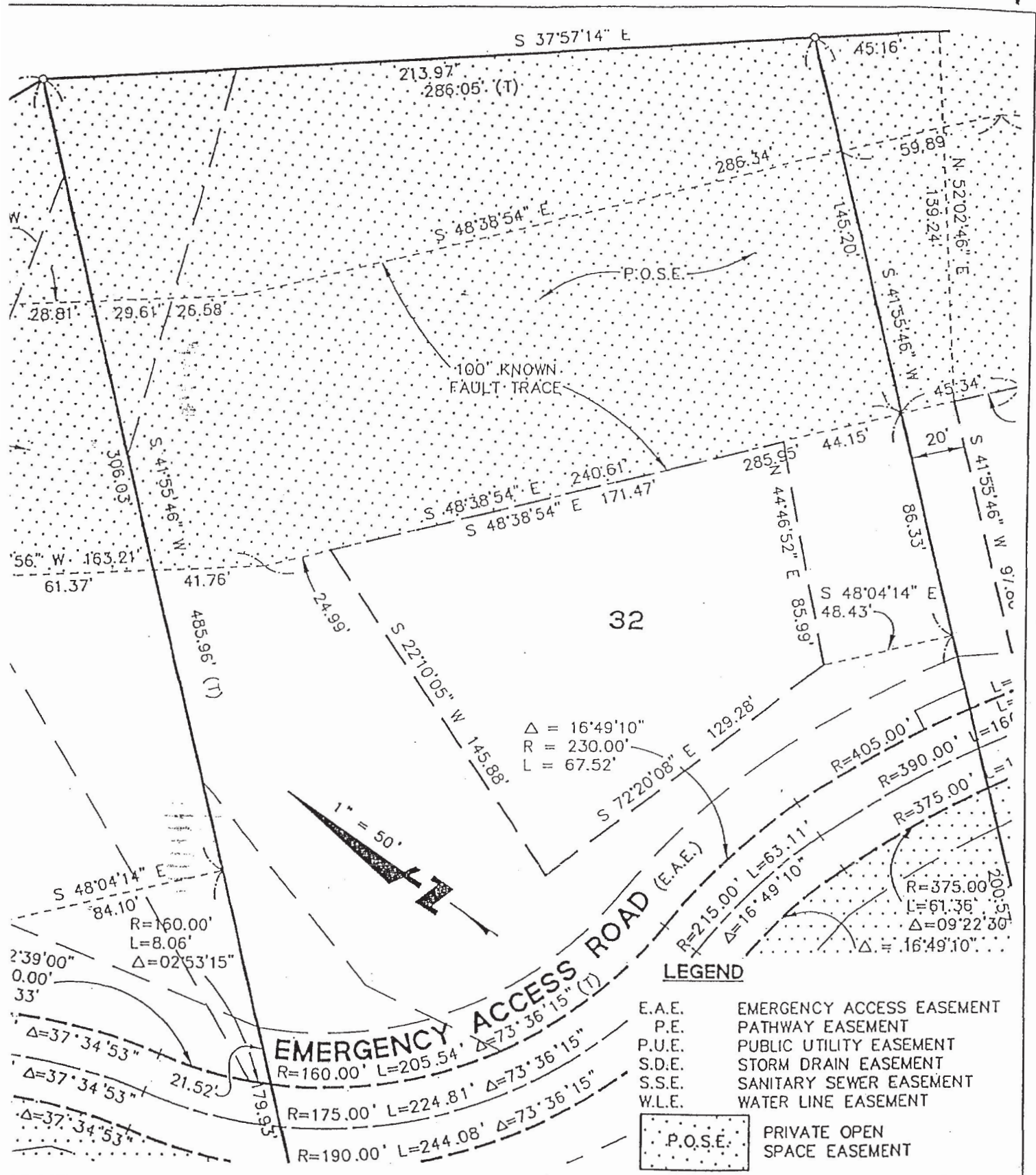
Recommended Conditions of Approval
for a new in-ground pool and patio expansion
14 Buckmeadow Drive, Rubin Residence, File # PLN ARCH06-2021

A. PLANNING DEPARTMENT:

1. No other modifications to the approved plans are allowed except as otherwise first reviewed and approved by the Planning Director or the ASCC, depending on the scope of the changes.
2. A detailed construction staging, logistics, and tree protection plan for the construction shall be submitted to the satisfaction of the Public Works Director prior to building permit issuance.
3. Special attention shall be taken to keep invasive plant materials from entering the project site on construction equipment. Existing invasive plants shall be removed from the project site prior to final inspection.
4. The Architecture and Site Development Permits shall automatically expire two years from the date of issuance by the ASCC, if within such time period; a Building Permit has not been obtained.
5. The post and scone exterior light fixtures shall have appropriate bulb wattage (40w maximum and 7w maximum respectively) to ensure fixture is dark sky compliant per manufacturer's specifications. Appropriate bulb wattage shall be installed for final inspection and maintained for the life of the project.
6. To the extent permitted by law, the Applicant shall indemnify and hold harmless the Town, its Town Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside or void, any permit or approval authorized hereby for the Project, including (without limitation) reimbursing the Town for its actual attorneys' fees and costs incurred in defense of the litigation. The Town may, in its sole discretion, elect to defend any such action with attorneys of its own choice.

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. Any and all story poles shall be removed no later than 10 days after the expiration of the appeal period.





LEGEND

- E.A.E. EMERGENCY ACCESS EASEMENT
- P.E. PATHWAY EASEMENT
- P.U.E. PUBLIC UTILITY EASEMENT
- S.D.E. STORM DRAIN EASEMENT
- S.S.E. SANITARY SEWER EASEMENT
- W.L.E. WATER LINE EASEMENT
- P.O.S.E. PRIVATE OPEN SPACE EASEMENT

Brian Kangas Foulk
 Engineers • Surveyors • Planners

540 Price Avenue
 Redwood City, CA 94063
 650/482-6300
 650/482-6399 (FAX)

Subject BLUE OAKS - LOT 32
BUILDING ENVELOPE EXHIBIT
 Job No. 9700161C
 By AJ Date 07-15-98 Chkd. CB
 SHEET 1 OF 1



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Laura Russell, Planning and Building Director
Tom Trimberger, Consultant Building Official

DATE: April 26, 2021

SUBJECT: Wildfire Preparedness Building Code Amendments - Ordinance amending code requirements to enhance fire resistance in new buildings, additions, and alterations to existing buildings to enhance public safety, and reduce the risk from wildfires.

RECOMMENDATION: Staff recommends that the ASCC receive a report, take public comment, and provide feedback on the proposed Building Code amendments enhancing fire resistant measures in building construction.

BACKGROUND

Wildfire Preparedness in Portola Valley

The Town of Portola Valley exists within a region where land use patterns transition between essentially unoccupied lands to areas of more intense development. Areas in this region are prone to wildfires due to the presence of increased vegetation alongside development, including homes. Recognizing the dangers of wildfires, the Town has addressed these concerns historically in the following ways:

- Firewise Community certification
- Participation in the local Fire Safe Council
- Maintenance of a Wildland Urban Interface (WUI) code, including building code amendments
- Adoption of a Safety Element addressing wildfire issues
- Adoption of a Hazard Mitigation Plan
- Strong relationship with the Woodside Fire Protection District

As climate change has affected weather patterns and the environment, the risk of wildfires has greatly increased in Northern California. Recent notable wildfire-related activities include:

- The CZU Lightning Complex fire in August-September 2020, which destroyed 925 residences, damaged 90 residences and threatened more than 3,800 other structures.
- A 2108 San Mateo County Grand Jury Report on the risk of wildfires in parts of the County, including Portola Valley

- The inclusion of portions of the Town in the CPUC/CalFire-developed Very High Fire Severity Zone, which has led to an active enhanced vegetation management effort by PG&E around its power infrastructure
- Increased non-renewals and some steep price increases for fire insurance
- An increase in Red Flag Days

On April 10, 2019, the Town Council created the ad hoc Wildfire Preparedness Committee (the Committee) to address outstanding wildfire resiliency issues. Its charter, adopted in May 2019, states the following: *“Given the inherent risk of wildfire in Portola Valley and the changing character of wildfires due to climate change, the Ad Hoc Committee on Wildfire Preparedness shall advise the Town Council, on a limited duration basis, on ways to reduce wildfire danger, and increase resident resiliency in a wildfire emergency.”*

The Committee met three times, and delegated its work to three subcommittees:

- Communications, Evacuation and Outreach
- Home Hardening/Insurance/Infrastructure Back-up
- Vegetation Management/Defensible Space

The three subcommittee met multiple times, many times with outside partners and experts, and prepared a list of short-, medium- and long-term recommendations for the Council’s consideration.

At their October 21 meeting, the Committee finalized their recommendations to the Council. The Committee presented their recommendations at the November 13 Council meeting, and were adopted at the December 11 Council meeting.

Among the recommendations were a set of home hardening building code amendments. The proposed ordinance will include all the subcommittee recommendations. These code amendments are recommended by the Woodside Fire Prevention District and are intended to help mitigate the risk of loss to life, buildings, and property.

The Town utilized the services of Tom Trimberger, a California building official and engineer, through an existing contract with Interwest Consulting Group, to prepare the amendments and staff report.

DISCUSSION

Current State Code Requirements

The current, “Wildfire Hardening” enhanced fire resistance measures in state codes apply to new buildings only. These are mostly contained in “Materials and Methods for Exterior Wildfire Exposure” in Chapter 7A of the California Building Code and Section R337 of the California Residential Code.

These enhanced fire-resistance measures generally require:

- Fire retardant (Class A) roofing materials with gutter screens.
- Attic and underfloor vents designed to resist entry of windborne embers.
- Exterior walls, roof eaves, porch ceilings and floor overhangs that are non-combustible or ignition resistant.
- Multiple-pane exterior windows, with at least one pane of tempered glass

- Ignition resistant exterior doors.
- Fire retardant treated or ignition resistant materials for deck surfaces.

Previous Portola Valley Code Amendments

The Town of Portola Valley has previously adopted local amendments to enhance Wildfire Hardening that expand requirements town-wide and also apply to alterations and additions to existing buildings.

These generally require:

- Town-wide application of Chapter 7A for new buildings
- Application to some alterations to existing buildings
- Requirement for fire sprinklers in almost all buildings
- Class A roofs
- Non-combustible exterior walls
- Gas shutoff valves

Proposed Building Code Amendments

This ordinance would amend the town's Building and Residential Codes to apply new requirements as recommended by the ad-hoc committee. Additionally, new recommendations from the ad-hoc committee are added that go beyond standard building codes incorporating lessons learned in analysis of recent wildfires.

Language is clarified and restated in applicable sections of code to clarify application in both residential and nonresidential buildings and enhance enforceability to be consistent with recent code changes and state law.

The new, local amendments are generally as follows:

1. Clarify and add enhanced Wildfire Hardening measures for new work, including roof replacements, window replacements. This would enhance the fire resistance of both existing homes and existing neighborhoods over time. Exceptions are clarified for smaller projects (under \$10,000 in valuation).
2. Clarification in favor of Class A roofs. Typical asphalt shingle, clay, tile, slate, and metal roofs meet this requirement. The existing Town code amendment requires Class A roofs (the highest rating). The state code makes an exception to allow fire-retardant wood shakes and shingles, which are more combustible. This amendment would remove that exception, in favor of truly, fire-resistant Class A roofs. Wood shakes and shingles would no longer be allowed. Fire retardant shingles are designed to delay the fire from entering the building but does not have the same resistance to fire as class A roofs. This added requirement would not only better protect the occupants from fire, but also protect neighborhoods from fire spread. Small reroofs (less than 10% of the roof area) are exempt.
3. Elimination of the option of using 1/16" mesh openings in lieu of more effective, listed, ember-resistant vents for attics and underfloor spaces. Vents are a common method of fire propagation when vents allow burning embers from wildfire to enter into dry, combustible, construction in attics and under floors.
4. Clarification and elimination of combustible exterior wall coverings. Wood, shingle, and wood siding would not be allowed. Construction would generally have three-coat stucco,

masonry or fiber-cement products like Hardiboard products, which looks and install similar to wood.

5. Addition of requirement to protect the underside of deck structures with noncombustible exterior enclosures when the deck is 4 feet tall and lower. The underside of decks have been found to be a common ignition source from wildfire.
6. Requirements for non-combustible fences, gates within 10 feet of the home, noncombustible gazebos and similar structures within 50 feet of a home, and trellises over 20 square feet in area. These have been found to be points that spread fire between homes in neighborhoods.

Existing home are not affected by these amendments unless the additions, alterations or repairs to the existing building unless the valuation of work is over a \$10,000 threshold.

Other items listed in the ordinance are carryovers from existing Portola Valley codes that are rewritten and relocated in code for clarity. These measures clarify application to buildings that are gutted and rebuilt, fire sprinklers requirements, basement egress, and seismic gas shutoff valves.

The WUI requirements are very specific to some work. The great majority of permits have little or no impacts from these proposed changes. The amendments call for a few exceptions; such as alterations that are small in scope or low in valuation.

Fiscal Impact of Amendments on Homeowners

The cost of construction work borne by property owners, tenants or contractors can have an increase in some cases. For a new building, the cost increase is not significant. For replacing a roof, it may add a few hundred dollars. For window replacements, it could add about 10% to construction costs.

A 2017 report by the National Institute of Building Sciences estimated a savings of \$4 for every \$1 of additional construction cost by implementing the International Wildfire Urban Interface Code at the community scale.

ATTACHMENTS

1. Amendments to the Code
2. Flowchart on application of Wildfire Hardening measures
3. Applicable Existing Muni Codes
4. Q and A on Application of Amendments
5. Diagram of Enhanced Fire-Hardening Measures

Report approved by: Laura Russell, Planning and Building Director

Attachment 1

PORTOLA VALLEY CODE AMENDMENTS

F 2019 California Plumbing Code (Part 5 of Title 24) California Code of regulations, California Building Standards Commission based upon the 2018 Uniform Plumbing Code (UPC) published by the International Plumbing and Mechanical Officials (IAPMO) and Appendix K with modifications, and

Chapter 15.04.020 of the Portola Municipal Code is hereby amended as follows to read in its entirety:

A. Add Section 312.1.2. to the California Building Code to read in its entirety:

312.1.2. Fences, Gates, landscape trellises, carports, and gazebos. Fences and gates within 10 feet of a building; landscape trellises over 10 square feet in area; carport; gazebos; and similar structures within fifty feet of a building shall comply with the requirements of Chapter 7A. Roofing materials shall be non-combustible, or class A rated.

B. Add Section 705.2.3. exception 6 to the California Building Code to read in its entirety:

705.2.5 Open roof eaves. Open roof eaves with the underside of a combustible roof deck exposed shall not be permitted.

Exception: The following materials do not need protection:

1. Gable end overhangs and roof assembly projections beyond the exterior wall other than the at the lower end of the rafter tails.
2. Ignition-resistant fascia and other architectural trim boards.

C. Amend Section 701A.1 of the California Building Code to read in its entirety:

701A.1 Scope. This chapter applies to building materials, systems and/or assemblies used in the exterior design and construction of new buildings, additions and alterations.

D. Amend Section 701A.3 of the California Building Code to read in its entirety:

701A3. Application. New buildings, additions, and alterations with a valuation of greater than \$10,000 shall comply with this chapter

Alterations, or additions permitted within 12 months affecting more than 50% of the floor shall be considered as new buildings. Where any structural changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, footings, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing the floor areas for applying this Section.

Alterations, or additions permitted within 12 months affecting more than 50% of the exterior wall area are considered new buildings. The wall area affected shall include where studs are removed or if the surface of both sides of the studs has been removed.

E. Omit Section 706A #2 from the California Building Code

Section 706A.2 #2 is hereby omitted from the California Building Code.

F. Add Section 707A.9.1. to the California Building Code to read in its entirety:

707A.9.1. Deck structure protection. Combustible decks or similar structures within fifty feet of a building and less than four feet above grade shall be protected as per the following:

The structure of exterior decks shall be enclosed from the underside of the deck to grade with solid, noncombustible or ignition resistant materials per 703A.5.2. of the California Building Code.

G. Amend Section 903.2. of the California Building Code to read in its entirety:

903.2 Where required.

- 1) An approved automatic sprinkler system in new buildings and structures shall be provided in the locations described in 903.2.1 through 903.2.12 and in new buildings and structures greater than 1000 square feet in area.

Exceptions

- a. Agricultural buildings
 - b. Accessory dwelling units where the area does not exceed 1200 square feet and the primary dwelling is not sprinklered.
- 2) An approved automatic sprinkler system in new buildings and structures shall be provided in the locations described in 903.2.1 through 903.2.12.

Exception: Spaces or areas in telecommunications buildings used exclusively for telecommunications equipment, associated power distribution equipment, batteries and standby engines, provided those spaces or areas are equipped throughout with an automatic smoke detection system in accordance with Section 907.2 and are separated from the remainder of the building by not less than 1-hour barriers constructed in accordance with Section 707 or not less than 2-hour horizontal assemblies constructed in accordance with Section 711, or both .

- 3) An approved automatic sprinkler system shall be provided in alterations and additions to existing structures in the locations described in 903.2.1 through 903.2.12 where additions or alterations are made to unsprinklered, existing buildings and either of the following are met:
 1. The repairs, alteration or addition permitted within 12 months affects more than 50% of the floor area.

Where any structural changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, footings, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing the floor areas for applying this Section.

2. The repairs, alteration or addition permitted within 12 months affect more than 50% of the exterior wall area. The wall area affected shall include:

Where studs are removed or if the surface of both sides of the studs has been removed, the floor area of the wall shall be included in computing wall areas for applying this Section.

H. Omit Section 1030.1.2 exception 6 from the California Building Code

Section 1030.1.2 Exception 6 of the California Building Code are hereby omitted.

I. Amend Section 1405.1 of the California Building Code to read in its entirety:

1405.1 Combustible exterior wall coverings. Combustible exterior wall coverings are prohibited.

Exception:

Alterations that affect less than 10% of the exterior of the building.

J. Amend Section 1505 of the California Building Code to read in its entirety:

[BF] 1505.1 General. Roof assemblies shall be divided into the classes defined in this Section. Class A, B and C roof assemblies and roof coverings to be listed by this Section shall be tested in accordance with ASTM E108 or UL 790. In addition, fire retardant-treated wood roof coverings shall be tested in accordance with ASTM D2898. The minimum roof coverings installed on buildings shall be noncombustible, such as concrete, tile, metal or slate or shall be Class A rated.

Exception:

1. Skylights and sloped glazing that comply with Chapter 24 or Section 2610.
2. Roof covering replacement that affects 10% or less of the building structure.

K. Omit Section R310.1 exception 2 of the California Residential Code.

Section R310.1 exception 2 of the California Residential Code is hereby omitted

L. Amend Section R313.1 of the California Residential Code to read in its entirety:

R313.1 Townhouse automatic fire sprinkler systems. An automatic fire sprinkler system shall be installed in townhouses.

Exception: An automatic residential fire sprinkler system shall not be required where repairs, additions or alterations are made to existing townhouses that do not have automatic residential fire sprinkler systems installed and all the following are met:

1. The repairs, alteration or addition permitted within 12 months affects less than 50% of the floor area.

Where any structural changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, footings, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing the floor areas for applying this Section.

2. The repairs, alteration or addition permitted within 12 months affect less than 50% of the exterior wall area. The wall area affected shall include:

Where studs are removed or if the surface of both sides of the studs has been removed, the floor area of the wall shall be included in computing wall areas for applying this Section.

R313.1.1 Design and Installation. Automatic residential fire sprinkler systems for townhouses shall be designed and installed in accordance with Section R313 or NFPA 13D.

M. Amend Section R313.2 of the California Residential Code to read in its entirety:

R313.2 One and two-family dwelling automatic fire sprinkler systems. An automatic fire sprinkler system shall be installed in one and two-family dwellings.

Exception: An automatic residential fire sprinkler system shall not be required where repairs, additions or alterations are made to existing buildings that do not have automatic residential fire sprinkler systems installed and all the following are met:

3. The repairs, alteration or addition permitted within 12 months affects less than 50% of the floor area.

Where any structural changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, footings, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing the floor areas for applying this Section.

4. The repairs, alteration or addition permitted within 12 months affect less than 50% of the exterior wall area. The wall area affected shall include:

Where studs are removed or if the surface of both sides of the studs has been removed, the floor area of the wall shall be included in computing wall areas for applying this Section.

1. An automatic residential fire sprinkler system shall not be required for an accessory dwelling unit, if all the following are met:
 - 1.1 The unit meets the definition of an Accessory Dwelling Unit as defined in the Government Code Section 65852.2
 - 1.2 The existing primary residence does not have automatic fire sprinklers.
 - 1.3 The accessory detached dwelling unit does not exceed 1200 square feet in size.

1.4 The unit is on the same lot as the primary dwelling.

R313.2.1 Design and Installation. Automatic residential fire sprinkler systems for buildings shall be designed and installed in accordance with Section R313 or NFPA 13D.

N. Amend Section R337.1.1 of the California Residential Code to read in its entirety:

R337.1.1 Scope. This chapter applies to new buildings and additions and alterations.

O. Amend Section R337.1.2 of the California Residential Code to read in its entirety:

R337.1.2 Purpose. The purpose of this chapter is to establish minimum standards for the protection of life and property by increasing the ability of a to resist the intrusion of flame or burning embers projected by a vegetation fire and contributes to a systematic reduction in conflagration losses.

P. Amend Section R337.1.3 of the California Residential Code to read in its entirety:

R337.1.3. Application. New buildings, additions, and alterations with a valuation of greater than \$10,000 shall comply with this chapter

Alterations, or additions permitted within 12 months affecting more than 50% of the floor shall be considered as new buildings. Where any structural changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, footings, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing the floor areas for applying this Section.

Alterations, or additions permitted within 12 months affecting more than 50% of the exterior wall area are considered new buildings. The wall area affected shall include where studs are removed or if the surface of both sides of the studs has been removed.

Q. Add Section R337.5.1.1. of the California Residential Code to read in its entirety:

R337.5.1.1. Roofing Material. Roof covering shall be noncombustible, such as concrete, tile, metal or slate or shall be Class A rated.

Exceptions:

- 1.
2. Skylights and sloped glazing that comply with Chapter 24 or Section 2610.
3. Roof covering replacement that affects 10% or less of the building structure.

R. Omit Section R337.6.2.2 of the California Residential Code.

S. Omit Section 337.7.3 items 5 and 6 from the California Residential Code.

Sections R337.7.3. items 5. and 6. of the California Residential Code are hereby omitted.

T. Amend Section R337.7.4 of the California Residential Code to read in its entirety:

R337.7.4 Open roof eaves. Open roof eaves with the underside of a combustibile roof deck exposed shall not be permitted.

Exception: The following materials do not need protection:

1. Gable end overhangs and roof assembly projections beyond the exterior wall other than the at the lower end of the rafter tails.
2. Ignition-resistant facia and other architectural trim boards.

U. Omit Section R337.7.5 items 3 and 4 of the California Residential Code

Section R337.7.5, items 3 and 4 of the California Residential Code are hereby omitted.

V. Add Section R337.9.6. to the California Residential Code to read in its entirety:

337.9.6 Deck structure protection. The structure of exterior decks shall be enclosed completely from the underside of the deck material to grade with solid, noncombustible or ignition resistant materials per 703A.5.2. of the California Building Code.

W. Add Section R337.10.1.1. to the California Residential Code to read in its entirety:

R337.10.1.1 Fences, Gates, landscape trellises, carports, and gazebos. Fences and gates within 10 feet of a home and landscape trellises over 10 square feet of area, carports, gazebos, and similar structures within fifty feet of a home shall comply with the requirements of this Section. Roofing materials shall be non-combustible, or class A rated.

X. Amend Section R703.1 General of the California Residential Code to read in its entirety:

R703.1 General. Exterior walls shall provide the building with a weather resistant exterior wall envelope. The exterior wall envelope shall include flashings as described in Section 1704. Combustible exterior wall coverings are prohibited.

Exceptions:

1. Alterations that affect less than 10% of the exterior of the building.
2. Log walls designed and constructed in accordance with the provisions of ICC 400.

3. Architectural trim.

R703.1.1 Water resistance. The exterior wall envelope shall be designed and constructed in a manner that prevent the accumulation of water within the assembly by providing a water-resistant barrier behind the external cladding as required by Section 703.2 and a means of draining to the exterior water that penetrates the exterior cladding.

Exceptions:

1. A weather -resistant exterior wall envelope shall not be required over concrete or masonry walls designed in accordance with Section R703.4 or 703.8.
2. Compliance with the requirement for a means of drainage and the requirements of Section R703.2 and R703.4 shall not be required for an exterior wall envelope that has been demonstrated to resist wind-driven rain through testing of the exterior wall envelope, including joints, penetrations and intersections with dissimilar materials in accordance with ASTM E331 under the following conditions:
 - 2.1 Exterior wall envelope test assemblies shall include at least one opening, one control joint, one wall/eave interface and one wall sill. All tested openings and penetrations shall be representative of the intended end-use configuration.
 - 2.2 Exterior wall envelope test assemblies shall be at least 4 feet by 8 feet (1219 mm by 2438 mm) in size.
 - 2.3 Exterior wall assemblies shall be tested at a minimum differential pressure of 6.24 pounds per square foot (229Pa).
 - 2.4 Exterior wall envelope assemblies shall be subjected to the minimum test exposure for at least 2 hours.

The exterior wall envelope design shall be considered to resist wind-driven rain where the results of the testing indicate that water did no penetrate control joints in the exterior wall envelope, joints at the perimeter of openings penetrations or intersections or terminations with dissimilar materials.

R703.1.3 Wind Resistance. Wall coverings, backing materials and their attachments shall be capable of resisting wind loads in accordance with Tables R301.2(2) and R301.2.(3). Wind-pressure resistance of the siding, soffit and backing materials shall be determined by ASTM E330 or other applicable standard test methods. Where wind pressure-resistance is determined by design analysis, data from approved design standards and analysis conforming to generally accepted engineering practice shall be used to evaluate the siding, soffit and backing materials and it fastening. All applicable failure models including bending rupture of siding, fastener withdrawal, and fastener head pull-through shall be considered in the testing and design analysis. Where the wall covering, soffit and background material resist wind loads as an assembly, use of the design capacity of the assembly shall be permitted.

Y. Amend Section R902.1. to the California Residential Code to read in its entirety:

R902.1 Roof Covering Materials. Roofs shall be covered with materials as set forth in Sections 904 and 905. A minimum Class A roofing shall be installed. Class A roofing is required by this Section to be listed and tested in accordance with UL 790 or ASTM E108.

Exceptions:

1. Class A roof assemblies include those with coverings of brick, masonry and exposed concrete or roof deck.
2. Class A roof assemblies include ferrous or copper shingles or sheets, metal sheets or shingles, clay or concrete roof tile or slate installed on noncombustible decks
3. Class A roof assemblies include minimum 16 ounces per square foot copper sheets installed over combustible decks.
4. Class A roof assemblies include slate installed over underlayment over combustible decks.
5. Reroofs over a one-year period which make up 10% or less of the building area.

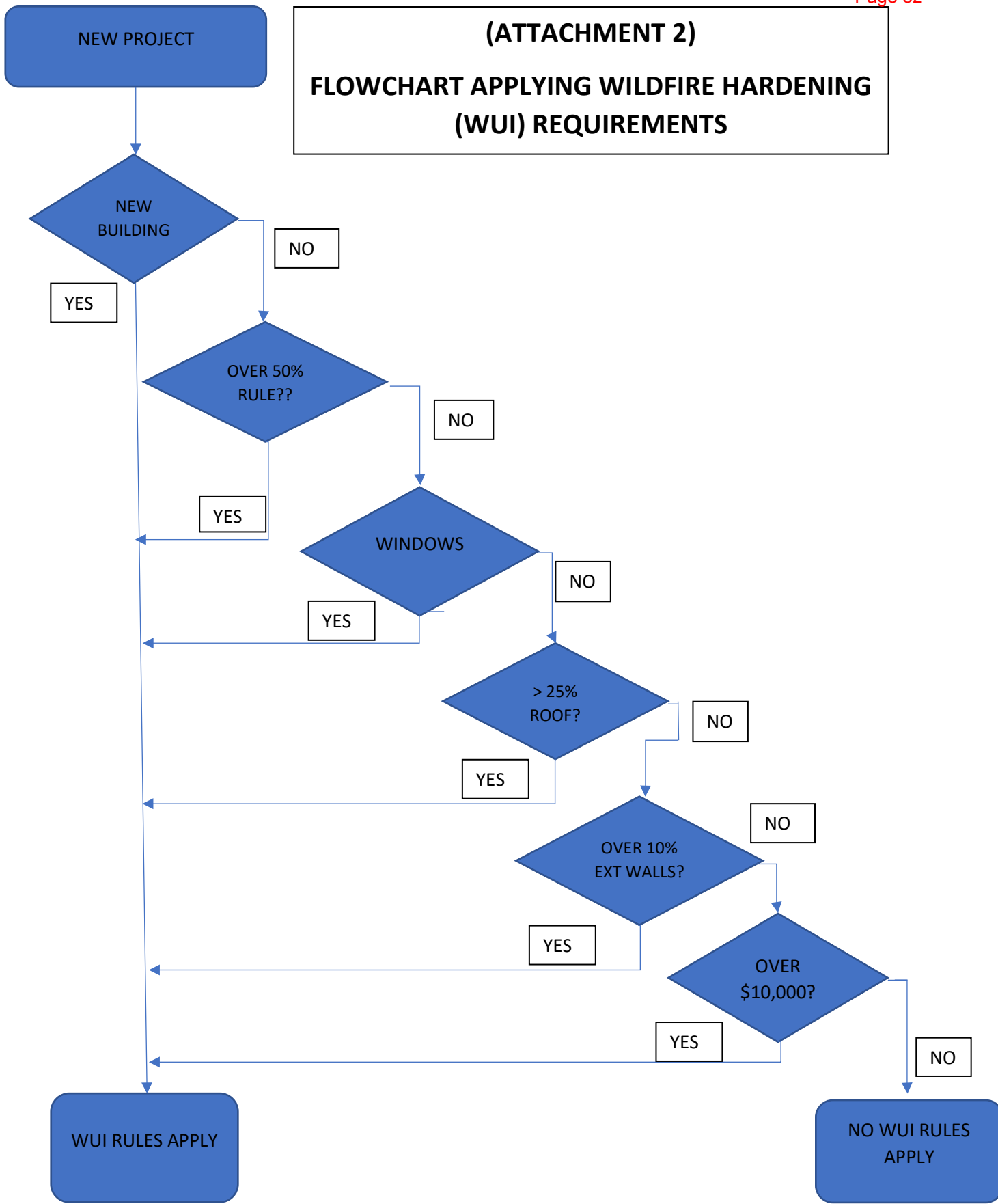
Z. Section R902.2 of the California Residential Code is hereby omitted.

AA. Section 1211.7 of the California Plumbing Code shall be amended to read in it's entirety:

1211. 7 Earthquake-Actuated Gas Shutoff Valves. *Earthquake-actuated gas shutoff valves designed to automatically shut off the gas at the location of the valve in the event of a seismic disturbance and certified by the State Architect as conforming to California Code of Regulations, Title 24, Part 12, Chapter, shall be provided for buildings.*

Earthquake-actuated gas shutoff valves shall be certified by the State Architect shall be required in buildings open to the public. Installation of the valves shall be in accordance with the manufacturer's installation instructions.

(ATTACHMENT 2)
FLOWCHART APPLYING WILDFIRE HARDENING
(WUI) REQUIREMENTS



15.04.020 - Amendments to the building code.

The following changes and/or modifications to the Building Code are found to be necessary to mitigate the described impacts which are caused by local climatic, geologic and topographic conditions:

- A. Chapter 7A of the California Building Code and Section R327 of the California Residential Code is amended to read:
1. All new buildings shall comply with the Materials and Construction Methods for Exterior Wildfire Exposure. No existing residential building or structure shall be required to conform in its entirety to the requirements of this Section, unless the additions, alterations or repairs to the existing building or structure within any twelve month period affects fifty percent or more of the exterior wall plane surface, or affects fifty percent or more of the floor area.
 - a. Where no studs remain or, if some studs remain, the wall except for the studs has been stripped bare such that one can see through the wall, the wall affected by such changes shall be included in computing the amount of affected exterior wall plane surface for the purpose of applying this section.
 - b. Where any structural changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and covering, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing affected floor areas for purposes of applying this section.
 - c. Exceptions:
 - i. A one-story detached accessory building used as a tool or storage shed, playhouse, or similar use provided the floor area does not exceed 120 square feet.
 - ii. An ornamental landscape structure (e.g. trellis, gazebo) with a projected roof area that does not exceed 120 square feet and that is not within fifty feet from a non-exempt structure.
 - iii. An animal shade structure with a projected roof area that does not exceed 120 square feet.
 - iv. An agricultural building, that is defined as a non-residential structure designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticulture products. "Agricultural building" shall include green houses.
 2. Any addition, alteration, or repair to any building regardless of cause, size, or location, unless otherwise exempt, shall comply with the requirements as specified in Chapter 7A of the 2019 California Building Code or Section R327 of the California Residential Code as follows:
 - a. Exterior walls. Exterior walls shall be approved noncombustible or ignition-resistant material, heavy timber (HT) as defined by California Building Code, Section 602, or log wall construction or shall provide protection from the intrusion of flames and embers in accordance with standard SFM 12-7A-1.
 - i. Exception: Nonstructural repairs involving less than ten percent of the exterior wall surface to an existing building or structure within any one-year period are permitted to be made of the same materials of which the building or structure is constructed.
 - b. Exterior windows and exterior glazed door assembly requirements. Exterior window, window walls, glazed doors, and glazed openings within exterior doors shall be insulating-glass units with a minimum of one tempered pane on the exterior side, or glass block units, or have a fire-resistance rating of not less than 20 minutes, when tested according to NFPA 257, or in accordance with Section 715, or conform to the performance requirements of SFM 12-7A-2.
 - c. Underside of Appendages (exterior decks). The underside of decks shall be enclosed to grade or the underside of the exposed under-floor shall be protected in accordance with the requirements of this chapter.
 3. Compliance with the vegetation clearance requirements found in 701.A.5 and R327.1.5 of the California Residential Code is not required.
- B. California Building Code Section 903, Automatic Sprinkler Systems - Minimum Requirements, is amended to read:
1. The following requirements shall apply to all new buildings or structures requiring a building permit issued by the Town.
 - a. Except as otherwise provided by this section, or as provided under 903.3.1.1 of the 2019 Edition of the California Building Code, automatic fire sprinkler systems shall be installed and maintained in every new building or structure of any type, use, occupancy or size, which requires a building permit issued by the Town.
 - b. The term "automatic fire sprinkler system" as used in this section means an integrated system of underground and overhead piping, including a water supply such as a gravity tank, fire pump, reservoir, pressure tank, or connection by underground piping to a fire main, which complies in all respects with the requirements for such systems contained in standards issued by the National Fire Protection Association based upon occupancy classification.
 2. The following structures are exempt from the requirements of this section:
 - a. Agricultural Buildings. For the purposes of this section, an "agricultural building" is defined as a non-residential structure designed and

constructed to house farm implements, hay, grain, poultry, livestock or other horticultural products. "Agricultural building" shall include green houses.

- b. Non-residential structures less than 1,000 square feet in floor area.
- 3. The requirements of this section are intended to represent minimum standards for new construction. Nothing in this section shall prevent the fire authority from adopting and enforcing any regulations, which impose more stringent requirements. Further, any requirements of the California Building Code, the California Fire Code or the State Building Standards Code, which is more restrictive, specifies higher standards or mandates specific locations within a structure for automatic sprinkler systems shall be applicable.

C. California Residential Code Section R313, Automatic Sprinkler Systems, is amended to read:

- 1. No existing residential building or structure shall be required to conform to the requirements of this section, unless the existing dwelling is already equipped with an automatic sprinkler system or the additions, alterations or repairs to the existing building or structure within any twelve month period affects fifty percent or more of the exterior wall plane surface, or affects fifty percent or more of the floor area.
 - a. Where no studs remain or, if some studs remain, the wall except for the studs has been stripped bare such that one can see through the wall, the wall affected by such changes shall be included in computing the amount of affected exterior wall plane surface for the purpose of applying this section.
 - b. Where any structural changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and covering, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing affected floor areas for purposes of applying this section.

D. California Building Code Section 1505, Minimum Roofing Standards for Fire Resistance, is amended to read:

- 1. The following requirements shall apply to all buildings or structures, which require a building permit issued by the Town.
 - a. The roof covering of every building or structure, and all materials applied as part of a roof covering assembly, shall have a minimum fire rating of Class "A" or higher. Where required by the California Building Code, or other provision of law, roof coverings must meet a higher fire rating.
 - b. This section shall not apply to buildings or structures that are less than 120 square feet in size that do not require a permit.
 - c. Not more than twenty-five percent of the roof covering of any building or structure shall be replaced in any twelve-month period unless the new roof covering is made to conform to the requirements for new buildings or structures.
- 2. The requirements of this section are minimum standards. Where the California Building Code, the California Fire Code, or the State Building Standards Code contain higher standards or additional or more stringent requirements than required by this section, those additional or more stringent requirements shall apply. Further, nothing in this section shall prevent the presiding fire authority from adopting and enforcing regulations imposing more stringent requirements.

E. California Plumbing Code Section 1211.7, Earthquake-Actuated Gas Shutoff Valves, is adopted.

(Ord. 2019-434 § 2, 2019; Ord. 2016-413 § 2, 2016; Ord. 2013-400, § 1, 2013; Ord. 2010-388 § 1, 2010; Ord. 2009-377 §§ 2, 3, 2009; Ord. 2008-373 § 1, 2008; Ord. 2007-366 § 1, 2007; Ord. 2004-357 § 1, 2004; Ord. 2003-348 § 1 (part), 2003; Ord. 1999-321 § 1 (part), 1999)

15.04.030 - Administration of the building code.

Attachment 4

Q and A on Application of Amendments.

QUESTIONS AND ANSWERS ON THE ORDINANCE ENACTING WILDFIRE HARDENING MEASURES

What are current requirements for wildfire building hardening?

Currently, there are state-mandated codes for wildfire hardening measures for new buildings and reroofs and window replacements in specific areas. A previous ordinance has expanded the application of the requirements town-wide and applied requirements to additions and alterations.

What will change with the new ordinance? The new ordinance will cover new buildings and alterations to existing buildings. Small projects are exempted. Additionally, some local amendments are added, above state code based upon lessons learned from California's recent fire experiences.

Why include alterations and additions to existing homes?

Applying wildfire hardening measures to alterations can significantly improve the safety against wildfire damage and proliferation for little or no cost. Eventually, roofs, windows and even siding can wear out. Replacing with more effective materials will improve safety. Additionally, these upgrades protect the spread of wildfire, protecting neighborhoods, not just individual homes.

What do the wildfire hardening measures include?

Existing state requirements:

- Improved roofs
- Ember resistant vents
- Improved siding, and wall materials
- Protected eaves, porch ceilings and exterior floors
- Dual pane, tempered windows and doors and skylights
- Exterior deck material must be ignition resistant
- Accessory structures covered, like gazebos, carports and patio covers

Existing local amendments

- Apply standards to the whole town
- Apply standards to significant alterations and additions to existing buildings.
- Eliminating all wood shake and shingle roofs, even those labelled as "fire-retardant"
- Eliminating or reducing wood-based, and combustible exterior walls

New local amendments:

- Clarifying standards to the whole town
- Clarifying standards for significant alterations and additions to existing buildings.
- Clarifying the roof requirements.
- Clarifying noncombustible exterior walls
- Enclosing wood decks
- Protecting the underside of eaves

Are all the amendments about hardening buildings against wildfire? No. Some language is provided that clarifies existing Portola amendments about fire sprinklers, emergency exits in basements, gas seismic shutoff valves and treating large remodels as new buildings

Why add local amendments?

The state-mandated wildfire-hardening code measures were drafted in 2006 for inclusion into the 2007 California Codes which went into effect in 2008. The state codes they do not take into consideration lessons learned in the last decade or more. The town has included measures designed to protect against wildfires that have been seen by experience to be important for wildfire-hardening.

What about defensible space around homes and buildings?

Creating and maintaining a defensible space, around the buildings is *very important*. This ordinance only covers buildings and structures, and how they are to be built. It has no effect on defensible space issues. Refer to the Town and the Woodside Fire Prevention District for requirements and recommendations regarding defensible space.

Do these code amendments work? Yes! Recent fires have shown that newly built homes and whole neighborhoods covered by state standards survived wildfires when other homes, not protected by these measures were lost. For example, homes in the Paradise Fire built to these standards were about four times more likely to survive the fire.

Are these code measures expensive? No. For new home costs, the extra cost is almost negligible. For reroofs, it could add a couple hundred dollars to a whole home replacement. For whole home window replacement, it could add about 10% to the cost. Studies show that every dollar spent on home hardening against wildfire results in a four-dollar payback.

Do these amendments affect insurance rates? No. The city is NOT declaring anyone's property to be in a higher hazard zone, so that insurance rate increases will not be triggered. In some areas in California,

some insurance companies are eliminating policies completely or raising rates. Many policies require defensible space. Wildfire-hardened homes may receive a benefit from insurance carriers in the future, due to their decreased risk.

How does this ordinance affect building permits and what will be required?

1. Common permits with no changes due to amendments. These permit types represent the vast majority (perhaps 90%) of permits issued.
 - a. Water heater replacement
 - b. Heating and air conditioning addition or replacement
 - c. Solar addition to house
 - d. Backup generators
 - e. Interior fire or water damage repair
 - f. Replacing or upgrading an electrical service.
 - g. Interior bathroom remodels
 - h. Interior kitchen remodels
 - i. Minor remodels, small amounts of work, under the valuation threshold amount could be of any material allowed by code.

2. New construction where wildfire hardening measures are triggered. Both local amendments for and state codes would apply to the new work.
 - a. New buildings or structures.
 - b. Significant alterations, additions, and upgrades to existing buildings over the threshold amount.
 - c. Roof replacements and roof re-sheathing.
 - d. Window and door replacements.
 - e. Significant amount of work replacing or covering or residing the exterior of the building.
 - f. New or replacing exterior decks, gazebos, patio covers, carports and miscellaneous structures.



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WILDLAND URBAN INTERFACE FIRE ZONE (WUI) TOWN OF PORTOLA VALLEY

CONSTRUCTION REQUIREMENTS

CBC Ch. 7a / CRC Sec. R337

765 Portola Road Portola Valley, CA 94208

When more than 25% of the total roof area is being replaced within any one-year period, the entire roof covering shall be at least Class A.

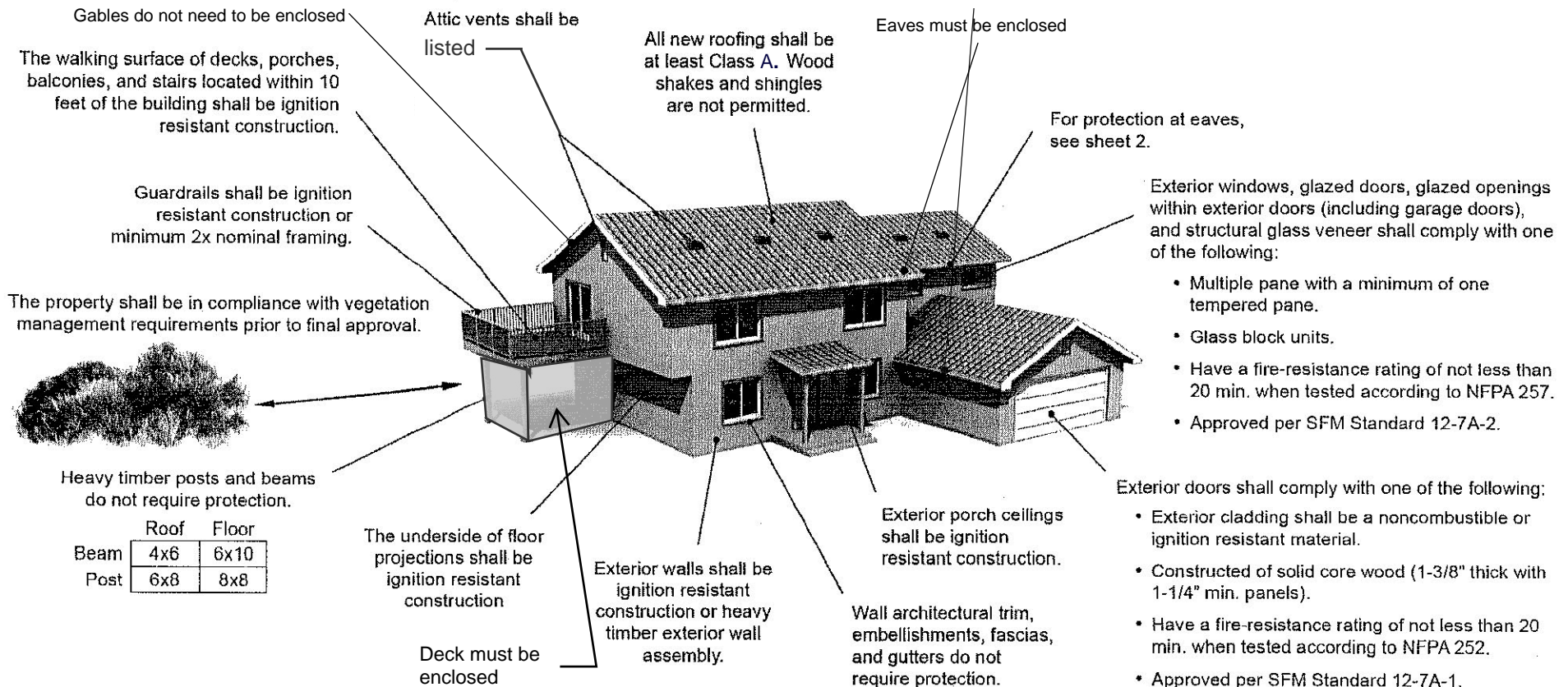
Paints, coatings, stains or other surface treatments are not an approved method of fire protection. Fasteners in fire-retardant-treated wood shall be hot-dipped galvanized or stainless steel. More information regarding fire hazard zone construction is available on the internet at: <http://osfm.fire.ca.gov>.

IGNITION RESISTANT CONSTRUCTION

Where ignition resistant construction is required, the exterior covering materials or assemblies shall be protected by any one of the following:

Fences and gates within 10 feet of the house must fire-resistant.

Gazebos, trellises within 50 feet of the home must be fire resistant.

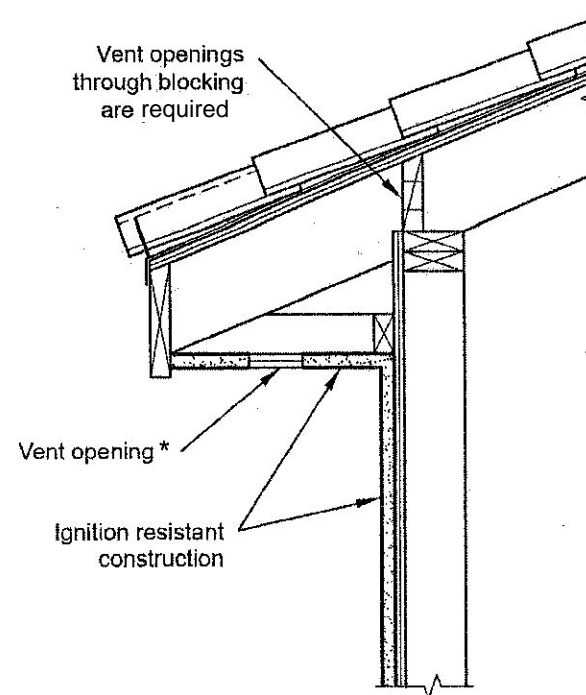




WILDLAND URBAN INTERFACE FIRE ZONE (WUI) **TOWN OF PORTOLA VALLEY**
 CONSTRUCTION REQUIREMENTS
 CBC Ch. 7a / CRC Sec. R337 765 Portola Road Portola Valley, CA 94208

PROTECTION OF ROOF EAVES AND PROJECTIONS

ENCLOSED EAVE



* Vent openings are permitted in the underside of enclosed eaves in accordance with either one of the following conditions:

- The attic space being ventilated is fully protected by an automatic sprinkler system installed in accordance with CBC sec. 903.3.1.1.
- The exterior wall covering and exposed underside of the eave are of noncombustible or ignition resistant materials and the vent is located more than 12 feet from the ground or walking surface of a deck, porch, patio or similar surface.

Vent openings shall be covered with a listed cover.

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ARCHITECTURAL AND SITE CONTROL COMMISSION
Special Teleconference-Only Meeting**MARCH 22, 2021****CALL TO ORDER AND ROLL CALL**

Chair Ross called the special teleconference-only meeting to order at 4:00 p.m.

Planning & Building Director Laura Russell called roll:

Present: ASCC: Commissioners Kenny Cheung, Megan Koch, and Al Sill; Chair Dave Ross and Vice Chair Jane Wilson.

Absent: None

Town Council Liaison: Vice Mayor Hughes

Town Staff: Planning & Building Director Laura Russell; Assistant Planner Dylan Parker; Consultant Planner, Suzanne Avila

ORAL COMMUNICATIONS

Betsy Morgenthaler voiced a concern of her and her neighbors regarding the clearing that has taken place above the Sequoia Trail, and down the canyon, which exposes a vast previously-wooded area. While understanding that the wildfire risk must be addressed, she wondered whether the Conditional Use Permit for The Sequoias should be reviewed because of the profound potential ecological impact of the clearing. She feels this is short-term thinking. She expects the ASCC members might be hearing from others regarding this issue.

Chair Ross replied that perhaps staff can look into the situation and get back to her with comments.

Vice Chair Wilson stated that she received an email regarding this clearing from another concerned party and that the Town has also been emailed. She commented on the disparity between the Fire Marshal's perspective and the environmental issues. She reported that The Sequoias also have concerns about some new plantings and that the plan from a couple years ago should be looked at.

Laura Pogorzelska, Stonegate Road, asked if the email she sent was received regarding noise and the Neely Winery project.

Planning and Building Director Russell advised her that those comments will be batched with the winery project when it goes forward for ASCC and Planning Commission consideration.

NEW BUSINESS**(1) Conceptual Design Review of a new residence, File # PAR12-2021, 627 Westridge Drive, Murad/Bedford Residence (D.Parker and S.Avila)**

Planning and Building Director Russell introduced Suzanne Avila, Consultant Planner, who joined the staff before the pandemic to work on some special projects. Ms. Avila was the previous Planning Director for Los Altos Hills and other nearby communities. On this design review, Ms. Avila worked with Assistant Planner Parker in the pre-application meeting phase, and the project is now being transitioned to Ms. Avila.

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Ms. Avila wanted to make the ASCC aware that one of the discussion items involved the existing garage/carport structure that the owners intend to keep. She said staff wasn't able to find any inspection for the structure, but the property owner had found a record and provided it to staff. She said all the inspections were done, and this is one item that can be taken off of the discussion items.

Chair Ross invited questions from the Commissioners for Ms. Avila.

Commissioner Koch asked about the size of the existing carport and garage that is proposed to remain. Ms. Avila estimated about 700 feet. Commissioner Koch asked if that square footage was considered in the total square footage, and Ms. Avila confirmed that it was. Commissioner Koch asked if any additional comments from neighbors were received. Ms. Avila reported there was only the one neighbor comment, from the neighbor who has the easement that the driveway goes through.

Vice Chair Wilson asked about the number of covered and uncovered garage bays. Ms. Avila explained that the existing carport was not included. Since the property owners are considering the possibility of another use for the structure, it was not counted as required parking. Vice Chair Wilson asked which fault line passes through the property. Commissioner Koch commented that the fault is too minor to be named. Ms. Avila said it is a fault trace as opposed to a major fault line.

Commissioner Cheung mentioned the impervious surface exceeding the allowable limit and asked if the applicants were unaware of the requirement. Ms. Avila replied, although currently there is more impervious coverage than is allowed, she thought the applicants intended to keep it just under the maximum number of square feet.

Applicant, Kelly Bedford, interjected that they are trying to figure out how best to address this issue and are looking for guidance during this process. She said the driveway occupies a huge portion of the square footage, and they are looking for options to reduce it. She pointed out that they have minimal site coverage planned for landscaping beyond the house and the driveway. She asked if there is any credit given for the fire truck turnaround on the site coverage.

Chair Ross invited further questions from the Commissioners. Hearing none, he invited the applicants to present their project and ask questions.

Kelly Bedford, Applicant, shared comments regarding their preliminary project plans. She said they are very excited about the site, especially the oak trees. She said the house was designed with the trees in mind and is being placed where the existing house was for this reason. She commented on the existing garage and said they are keeping it to use as a work shed or gardening shed, as it is a good structure in good condition. She commented on the impervious area and that there is a very large turnaround for fire trucks. She described the modern farmhouse style, floor plan, materials, and the natural landscape plan.

Mr. Murad, Applicant, said they have worked with their architect on a previous project, and they expect a smooth experience. He echoed Ms. Bedford's excitement about the parcel, including the spectacular blue oak trees contained on it. He added that they are looking forward to being engaged with the community as well.

Kelly Willrich, Landscape Architect for the project, asked for further information regarding the impervious surface requirements and if there might be any credits to be applied.

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Planning and Building Director Russell explained that all current codes must be complied with, although the applicant's efforts to reduce the impervious area will not go unnoticed by the Commission. There is no exemption for the fire truck turnarounds, but there is an exemption for extra-long driveways, which may apply in this case, and there are also some other minor exemptions which the Planner could work on with them. She suggested that sometimes credit is given for certain materials, such as geo-block, which can be applied in lightly-used areas.

Ms. Bedford shared that they have discussed removing the asphalt leading to the existing driveway, leaving natural grasses and a small pathway for access to the structure, since it will not be used for cars. This would reduce the impervious surface by approximately 1800 square feet. Commissioners Sill and Koch expressed support for this idea. Commissioner Koch suggested this might be an area where geo-blocks could be used.

Vice Chair Wilson asked, if the building were to be used as an ADU at some point, if some extra square footage would be allowed. Planning and Building Director Russell said she would have to look into what the State requirements would be for an exemption to the local zoning standards for certain ADUs. The Applicants responded that it would be far down the road if they were to consider an ADU, and they want to simplify the process as much as possible for right now.

Ms. Willrich inquired if they would be prevented from building a small barn or pool or playhouse in the future because they are so close to the max impervious limit. Planning and Building Director Russell responded that the max cannot be exceeded, so often people will reserve some area for possible future projects such as these. She advised them to think about future uses in their planning process. Commissioner Koch commented on the very long driveway as something to keep in mind.

Commissioner Koch asked if they had considered upcycled or recycling the brick. Ms. Willrich confirmed that they are definitely planning to use it somehow.

Commissioner Koch inquired about the lighting fixture which possibly might not meet the dark sky compliance. Ms. Willrich assured her that they are very willing to substitute a different fixture and are considering a simple barn light. Chair Ross added that there is a list of dark sky fixtures available, which the Town is comfortable with. Vice Chair Wilson noticed a light on the driveway gate and remarked that these are generally discouraged, other than to illuminate the house number.

Vice Chair Wilson asked about the two materials planned for the roof instead of all cedar shingles. Barbara Chambers, Architect, advised that this was simply based on aesthetics.

Vice Chair Wilson inquired about the number and height of the chimneys. Ms. Chambers explained that the chimneys are for gas fireplaces, as well as to contain the venting for the kitchen and other plumbing, also for aesthetic purposes. Assistant Planner Parker read from the Code that the chimneys may exceed the height limit for the zoning district, up to 50 feet maximum.

Chair Ross invited discussion among the Commissioners.

Commissioner Koch felt it would have been a difficult layout for a remodel, so a new build is the right path. She approved of creating more outdoor gathering area in the footprint. She said she loves the variations in building materials, feeling that it breaks up the mass of the structure. She

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said her biggest concern is reducing the impervious surface, suggesting possibly using other materials and considering what the existing garage might or might not become. She encouraged the applicants, if considering a pool in the future, to remember to reserve and plan ahead for the impervious surface area needed. Overall, she affirmed the project, also complimenting the stunning trees.

Commissioner Cheung agreed with the previous comments and recommendations, but added that consideration of using fire safe materials is also very important and relevant at this time. He agreed that the variation in materials is attractive, but strongly advised the applicants to think carefully about the materials, noting that this is likely to impact insurance coverage and costs in the near future. Overall, he said it's a beautiful site and a fun project.

Commissioner Sill felt the design is perfect for the site. He agreed with Commissioner Cheung's comments regarding fire safety and cautioning that within the next few years it may not be legal to put wood shingles on a house. He suggested researching fire resistant materials which can create a pseudo wood shingle look. He encouraged minimizing landscaping to a small area close to the house to let the beauty of the land stand out. He also recommended minimal fencing, or no fencing.

Vice Chair Wilson said she also liked the design, but concurred the wood shingles are of concern as a fire hazard, especially with the tall trees adjacent to the tall roof. She agreed with previous comments regarding impervious surface reduction ideas and lighting recommendations. She personally doesn't like buildings built to maximum heights, but has no objection to it with this plan. She commented that she didn't have a copy of a landscape plan, so could not comment on landscaping.

Mr. Murad remarked that they are looking into modern fire resistant materials and modern alternatives to mitigate fire risk.

Chair Ross expressed his support of the project, the minimalist farmhouse effect, which is well-suited to the site. Regarding the black cedar shingle siding, he advised ensuring a weathered look as opposed to a monolithic black, which could spoil the effect. He was optimistic that the impervious surface requirements could be met by way of the recommendations discussed. He noted the applicants' dogs and stated they might need to explore a limited fenced area for them, adding a request that they be mindful of wildlife corridors should they construct a fence.

Mr. Murad asked if the landscape design had been submitted. Ms. Avila noted that it was not submitted in the packet she received. Assistant Planner Parker explained that the main focus at this point is on the design components, and the landscape plan has not been reviewed by the Conservation Committee, but will be included in the next step, the formal ASCC and Site Development Application. Vice Chair Wilson remarked that the Conservation Committee gives good advice on favorable native plantings and will be a good resource to consult before the final plan submission.

Chair Ross invited comments from the public. Hearing none, he invited final thoughts from the applicants.

Mr. Murad expressed their curiosity regarding the neighboring property, apparently abandoned for many years. Commissioner Sill knew of the property, but had no further information to share about it. Chair Ross suggested perhaps checking with local real estate agents.

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COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**(3) Commission Reports**

Commissioner Koch reported on the Ad Hoc Wildfire committee. Topics included evacuation routes; affordability for private landowners to be able to clear their land; Midpen's clearing of Windy Hill; the clearing around The Sequoias; insurance issues; and goat mitigation. She shared that Portola Valley seems to be taking the lead in this area, but that Marin has a strong program, which the Committee should study. She said she is glad to be on this important committee. She also reported that she noticed story poles on Degas Road. Planning and Building Director Russell said there is an active application that just came in for this.

Vice Chair Wilson reported that she became a Certified California Naturalist two weeks ago, and can now identify natives and invasives.

Commissioner Cheung had no activities to report, but did express his thought that excluding landscape architecture from the definition of design might cause some hurt feelings. Commissioner Sill agreed that it is a matter of what the focus is for conceptual design and whether there should be a conceptual landscape design. He would have liked to see the landscape design.

Planning and Building Director Russell offered that the procedure is a work in progress and that the idea was that people do not spend a lot of money on plans if there were going to be big changes. However, there will be some cases where the landscape is a more integral part of the conceptual design. Details will need to be discussed as the conceptual design process evolves. Chair Ross felt that if an applicant had an item that it ought to be in the packet for the conceptual design.

Chair Ross had one additional item to report, that the Priory discovered their approved material, the corrugated metal designed to rust, wasn't available from the manufacturer, but they had a substitute material that is essentially identical, and he feels indistinguishable from what ASCC reviewed.

Chair Ross invited comments from the public on Commissioners' reports.

Judy Murphy, Conservation Committee member, remarked in regard to including landscape design in the Conceptual Review that her Committee's main concern is that the ASCC may give certain comments or guidance to an applicant before they have done their "deep dive" investigation, which may end up reflecting a different perspective. She understands that the ASCC would enjoy seeing the plans, but hopes they are careful about comments that lock in details at this early stage which may make Conservation's advice irrelevant or confusing. She hopes the Conservation Committee and ASCC can work together to be in sync with each other.

Commissioner Koch asked Planning and Building Director Russell if Conservation currently sees a preliminary landscape plan if one exists. Planning and Building Director Russell said it hasn't been decided yet how this is to be handled in the process and is one of the details to be worked out. Commissioner Cheung expressed that the landscape plan is often a critical part of the conceptual design of the structure.

Chair Ross remarked that while Conservation's review is very valuable, he wouldn't advise they do their extensive investigation when a plan may change significantly. The plan could be routed

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to a member of the Committee, who attends the Conceptual Review and offers preliminary comments.

Ms. Murphy felt uncomfortable with this in that each Conversation Committee member has their own area of expertise, and they would want the full Committee's input to give their best in-depth advice when they have their opportunity. She restated that their main concern is conflict between guidance given at Conceptual Review and Conservation's ultimate recommendations. She referenced a recent situation involving removal of redwood trees which led to significantly differing viewpoints. Commissioner Cheung said the ASCC is obligated to provide comment at Conceptual Review and that Conservation shouldn't constrain itself by not being present at this point.

Assistant Planner Parker offered a description of staff's interactions with an applicant at the pre-application stage, at which time most applicants have a very basic plan and are still gathering documents for formal submission. The process as it has evolved so far is to first look at large, non-starter issues with the structure itself which may stand in the way of a project moving forward.

Chair Ross commented that, in addition to simply a plant list or tree plan, an applicant may also want input on physical structures, such as retaining walls, and may ask for guidance at the conceptual design stage, which is appropriate. However, he recommended advice should be clearly expressed as preliminary, as opposed to final approval. Staff can help the ASCC keep this in mind as they give advice.

Commissioner Koch said the landscape lighting can be a big issue. She suggested if no landscape plan is submitted, the Commission could perhaps give some blanket advice indicating their general views on things such as lighting and plantings.

Chair Ross re-emphasized that the ASCC and Conservation Committee should work to be in sync with each and not competition.

Chair Ross invited further comments from the public.

Betsy Morgenthaler supported both Commissioner Cheung's perspective of incorporation of the landscape architecture at all stages, as well as Conservation's desire to be thorough and relevant, advocating for the power of committees working in sync. She noted that language at committee meetings should be as precise as possible, citing the conversation about "clearing" at the recent fire committee meeting, and that it was not apparent to all what this term was describing. She agreed there is power in bringing committees together, especially with all the current issues to be dealt with.

Chair Ross invited further comments from the public. Hearing none, he closed the public comments.

(4) Staff Report

There being no staff items to report, Chair Ross queried Planning and Building Director Russell about the number of items of business coming up.

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Planning and Building Director Russell replied that the items will likely continue at the current pace, as staff is spreading out the application submittals. Zoom meetings have helped facilitate this steady and measured approach.

Chair Ross invited comments from the public. Hearing none, he closed the public comments.

APPROVAL OF MINUTES**(5) ASCC Meeting of March 8, 2021**

Chair Ross invited corrections, revisions or comments. Hearing none, he invited a motion for approval of the minutes. Hearing none, he entertained a motion to approve the minutes.

Commissioner Koch moved to approve the March 8, 2021, minutes as submitted. Seconded by Commissioner Sill, the motion passed unanimously.

ADJOURNMENT [5:31 p.m.]