



TOWN OF PORTOLA VALLEY

4:00 PM – Architectural Site Control Commission Meeting
Monday, February 14, 2022

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

SPECIAL MEETING AGENDA

Remote Meeting Covid-19 Advisory: On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021. The bill extends the teleconference procedures authorized in Executive Order N-29-20, which expired on September 30, 2021, during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Portola Valley Town Council and commission and committee public meetings are being conducted electronically to prevent imminent risks to the health or safety of attendees. The meeting is 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://us06web.zoom.us/j/88349601879?pwd=SU5FdjhkbUtkK0dMdWZuTUI0MHpBZz09>

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

Meeting ID: 883 4960 1879 **Passcode:** 764842

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 suzannea@csgenqr.com by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Commissioners prior to the meeting. All comments received are 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

Commissioners Cheung, Koch, Sill, Vice-Chair Wilson, Chair Ross

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 to rebuild and upgrade an existing pump station located off Sioux Way, File # PLN_ARCH0014-2021, APN 077-310-030, California Water Service (S. Avila)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Annual Election of Chair and Vice Chair
3. Commission Reports
 - a. Update on Ad Hoc Housing Element Committee (Commissioner Sill)
4. Staff Report
 - a. Update on Safety Element (L.Russell)

APPROVAL OF MINUTES

5. ASCC Meeting of October 11, 2021
6. ASCC Meeting of January 10, 2022

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: Suzanne Avila, Consultant Planner

DATE: February 14, 2022

SUBJECT: Proposal to rebuild and upgrade an existing pump station located off Sioux Way (APN 077-310-030); California Water Service Station No. 21; File # PLN_ARCH14-2021.

RECOMMENDATION: Receive a presentation, take public comment, and approve the Architecture and Site Plan Review application, subject to the recommended conditions in Attachment 1.

BACKGROUND

The subject property was created in 1959 (lot 7 of Tract 774). The parcel is a flag lot that is accessed from Sioux Way, north of Cervantes Road.

Cal Water Station No. 21 was constructed in 1960. The current facility includes two 1,000,000 gallon water storage tanks, a concrete masonry unit (CMU) block building, an electrical panel board within an open sided roofed structure, a booster pump, automatic control valve and piping that is configured for future connection.

In 1967 the Planning Commission approved a use permit for the Cal Water facility (Resolution 1967-51). Also in 1967, the ASCC reviewed and approved the color of the pump shelter and the fence that surrounds the facility.

The water tanks and pump station are part of Cal Water's Bear Gulch District. The subject location is Station No. 21. The proposed work is part of an overall plan to upgrade the Cal Water system and increase water reliability to the areas being served by the station.

CODE REQUIREMENTS

Based on the project scope of work, staff forwarded the project for review by the Town's ASCC in accordance with Section 18.64.010(A) (15) of the Portola Valley Municipal Code

(PVMC). The Architecture and Site Review permit application contains the required information and materials prescribed by PVMC Section 18.64.040.

The subject property is also governed by the Conditional Use Permit (X7D-22) approved by the Town in 1967.

PROJECT DESCRIPTION

Site

The Cal Water station is located on a 1.368 acre flag lot and is accessed from Sioux Way. Surrounding properties are developed with single family residences and accessory uses. Some of the immediately abutting land remains in a natural state. The property is located in the R-E/1A/SD-1a Zoning District.

Setting

Existing SF	Proposed SF	Address	Zone	Parcel Size
CMU building 270 SF Electrical Panel Structure (unenclosed) 0 SF	Acoustical structures 48 SF Electrical Panel Structure 48 SF	No site address APN 077-310-030	R-E/1A/SD-1a	1.368 acres

Proposal

The project scope includes the following:

- Demolition of existing failing CMU block building
- Removal of existing booster pump, station piping, electrical panel board and structure
- Removal and replacement of 6-foot chain link fence with redwood slats
- Installation of above ground discharge piping for new booster pump and below ground station piping
- Construction of two booster pump 16-inch high pedestals (partially embedded into the ground)
- Installation of one vertical turbine booster pump and motor within acoustical shelter
- Installation of a backup booster pump and motor within an acoustical shelter (to be installed at a later date)
- Installation of new outdoor modern panel board with awning

- Installation of new hydropneumatic tank with air compressor
- Installation of pressure reducing sustaining valve

The acoustical shelters will be a maximum of 10 feet high. The proposal is to paint the shelters, above ground piping and electrical equipment 'Terra brown' to blend these improvements into the site. The height of the panel board will be approximately 10 feet high with a two to three foot awning.

Containment of the pumps and motors within acoustical shelters will protect the equipment and keep noise levels on the site in compliance with the Portola Valley Noise Ordinance (maximum 65 dBA). The average dBA level ranges from 43.2 at 25 feet to 41.3 at 75 feet.

Grading

Minimal grading is proposed that does not trigger a site development permit. Minor excavation will be done to install new pedestals for booster pumps. The pedestals will be embedded four-inches into the ground.

Tree Removal

Two Blue Spruce trees are proposed to be removed as part of the project. The Conservation Committee made a site visit and did not have any concerns about these trees being removed. A condition has been included requiring staff to conduct a site visit prior to final inspection to determine if replacement trees and/or any new landscape screening is needed.

Native Areas

The area adjacent to the fenced water station perimeter is largely open and uncultivated hillside/land. It is currently primarily native habitat, in undisturbed/good condition. The Conservation Committee recommended that this area remain undisturbed and that the following steps be taken to maintain the native condition:

1. Removal of invasive plants such as thistles and *Dittrichia*.
2. Fire mitigation should be mindful and focus on removing fire ladders and opening breaks between clumps of vegetation while preserving important habitat.
3. Any work done on the property should fully protect the areas outside of the proposed rebuild from the effects of construction debris and runoff. Large machinery should not be allowed in this area, even for access.
4. Erosion control should be carefully implemented.

The Conservation Committee report is included as Attachment 2.

Fencing

The existing chain link fence with wood slats will be replaced in kind. Fence and gate details are shown on page 8 of the plans (Attachment 4).

Lighting

No site lighting is proposed.

REVIEWING AGENCY / COMMITTEE RECOMMENDATIONS

Reviewer	Concerns/ Conditions	Recommend Approval	Applicant Response
Woodside Fire	No comments	Review required only if a generator is proposed	n/a
Conservation Committee	Protect native area outside the fenced station area.	Yes	None required at this time; recommendations to be followed during construction.

STAFF ANALYSIS

General Plan

The project is consistent with the General Plan as the station is an existing facility that has been permitted by the Town and replacement and upgrades are needed in order for Cal Water to continue to provide efficient water service to the Town. General Plan objectives that pertain to the project are as follows:

1. To ensure the development of public utilities in a manner that will cause minimum disruption of the natural beauty of the area.
2. To provide utilities adequate to serve local needs in the planning area.

Zoning Code

The project is compliant with zoning requirements including setbacks, maximum building height, and floor area and impervious coverage limits. The project will also comply with the Noise Ordinance.

Findings

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

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

New structures will be low profile (maximum of 10 feet high), small in size, and located within an already developed area of the site. Site disturbance will be minimal.

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

All trees and vegetation surrounding the station will remain in place and all trees except two Blue Spruce trees located within the project area will be retained. The Conservation Committee is supportive of the tree removals.

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

The existing and proposed station equipment and structures has good separation from surrounding homes and no changes are proposed to existing screening.

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

Site screening is being retained, two non-native trees are proposed to be removed and existing fencing will be replaced.

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

No changes are proposed to the existing site access.

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

No site lighting is proposed.

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

There are not any drainage issues associated with the site, lot coverage is minimal and there is adequate area on the site for natural drainage.

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

Proposed structures and equipment will be painted a dark earthtone color to blend the improvements with the site.

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

The only grading that is proposed is minor excavation to install new pedestals for a turbine booster pump and backup booster pump.

Design Guidelines

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

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

The site layout for the rebuild will be very similar to that of the existing facility, although the acoustical buildings and electrical panel board structure will be smaller than the structures that currently exist on the site.

2. ARCHITECTURAL DESIGN

The building design of the acoustical structures is utilitarian and primarily intended to protect equipment and provide noise attenuation. The structures are small and low profile and will not visually impact any surrounding residences.

3. LANDSCAPE DESIGN

No landscaping is proposed as most of the site vegetation and trees and the native area adjacent to the site will be retained. Replacement trees may be required to mitigate the loss of the two Blue Spruce trees that will be removed.

If the ASCC determines that it cannot make any of the above findings, the Commission may make recommendations for project revisions or conditions of approval so that the findings can be met.

PUBLIC COMMENTS

As part of its required noticing process, the Town sent out a notice on February 2, 2022 to neighbors within 300 feet of the project regarding the ASCC's project review. Cal Water sent neighbor notification letters to abutting property owners prior to submitting the application.

No public comments were received by staff prior to report publication deadlines. Should any comments be received after packet distribution, those will be provided to the ASCC as a supplemental item.

ENVIRONMENTAL REVIEW

The project is exempt pursuant to Section 15303 (d) and (e) of the California Environmental Quality Act (CEQA) Guidelines, which allows for installation of small new equipment and facilities in small structures. The project is primarily replacing existing failing buildings and replacing outdated, inefficient equipment with updated and code compliant equipment.

RECOMMENDATION

It is recommended that the application be approved, subject to the recommended conditions in Attachment 1.

ATTACHMENTS

1. Recommended Conditions of Approval
2. Conservation Committee comments
3. Project Narrative Letter
4. Project Plans

Report approved by: Laura Russell, Planning and Building Director



Recommended Conditions of Approval
for a Pump Station Rebuild and Upgrades
Sioux Way (APN 077-310-030)
California Water Service; File # PLN ARCH14-2021

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. Special attention shall be taken to keep invasive plant materials from entering the project site on construction equipment. Invasive plants shall be removed from the project site during construction and prior to final inspection.
4. The Architectural Review Permit 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. Protective tree fencing shall be installed around trees in the vicinity of construction. Town staff shall inspect the tree fencing prior to commencement of grading, demolition, or construction. The project general contractor shall call for said inspection at least three days in advance of the inspection. No storage of equipment, vehicles or debris shall be allowed within the drip lines of these trees.
6. Two Blue Spruce trees may be removed. Replacement trees may be required. Planning staff will conduct a site visit prior to final inspection to determine if replacement trees and/or landscape screening is needed, and if so, any required plantings shall be completed prior to building permit final.
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.

B. ENGINEERING/PUBLIC WORKS DEPARTMENT:

8. 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. Construction signage should include phone number for contact purposes.
9. Include the San Mateo County Water Pollution Program's construction BMP plan sheet in the construction plan set.

The permit 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.

Conservation Committee Comments

Bear Gulch District Station 21 – Partial Station Rebuild

Address: Sioux Way, Portola Valley

Date: August 1, 2021

Committee members at site visit: Teresa Coleman, Marianne Plunder.

We visited the property on 25 July 2021.

Context: Bear Gulch District Station 21 currently contains two 1,000,000 gallon water storage tanks, an 18' by 15' concrete masonry block building with indoor electrical panel board, and an existing booster pump and associated piping. The proposed rebuild will include demolition and removal of the concrete masonry building, removal of the existing booster pump and associated station piping, removal of the outdated panel board, construction of two (2) new booster pumps with acoustical shelters, installation of new station piping and tie-into the stations tank piping and system piping, and installation of a new outdoor modern panel board with awning.

Volume of Grading:

No grading plans for the proposed project were included in the plans provided for Conservation Committee review. The initial project summary provided to the Town Planning and Building Department (dated December 15, 2020) stated there would be minimal grading associated with the project.

Impermeable Surfaces:

The plans provided do not indicate changes to the existing driveway and hardscape. It is unclear if the existing concrete pad will require expansion to accommodate the new booster pumps and acoustical structures, piping and panel board housing unit.

Landscape Plan:

No landscaping plans were included with the proposal. The initial project summary (dated December 15, 2020) stated two (2) Blue Spruce trees would be removed to accommodate the new piping layout and clearly designated the trees in the preliminary draft drawings. The currently provided plans (dated 07/01/2021) do not include the two trees in question in either the existing or demolition plan drawings. During our site visit we confirmed the presence of the two trees. The Conservation Committee does not object to the removal of these two trees.

The provided plans state that two additional trees are to be protected in place (these trees are located immediately adjacent to the chain link fence that is to be removed, relocated and replaced). No further details are provided as to how these trees are to be protected.

Fence and hedge

The plans call for removal and relocation of the section of existing chain link fencing immediately adjacent to the proposed rebuild. No hedge or other plantings are proposed. The existing topography at the location of the Station provides screening to the adjacent residences.

Invasives

Disturbance by construction will make the site vulnerable to invasives, including any weed seeds brought in by heavy equipment. *Dittrichia* may be a problem, therefore the property should be

monitored carefully for *Dittrichia* and it should be eliminated before seeding during construction and for a few years following.

Native Areas

The area immediately adjacent to the fenced water station perimeter is largely open and uncultivated hillside/land. It is currently primarily native habitat, in undisturbed/good condition. The committee strongly recommends that this area remain undisturbed and the following steps taken to maintain the native condition:

1. Removal of invasive plants such as thistles and *Dittrichia*.
2. Fire mitigation should be mindful and focus on removing fire ladders and opening breaks between clumps of vegetation while preserving important habitat.
3. Any work done on the property should fully protect the areas outside of the proposed rebuild from the effects of construction debris and runoff. Large machinery should not be allowed in this area, even for access – alternative routes should be used. Erosion control should be carefully implemented.

The Committee would like to accompany ASCC on their site visit.

Submitted by Teresa Coleman.



CALIFORNIA WATER SERVICE

1720 North First Street
San Jose, CA 95112-4598 Tel: (408) 367-8200

November 23, 2021

Town of Portola valley
Planning and Building Department
765 Portola Road
Portola Valley, CA 94028

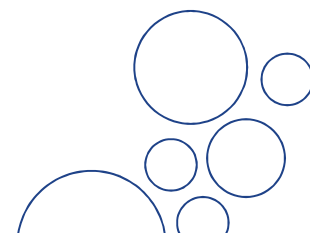
APN: 077310030 – Request for approval of the Station Upgrade by Architectural & Site Control Commission (ASCC).

To Portola valley:

California Water Service (CWS) is proposing a station rebuild at APN: 0077310030. The existing site was originally constructed in 1960 and consists of two water storage tanks, an existing Concrete Masonry Unit (CMU) block building with electrical panel board, existing booster pump, existing automated control valve and station piping that is set up for future connection. The tanks at this station are critical in the operation of the Bear Gulch system and are required to remain in service with communications during the proposed improvements. The existing roof does not meet current code regulations and needs to be replaced. The existing roof is currently being held up and supported by a 4x4 wood post inside of the building. If the structure continues to fail this will expose the existing booster pump. Replacing the existing booster pump with a newer more efficient and more modern booster pump in place is out of the question and will not allow the station to be operational during construction. The proposed construction will not require mass grading and import and export is not expected. The improvements to the station will allow CWS to provide continuous potable water and will help improve the overall system. This specific location has no source of backup water and puts the local residents in the zone at high risk in the event of an emergency. The assets being proposed as part of this project are to help ensure that continuous water supply and falls under the Wildfire Relief Program. APN 0773100030 is critical to the zone and cannot be shut down for long periods of time. The proposed layout was done to help minimize station shutdown. The work will be done in sequence to help minimize station shutdown.

A full scope of the station rebuild project at this location consists of:

- Demolition and removal of failing CMU block building.
- Removal of existing booster pump and associated station piping.
- Removal of outdated panel board (currently located inside of failing structure)
- Install new above ground discharge piping for booster pump and new below ground station piping. Connect to existing station piping tie-in points.





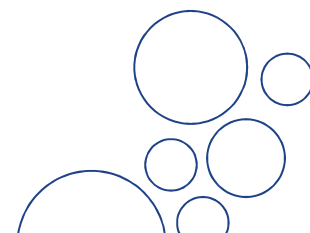
CALIFORNIA WATER SERVICE

- Construct two (2) new booster pump pedestals and install one (1) new vertical turbine booster pump and motor with acoustical shelter. Installation of backup booster pump and motor and shelter to be installed at a later date (TBD).
- The acoustical shelters are to be mounted on a 16" pump pedestal with 4" embedded into the existing ground. The height of the proposed shelter is approximately +/-10' tall. Shelters, above ground piping, and electrical equipment shall be painted Terra Brown (RAL 8028) and shall match nearby station colors.
- The new pump and motor to be housed in the acoustical shelter and produces an average dBA level of 43.2 at 25', 41.9 at 50' and 41.3 at 75'. An example of noise level is shown in the attachment. This noise level produced does not exceed the maximum residential noise-level of 65 dBA as stated in Ordinance No. 2009-380.
- The proposed acoustical shelter will help mitigate noise levels and shall meet regulations set by the ordinance.
- Reconstruct 6' high chain-link fence to accommodate new station piping layout and to match existing conditions. New fence to meet zoning setback requirements and shall match existing site conditions.
- Install new outdoor modern panel board with awning. Height of new panel board approximately +/-8'-10' with +/-2'-3' awning (optional).
- Install one (1) – 1000 gallon hydropneumatic tank with air compressor to help mitigate surges within the system.
- Install pressure reducing and pressure sustaining valve to help bring in water from other zones

CWS is requesting approval of the station upgrade by the Architectural & Site Control Commission (ASCC). The station rebuild will increase water reliability to the zones being served by the station. All construction will comply with ordinance No. 2009-380 set by Portola Valley. The existing level of noise created by the existing booster pump on site is mitigated and controlled by the CMU block building. CWS is proposing to install a more efficient booster pump and will control the sound levels produced by operations by housing it in an acoustical shelter. This will apply to both proposed booster pumps. Temporary noise and sound levels will occur during construction operations and will comply with ordinance No. 2009-380. CWS is proposing to add a future booster pump at a later date. The future booster pump will act as a backup only during maintenance and emergencies. The level of noise created will also be mitigated by housing it in an acoustical shelter. CWS does not plan to operate both booster pumps simultaneously and will continue normal operations once construction is complete. The level of noise created by the hydropneumatic tank and air compressor will comply with the town's ordinance. The proposed station layout was proposed to help minimize station shutdown time. The layout will allow all construction to take place to help minimize the shutdown time. A suggested sequence of work will be coordinated with the contractor and the demolition of the building and existing booster pump will follow the construction work.

Regards,

Cristobal Rosete
Project Engineer





CALIFORNIA WATER SERVICE

Enclosurd:

- Existing Site Plan, proposed demolition work, proposed site plan work.
- Existing CMU block building photos.
- Existing photos of acoustical shelter with station piping for example reference.
- Existing Photos of outdoor panelboard with awning for example reference.
- Existing photos of a hydropneumatic tank for reference

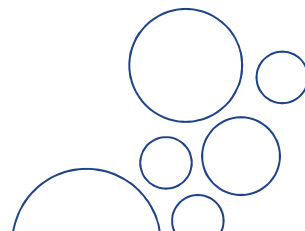




Photo 1) Photo inside of the building showing old out of date booster pump and 4x4 wood post roof support.



Photo 2 & 3) Photo of inside of building and support.



Photo 4 & 5) Photos of outdoor panelboard with shade structure. Awning can be attached to panelboard.



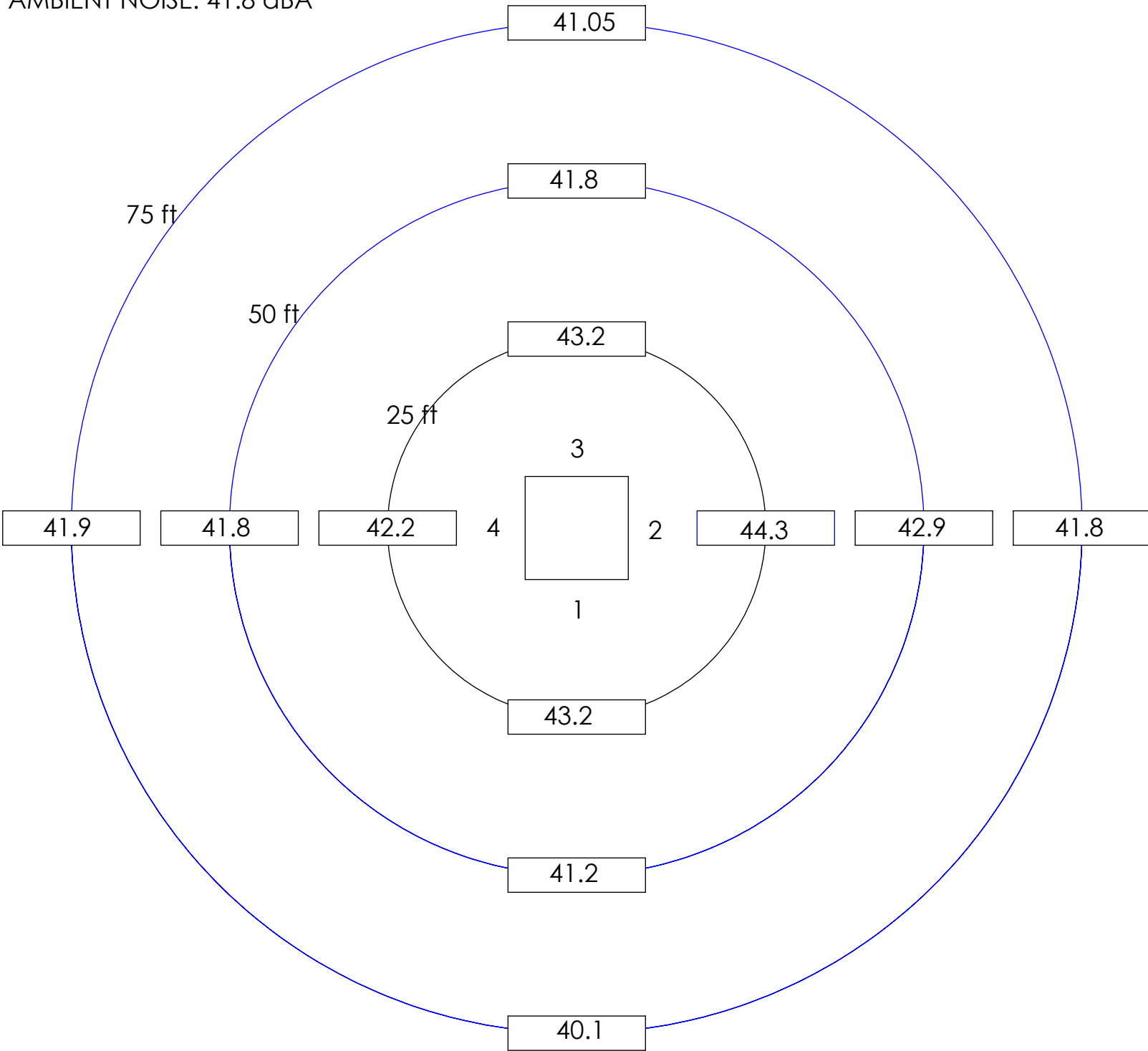
Photo 6) Example of outdoor acoustical shelter and pumps at another station in Bear Gulch. Colors to match or as approved by Portola Valley. Station piping shall look the same and shall be similar. Height of acoustical shelter will vary but will be fairly close to matching this example.



Photo #7) Photo of hypopneumatic tank and acoustical shelter for reference. Similar concept

Recorded pump noise (White) @ 36" : 75.1 dBA (DOOR OPEN)

AMBIENT NOISE: 41.8 dBA



Side 1 / Full Louvers / Doors

Side 2 / Louvers / 3 Fans / Doors / DC

Side 3 / Full Louvers / Doors

Side 4 / Louvers / 3 Fans / Doors

BUILDING SIZE: 60"x 60" x 108" / Acoustic

COMPANY: City of Hanford

NOTES: Hanford Well 45

Average dBA at 25 ft / 43.2

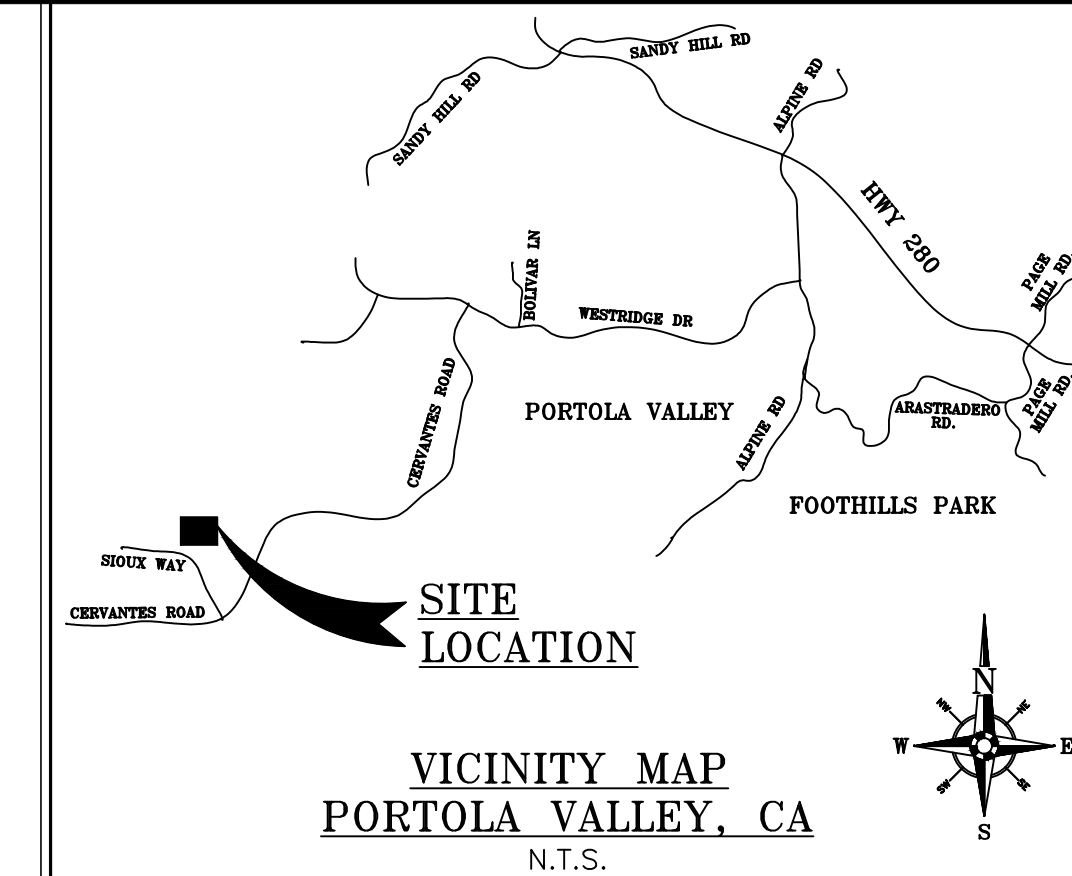
Average dBA at 50 ft / 41.9

Average dBA at 75 ft / 41.3

Results: 33.2 dBA Reduction at 50 ft

CALIFORNIA WATER SERVICE

BEAR GULCH DISTRICT - STATION 21 PARTIAL STATION REBUILD



ENGINEERING

DEPARTMENT

REVISIONS:

DISTRIBUTION MAP DATE:

PLAT SHEET

SYSTEM SCHEMATIC

STATION SCHEMATIC

PLAT SHEET NO.:

BG 39-28

SCALE:

AS SHOWN

DRAWN BY:

L. AGREDA

DESIGNED BY:

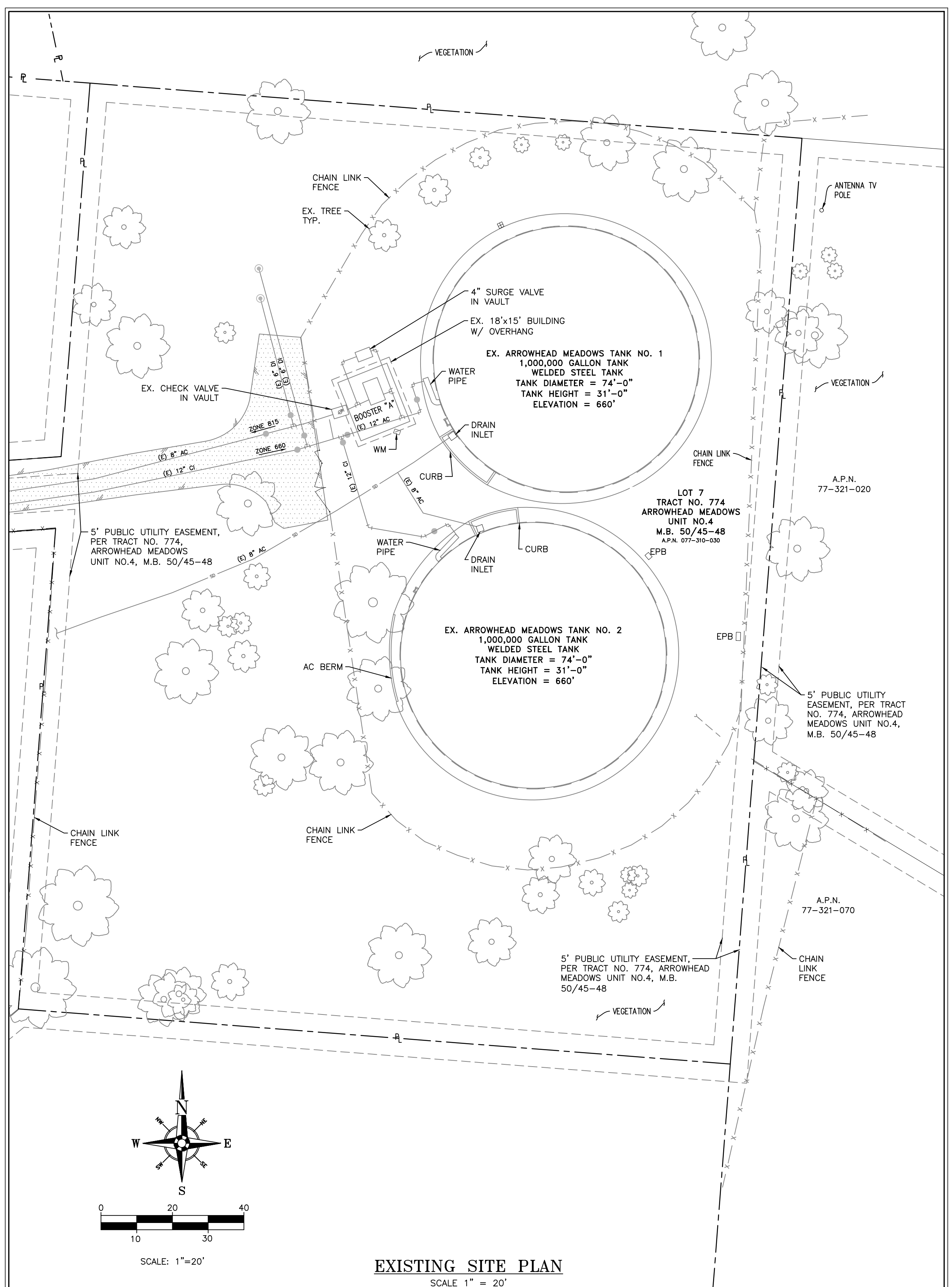
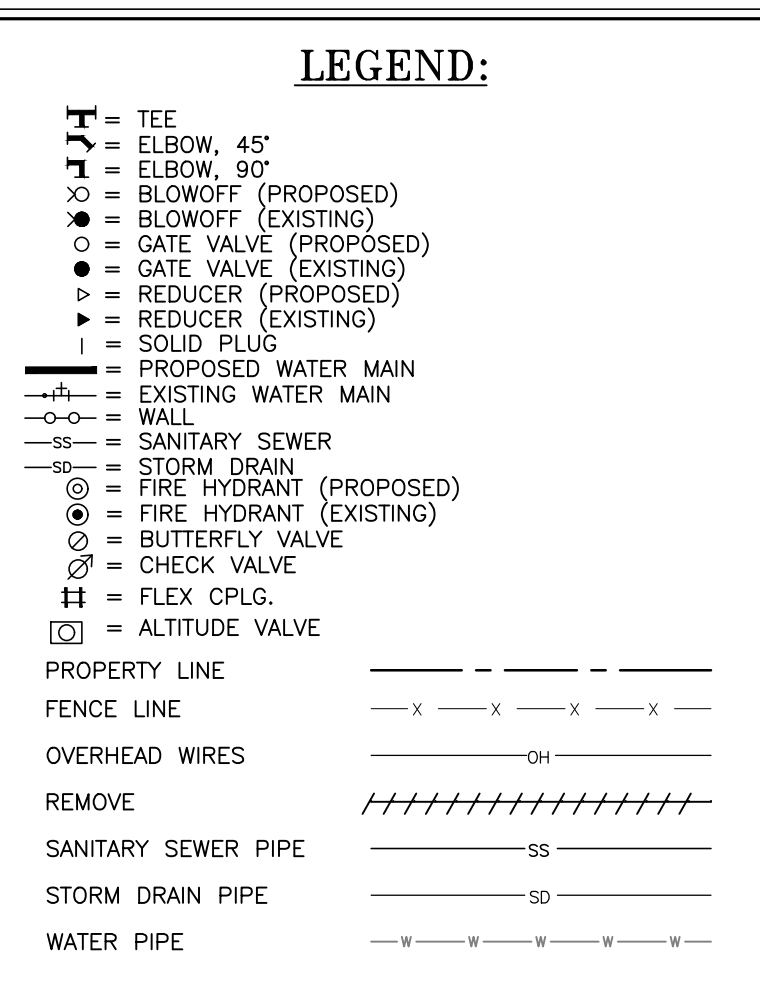
C. ROSETE

TECH REVIEW: DATE:

CHECKED BY: DATE:

APPROVED BY: DATE:

- SUMMARY OF WORK:**
- INSTALL NEW 8" DUCTILE IRON STATION PIPING PER PLAN.
 - RELOCATE BOOSTER "A" AND INSTALL NEW VERTICAL BOOSTER VESSEL FOR BOOSTER "A"
 - INSTALL NEW VERTICAL BOOSTER VESSEL FOR FUTURE BOOSTER "B" SET UP BOOSTER "B" FOR FUTURE CONNECTION.
 - INSTALL NEW MODERN OUTDOOR PANEL BOARD WITH AWNING AND RUN NEW ELECTRICAL CONDUITS AND CONNECTIONS.
 - INSTALL NEW BOOSTER PUMP AND MOTOR FOR BOOSTER "A" WITH NEW 4"(W)x4"(W)x8"(H) ACOUSTICAL SHELTER.
 - DISINFECT AND PRESSURE TEST NEW EQUIPMENT AND STATION PIPING.
 - INSTALL NEW 4" PRESSURE REDUCING VALVE IN VAULT AND PIPING.
 - CONNECT TO SUCTION AND DISCHARGE SIDE OF EXISTING PIPING PER PLANS.
 - REMOVE EXISTING 18'x15' CONCRETE MASONRY UNIT (CMU) BLOCK BUILDING AND BUILDING SLAB AND FOUNDATION.
 - REMOVE ALL EXISTING STATION PIPING AND DISASSOCIATE WITH NEW STATION PIPING. CUT AND CAP WHERE NECESSARY AND AS CALLED OUT ON PLANS.
 - INSTALL NEW 1,000 GALLON SURGE TANK WITH AIR COMPRESSOR.
 - REMOVE EXISTING HORIZONTAL SPLIT CASE BOOSTER PUMP AND REMOVE AND DISASSOCIATE ALL EXISTING ELECTRICAL EQUIPMENT INSIDE OF CMU BLOCK BUILDING.
 - RESTORE SITE TO EXISTING CONDITIONS
 - REMOVE AND RECONSTRUCT NEW CHAIN-LINK FENCE WITH SLATS PER PLANS. NEW CHAIN-LINK FENCE TO MATCH EXISTING CONDITIONS.



PROPERTY INFORMATION

OWNER:
CALIFORNIA WATER SERVICE COMPANY
1720 N. FIRST ST
SAN JOSE, CA 95112

SITE ADDRESS:
SIOUX WAY
PORTOLA VALLEY, CA
COUNTY OF SAN MATEO

APN:
117-233-06

ZONE:
R-E/1A/SD-1a

BASIC YARD SETBACKS:
FRONT - 50'
REAR - 20'
SIDES - 20'

HEIGHT LIMIT OF STRUCTURES:
HEIGHT - 28'

PROPOSED EQUIPMENT & MAX HEIGHT:
ELECTRICAL PANELBOARD - ±9'
ACOUSTICAL SHELTER - ±9'
BOOSTER PUMP HOUSED BY SHELTER - N/A
CHAIN-LINK FENCE W/SLATS - 6'
SURGE TANK - ±6'

PROPOSED EQUIPMENT SETBACKS

ELECTRICAL PANELBOARD
FRONT - 58'
REAR - 135'
SIDES - 52' & 199'

ACOUSTICAL SHELTER
FRONT - 82'
REAR - 113'
SIDES - 39' & 215'

CHAIN LINK FENCE
FRONT - 58'
REAR - 124'
SIDES - 25 & 211'

SURGE TANK/PRESSURE VESSEL
FRONT - 76'
REAR - 120'
SIDES - 75' & 175'

PROJECT GRADING:
NO MASS GRADING PROPOSED. MINIMAL EXCAVATION FOR EQUIPMENT. ALL REMOVED DIRT TO BE RE-USED AS BACKFILL FOR PIPE TRENCHING.

TITLE:
**BEAR GULCH STATION 21
PARTIAL STATION REBUILD
COVER SHEET**

DISTRICT:
BEAR GULCH

DATE:
07/01/2021

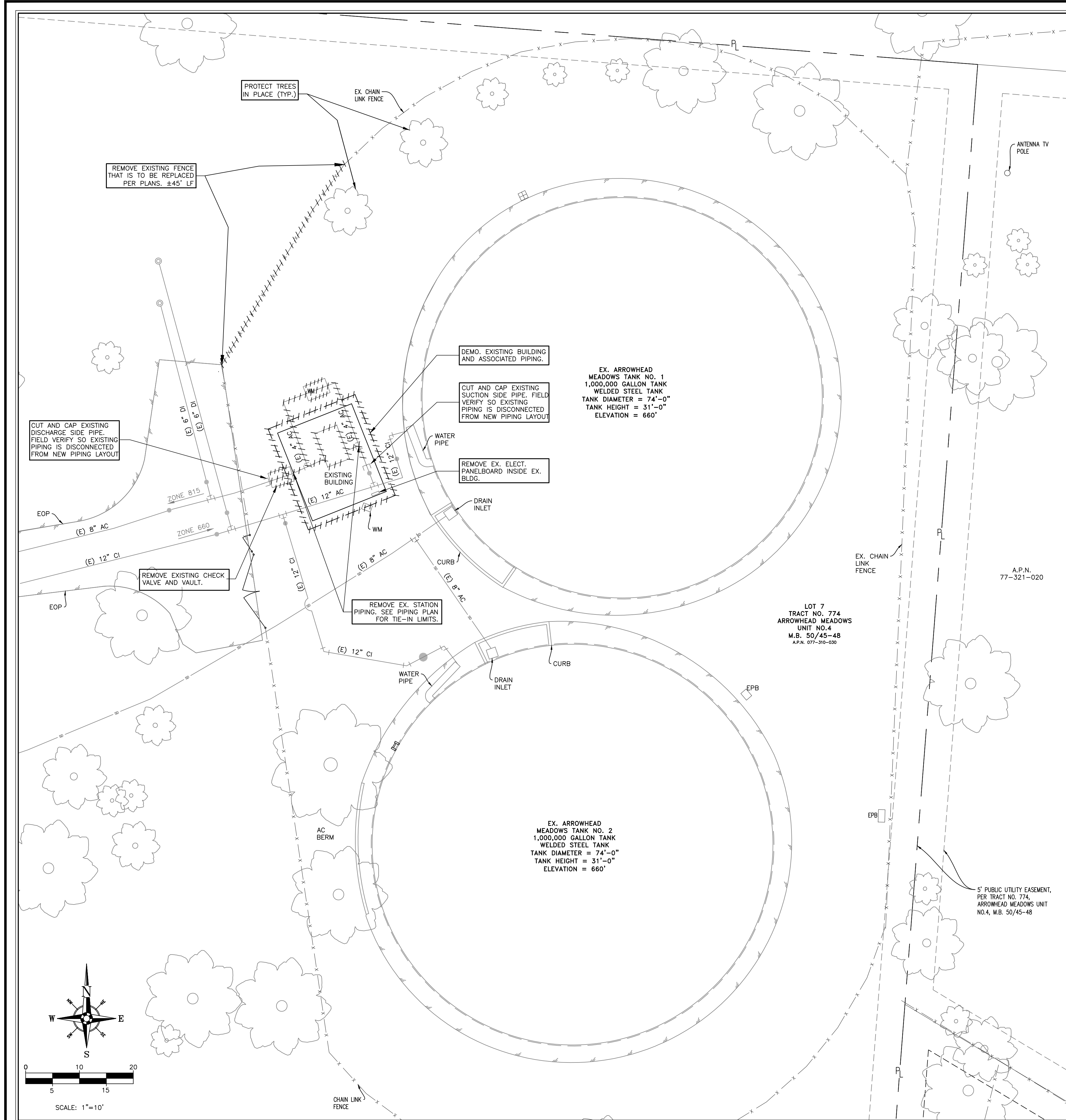
PROJECT ID:
00114642

DRAWING NO.:
BG-8382

SHT 1 OF 1

FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION.





NOTICE TO CONTRACTORS
THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXACT LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.

POTHOLE AND VERIFY
THE CONTRACTOR WILL BE RESPONSIBLE FOR THE VERIFICATION OF DEPTHS AND EXACT LOCATIONS OF ALL EXISTING UTILITIES IN THE FIELD PRIOR TO COMMENCING WORK. LOCATIONS SHOWN ON THE PLANS ARE APPROXIMATE AND FOR GENERAL INFORMATION ONLY.

LEGEND:

- T = TEE
- E = ELBOW, 45°
- E = ELBOW, 90°
- X = BLOWOFF (PROPOSED)
- = BLOWOFF (EXISTING)
- O = GATE VALVE (PROPOSED)
- = GATE VALVE (EXISTING)
- > = REDUCER (PROPOSED)
- > = REDUCER (EXISTING)
- = SOLID PLUG
- = PROPOSED WATER MAIN
- = EXISTING WATER MAIN
- = WALL
- S— = SANITARY SEWER
- SD— = STORM DRAIN
- ⊙ = FIRE HYDRANT (PROPOSED)
- ⊙ = FIRE HYDRANT (EXISTING)
- ⊙ = BUTTERFLY VALVE
- ⊙ = CHECK VALVE
- ⊙ = FLEX CPLG.
- ⊙ = ALTITUDE VALVE

FENCE LINE: -x-x-x-x-x-

OVERHEAD WIRES: -OH-

REMOVE:

SANITARY SEWER PIPE: —SS—

STORM DRAIN PIPE: —SD—

WATER PIPE: —W—

- SUGGESTED SEQUENCE OF WORK:**
- REMOVE EXISTING CHAINLINK FENCE AS SHOWN FOR NEW STATION PIPING LAYOUT. NEW PIPING TO BE PLACED UP TO TIE-IN POINTS PER PIPING PLANS.
 - REMOVE EXISTING BUILDING AND SLAB AFTER STATION PIPING HAS BEEN PLACED.
 - REMOVE EXISTING BOOSTER PUMP AND MOTOR AND PANELBOARD AFTER TIE-IN CONNECTIONS HAVE BEEN MADE.
 - REMOVE EXISTING PIPING ASSOCIATED WITH OLD BOOSTER.



DEPARTMENT

REVISIONS:

NO.	DATE	DESCRIPTION

DISTRIBUTION MAP:

PLAT SHEET:

SYSTEM SCHEMATIC:

STATION SCHEMATIC:

PLAT SHEET NO.: BG 39-28

SCALE: AS SHOWN

DRAWN BY: L. AGREDA

DESIGNED BY: C. ROSETE

TECH REVIEW: _____ DATE: _____

CHECKED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

BEAR GULCH STATION 21
PARTIAL STATION REBUILD
DEMOLITION PLAN

TITLE: BEAR GULCH

DATE: 11/18/2021

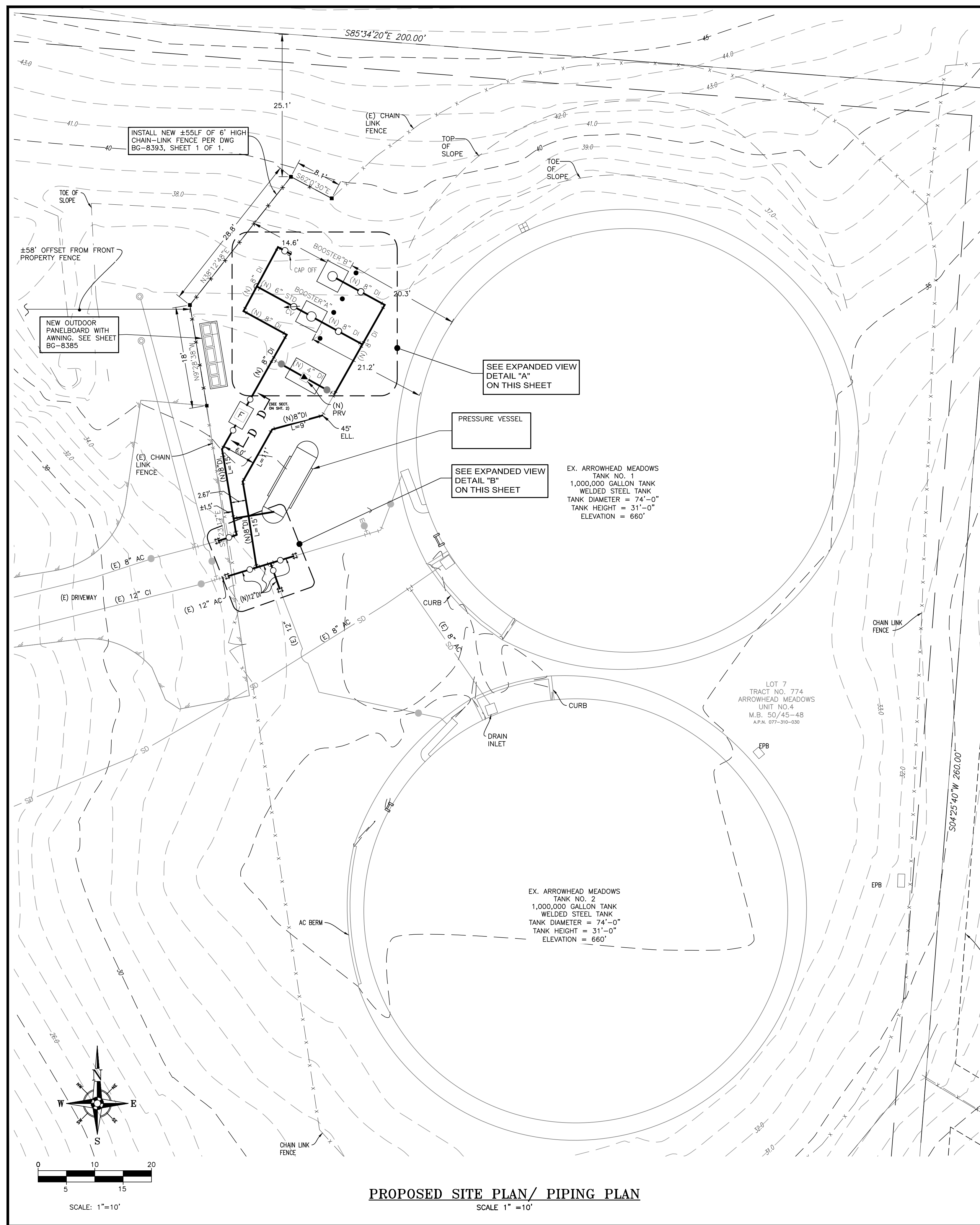
PROJECT ID.: 00114642

DRAWING NO.: BG-8383

SHT 1 OF 1



FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION.



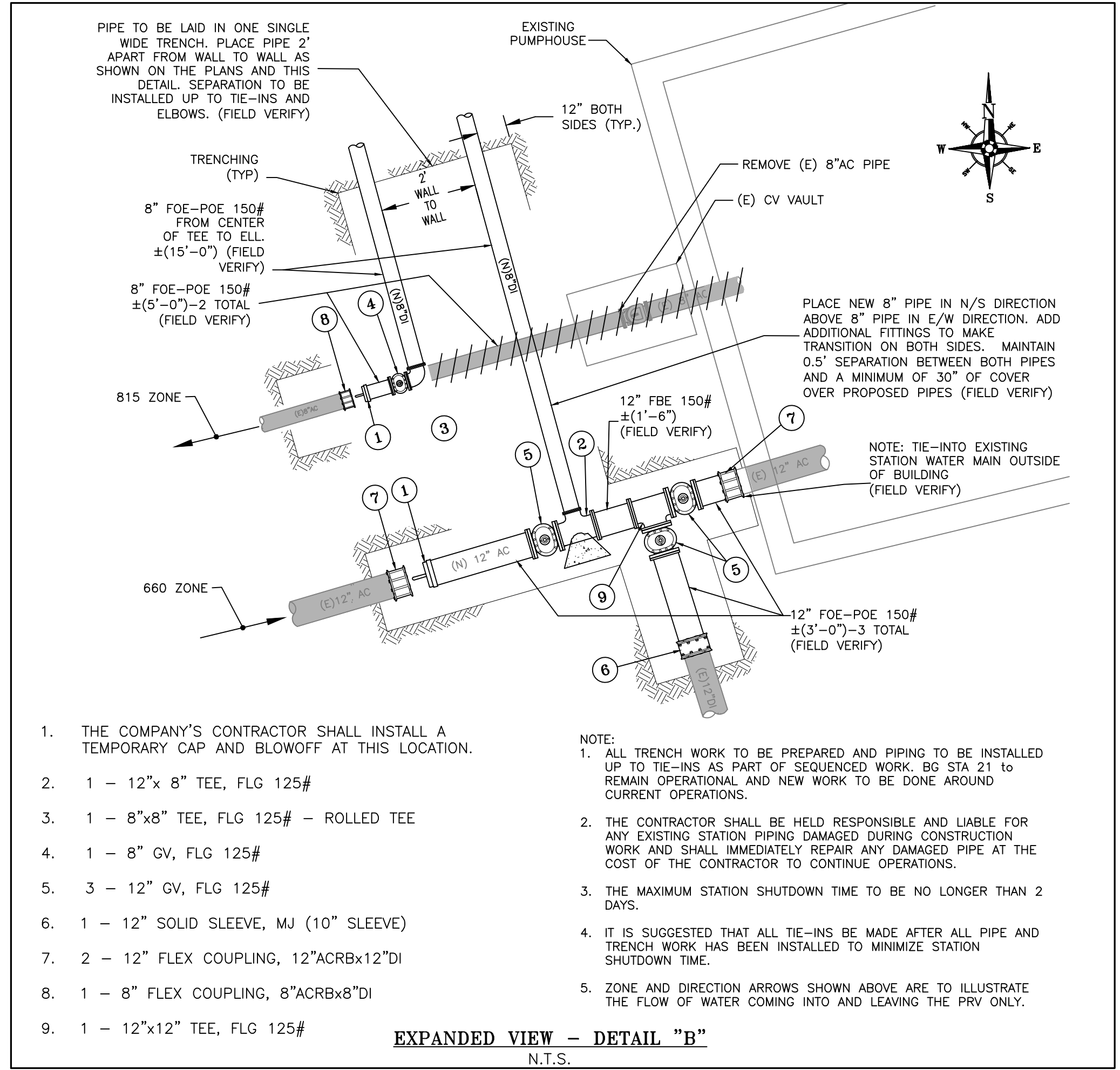
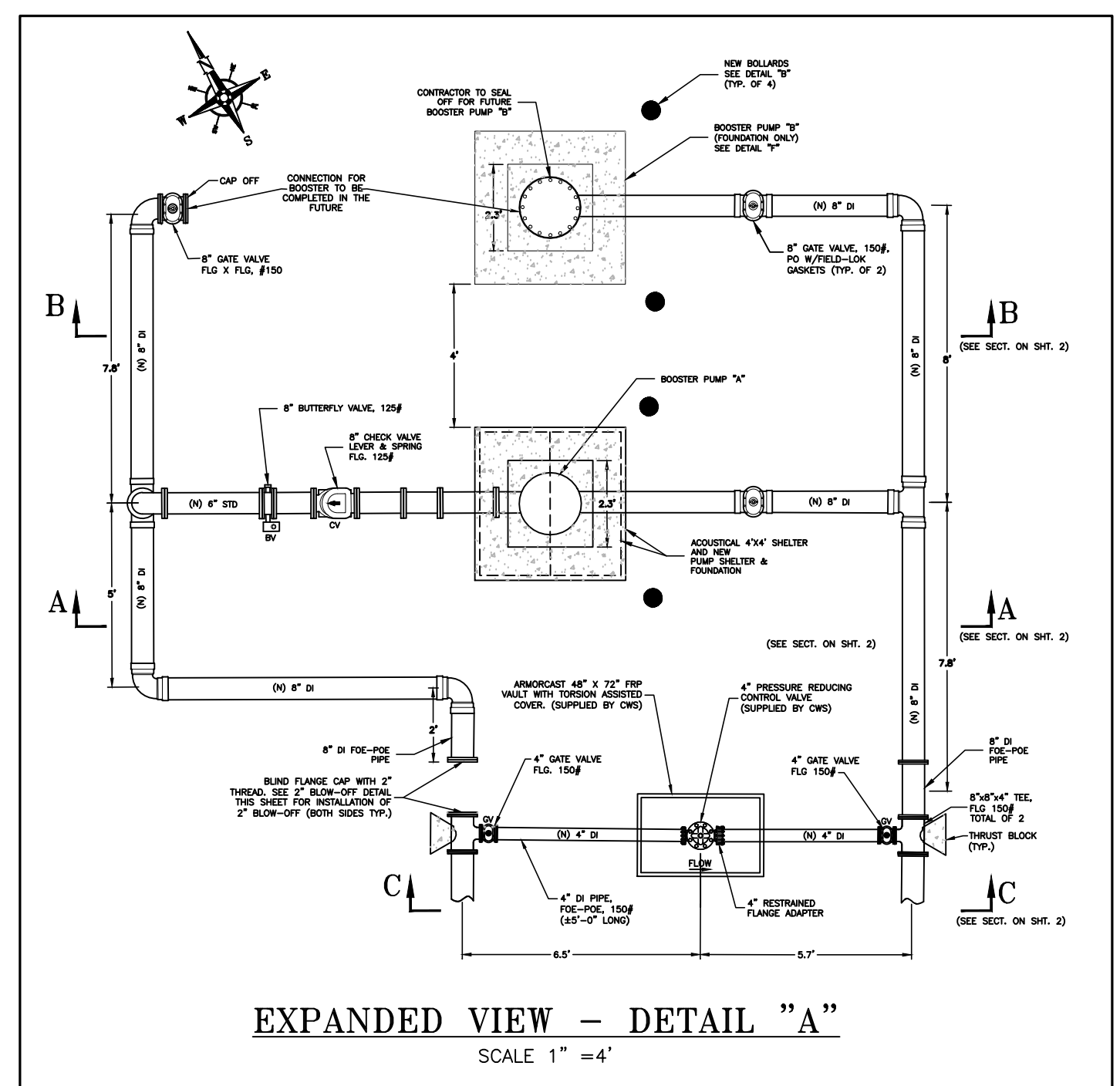
PROPOSED SITE PLAN/ PIPING PLAN
SCALE 1" = 10'

LEGEND:

—	TEE
—	ELBOW, 45°
—	ELBOW, 90°
—	BLOWOFF (PROPOSED)
—	BLOWOFF (EXISTING)
—	GATE VALVE (GV) (PROPOSED)
—	GATE VALVE (GV) (EXISTING)
—	REDUCER (PROPOSED)
—	REDUCER (EXISTING)
—	SOLID PLUG
—	PROPOSED WATER MAIN
—	EXISTING WATER MAIN
—	WALL
—	SANITARY SEWER
—	STORM DRAIN
—	STORM DRAIN (PROPOSED)
—	FIRE HYDRANT (EXISTING)
—	BUTTERFLY VALVE (BV)
—	CHECK VALVE (CV)
—	FLEX COUPL.
—	ALTITUDE VALVE
—	(PRV) PRESSURE REDUCING VALVE
—	FENCE LINE
—	OVERHEAD WIRES
—	REMOVE
—	SANITARY SEWER PIPE
—	STORM DRAIN PIPE
—	WATER PIPE

CONTRACTOR NOTES:

- CONTRACTOR IS TO FIELD VERIFY ALL DIMENSIONS SHOWN PRIOR TO PIPE TIE-INS AND INSTALLATION.
- THE CONTRACTOR IS RESPONSIBLE AND LIABLE FOR ANY EXISTING STATION PIPING DAMAGED DURING THE WORK AND SHALL IMMEDIATELY REPAIR ANY DAMAGED PIPE AT THE CONTRACTOR'S COST IN ORDER FOR CWS TO CONTINUE OPERATIONS.



- THE COMPANY'S CONTRACTOR SHALL INSTALL A TEMPORARY CAP AND BLOWOFF AT THIS LOCATION.
- 1 - 12"x 8" TEE, FLG 125#
- 1 - 8"x8" TEE, FLG 125# - ROLLED TEE
- 1 - 8" CV, FLG 125#
- 3 - 12" GV, FLG 125#
- 1 - 12" SOLID SLEEVE, MJ (10" SLEEVE)
- 2 - 12" FLEX COUPLING, 12"ACRBx12"DI
- 1 - 8" FLEX COUPLING, 8"ACRBx8"DI
- 1 - 12"x12" TEE, FLG 125#

NOTE:

- ALL TRENCH WORK TO BE PREPARED AND PIPING TO BE INSTALLED UP TO TIE-INS AS PART OF SEQUENCED WORK. BG STA 21 TO REMAIN OPERATIONAL AND NEW WORK TO BE DONE AROUND CURRENT OPERATIONS.
- THE CONTRACTOR SHALL BE HELD RESPONSIBLE AND LIABLE FOR ANY EXISTING STATION PIPING DAMAGED DURING CONSTRUCTION WORK AND SHALL IMMEDIATELY REPAIR ANY DAMAGED PIPE AT THE COST OF THE CONTRACTOR TO CONTINUE OPERATIONS.
- THE MAXIMUM STATION SHUTDOWN TIME TO BE NO LONGER THAN 2 DAYS.
- IT IS SUGGESTED THAT ALL TIE-INS BE MADE AFTER ALL PIPE AND TRENCH WORK HAS BEEN INSTALLED TO MINIMIZE STATION SHUTDOWN TIME.
- ZONE AND DIRECTION ARROWS SHOWN ABOVE ARE TO ILLUSTRATE THE FLOW OF WATER COMING INTO AND LEAVING THE PRV ONLY.

POTHOLE AND VERIFY
THE CONTRACTOR WILL BE RESPONSIBLE FOR THE VERIFICATION OF DEPTHS AND EXACT LOCATIONS OF ALL EXISTING UTILITIES IN THE FIELD PRIOR TO COMMENCING WORK. LOCATIONS SHOWN ON THE PLANS ARE APPROXIMATE AND FOR GENERAL INFORMATION ONLY.

NOTICE TO CONTRACTORS
THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXACT LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.



ENGINEERING DEPARTMENT

REVISIONS:

DIST. DATE: _____

PLAT SHEET: _____

SYSTEM SCHEMATIC: _____

STATION SCHEMATIC: _____

PLAT SHEET NO.: **BG 39-28**

SCALE: **AS SHOWN**

DRAWN BY: **L. AGREDA**

DESIGNED BY: **C. ROSETE**

TECH REVIEW: _____ DATE: _____

CHECKED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

DRAFT

**BEAR GULCH STATION 21
PARTIAL STATION REBUILD
PROPOSED PIPING PLAN**

TITLE: _____

DISTRICT: **BEAR GULCH**

DATE: **07/01/2021**

PROJECT ID: _____

00114642

DRAWING NO.: **BG-8384**

SHT 1 OF 5



FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION.



DEPARTMENT

REVISIONS:

NO.	DATE	DESCRIPTION

DISTRIBUTION MAP

PLAT SHEET

SYSTEM SCHEMATIC

STATION SCHEMATIC

PLAT SHEET NO.:

BG 39-28

SCALE:

AS SHOWN

DRAWN BY:

L. AGREDA

DESIGNED BY:

C. ROSETE

TECH REVIEW: DATE:

CHECKED BY: DATE:

APPROVED BY: DATE:

DRAFT

BEAR GULCH STATION 21
 PARTIAL STATION REBUILD
 PIPING PLAN DETAILS

TITLE:

DISTRICT:

BEAR GULCH

DATE:

07/01/2021

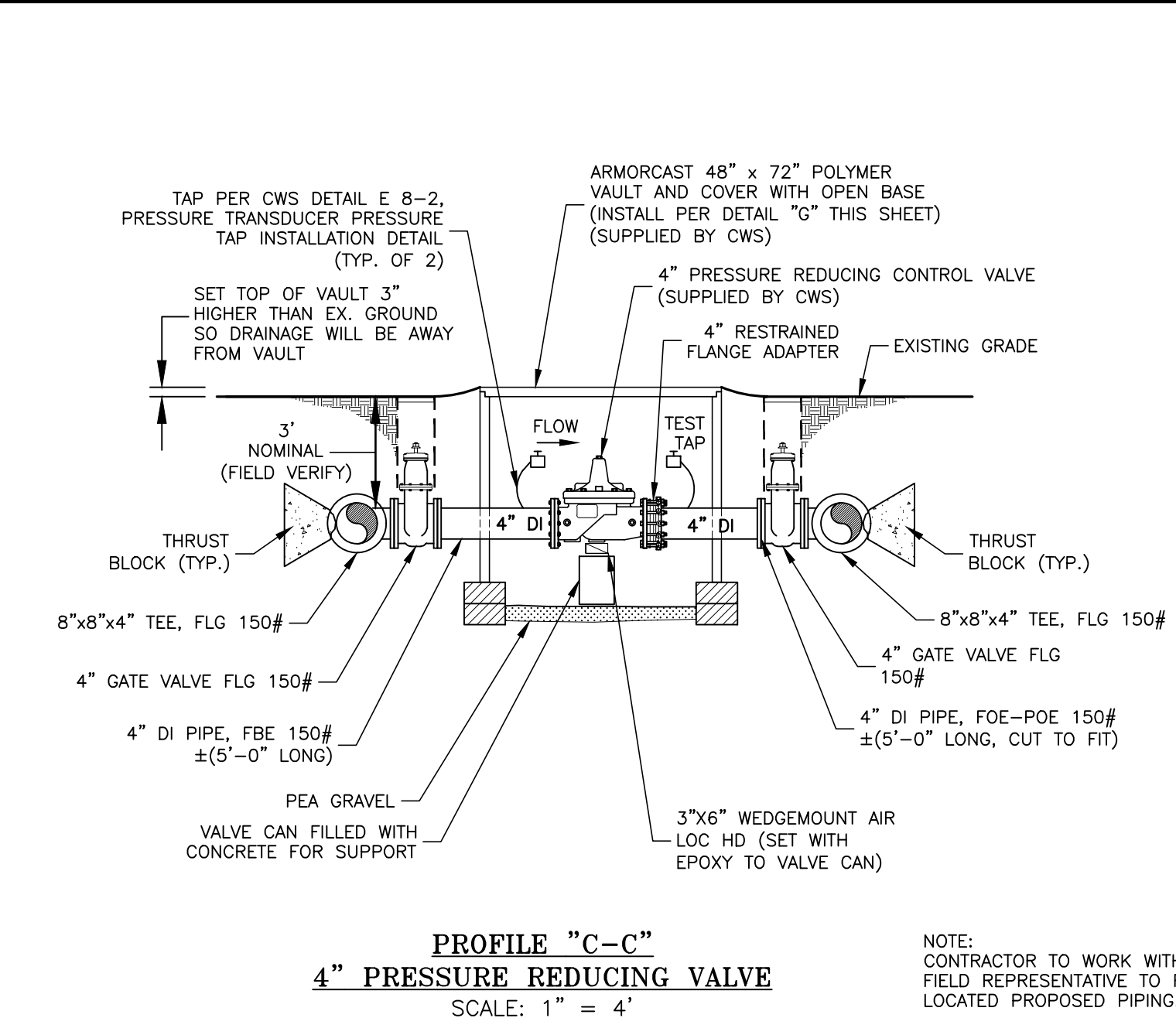
PROJECT ID.:

00114642

DRAWING NO.:

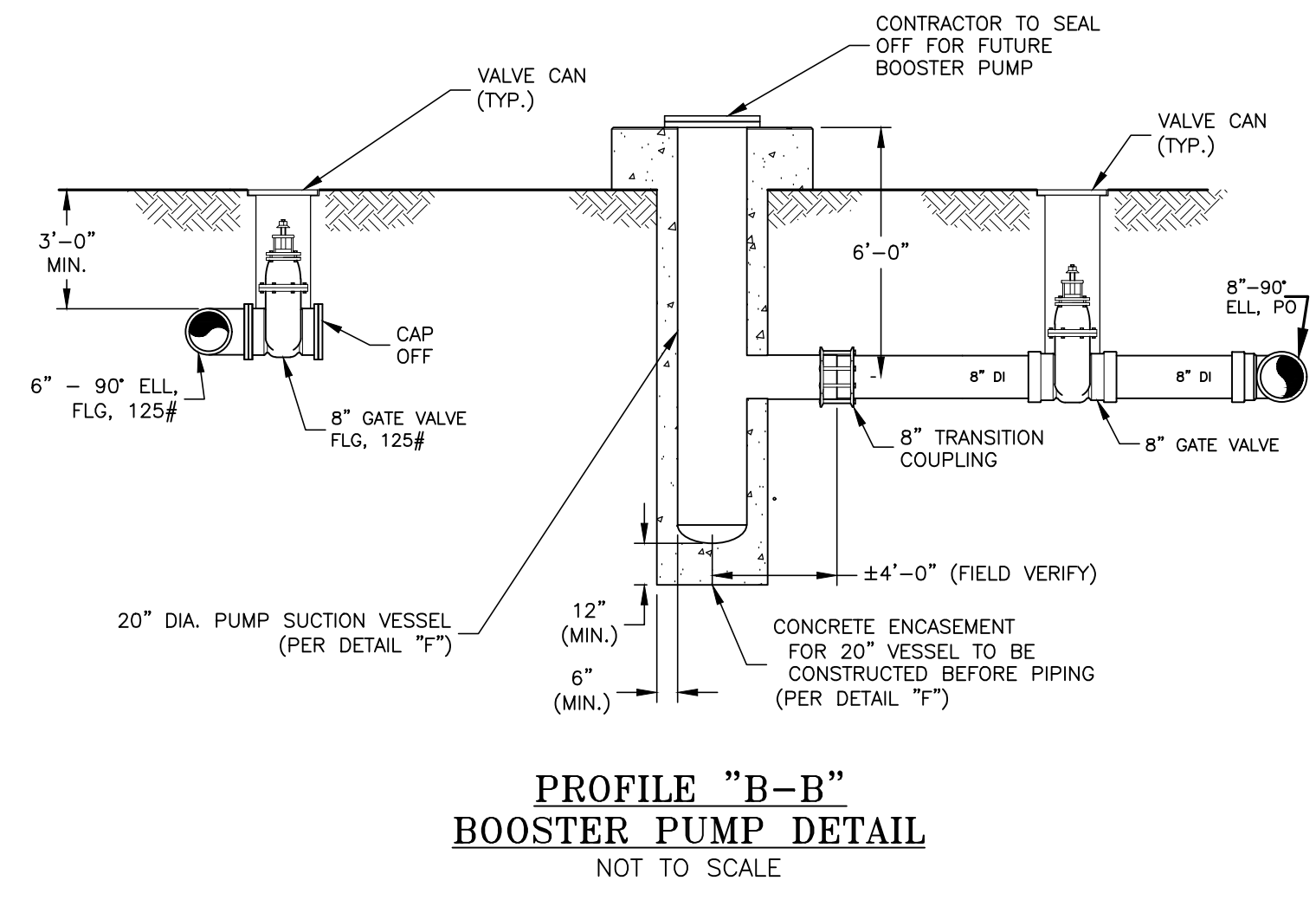
BG-8384

SHT 2 OF 4

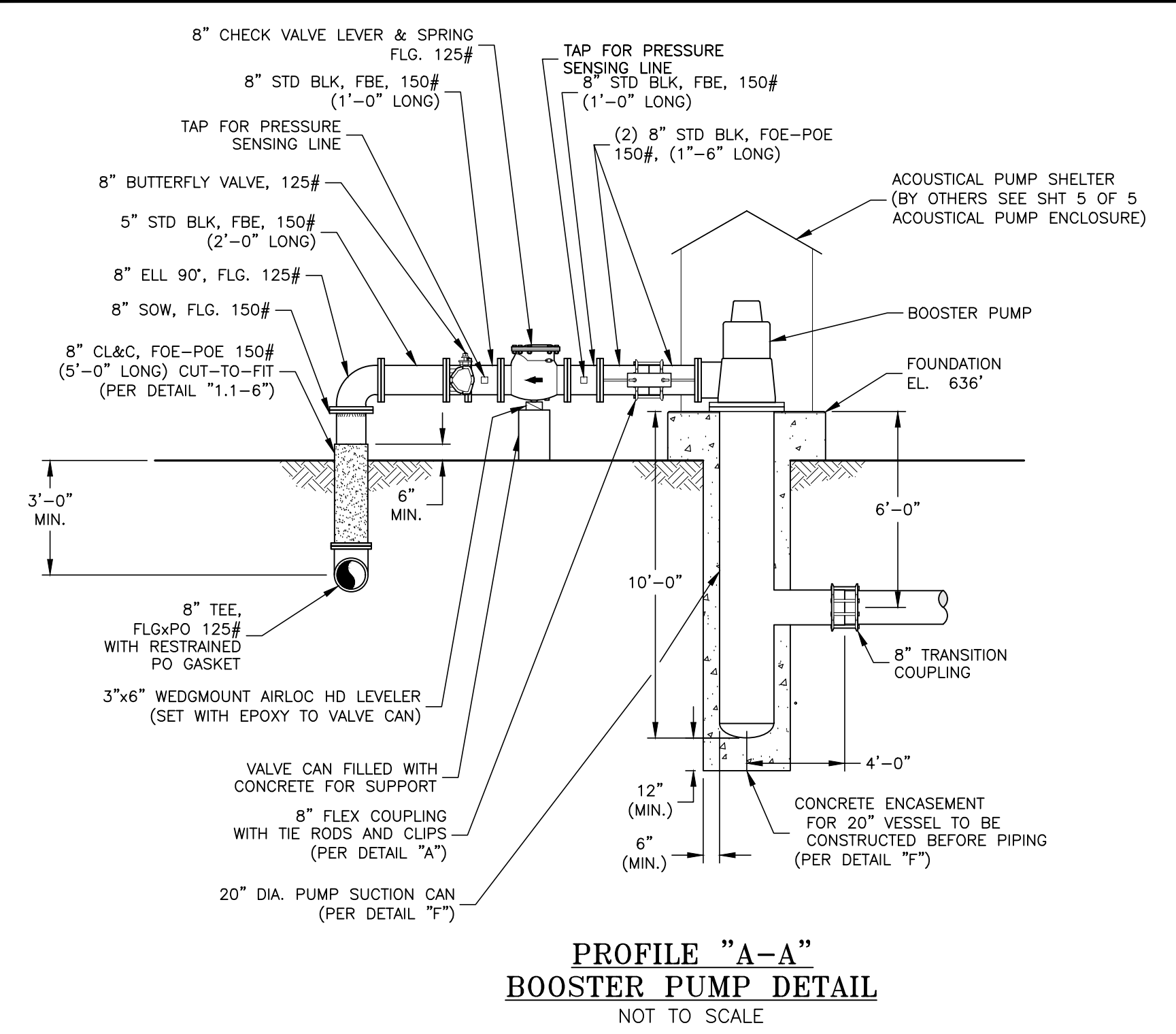


PROFILE "C-C"
4" PRESSURE REDUCING VALVE
 SCALE: 1" = 4"

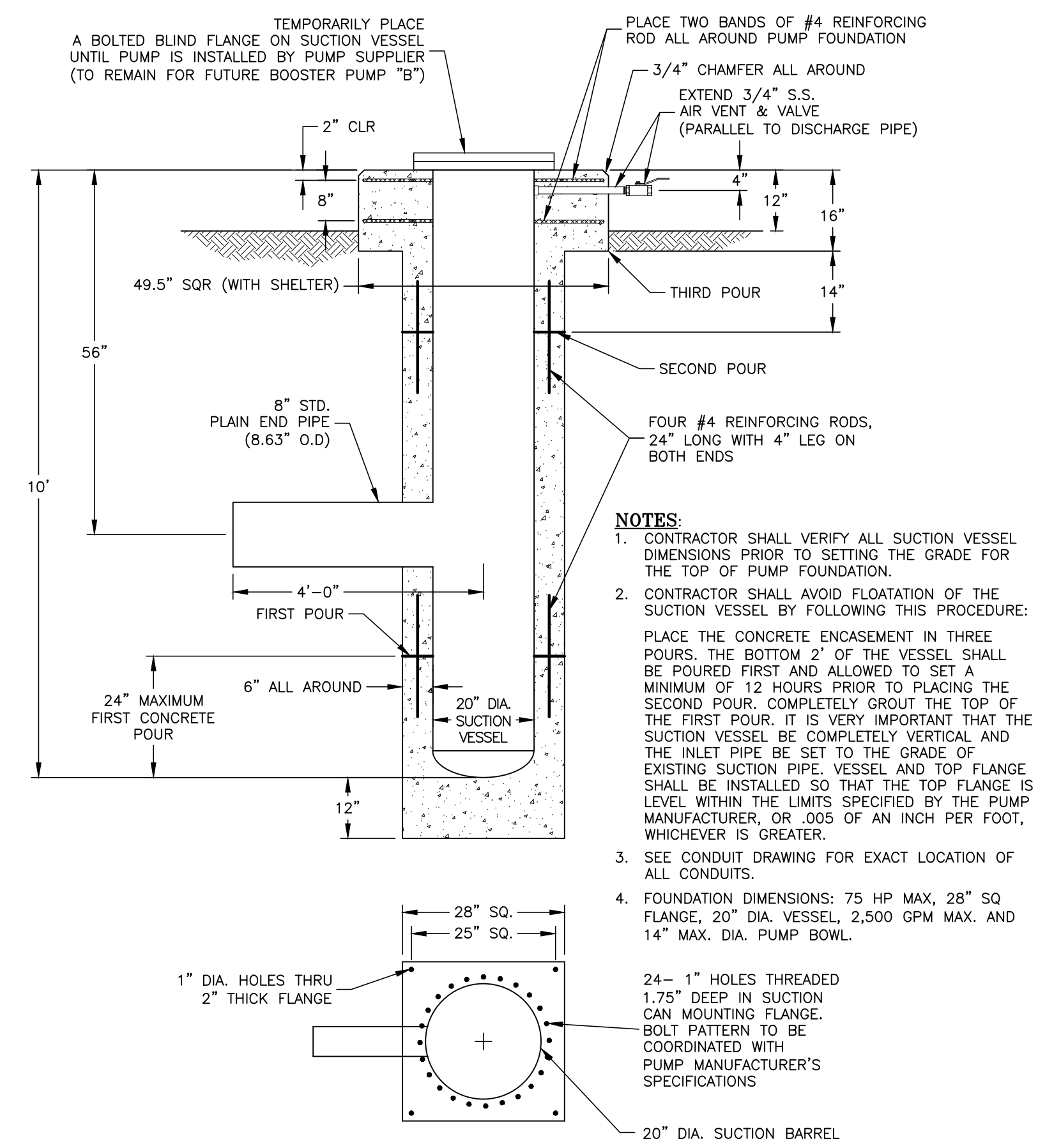
NOTE: CONTRACTOR TO WORK WITH CWS FIELD REPRESENTATIVE TO FIELD LOCATED PROPOSED PIPING.



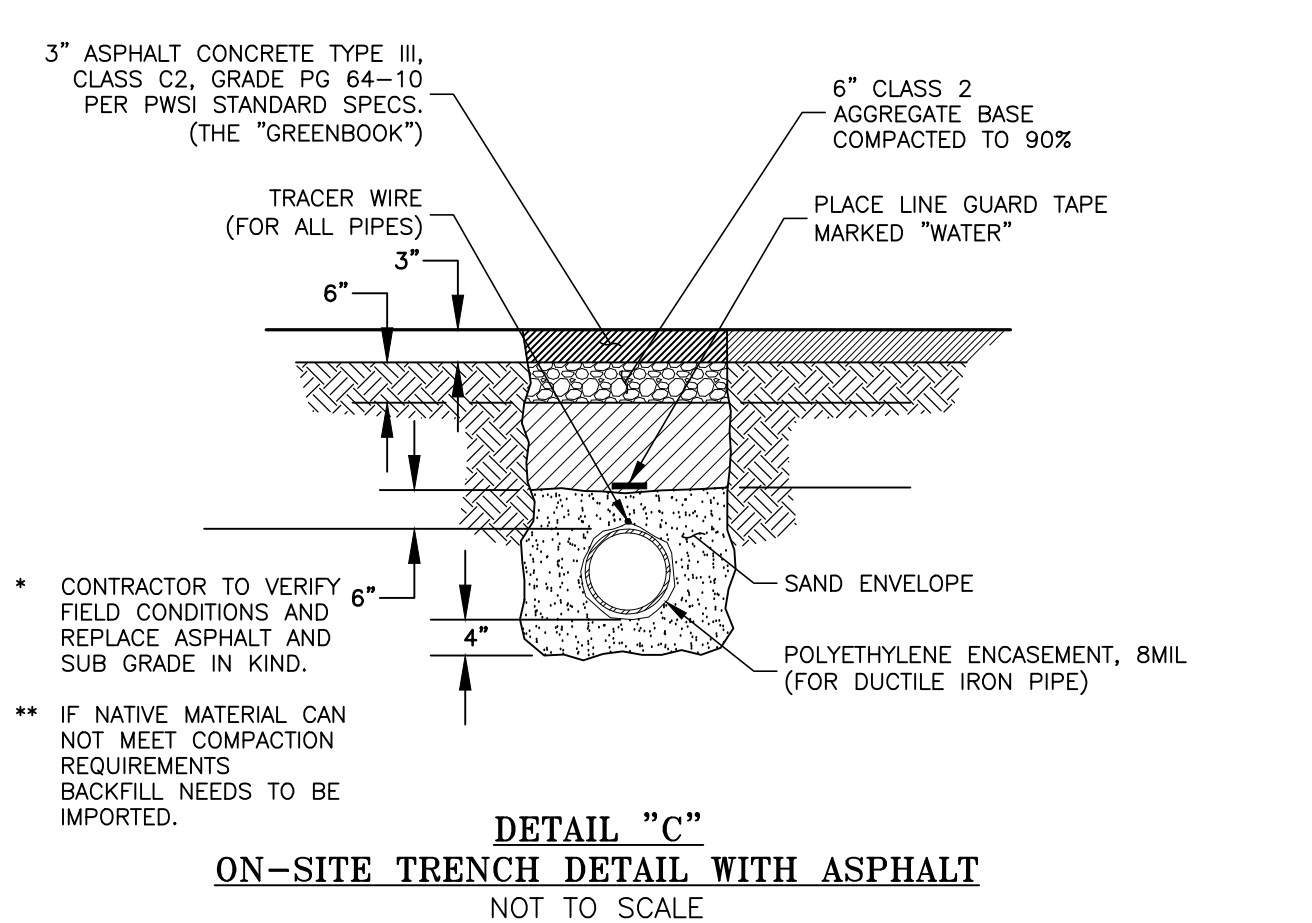
PROFILE "B-B"
BOOSTER PUMP DETAIL
 NOT TO SCALE



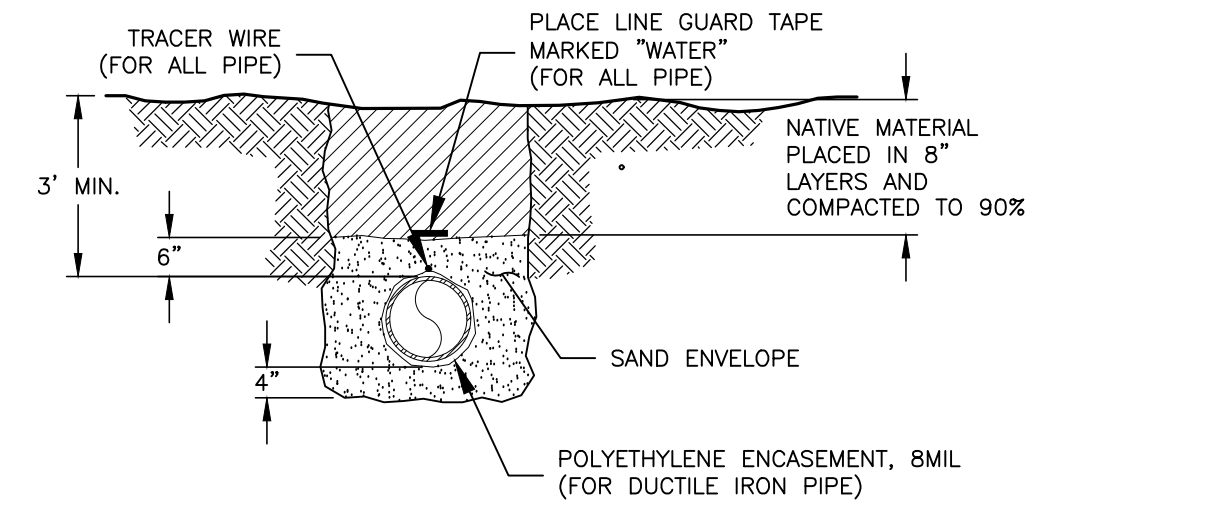
PROFILE "A-A"
BOOSTER PUMP DETAIL
 NOT TO SCALE



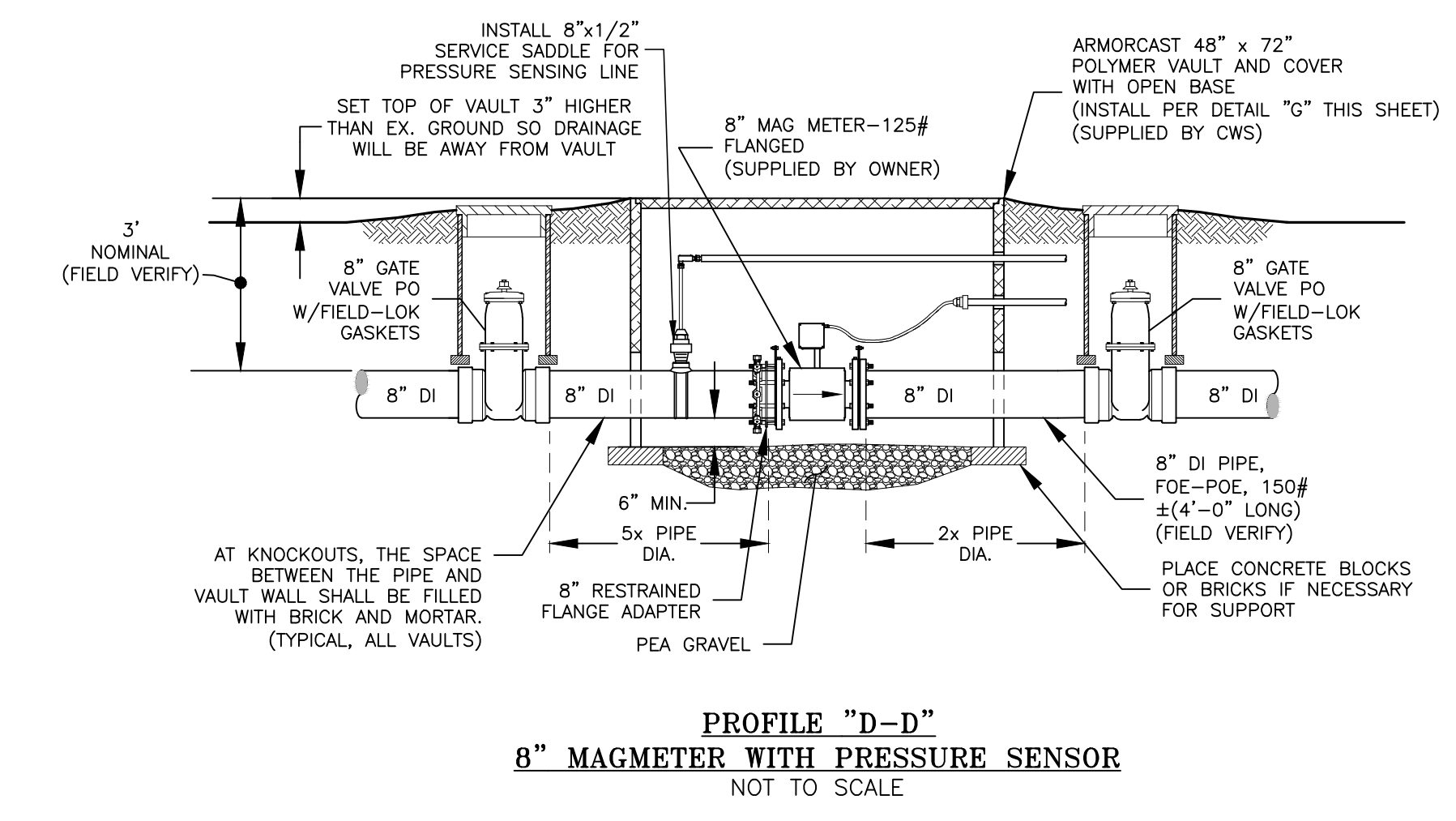
DETAIL "F"
2.3-3 BOOSTER PUMP VESSEL & PUMP FOUNDATION INSTALLATION
 NOT TO SCALE



DETAIL "C"
ON-SITE TRENCH DETAIL WITH ASPHALT
 NOT TO SCALE



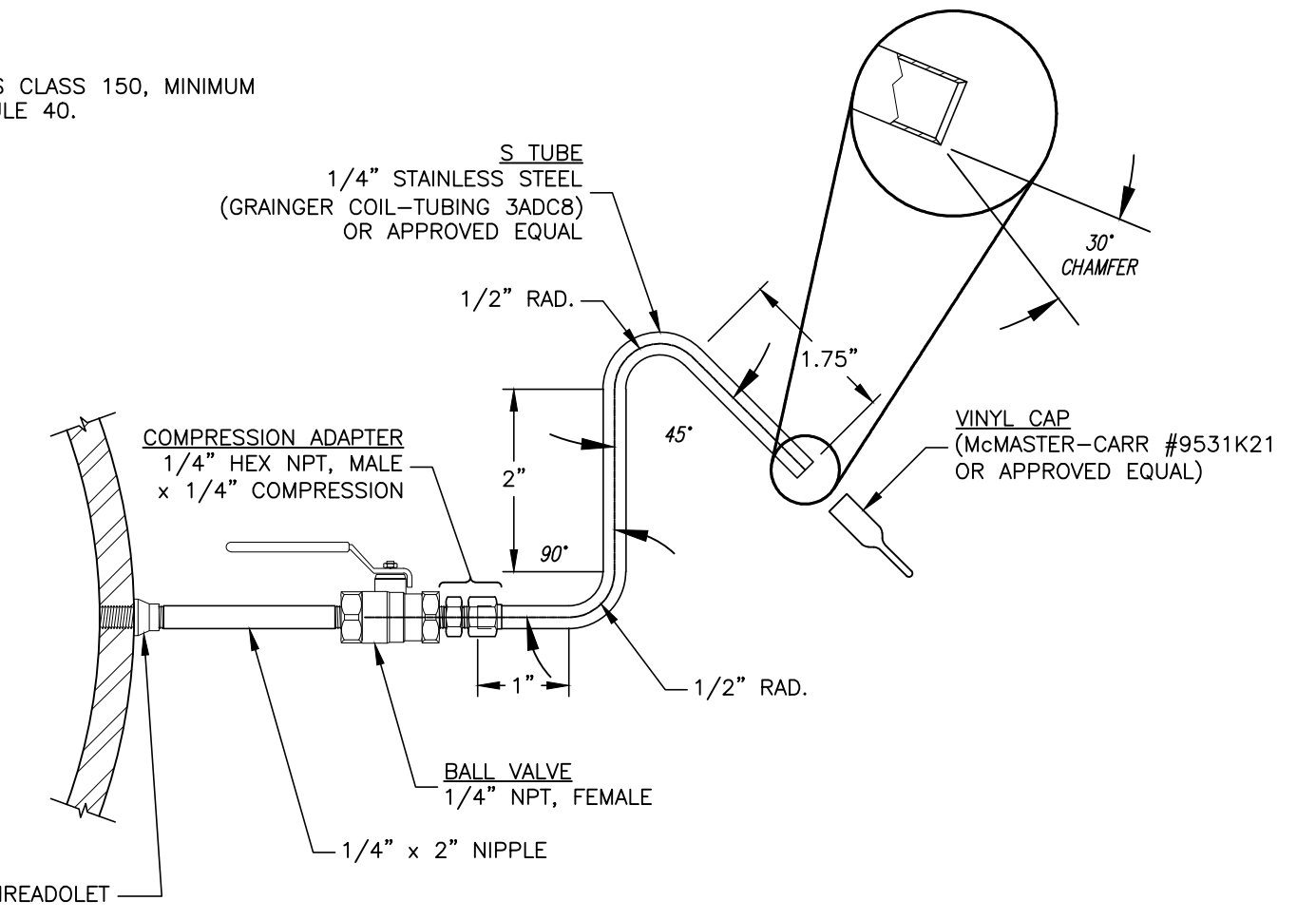
DETAIL "E"
1.3-4 ON-SITE TRENCH DETAIL
 N.T.S.



PROFILE "D-D"
8" MAGMETER WITH PRESSURE SENSOR
 NOT TO SCALE

NOTES:

- THE NIPPLE SHALL BE BRASS CLASS 150, MINIMUM OR STAINLESS STEEL SCHEDULE 40.



DETAIL "D"
1.1-7 SAMPLE TAP WELL SAMPLING STATION
 NOT TO SCALE

FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION.



DEPARTMENT

REVISIONS:

DISTRIBUTION MAP
 PLAT SHEET
 SYSTEM SCHEMATIC
 STATION SCHEMATIC

PLAT SHEET NO.:

BG 39-28

SCALE:

AS SHOWN

DRAWN BY:

L. AGREDA

DESIGNED BY:

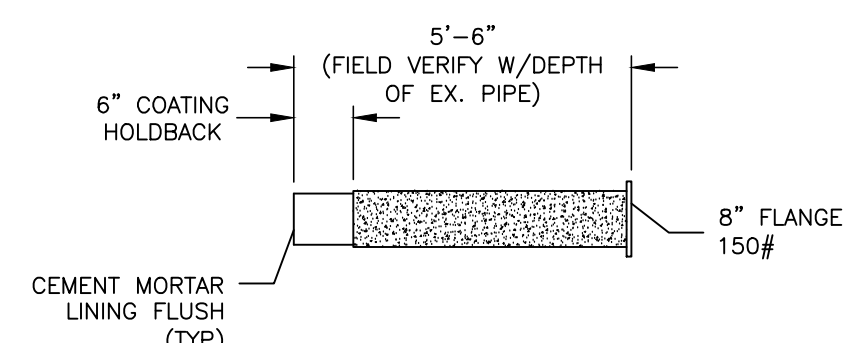
C. ROSETE

TECH REVIEW: DATE:

CHECKED BY: DATE:

APPROVED BY: DATE:

DRAFT

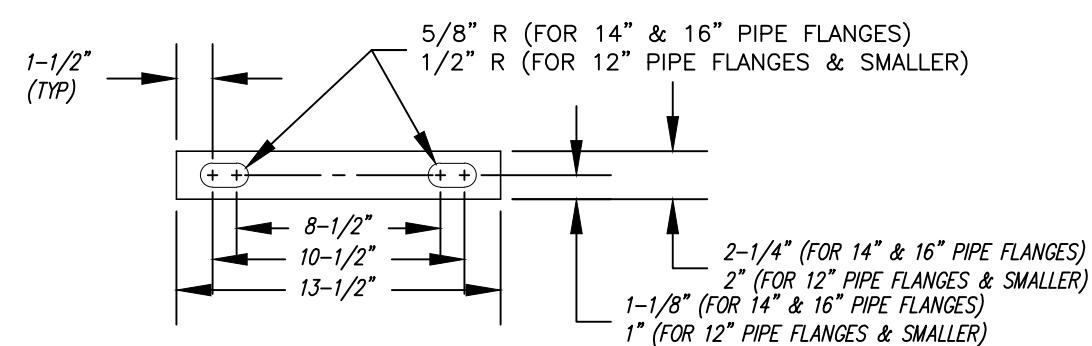


PIECE MARKED "A"
N.T.S.

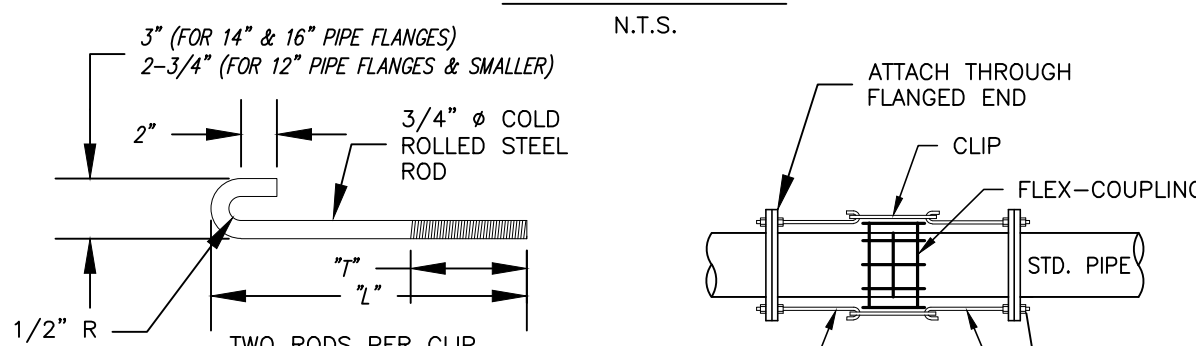
PIECE MARKED	QTY	PIPE STEEL CYL. (OD)	SCH.	CML	CMC
A	1	8.63"	20	3/8"	3/4"

CEMENT MORTAR LINING, CML
 CEMENT MORTAR COATING, CMC

DETAIL "G"
 1.1-6 CL&C FABRICATION DETAIL
 NOT TO SCALE



CLIP DETAIL
 N.T.S.



STAY ROD DETAIL
 N.T.S.

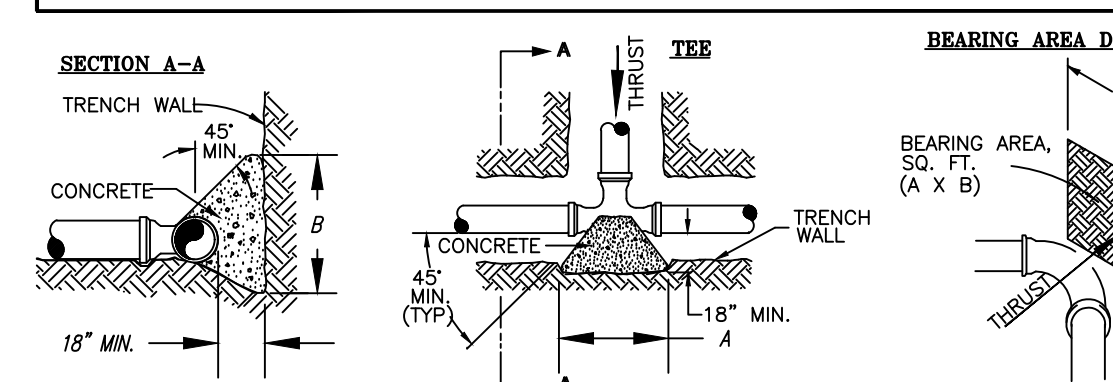
TOP VIEW
 N.T.S.

INSTALLATION	DIAMETER OF ROD	NUMBER OF RODS	NUMBER OF HEAVY HEX NUTS (2 PER ROD)	"L"	"T"	NUMBER OF CLIPS
WELL	3/4"	8 TOTAL	8	18"	8"	2

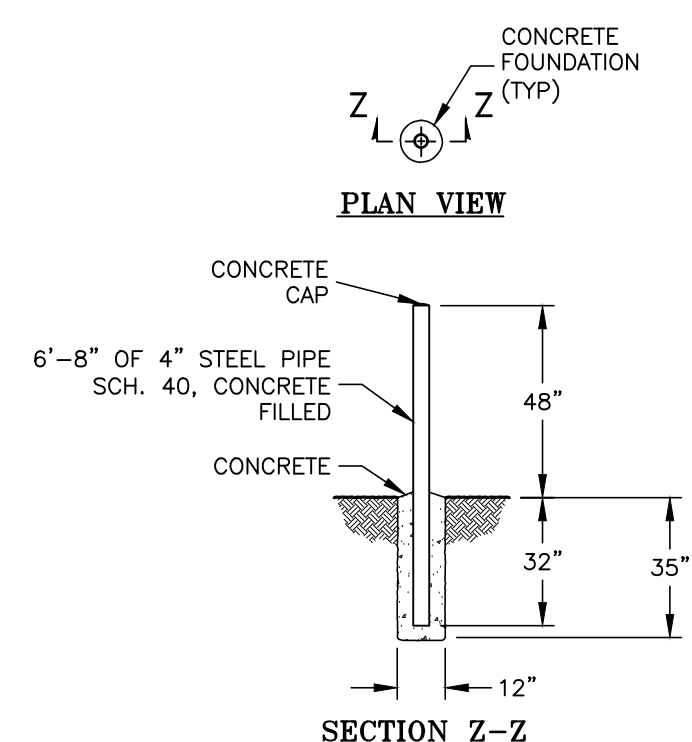
- * VERIFY FOE-POE LENGTH IN THE FIELD
 NOTE:
- 1) LENGTH OF "L" SHALL EQUAL THE LENGTH OF FOE-POE.
 - 2) ROD DIAMETER SHALL BE THE SAME DIAMETER AS THE FLANGE BOLT.
 - 3) USE 1/2" THICK BAR STOCK FOR CLIPS.

DETAIL "H"
 1.1-5 STAY ROD AND CLIP DETAIL
 NOT TO SCALE

PIPE SIZE	FITTING	TYPE OF SOIL								
		SOFT CLAY (2000 P.S.F.)		SAND (2000 P.S.F.)		ROCK (2000 P.S.F.)				
		DIMENSION (FEET)		DIMENSION (FEET)		DIMENSION (FEET)				
		MIN. BEARING AREA (SQ. FT.)	A	B	MIN. BEARING AREA (SQ. FT.)	A	B	MIN. BEARING AREA (SQ. FT.)	A	B
6"	PLUG, CAP	6	3	2	3	2	1.5	2	2	1
	90° ELL	8	3.2	2.5	4.1	2.7	1.5	3	2	1.5
	45° ELL	4.4	2.2	2	2.3	1.5	1.5	1.5	1	1
	22 1/2° ELL	2.3	1.5	1.5	1	1	1	1	1	1
8"	PLUG, CAP	6	3	2	3	2	1.5	2	2	1
	90° ELL	10	4	2.5	5	2.5	2	3.3	2.2	1.5
	45° ELL	4	2	2	2	2	1	1.5	1	1
	22 1/2° ELL	4	2	2	2	2	1	1.5	1	1
12"	PLUG, CAP	24	6	4	12	4	3	7.5	3	2.5
	90° ELL	32.5	6.5	5	16.1	4.6	3.5	10.8	3.8	3
	45° ELL	17.5	5	3.5	8.8	3.5	2.5	6	3	2
	22 1/2° ELL	9	3.6	2.5	4.8	2.3	2	3	2	1.5

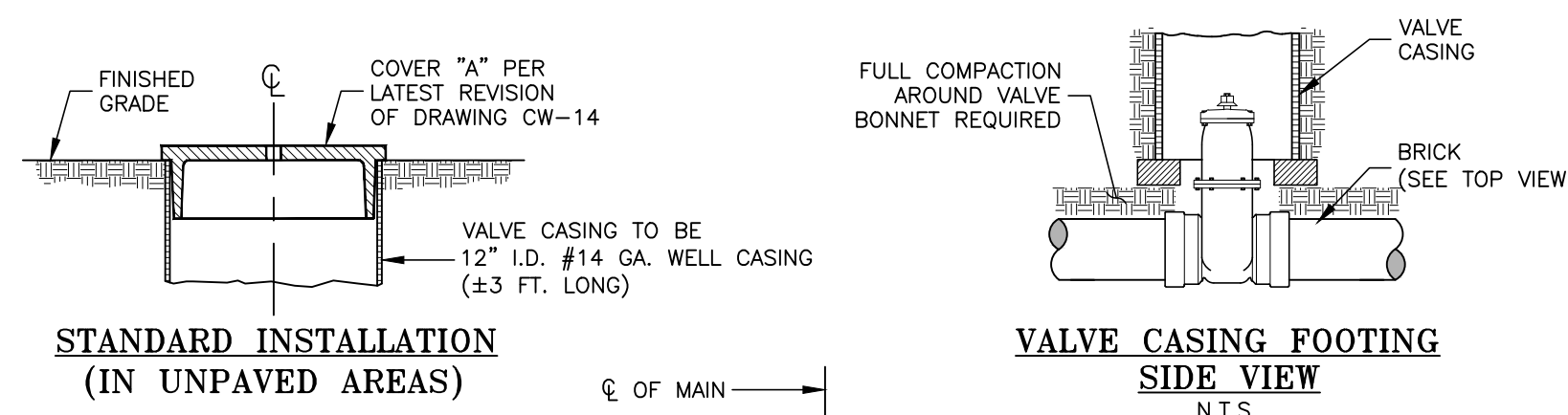


DETAIL "I"
 CW-435-R4 - TYPICAL THRUST BLOCK INSTALLATION
 NOT TO SCALE



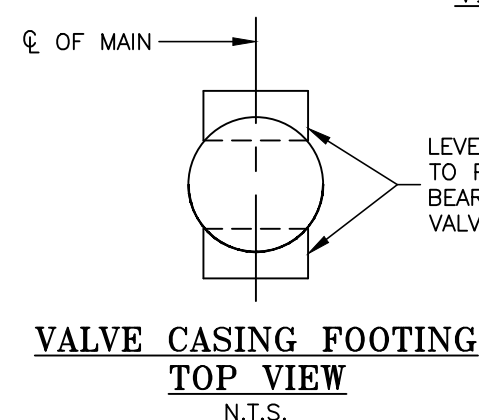
- NOTE:
1. THE STEEL PIPE ABOVE GROUND SHALL BE PAINTED A MIN. OF 2 COATS OF ZINC CHROMATE PRIMER (YELLOW).
 2. DISTRICT PERSONNEL WILL FIELD LOCATE BOLLARDS.

DETAIL "J"
 FIXED BOLLARD
 NOT TO SCALE



STANDARD INSTALLATION
 (IN UNPAVED AREAS)

VALVE CASING FOOTING
 SIDE VIEW
 N.T.S.

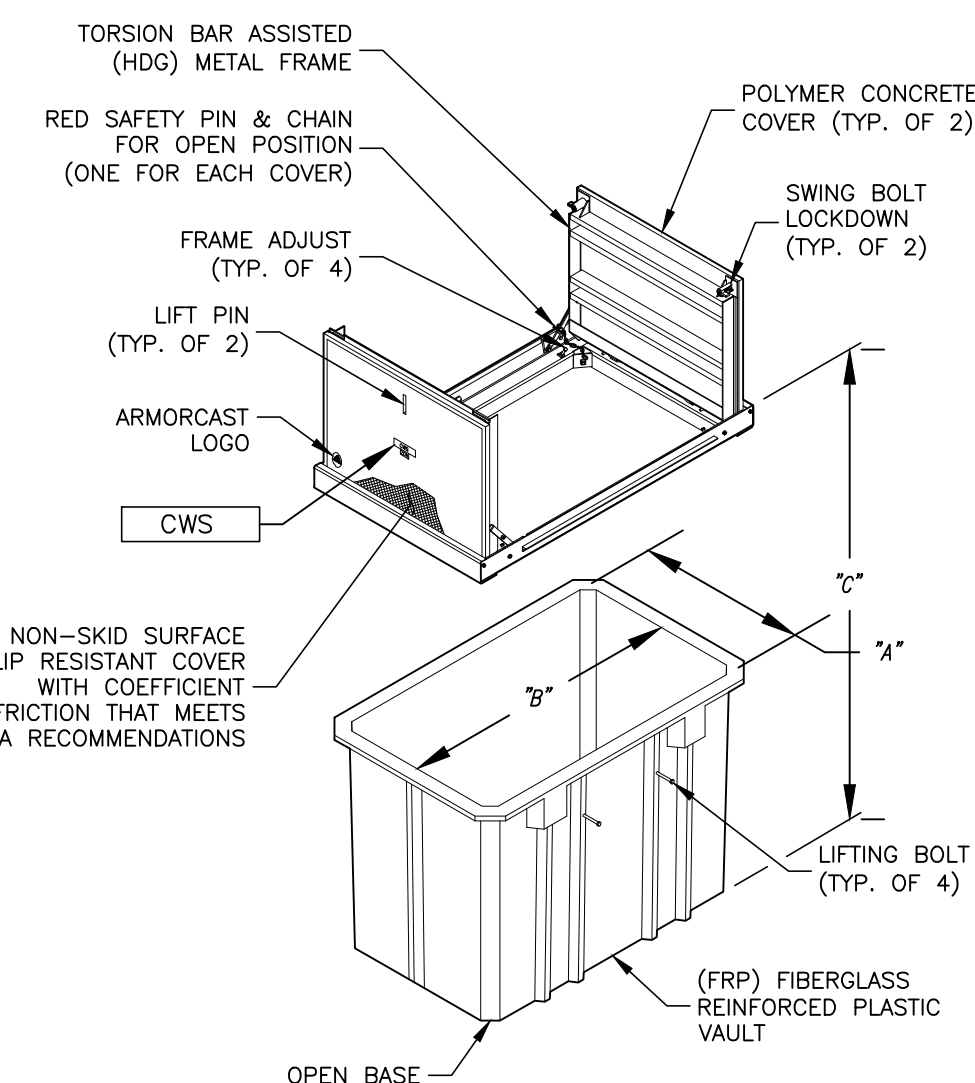


DETAIL "K"
 CW-439-R6 - VALVE CASING, COVER, AND FRAME
 INSTALLATION DETAILS
 NOT TO SCALE

INSTALLATION PROCEDURE

1. Compact and level the bottom of the excavation.
2. Place 8 inch layer of tamped 3/4" crushed drain rocks.
3. Place the vault so that the cover is at finished grade elevation.
4. Temporarily brace the inside of the vault in at least three locations against the opposite sidewalls during the backfill operation. One brace should be against the center, and the other two placed equally 18 inches from the center brace.
5. Backfill around the vault with sand cement slurry. (Minimum 1 Sack Mix)
6. Backfill in evenly distributed 12" lifts and cover the full length and width of the entire fill area before the next layer of material is placed.
7. Remove bracing after backfill operation is completed. Allow cement slurry to set before removing bracing.
8. Installation procedure is applicable for vaults up to 50" in depth.

- NOTES:
- VAULTS TO BE SUPPLIED BY CWS.
 - VAULT MUST BE LOCATED BEHIND THE CURB, OUTSIDE THE TRAVELED WAY. IF VAULT MUST BE LOCATED IN TRAVELED WAY, A CONCRETE UTILITY VAULT WITH MANHOLE COVER SHALL BE USED.



QTY	LOCATION	INSIDE DIMENSIONS			SPECIFY
		A-WIDTH	B-LENGTH	C-DEPTH	
1	PRV	48"	72"	54"	20K
1	FM	48"	72"	54"	20K

DETAIL "L"
 FIBER GLASS VAULT WITH TORSION ASSISTED COVER DETAIL
 NOT TO SCALE

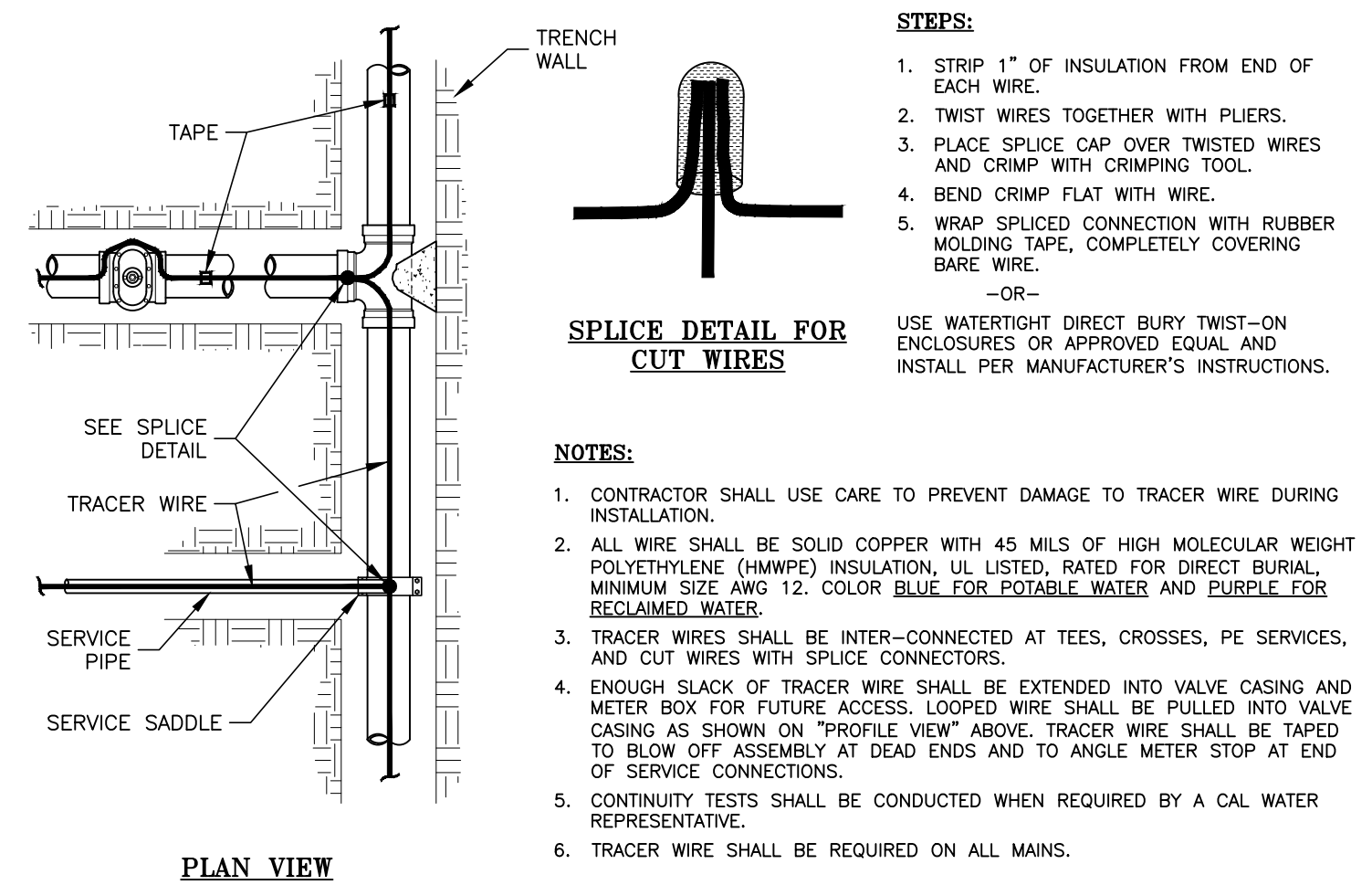
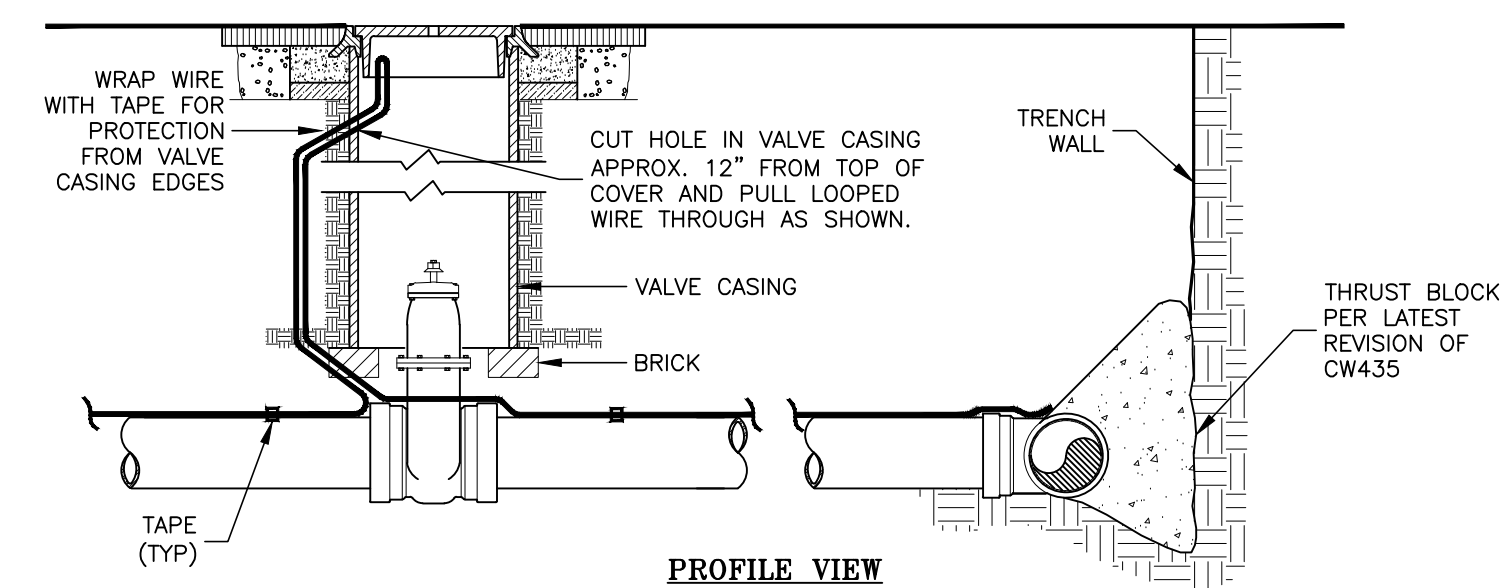
BEAR GULCH STATION 21
 PARTIAL STATION REBUILD
 PIPING PLAN DETAILS

TITLE:
 DISTRICT:
 BEAR GULCH

DATE:
 07/01/2021
 PROJECT ID:
 00114642
 DRAWING NO.:

BG-8384
 SHIT 3 OF 4

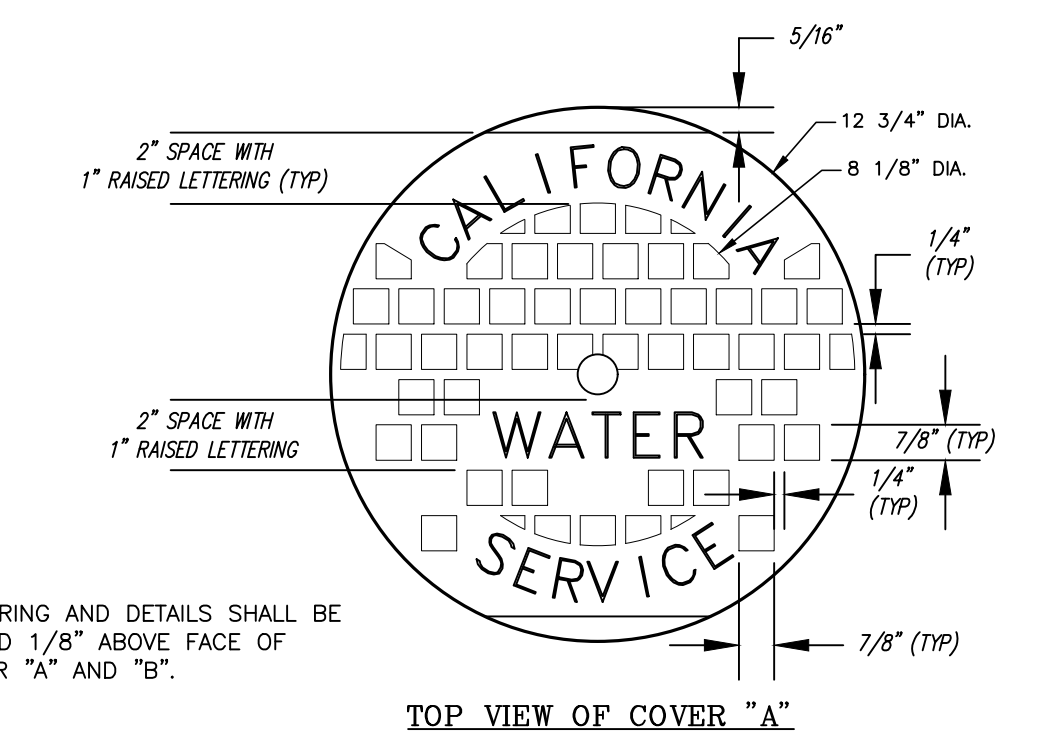
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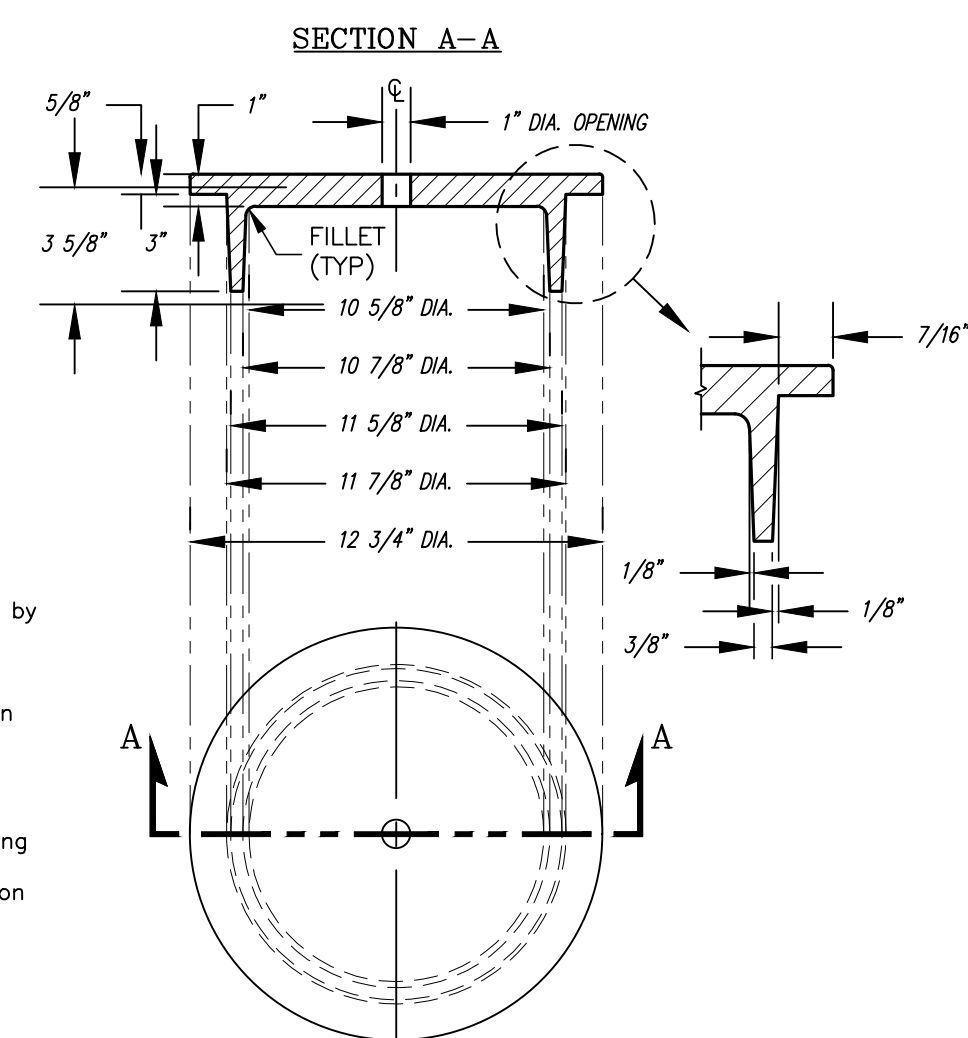
- STEPS:**
1. STRIP 1" OF INSULATION FROM END OF EACH WIRE.
 2. TWIST WIRES TOGETHER WITH PLIERS.
 3. PLACE SPICE CAP OVER TWISTED WIRES AND CRIMP WITH CRIMPING TOOL.
 4. BEND CRIMP FLAT WITH WIRE.
 5. WRAP SPICED CONNECTION WITH RUBBER MOLDING TAPE, COMPLETELY COVERING BARE WIRE.
- OR—
- USE WATERTIGHT DIRECT BURY TWIST-ON ENCLOSURES OR APPROVED EQUAL AND INSTALL PER MANUFACTURER'S INSTRUCTIONS.

- NOTES:**
1. CONTRACTOR SHALL USE CARE TO PREVENT DAMAGE TO TRACER WIRE DURING INSTALLATION.
 2. ALL WIRE SHALL BE SOLID COPPER WITH 45 MILS OF HIGH MOLECULAR WEIGHT POLYETHYLENE (HMWPE) INSULATION, UL LISTED, RATED FOR DIRECT BURIAL, MINIMUM SIZE AWG 12. COLOR BLUE FOR POTABLE WATER AND PURPLE FOR RECLAIMED WATER.
 3. TRACER WIRES SHALL BE INTER-CONNECTED AT TEES, CROSSES, PE SERVICES, AND CUT WIRES WITH SPICE CONNECTORS.
 4. ENOUGH SLACK OF TRACER WIRE SHALL BE EXTENDED INTO VALVE CASING AND METER BOX FOR FUTURE ACCESS. LOOPED WIRE SHALL BE PULLED INTO VALVE CASING AS SHOWN ON "PROFILE VIEW" ABOVE. TRACER WIRE SHALL BE TAPED TO BLOW OFF ASSEMBLY AT DEAD ENDS AND TO ANGLE METER STOP AT END OF SERVICE CONNECTIONS.
 5. CONTINUITY TESTS SHALL BE CONDUCTED WHEN REQUIRED BY A CAL WATER REPRESENTATIVE.
 6. TRACER WIRE SHALL BE REQUIRED ON ALL MAINS.

DETAIL "G"
CW-850-R4 STANDARD INSTALLATION DETAILS FOR TRACER WIRE ON MAINS
 NOT TO SCALE



NOTE: LETTERING AND DETAILS SHALL BE RAISED 1/8" ABOVE FACE OF COVER "A" AND "B".



- NOTES:**
1. Frame, cover and casing extensions to be of good quality domestic cast iron, free from flaws and blow holes, and of sufficient strength to resist breakage by street traffic.
 2. Castings to be true, and if necessary to be trimmed on emery wheel to prevent rocking of cover in any position in the frame.
 3. See latest revision of drawing CW-439 for valve cover, casing, and frame installation details.
 4. Cover "A" does not have a matching cast frame.

DETAIL "H"
CW 14-R6 VALVE COVER AND FRAME FABRICATION DETAILS FOR PAVED AND UNPAVED AREAS
 NOT TO SCALE



ENGINEERING
 DEPARTMENT

REVISIONS:

DISTRIBUTION MAP DATE:

PLAT SHEET

SYSTEM SCHEMATIC

STATION SCHEMATIC

PLAT SHEET NO.: **BG 39-28**

SCALE: **AS SHOWN**

DRAWN BY: **L. AGREDA**

DESIGNED BY: **C. ROSETE**

TECH REVIEW: DATE:

CHECKED BY: DATE:

APPROVED BY: DATE:

DRAFT

BEAR GULCH STATION 21
 PARTIAL STATION REBUILD
 PIPING PLAN DETAILS

TITLE:

DISTRICT: **BEAR GULCH**

DATE: **07/01/2021**

PROJECT ID.: **00114642**

DRAWING NO.: **BG-8384**

SHT 3 OF 4

FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION.

ENGINEERING



DEPARTMENT

REVISIONS:
R.L. PHYSICAL SECURITY UPGRADE
R.L. 4/1/2021

DISTRIBUTION MAP DATE:
PLAT SHEET
SYSTEM SCHEMATIC
STATION SCHEMATIC

PLAT SHEET NO.:
BG 39-28

SCALE:
AS SHOWN

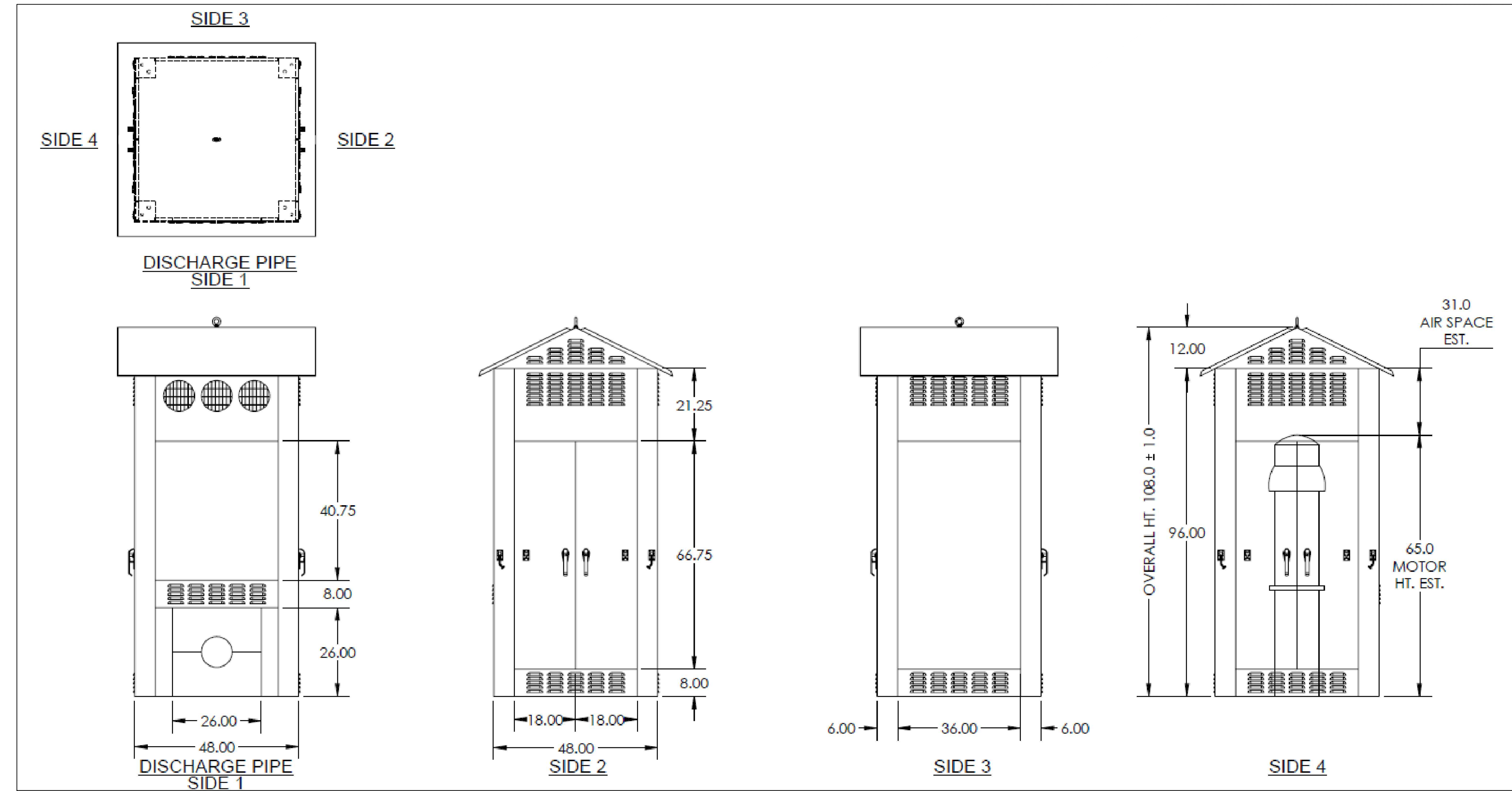
DRAWN BY:
L. AGREDA

DESIGNED BY:
C. ROSETE

TECH REVIEW: DATE:

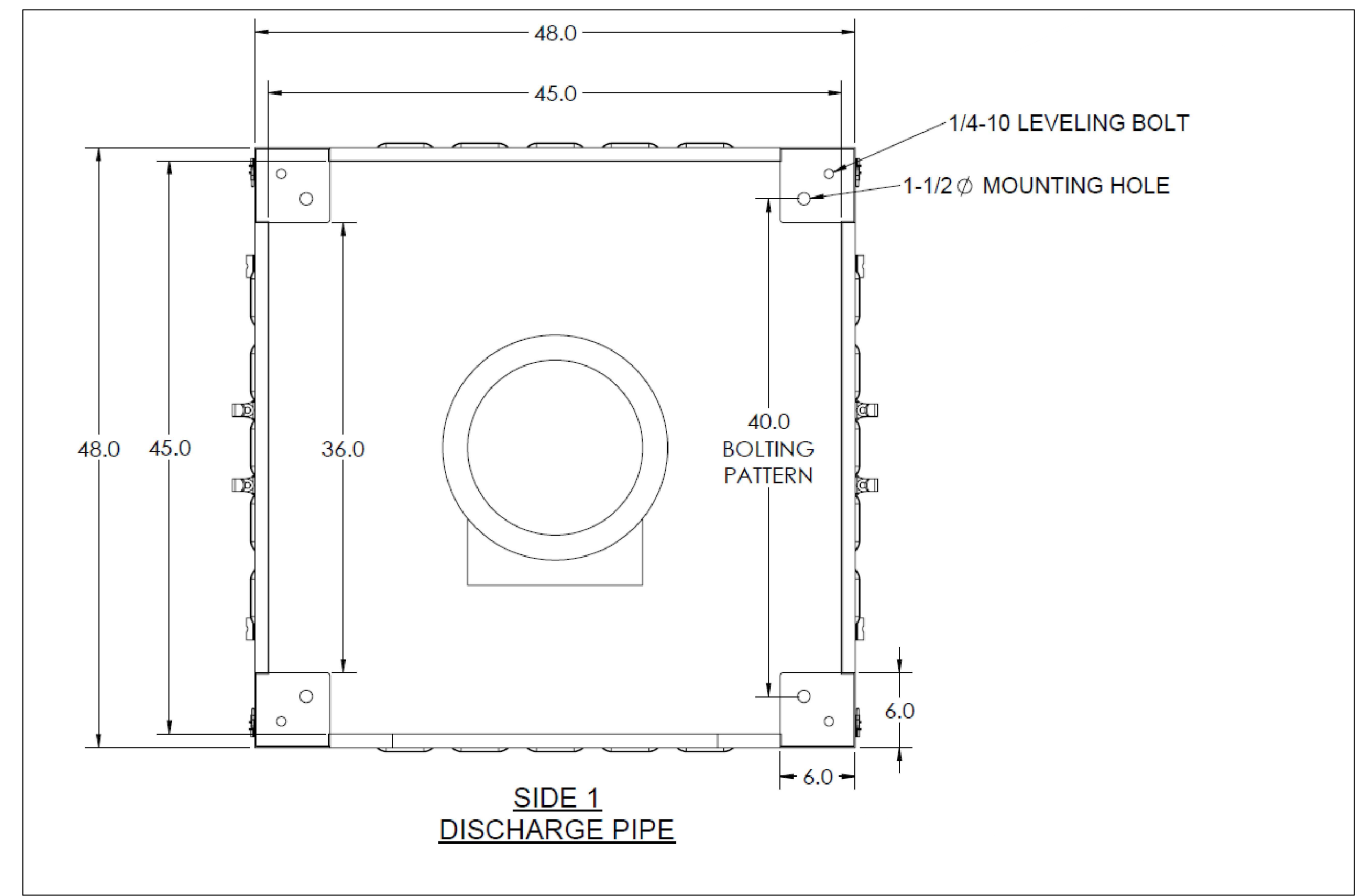
CHECKED BY: DATE:

APPROVED BY: DATE:



ACOUSTIC PUMP ENCLOSURE 48"x 48" x 96"
N.T.S.

- GENERAL NOTES:**
- ENCLOSURE SHALL BE INSTALLED BY CONTRACTOR.
 - THE ENCLOSURE SHALL BE INSTALLED WITH A BOOM TRUCK OR EQUIVALENT.
 - THE CONTRACTOR SHALL NOT DISASSEMBLE PUMP ENCLOSURE FOR OR DURING INSTALLATION.
 - CONCRETE SLAB, ELECTRICAL CONNECTIONS AND ANCHOR BOLTS NOT PROVIDED BY RPS INDUSTRIES.
 - POWDER COAT: SHERWIN WILLIAMS TERRA BROWN SRSF45334 / RAL 8028
 - INSTALL (3) GRAINGER FAN P/N 4WT44, (1) GRAINGER THERMOSTAT P/N 2E340
 - MATERIAL: 14 GA STEEL.



48" X 48" PUMP ENCLOSURE FOOTPRINT
N.T.S.

TITLE:
BEAR GULCH STATION 21
PARTIAL STATION REBUILD
ACOUSTIC PUMP ENCLOSURE 48" x 48" x 96" DETAILS

DISTRICT:
BEAR GULCH

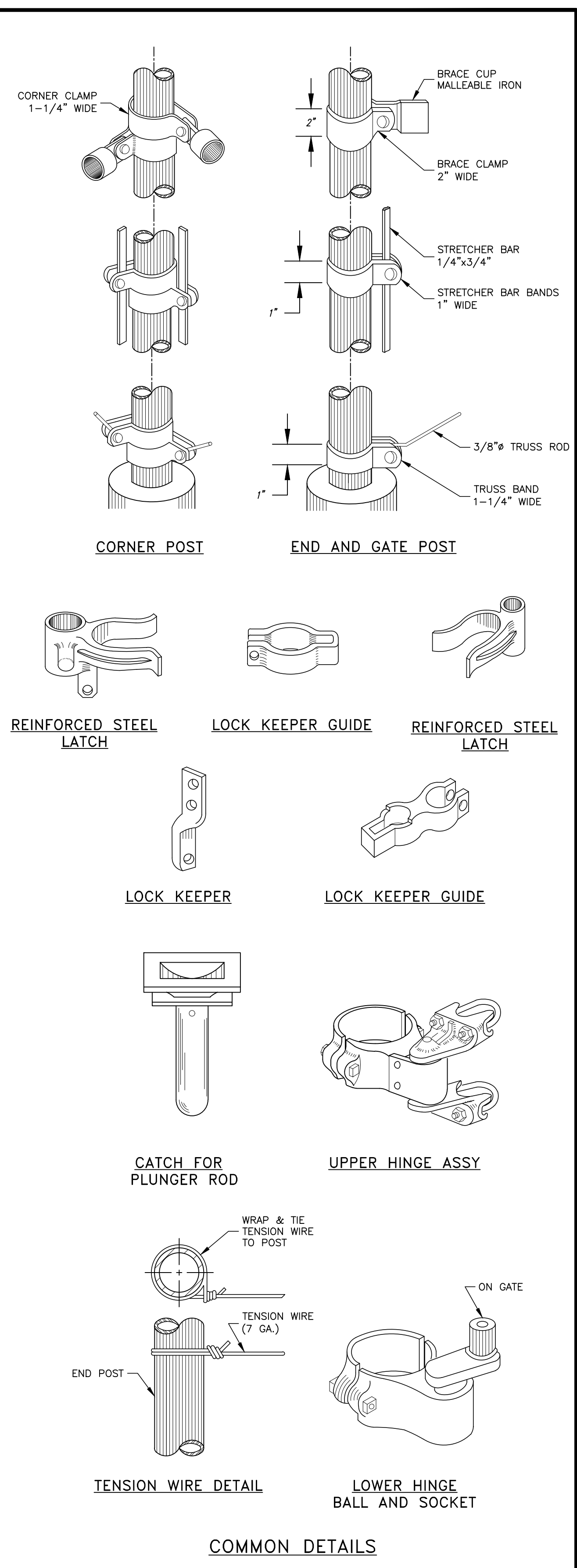
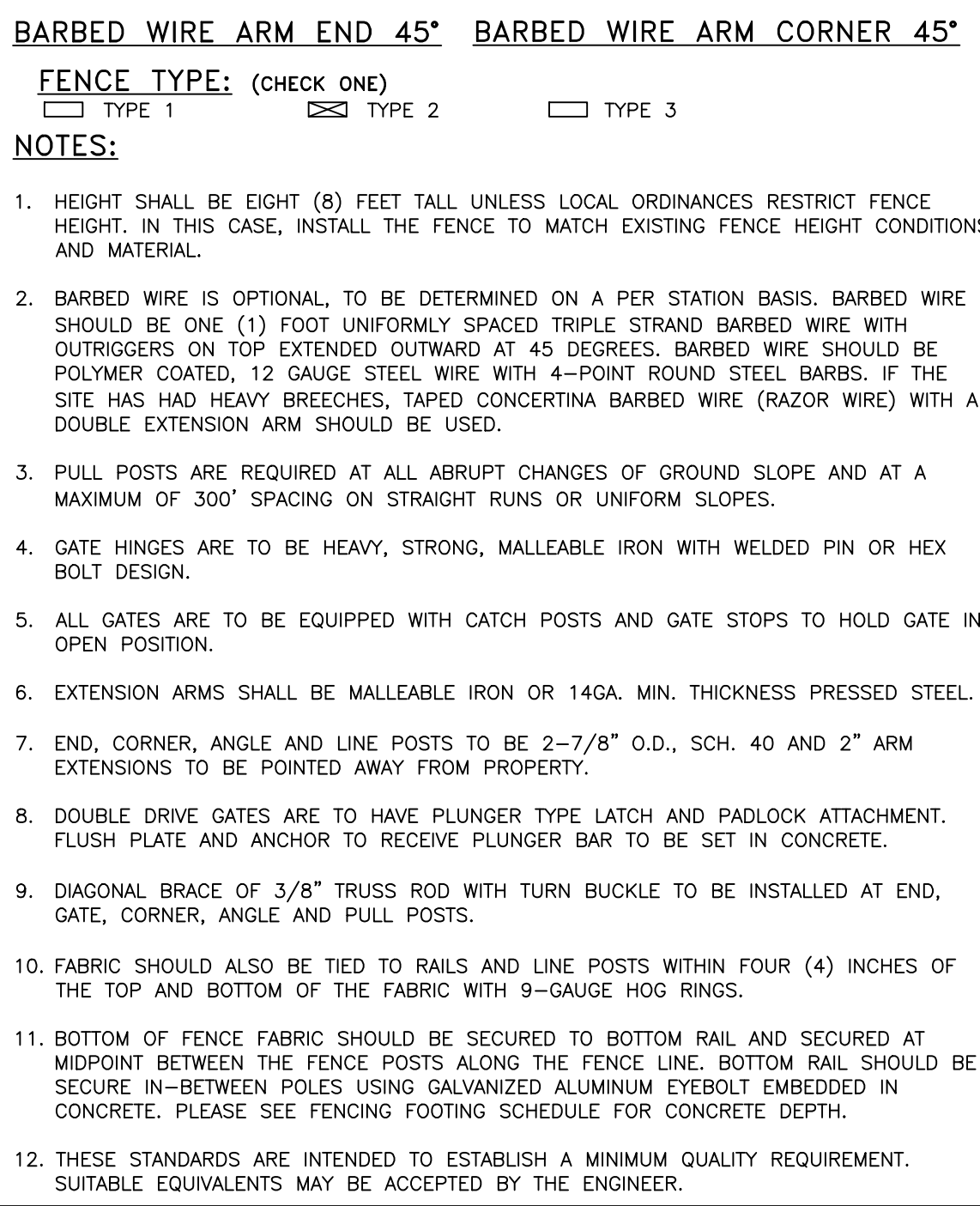
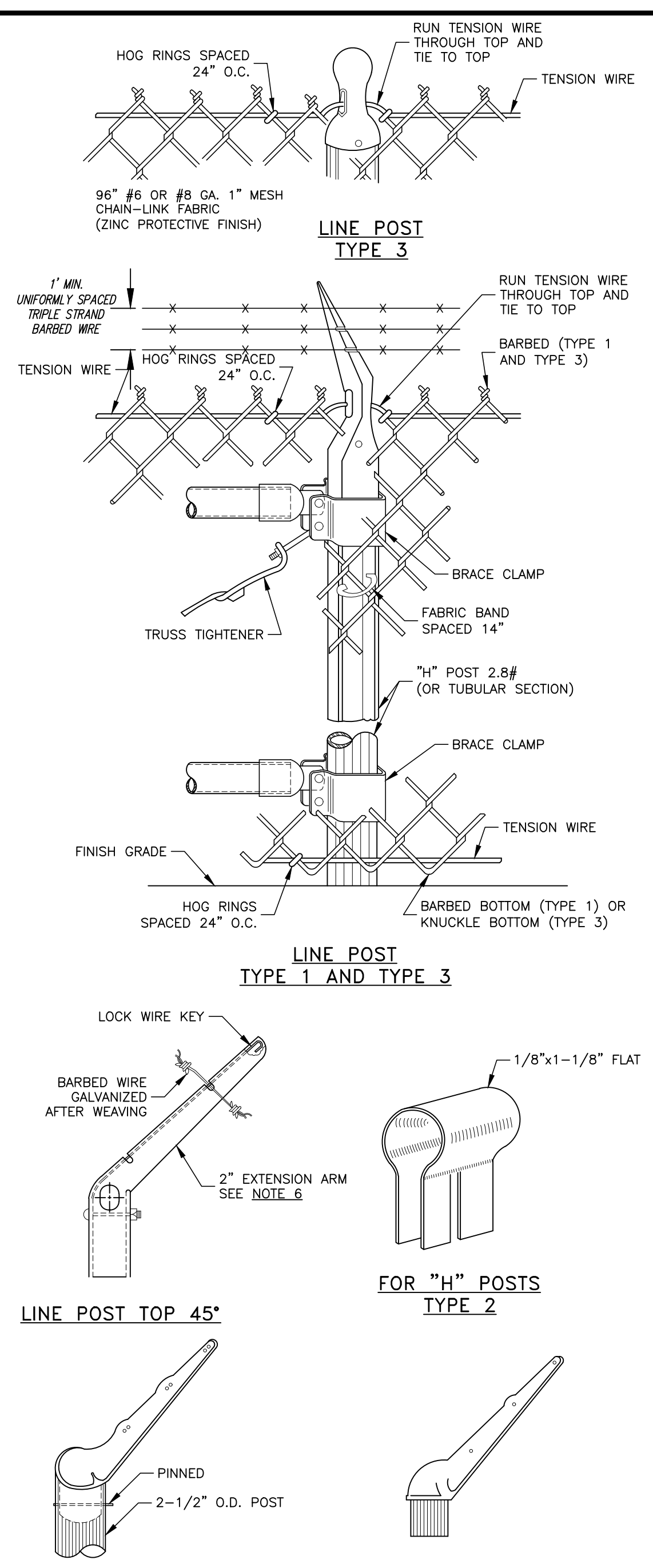
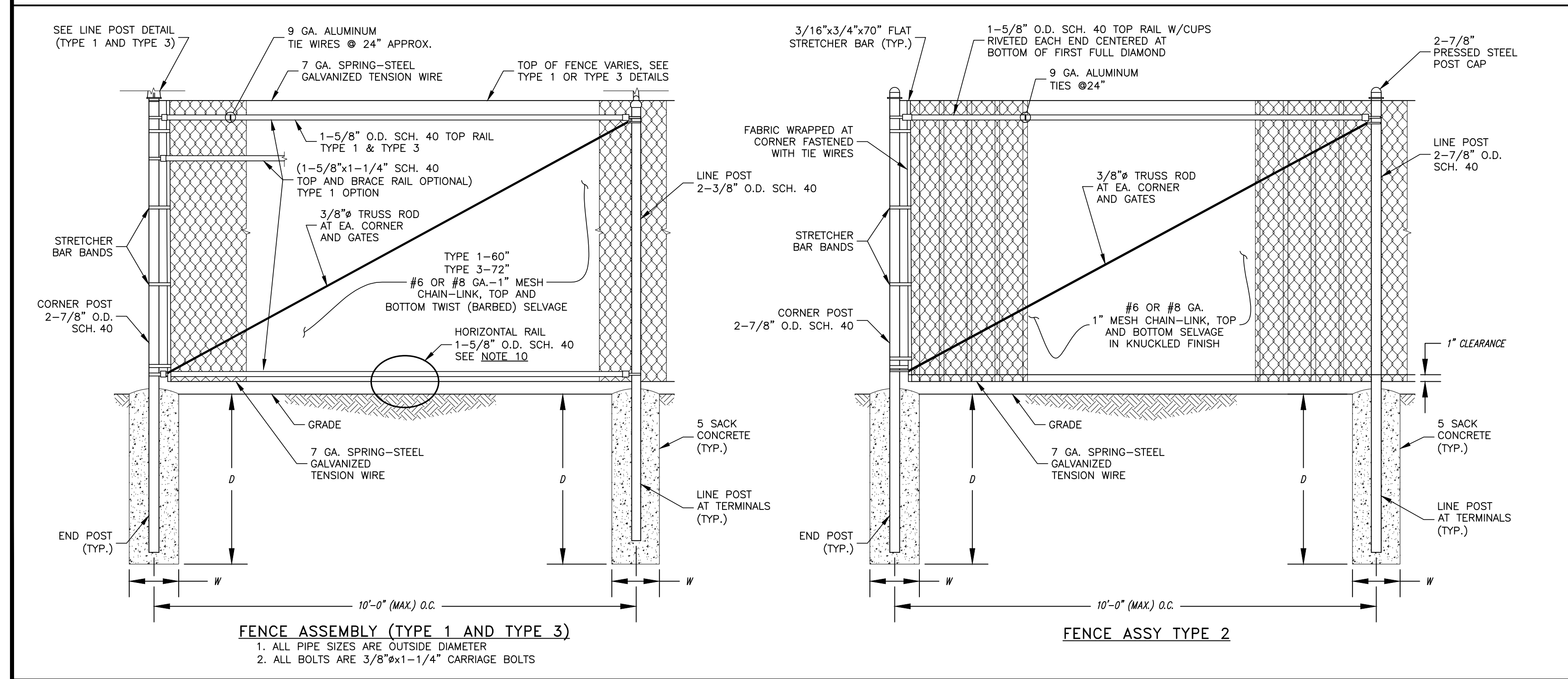
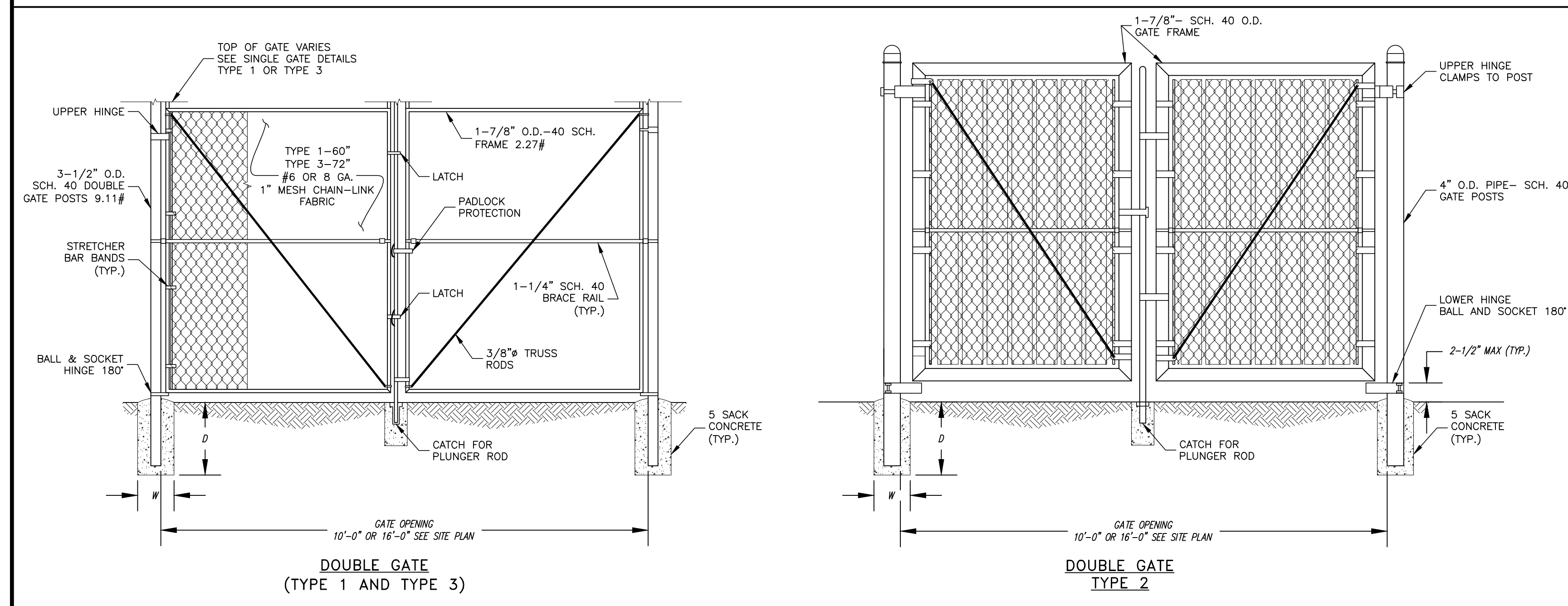
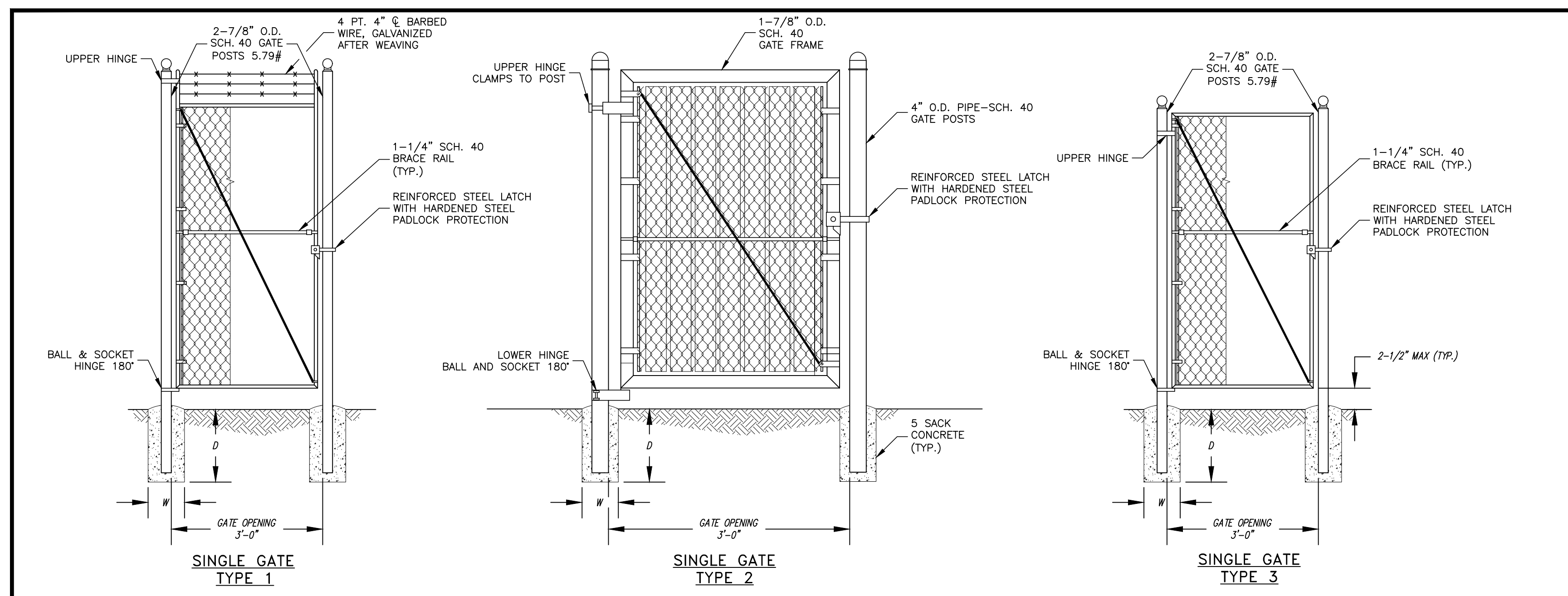
DATE:
07/01/2021

PROJECT ID.:
00114642

DRAWING NO.:
BG-8384

SHT 4 OF 4

FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION.



FENCE FOOTING SCHEDULE

HEIGHT	GATE OPENING/POST SPACING	DEPTH "D"	WIDTH "W"
6'-0"	3'-0"	3'-0"	12"
6'-0"	10'-0"	3'-0"	12"
6'-0"	16'-0"	3'-0"	12"
8'-0"	3'-0"	3'-0"	12"
8'-0"	10'-0"	3'-0"	12"
8'-0"	16'-0"	3'-0"	16"

NOTES:

- CONCRETE USED FOR FOOTING SHALL BE A MINIMUM 2500 PSI AT 28 DAYS OF AGE.
- WITH HARD GROUND OR PAVEMENT, FENCE MUST REACH WITHIN 2 INCHES OF SURFACE. IF SOFT GROUND, FENCING MUST REACH BELOW THE SURFACE DEEP ENOUGH TO COMPENSATE FOR SHIFTING SOIL AND SAND AND TO DETER ENTRY BY EASILY DIGGING BELOW THE FENCE.

COMMON DETAILS



DEPARTMENT

REVISIONS:
 R.L. PHYSICAL SECURITY UPGRADE
 R.L. 4/1/2021

DISTRIBUTION MAP
 PLAT SHEET
 SYSTEM SCHEMATIC
 STATION SCHEMATIC

PLAT SHEET NO.:

BG 39-28

SCALE:

AS SHOWN

DRAWN BY:

L. AGREDA

DESIGNED BY:

C. ROSETE

TECH REVIEW: DATE:

CHECKED BY: DATE:

APPROVED BY: DATE:

TITLE:
 BEAR GULCH STATION 21
 PARTIAL STATION REBUILD
 FENCE & FOOTING DETAILS

DISTRICT:
 BEAR GULCH

DATE:
 07/01/2021

PROJECT ID.:
 00114642

DRAWING NO.:
 BG-8393

SHT 1 OF 1

FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION.



DEPARTMENT

REVISIONS:

DISTRIBUTION MAP DATE: INT. PLAT SHEET SYSTEM SCHEMATIC STATION SCHEMATIC

PLAT SHEET NO.: BG 39-28

SCALE: AS SHOWN

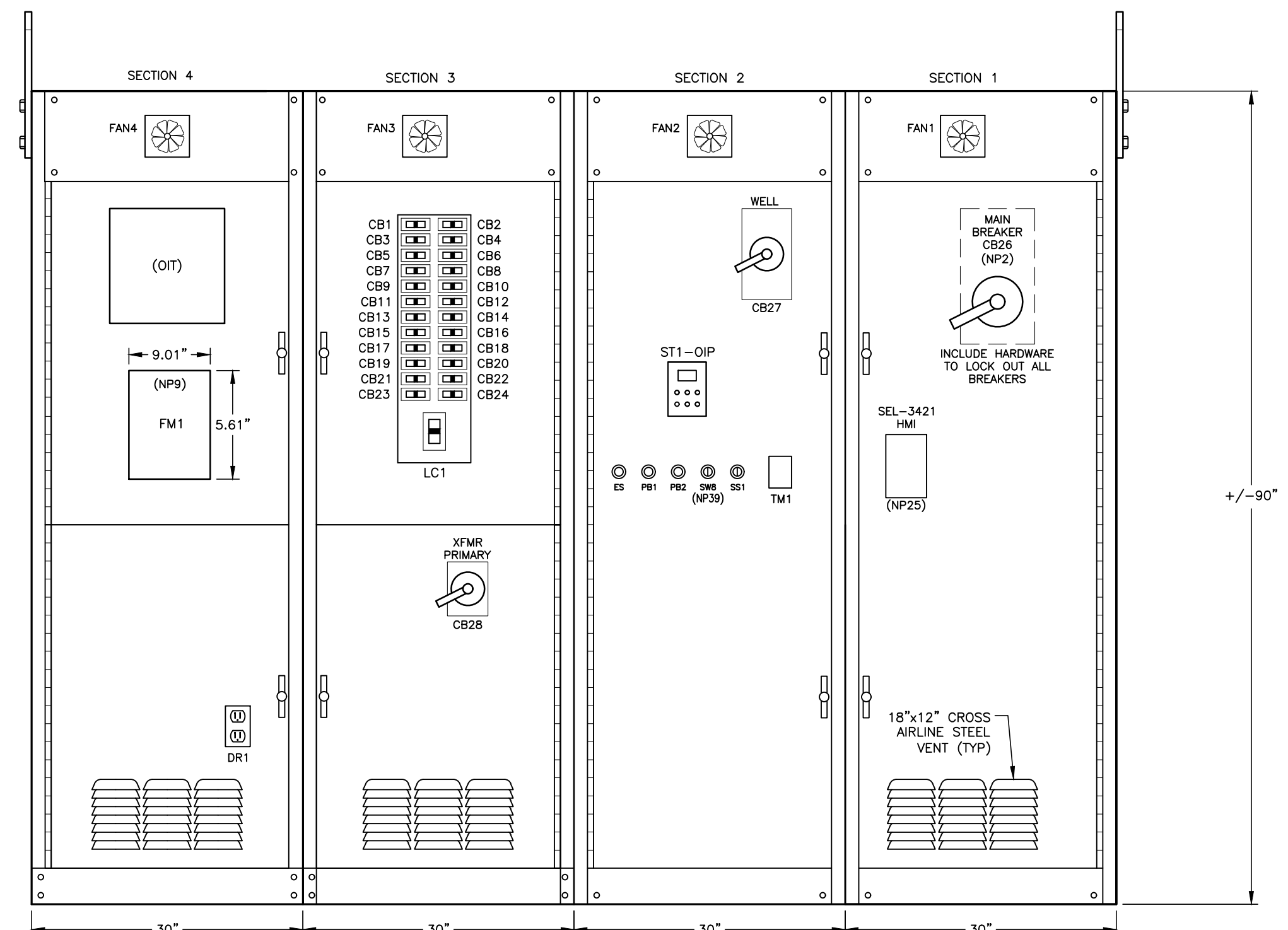
DRAWN BY: L. AGREDA

DESIGNED BY:

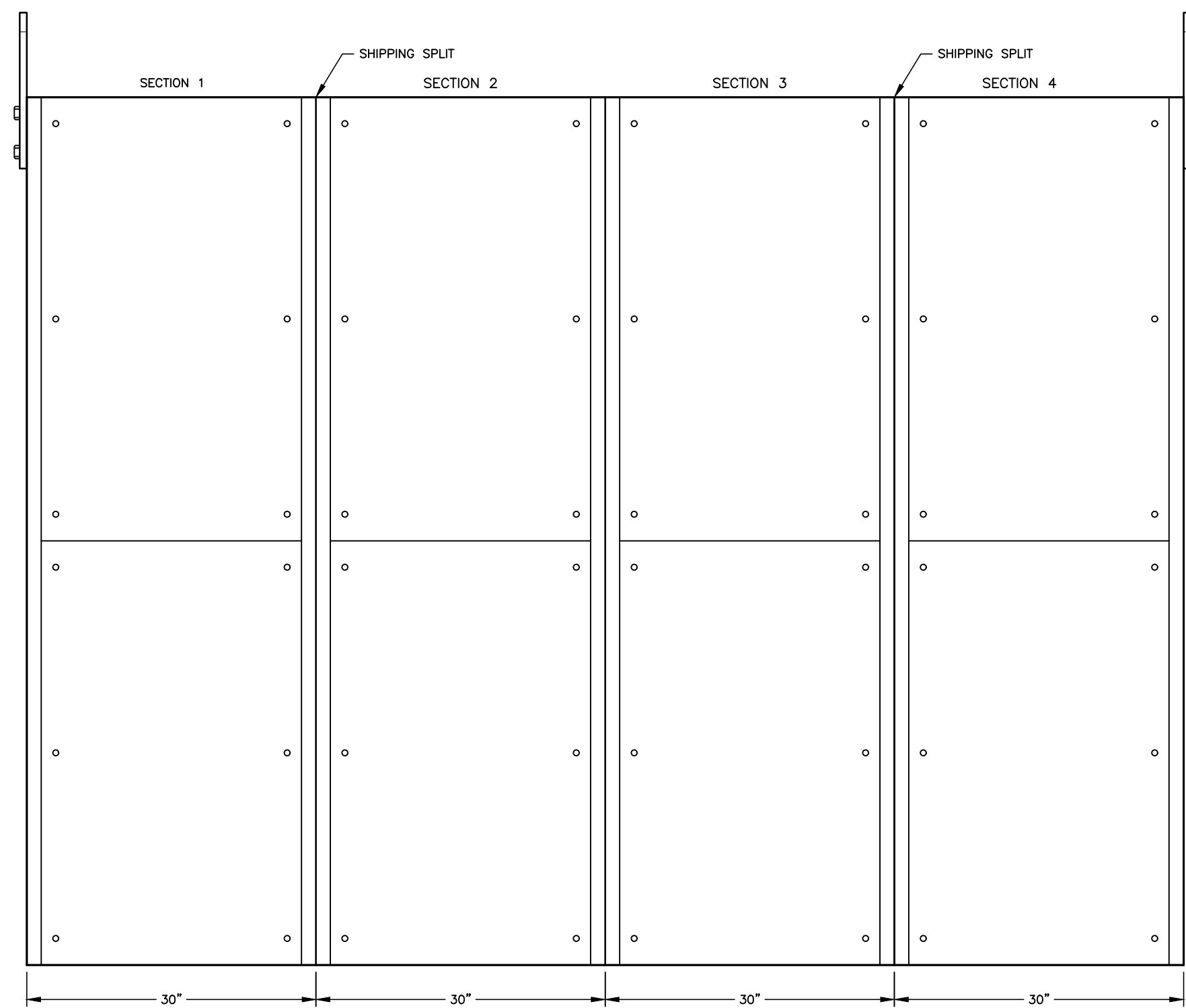
TECH REVIEW: DATE:

CHECKED BY: DATE:

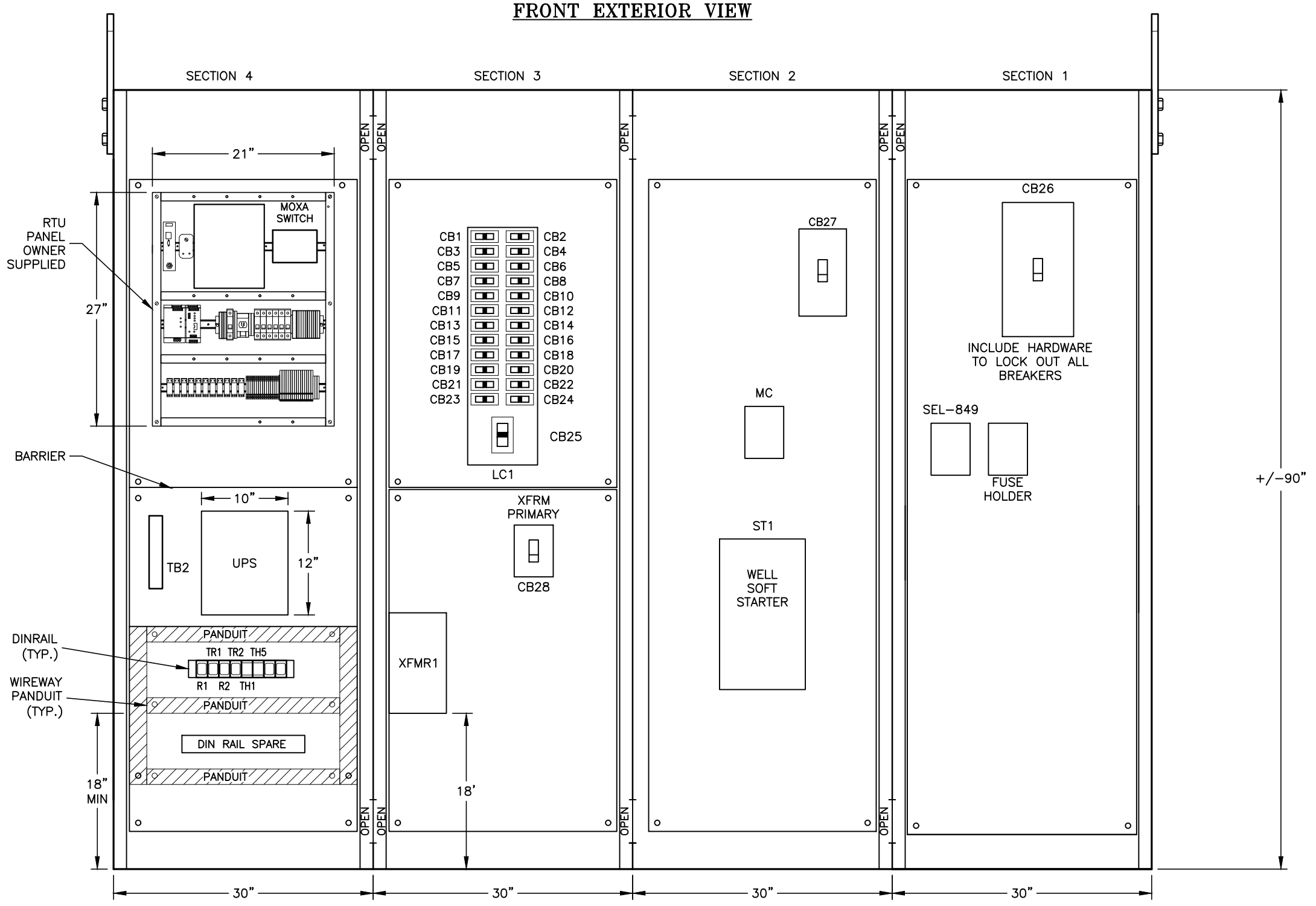
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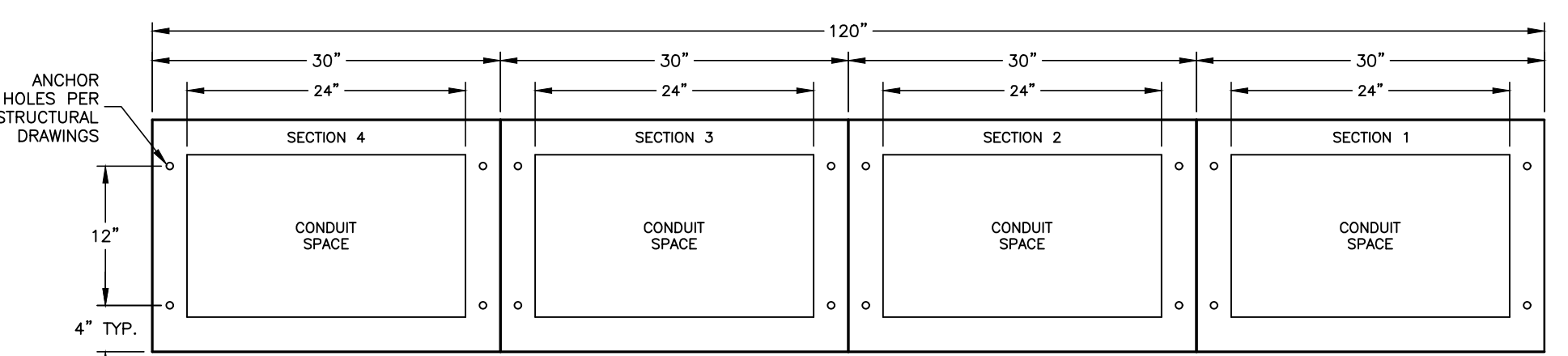
FRONT EXTERIOR VIEW



REAR VIEW

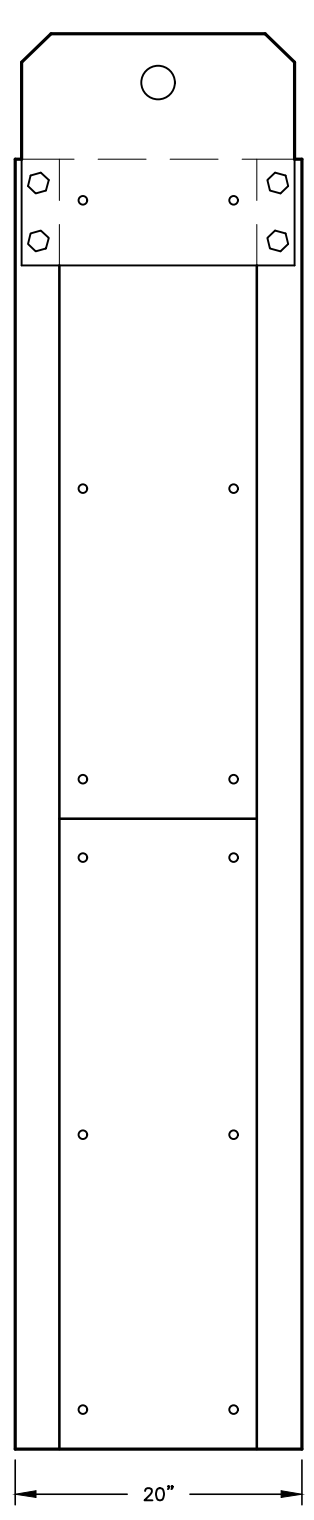


FRONT INTERIOR VIEW

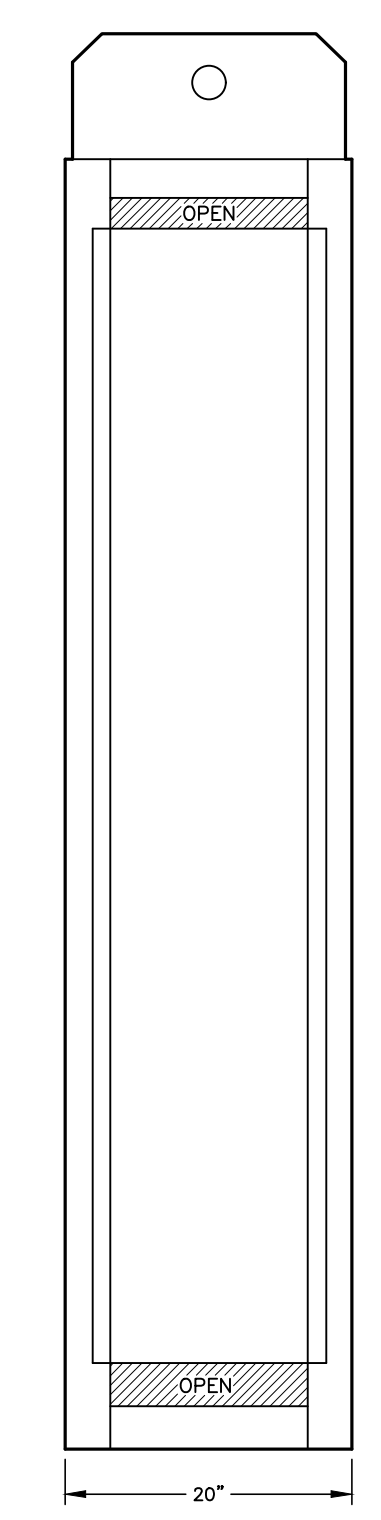


PLAN VIEW BASE DETAIL

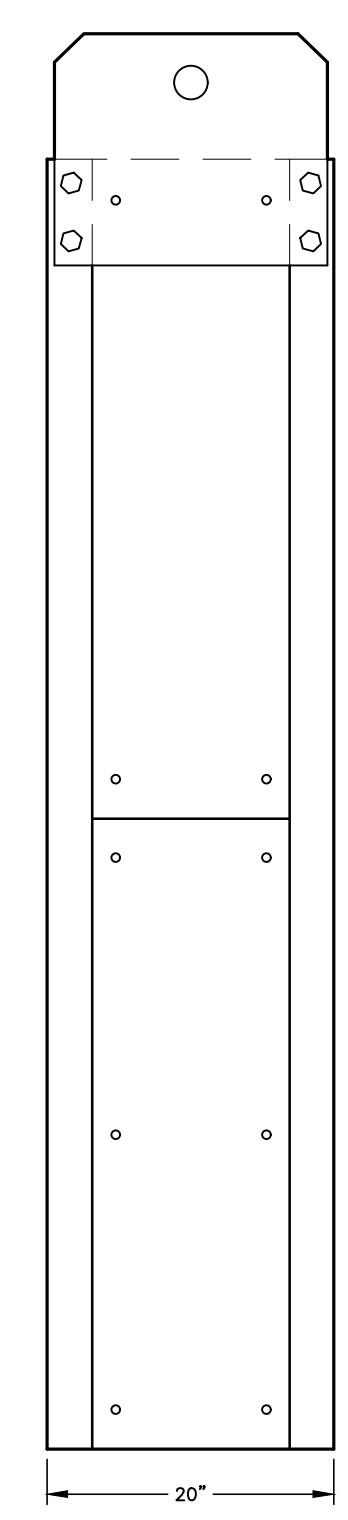
GENERAL NOTES: 1. PANELBOARD SHALL BE INSTALLED BY CONTRACTOR. 2. THE PANELBOARD SHALL BE INSTALLED WITH A BOOM TRUCK OR EQUIVALENT. 3. CONCRETE SLAB, ELECTRICAL CONNECTIONS AND ANCHOR BOLTS NOT PROVIDED BY MANUFACTURER. 4. POWDER COAT: SHERWIN WILLIAMS TERRA BROWN SFSF45334 / RAL 8028 5. MATERIAL: 14 GA STEEL 6. FINAL DETERMINATION OF DIMENSIONS TO BE SUBMITTED AS PART OF BUILDING PERMIT. PRELIMINARY PANELBOARD LAYOUT IS FOR PLANNING APPROVAL ONLY.



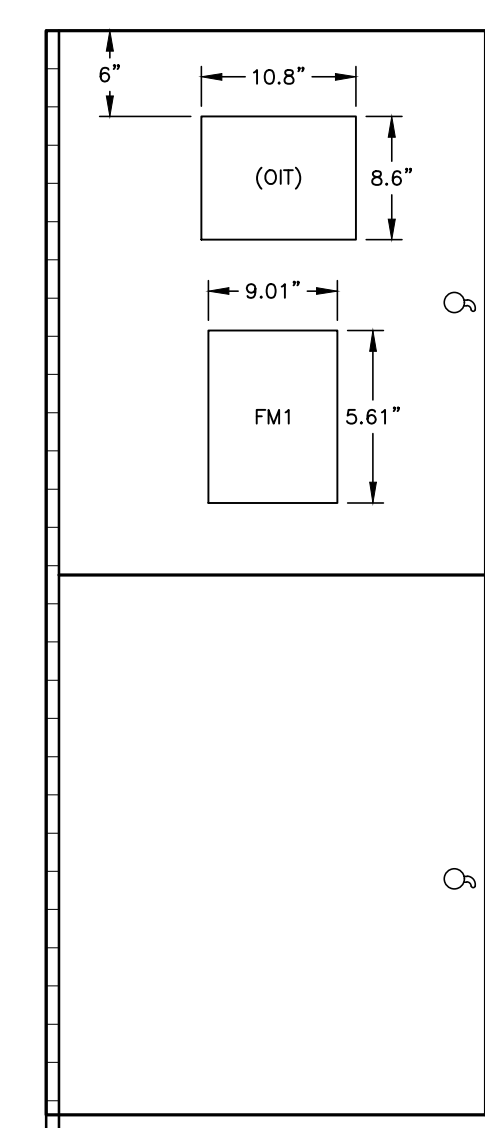
LEFT SIDE VIEW



SIDE VIEW SECTION



RIGHT SIDE VIEW



BACK OF DOOR TOP OF SECTION 4

TITLE: BEAR GULCH PARTIAL STATION REBUILD PRELIMINARY ELECTRICAL PANELBOARD LAYOUT

DISTRICT: BEAR GULCH

DATE: 07/01/2022

PROJECT ID.: 00114642

DRAWING NO.: STK-9167

SHT 1 OF 1

FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION.



REVISIONS:

DISTRIBUTION MAP DATE: INT.
 PLAT SHEET
 SYSTEM SCHEMATIC
 STATION SCHEMATIC
 FORM APPROVED BY: DATE:
 W.R. 10/26/15
 PLAT SHEET NO.:

SCALE: N.T.S.

DRAWN BY: W.R.

DESIGNED BY:

CHECKED BY: DATE:

APPROVED BY: DATE:

TITLE:

STATION _____
 HYDRO-PNEUMATIC TANK
 _____ GALLONS

DISTRICT:

DATE:

PROJECT ID.:

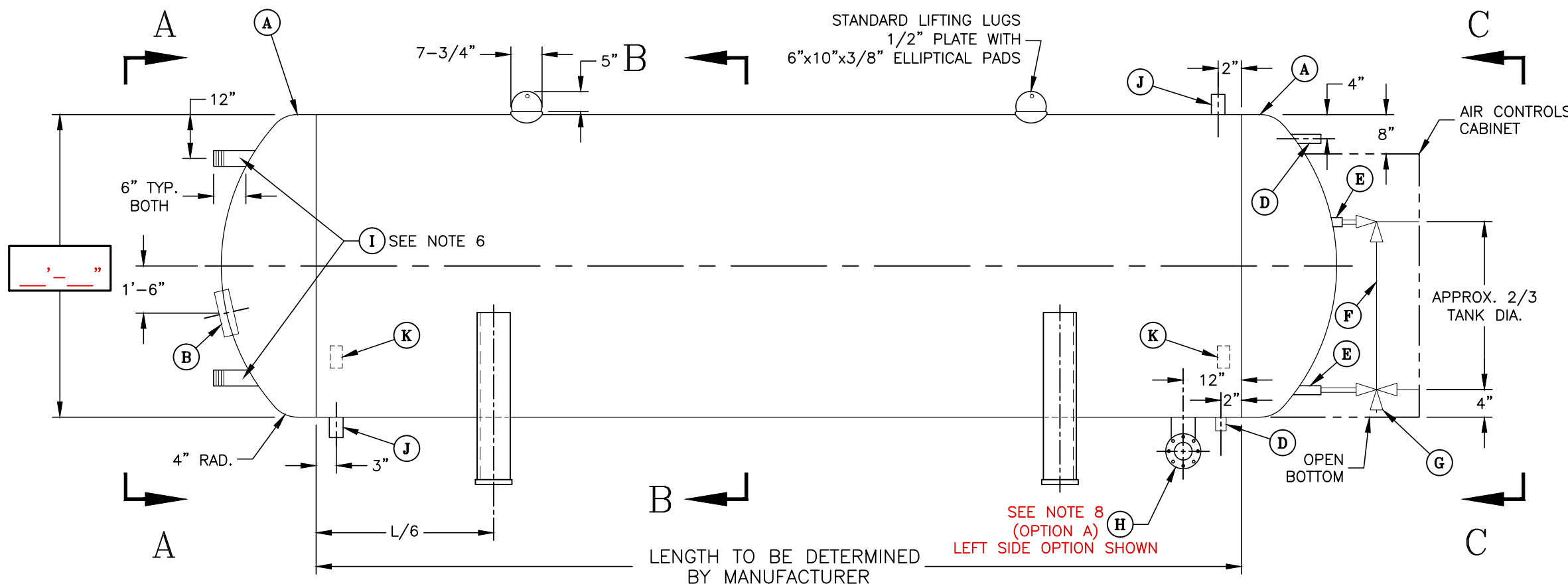
DRAWING NO.:

SHT 1 OF 1

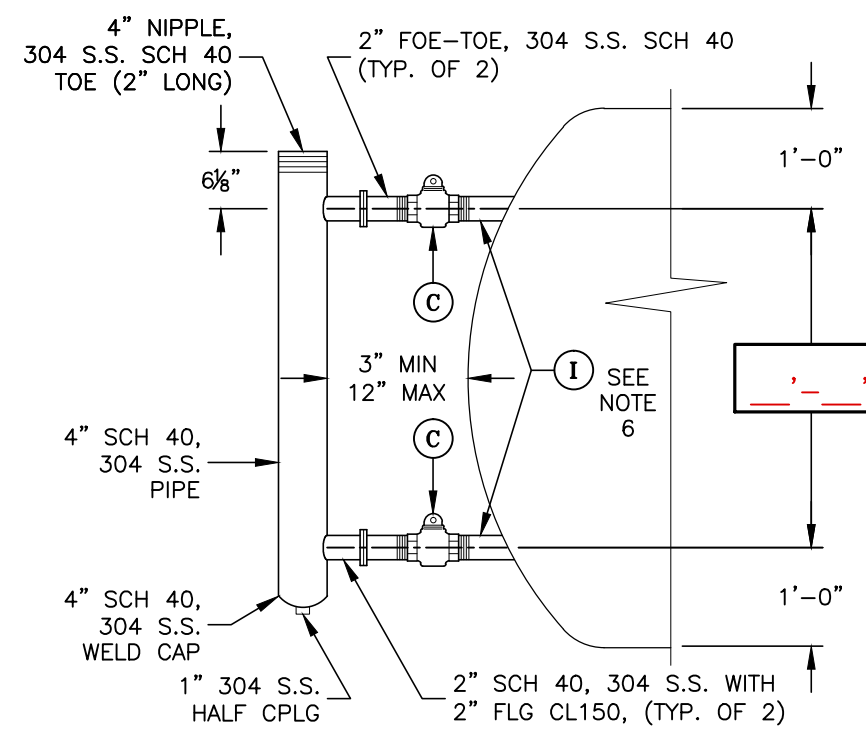
CADD DWG. FILE: CWT1456.DWG R20

BILL OF MATERIALS

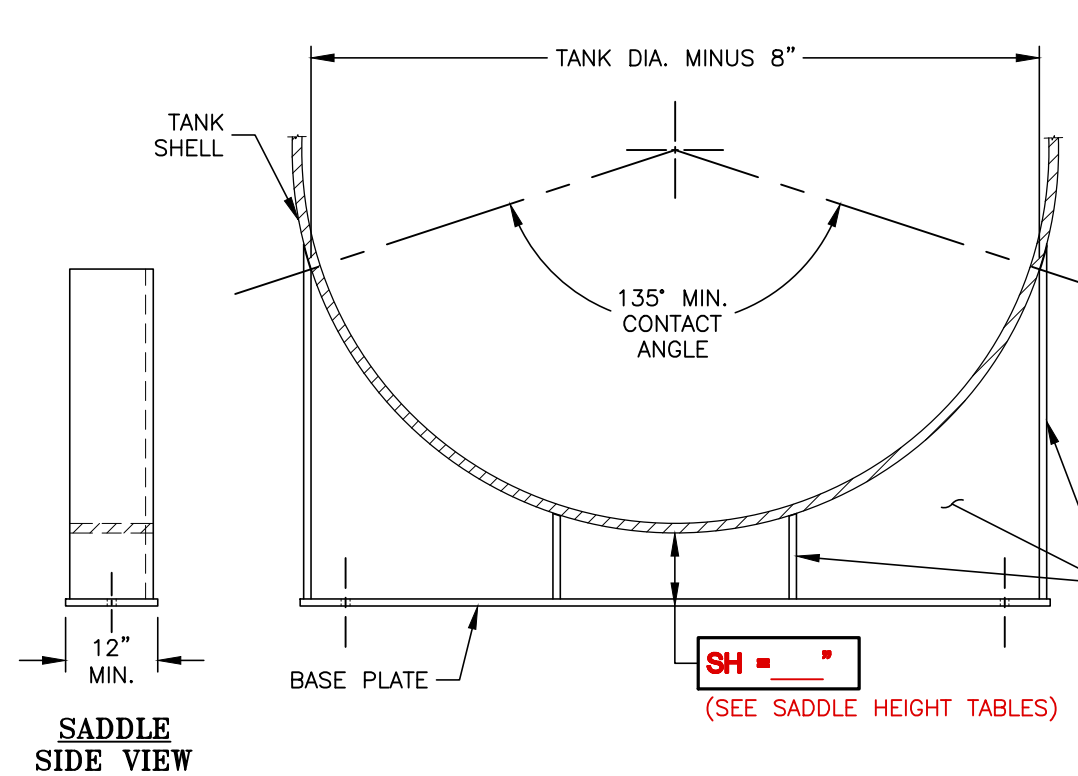
ITEM	QTY	DESCRIPTION
A	2	STANDARD SEMI-ELLIPTICAL HEAD
B	1	STANDARD ELLIPTICAL BOILER MANHOLE 18"x24" FOR 125 PSI
C	2	2" BALL VALVE STD F.I.P. THREAD BOTH ENDS, 304 S.S.
D	2	3/4" HALF CPLG. OUTLET NPT FEMALE THREAD, 304 S.S.
E	2	1/2" HALF CPLG. OUTLET NPT FEMALE THREAD, 304 S.S.
F	1	SIGHT GLASS (OWNER SUPPLIED)
G	1	3/8" BALL VALVE DRAIN (OWNER SUPPLIED)
H	1	STD. FLANGED OUTLET 150# DRILLING
I	2	2" OUTLET NPT MALE THREAD, 304 S.S. (SEE NOTE #6)
J	2	2" HALF CPLG. OUTLET NPT FEMALE THREAD, 304 S.S.
K	2	2"x6" NEMA 2-HOLE GROUND TAB, A36 BY BURNDY (OR APPROVED EQUAL)



ELEVATION



STILLING WELL DETAIL



VIEW B-B

SADDLE HEIGHT TABLE

90° ELBOW OUTLET	SH
12"	24"
8"	18"
6"	14"

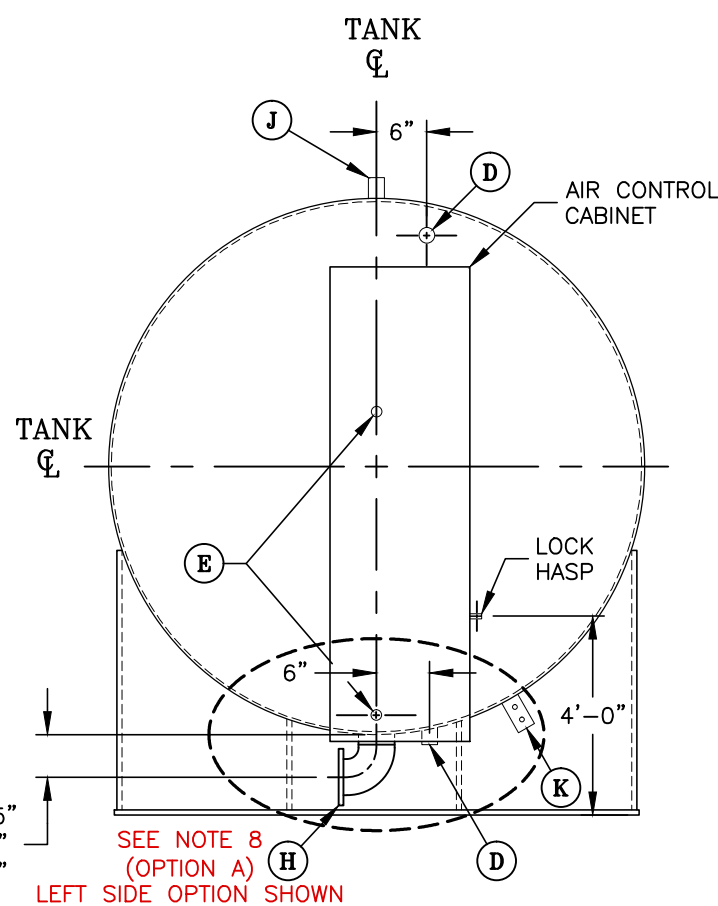
SADDLE HEIGHT TABLE

VERTICAL OUTLET DIA.	SH
12"	28"
8"	24"
6"	22"

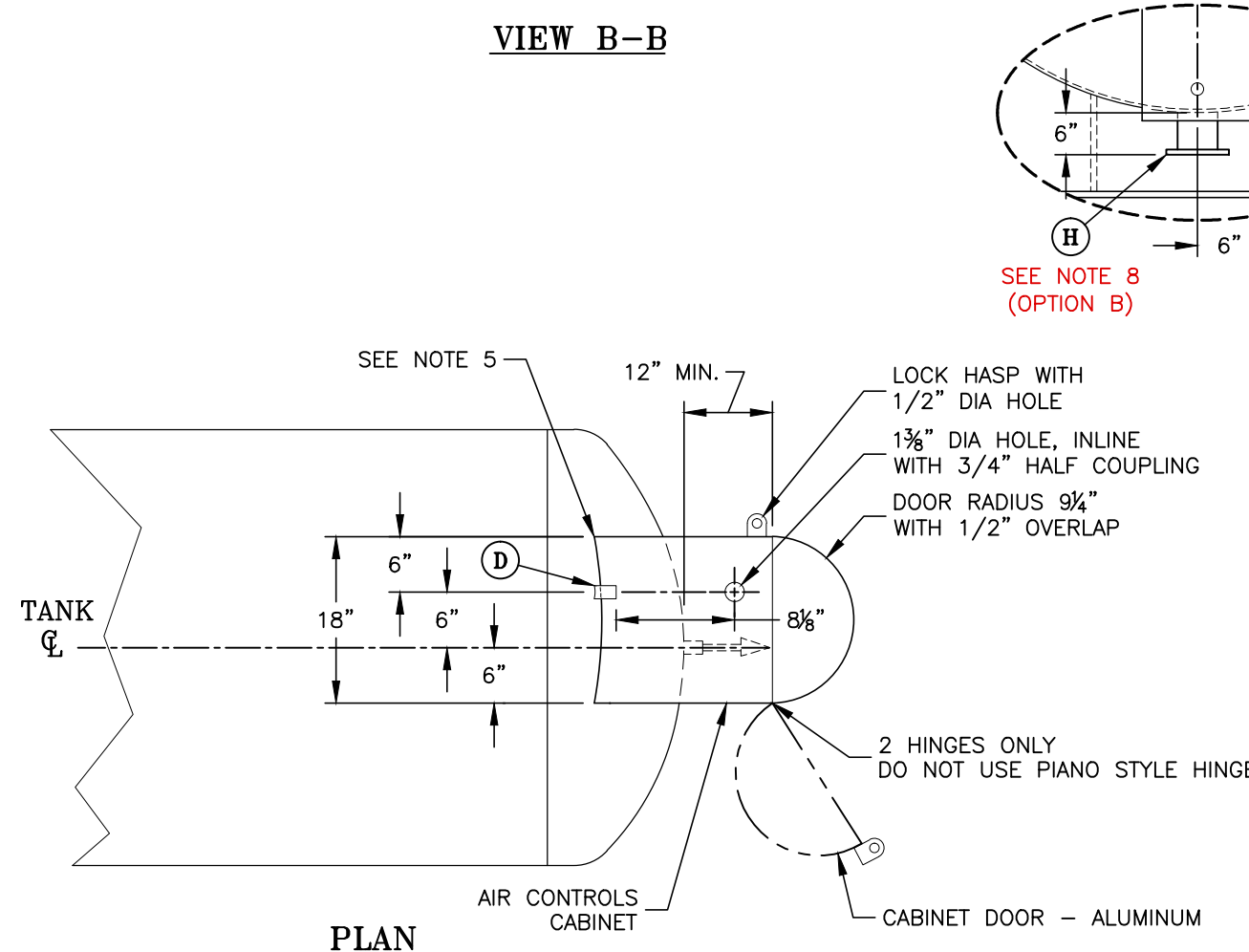
VERTICAL SUPPORT PLATES (TYP.)

SH = _____
 (SEE SADDLE HEIGHT TABLES)

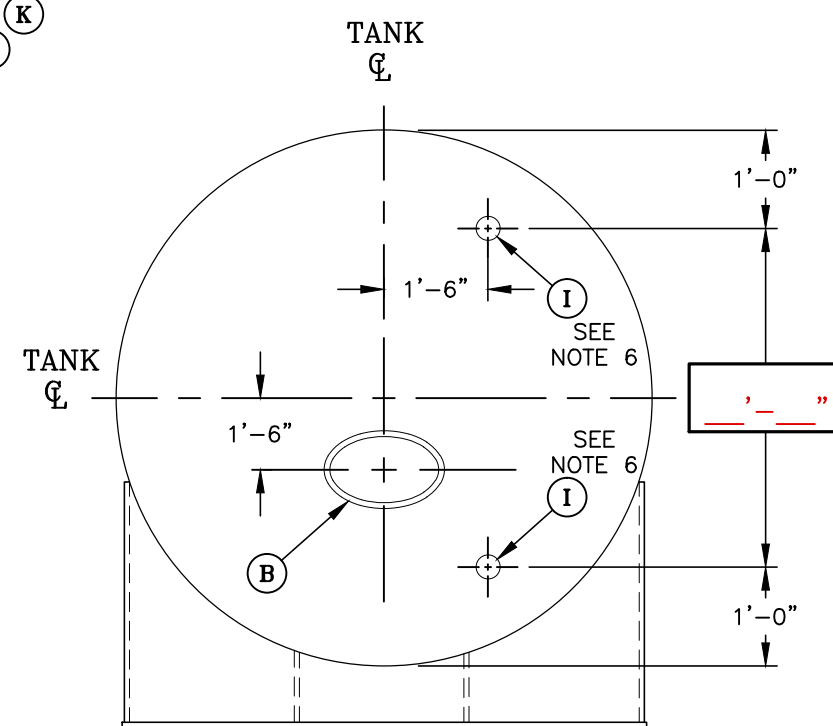
12" FLG. = 13.5"
 8" FLG. = 9.5"
 6" FLG. = 7.5"



VIEW C-C



PLAN



VIEW A-A

NOTES:

- ALL TANK JOINTS SHALL BE V-GROOVED, FULL PENETRATION SHOP WELD.
- THE TANK SHALL BE TESTED AND APPROVED ACCORDING TO ASME CODE FOR UNFIRED PRESSURE VESSELS AND TO CALIFORNIA CODE FOR A WATER WORKING PRESSURE OF 150 POUNDS PER SQUARE INCH (PSI).
- PAINT THE TANK IN ACCORDANCE WITH "CWS" SPECIFICATIONS FOR PAINTING FACILITIES. SEE APPLICATION SPECIFIC PAINTING SPECIFICATION (ASPS) NO. 15 LINING AND PAINTING PRESSURIZED VESSELS.

"CWS" GROUSE TAN: OWNER TO FURNISH COLOR CHIP: GLOSS SEMI-GLOSS FLAT
 BROWN: FED STD #595/10070: GLOSS SEMI-GLOSS FLAT
 DESERT SAND: FED STD #595/30450: GLOSS SEMI-GLOSS FLAT
 MEDIUM GREEN: FED STD #595/34227: GLOSS SEMI-GLOSS FLAT

- A NAMEPLATE WILL BE INCLUDED ON THE TANK WITH THE FOLLOWING INFORMATION: MANUFACTURER'S NAME AND LOCATION, ASME "U" STAMP, MAXIMUM ALLOWABLE WORKING PRESSURE AT A SPECIFIED TEMPERATURE, MINIMUM DESIGN METAL TEMPERATURE AT 150 PSI, MANUFACTURER'S SERIAL NUMBER, YEAR BUILT, CAPACITY IN GALLONS, HEAD THICKNESS IN INCHES, SHELL THICKNESS IN INCHES, APPROXIMATE EMPTY WEIGHT IN POUNDS, AND SURFACE AREA IN SQUARE FEET.
- THE CONTROL CABINET SHALL BE 10 GAUGE, WELDED WITH CLOSED TOP AND OPEN BOTTOM. LEAVE 3/8" GAP BETWEEN TANK SURFACE WHERE CABINET EDGE IS NOT WELDED. DOOR TO BE MADE FROM ALUMINUM. PROVIDE TWO DUAL SOCKET AND S.S. PIN TYPE HINGES. NO PIANO STYLE HINGES ALLOWED.
- TO INSURE FIT, SHOP SHALL ASSEMBLE STILLING WELL AND USE AS A TEMPLATE TO LAYOUT PIPE NIPPLES IN HEAD.
- COMPLETE FABRICATED TANK SHALL BE INSPECTED BY OWNER AT FACTORY PRIOR TO HYDROTESTING.
- OUTLET LOCATION:
 - OPTION A 90° SHORT RADIUS ELBOW OUTLET ___ LEFT ___ RIGHT
 - OPTION B VERTICAL OUTLET

FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION



REVISIONS:

DISTRIBUTION MAP

PLAT SHEET

SYSTEM SCHEMATIC

STATION SCHEMATIC

FORM APPROVED BY: *[Signature]* DATE: 4/25/18

PLAT SHEET NO.:

SCALE:

DRAWN BY:

DESIGNED BY:

CHECKED BY: DATE:

APPROVED BY: DATE:

TITLE: STA. STILLING WELL & AIR CONTROL INSTALLATION FOR HYDRO-PNEUMATIC TANK

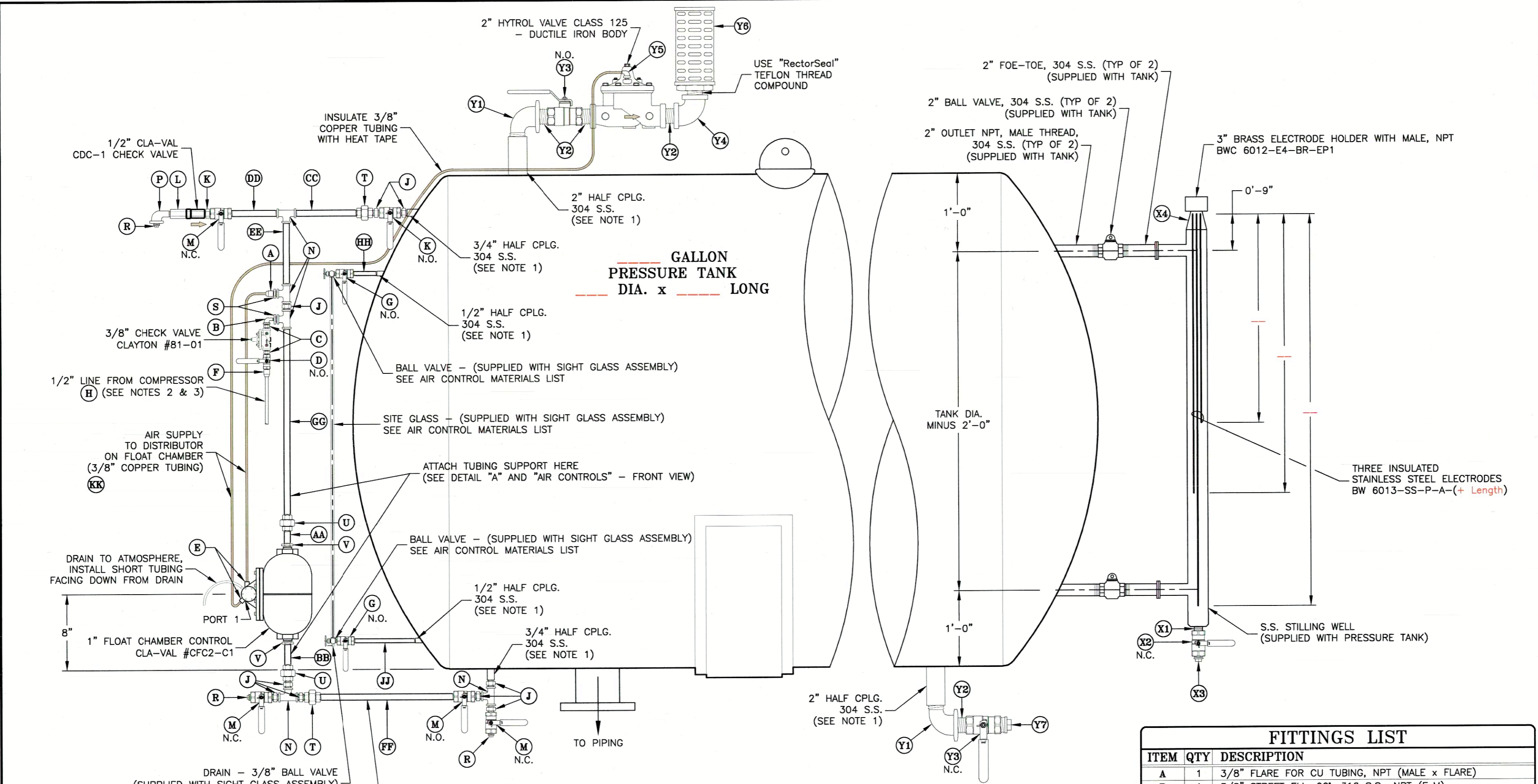
DISTRICT:

DATE:

PROJECT ID.:

DRAWING NO.:

SHEET 1 OF 1



PIPE LIST (SEE NOTE 5)

ITEM	QTY	DESCRIPTION
AA	1ea.	3/4" x 2" NIPPLE, GALV. STL., NPT MALE
BB	1ea.	3/4" x 3" NIPPLE, GALV. STL., NPT MALE
CC	1ea.	3/4" x 3" NIPPLE, 304 S.S. SCH 40, NPT MALE
DD	1ea.	3/4" x 6" NIPPLE, 304 S.S. SCH 40, NPT MALE
EE	1ea.	3/4" x 8" NIPPLE, 304 S.S. SCH 40, NPT MALE
FF	1ea.	3/4" x 12" NIPPLE, 304 S.S. SCH 40, NPT MALE
GG	1ea.	3/4" x 24" NIPPLE, 304 S.S. SCH 40, NPT MALE
HH	1ea.	1/2" x 4" NIPPLE, 304 S.S. SCH 40, NPT MALE
JJ	1ea.	1/2" x 8" NIPPLE, 304 S.S. SCH 40, NPT MALE
KK	25'	3/8" CU TUBING

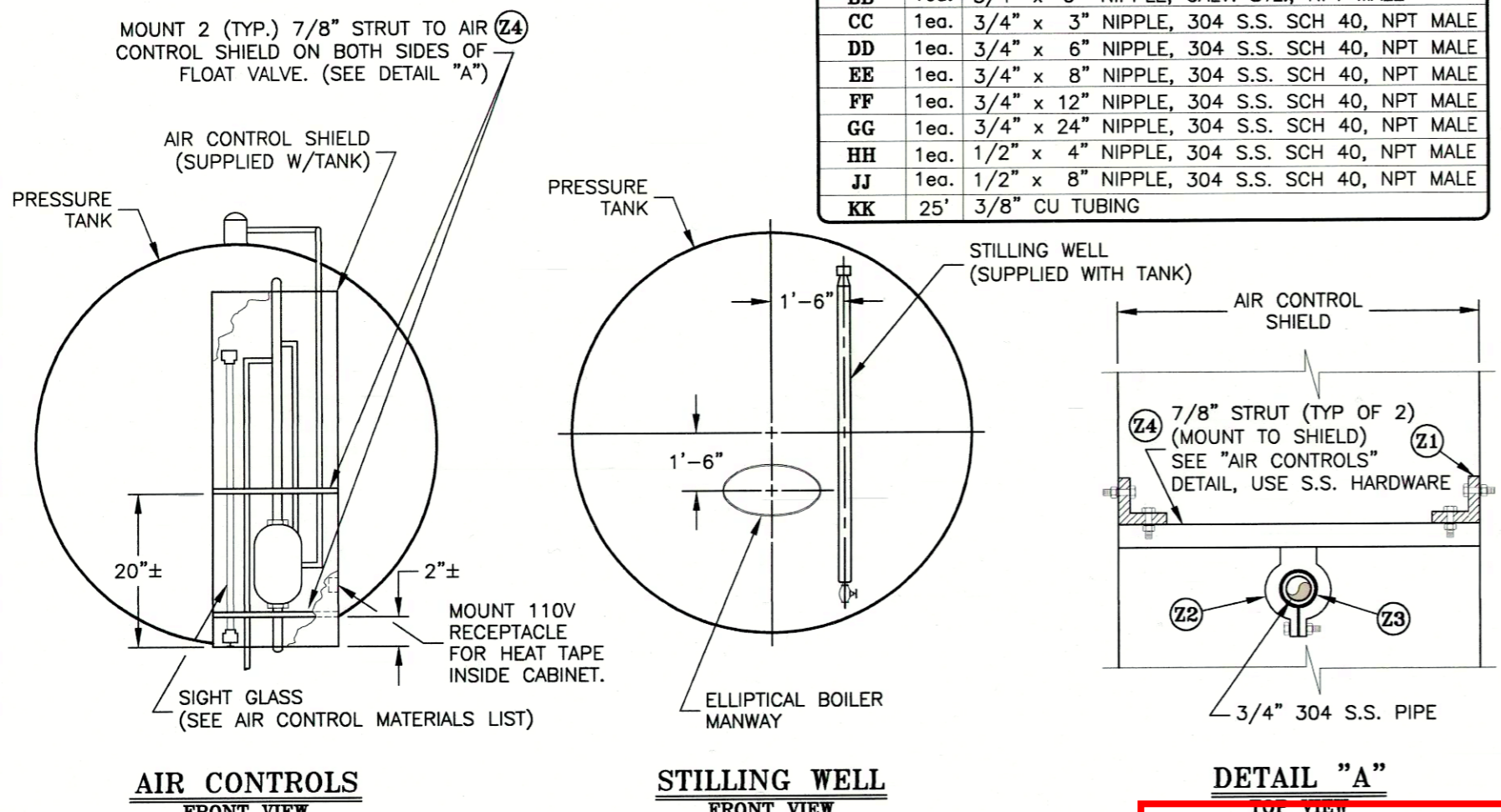
AIR CONTROL MATERIALS

QTY	DESCRIPTION
1ea.	PRESSURE TANK BY OWNER OR DRAWING CW-456
1ea.	3" ELECTRODE HOLDER (SEE PART NO. ABOVE)
3ea.	INSULATED ELECTRODES (SEE PART NO. ABOVE)
1ea.	2" HYDRANT VALVE, CLASS 125, CLA-VAL #100G-01KC-DI BODY
1ea.	1/2" CLA-VAL CDC-1 CHECK VALVE (SEE NOTE 7)
1ea.	1" FLOAT CHAMBER CONTROL CLA-VAL #CFC2-C1 PART NO. C166C OR 23712D
1ea.	3/8" CLAYTON CHECK VALVE #81-01 (SEE NOTE 7)
1ea.	ERNST SIGHT GLASS EFIS-34 WITH 1/2" NPT AND 5/8" OD GLASS. — FT. CENTER TO CENTER.

FITTINGS LIST

ITEM	QTY	DESCRIPTION
A	1	3/8" FLARE FOR CU TUBING, NPT (MALE x FLARE)
B	1	3/8" STREET ELL, 90°, 316 S.S., NPT (FxM)
C	2	3/8" HEX NIPPLE, 316 S.S., NPT MALE
D	1	3/8" BALL VALVE, BRASS, NPT FEMALE
E	2	3/8" FLARE ADAPTER, BRASS 1/8" NPT (MALE x FLARE)
F	1	3/8" NPT x 1/2" POLY ADAPTER
G	2	1/2" BALL VALVE, 304 S.S., NPT FEMALE
H	1	1/2" BRAIDED STAINLESS STEEL HOSE, NPT MALE (SEE NOTE 2)
J	9	3/4" HEX NIPPLE, 304 S.S., NPT MALE
K	1	3/4" x 1/2" REDUCING HEX NIPPLE, 316 S.S., NPT MALE
L	1	3/4" x 1/2" REDUCING HEX ADAPTER, 316 S.S., NPT (FxM)
M	5	3/4" BALL VALVE, 304 S.S., NPT FEMALE
N	5	3/4" TEE, 304 S.S., NPT FEMALE
P	1	3/4" STREET ELL, 90°, 304 S.S., NPT (FxM)
R	3	3/4" PLUG, 304 S.S., NPT MALE
S	2	3/4" x 3/8" HEX REDUCING BUSHING, 304 S.S., NPT MALE
T	2	3/4" UNION, 304 S.S., NPT FEMALE
U	2	3/4" UNION, DIELECTRIC (S.S. x GALV.) NPT FEMALE
V	2	1" x 3/4" HEX REDUCING BUSHING, GALV., NPT (FxM)
X1	1	1" CLOSE NIPPLE, BRASS, NPT MALE
X2	1	1" BALL VALVE, BRASS, NPT FEMALE
X3	1	1" PLUG, BRASS, NPT MALE
X4	1	4" x 3" BRASS BELL REDUCER, SCR., NPT (FxF)
Y1	2	2" STREET ELL, 90°, BRASS, NPT (FxM)
Y2	4	2" CLOSE NIPPLE, BRASS, NPT MALE
Y3	2	2" BALL VALVE, BRASS, NPT FEMALE
Y4	1	2" ELL, 90°, BRASS, NPT FEMALE
Y5	1	3/8" FLARE x 1/2" NPT MALE ELL, 90°, BRASS
Y6	1	2" HIGH NOISE-REDUCING MUFFLER, NPT MALE, STEEL McMASTER-CARR 1213T18
Y7	1	2" PLUG, BRASS, NPT MALE
Z1	-	SUPERSTRUT 90° ANGLE, OR EQUAL, 304 S.S. OR ALUMINUM
Z2	-	SUPERSTRUT 3/4" PIPE STRAP, OR EQUAL, 304 S.S. OR ALUMINUM
Z3	-	SUPERSTRUT PIPE ISOLATOR, OR EQUAL, 304 S.S. OR ALUMINUM
Z4	-	7/8" STRUT, OR EQUAL, 304 S.S. OR ALUMINUM

- NOTES:**
- ALL HALF COUPLINGS SHOWN ATTACHED TO THE TANK ARE SUPPLIED WITH THE TANK.
 - LINE CONNECTED DIRECTLY TO COMPRESSOR SHALL BE 5' LONG 1/2" BRAIDED STAINLESS STEEL HOSE (CAPABLE OF 300' F) WITH MIP THREAD FITTINGS ON BOTH ENDS (PART H). HOSE SHOULD BE COILED IF POSSIBLE.
 - LINE FROM STAINLESS STEEL HOSE TO PRESSURE TANK SHALL BE 1/2" POLYPROPYLENE TUBING.
 - INSULATE ALL PIPING WITH ADHESIVE FOAM. (UNLESS OTHERWISE NOTED)
 - NIPPLE LENGTHS MAY NEED TO BE ADJUSTED FOR DIFFERENT SIZE TANKS. NIPPLE LENGTHS LISTED ON THIS DRAWING RELATE TO 5-FT. DIAMETER TANK.
 - STAINLESS STEEL FITTINGS SHALL BE CLASS 150, MINIMUM AND STAINLESS STEEL NIPPLES SHALL BE SCHEDULE 40.
 - PROVIDE STAINLESS STEEL BODY, COVER, AND TRIM. FUSION EPOXY LINE AND COAT.
 - ALL FITTINGS IN CONTACT WITH DRINKING WATER SHALL BE LEAD FREE.



FOR PLANNING APPROVAL ONLY. NOT FOR CONSTRUCTION.

DRAFT MINUTES

ARCHITECTURAL AND SITE CONTROL COMMISSION
Special Teleconference-Only Meeting**OCTOBER 11, 2021****CALL TO ORDER AND ROLL CALL**

Vice Chair Wilson 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 and Al Sill; Vice Chair Jane Wilson.
Absent: Chair Dave Ross, Commissioner Megan Koch
Town Council Liaison: John Richards
Town Staff: Planning & Building Director Laura Russell; Assistant Planner Dylan Parker; Town Attorney Cara Silver; Contract Planner Lisa Costa Sanders

ORAL COMMUNICATIONS

Laura Pawlowski inquired about the recent comments on the ASCC meetings. She and her husband sent letters on March 14 and March 21, 2021, to the ASCC regarding the Spring Ridge project. During the March 22nd ASCC meeting it was confirmed their March 14th email was received and would be attached to the ASCC's packet. However, none of the letters were attached to the agenda or were in the public communication. She subsequently discovered that there was a 19-month gap in attachments starting February, 2020, and ending September 14, 2021. She said they had researched the project and dedicated numerous evenings to work on those letters, and she believed it would help the ASCC to make a better decision. She is also aware of letters in favor of and opposing that were sent during the period that are missing as well. She asked what a more reliable way is to fairly communicate feedback with Commissioners.

Carter Warr followed up on a conversation that was started with the Planning Commission regarding the Town's 1990 Undergrounding Ordinance. He understood that the Planning Commission, with ASCC's help, would be hearing about this ordinance. He pointed out that care needs to be taken that the undergrounding ordinance does not become an impediment to electrification of the town to improve peoples' homes for electric cars and for grid-connected solar systems. He said many people in town, including clients of his, have not been able to pursue their solar projects because of the high cost of undergrounding their electrical connections. Their homes are not using more power, but are trying to become more sustainable and more green, particularly in neighborhoods where the likelihood of undergrounding is so low that even if the Town undergrounded the entire town, these would be sections of the town that wouldn't be underground. He asked that the Commission chime, in if and when it makes sense, to help staff and the Planning Commission move forward. He said the decisions on undergrounding can be made on a more up-to-date basis rather than just on the amperage upgrade, because in 1990 there wasn't any envisioned electrification of cars or solar systems at that time. He said this is impeding people in town from pursuing projects that would increase the sustainability of their properties.

Mary Paine names of attendees were not showing on the screen. Planning and Building Director Russell explained that attendees cannot see the names of others in attendance, only the panelists, including staff, the Commission and the applicants. She shared that there were 32 people in attendance.

DRAFT MINUTES

NEW BUSINESS**(1) Adoption of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely**

Town Attorney Cara Silver addressed Brown Act issues, which do not allow for completely remote meetings. During the pandemic, the Governor issued an Executive Order allowing for them, but that order expired on September 30th. Recently the Legislature adopted an emergency bill, 8361, that went into effect October 1st permitting remote meetings to continue provided certain findings are made if there is a state-declared emergency. The Governor declared an emergency related to the pandemic. Also, because of the state of emergency, there are recommendations for social distancing to occur, preventing a traditional meeting in the Town Hall. The Town has prepared a resolution codifying those findings. Director Russell said going forward, the Town Council will adopt the resolution on behalf of all boards and commissions. Since the Town Council does not meet until Wednesday of this week, and there are meetings taking place before then, they ask each board and commission to adopt their own resolution that would permit them to continue operating under the remote hybrid forum in compliance with the Brown Act. The Resolution was attached to the agenda, and she requested the Commission adopt the Resolution.

Vice Chair Wilson invited questions from the Commissioners. Hearing none, she invited comments from the public.

Leslie [no last name given] said she was at a meeting earlier in the week where they could see a list of all the participants and when they raised their hand. She asked if there was a way to see that for the ASCC meeting. Planning and Building Director Russell said with the format they are using for the Commission and Council meetings the attendees cannot see other attendees' names. She explained that there are different types of Zoom meetings, some in which all attendees are visible and some which they are not, and for certain security reasons they have needed to use the current format.

Caroline Vertongen also expressed concern that the Town of Portola Valley seems to be the only one who does not allow participants to see who is on the attendee list. She feels this does not reflect who the town is. She said she hopes the ASCC will pressure the Town to change this because they are a community that likes to talk to fellow residents and resolve issues with them, and this is not appropriate. She asked Director Russell to explain the security reasons. Director Russell responded that she was not able to give details of the technical aspects, but they previously had some security concerns with a Council meeting early in the Zoom process so they put procedures in place to limit that from happening. Town Attorney Silver added that on Wednesday the Council would be taking up this issue and are also considering a new type of technology that will allow for more flexibility and some of the things the public has requested.

Commissioner Sill moved to approve the Resolution as attached to Item 1 on the Agenda. Seconded by Commissioner Cheung, the motion carried unanimously.

(2) Architectural Review of the physical aspects of the proposed wine sale and tasting space project including the proposed sign, driveway and parking lot changes, and fence modification, Neely Winery, Spring Ridge LLC, 555 Portola Road, File # PLAN USES 4-2018

DRAFT MINUTES

Vice Chair Wilson advised attendees that the ASCC's role in this was only to provide recommendations to the Planning Commission on the physical changes proposed with the project and any suggestions on conditions for approval. The Commission would not be making any suggestions in regard to the CUP which requires Planning Commission review, and who is the decision-making body of the architectural review and site development permit. She advised there would be no final decisions made at this meeting by the ASCC.

Planning and Building Director Russell said staff is aware of the interest and discussion around this Conditional Use Permit (CUP), and the Planning Commission would be taking that matter up in future meetings. Lisa Costa Sanders is the Consultant Planner who is assisting with the project. She explained the order in which they would process would proceed. She said the public could questions after the meeting by emailing planning@portolavalley.net.

Consultant Planner Lisa Costa Sanders presented the architectural and site development review of site modifications at the Spring Ridge Winery, 555 Portola Road, a 229-acre site adjacent to the Windy Hill Trail and Open Space. Proposed site improvements include two new signs. One is at the entrance driveway, four square feet per side, announcing the Neely Winery. The second new sign is at the exit. Improvements include the driveway widening up to three feet on each side, installing new base rock, lowering berms and clearing low-lying vegetation. Fencing modifications and a new entrance gate are proposed to be located inward on the property. Proposed parking includes 13 new overflow spaces added to the existing 19 spaces, for a total of 32, with no parking on Portola Road.

Ms. Costa Sanders shared the graphic for the new 18-inch by 32-inch, double-sided sign, which would be mounted on a four-foot-tall post at the driveway entrance. The second proposed 12-inch by 24-inch sign on a two-foot-tall post at the exit would warn persons exiting the property at the trail to stop and look for cyclists and hikers. The driveway is approximately 25 feet wide, and all improvements proposed are to improve the safety of the site. The driveway narrows to about 21 feet width at one point. The proposal is to widen the driveway up to three feet on either side to accommodate two cars passing and to install new base rock. Installation of a hammerhead turnaround will allow for anyone accidentally using the driveway to turn around before accessing the gate. Dirt berms would be lowered along the side of the driveway, and clearing of some of the low-level vegetation will improve site visibility of the trail, pedestrians and cyclists when exiting. The entrance gate will be relocated inward on the site with a key code for access and will be located away from the roadway and trail so that vehicles accessing it will not block the trail or the roadway. The applicant also proposes to relocate the existing fence on the site. Old fencing would be removed and new fencing installed which will allow a portion of the site to return to a natural habitat. There are 19 existing parking spaces adjacent to the barn and agricultural building. The applicant proposes to install 13 additional spaces for overflow parking in two locations. The proposal would involve a small amount of site grading to level out the area. There would be no off-haul.

Ms. Costa Sanders said the staff report provides a more complete analysis of the findings of the architectural and site plan review application, as well as discussion on the consistency with Design Guidelines. She presented the areas that the Commission may want to consider. Proposed site improvements are limited to minor modifications of the existing driveway to improve site circulation and visibility and would involve minor alterations to existing vegetation to improve sightline visibility and return the area to a more natural riparian environment. The existing fencing and entry gate will be relocated to be less visible from the roadway and offer a more natural landscape setting. Minor grading is proposed in an area that was already disturbed and there will be no changes to the natural terrain. She reported that the Town sent notices to

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the 1,000-foot buffer area of the site ten days prior to the meeting, and emailed residents and interested parties.

Ms. Costa Sanders advised that the applicant hosted open houses on October 8th and October 10th. She said staff has received public comments on the project, which were included in the packet, including eight comments opposed and one comment in favor. Just prior to the meeting they received additional comments that have been forwarded to the Commission, including one opposed and two in favor. The project has been found to be exempt from CEQA. She said staff recommends that the ASCC consider the application, receive presentations by staff and applicant, receive public comment and consider any other relevant information and then provide recommendations to the Planning Commission including any recommended conditions of approval.

Vice Chair Wilson invited questions from the Commissioners.

Commissioner Cheung said some of the comments suggest that the ASCC has some role in providing a recommendation with prejudice of some kind regarding the use. He wondered if this is a misunderstanding of the role of the ASCC or the way it is supposed to be. Vice Chair Wilson said it is her understanding that their role is make comments on the physical changes proposed. Town Attorney Silver explained that the project is subject to the new rollup policy the Council adopted, a codification of existing practice. With projects where the ASCC has some purview over a portion of the project and the Planning Commission also has purview, then the ASCC's decision is as a recommending body to the Planning Commission, who will take the final action on the design issues, based on the ASCC recommendation. Commissioner Cheung asked if they are expected to make any recommendations regarding things traditionally within the Planning Commission's purview since some of the letters received seem to imply this.

Town Attorney Silver agreed some of the letters dealt with issues that are within the purview of the Planning Commission, but at this hearing the ASCC should focus on the items within the purview of the ASCC, and she hoped the public would limit comments to matters under the purview of the ASCC as highlighted in the staff report. She acknowledged it is sometimes hard for public to distinguish which body has jurisdiction over which issue, so they may want to give the public some leeway, but deliberations should be limited to only the issues under their purview, which is feedback on the physical aspects and any recommended conditions in the event Planning Commission approves the proposal. Commissioner Cheung asked for clarification that a recommendation they may give would not be seen as endorsement of the use. Director Russell said she felt that was correct, and the ASCC members' comments would be reflected in the minutes and the Zoom recording.

Lucy Neely, Operations Manager, Spring Ridge Vineyard, Neely Wine addressed the Commission, accompanied by her parents, Kirk Neely and Holly Myers, along with Carter Warr and Kevin Schwarckopf, architects. Ms. Neely shared that she supports the robust process of making sure changes made in the town are in alignment with their aesthetics and values. She commented that the proposed physical modifications they propose are relatively minor, and the use is the more debatable issue in the community. She summarized the physical changes as involving signage, driveway and entry changes, widening, fencing, gate and parking. The goal with all of them is safety. They've gotten feedback from the Bicycle, Pedestrian and Traffic Safety Committee regarding improving safety at the entryway with the goal of never having cars pile up such that they would end up on the trail or on the roadside. She said aesthetics is another goal. They believe the aesthetic experience from Portola Road will be enhanced by the changes, bringing the gate 45 feet off of the road and highlighting the big Valley Oak that would

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be more visible from Portola Road, and also removing the fencing to improve the aesthetic experience. Their other main goal, regarding additional parking, is to have no parking on Portola Road. She emphasized that they are very committed to this.

Ms. Neeley said when Commissioner Cheung and Vice Chair Wilson came for the site visit and were talking about the additional parking, she indicated that the parking would be nose towards the hedge row, and actually the parking would be nose away from the hedge row, because during the three evening events they are proposing host per year they do not want headlights to flash at neighbors. Also, she reported that Woodside Fire Protection District recently came in and changed the conditions in the field by thinning existing vegetation. She said the proposal is still to remove the large stump next to the driveway as well as the southernmost tree along the road. Ms. Neely said that recent clearing has already improved the sightlines. She clarified the details of widening of the driveway. She concluded by stating that she feels their proposal is much better than the one three years ago, thanks to great feedback on making sure the proposal is a good fit for Portola Valley.

Vice Chair Wilson invited questions from the Commissioners.

Commissioner Cheung asked how necessary they felt the sign at the roadway is and wondered if it could be replaced with something like a street number or residential street if they were to name the drive as a street. He said the sign at the exit warning of trail users seems appropriate but the sign at the entrance facing traffic is unclear given the proposed use. Ms. Neely responded that they are requesting the sign be on the road side of the trail. If it were moved to off of Portola Road there are some large oaks that would block visibility in one direction. In terms of a sign, she feels it is a good idea to initially have a sign. Down the road, the tasting room could become successful enough that they could do something more subtle.

Mr. Neely said he thought it was a safety issue rather than an advertising issue. Without good signage at that point cars would be looking for the entrance, pass it by, loop back and turn around in the middle of Portola Road. He said virtually every institution on Portola Road has a sign locating where it is, citing Spring Down, the Open Space District, and the Town Center. He said the sign is discreet and the same size as the sign down the road announcing the Windy Hill Open Space District. The location is important between the trail and Portola Road so that people can see it from a fair distance away so they don't end up having to turn around in the middle of the Road.

Vice Chair Wilson wondered whether they could experiment with the sign being moved to the opposite side of the trail, rather than so close to the road because she sees the sign so close to the road as more of an obstruction to passersby, horses or cyclists. Mr. Neely said it can't be put on the south side of the driveway because the trees along the trail would block the view of it. He said there is a distance of 10 or 12 feet between the road and the trail there, and plenty of room for a sign that would not interfere with transit, either on the road or the trail. There is also a catch basin there which needs a reflector, so no one will wander off in that direction. He reiterated that if moved to the property side of the trail, the sign would be much less visible until just before the driveway. Also, there are a couple Valley Oaks there that might obscure the view of the sign. He said they looked at all the different locations, and he thinks this is by far the safest, most visible and relevant way to do it. Vice Chair Wilson wondered if he was worried about motorists running into it. Mr. Neely responded that the space there is 10 to 12 feet, for a 32-inch sign, so he feels this is not a concern. The edge of the sign would be at least three feet off of the road.

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Vice Chair Wilson invited further questions from the Commission. Hearing none, she invited comments from the public.

Mary Hufty commented on the sign, saying this is one of the transitions from the denser areas of Spring Down and Town Center, and the trail is very narrow, particularly in front of the Jelichs, and has always been a danger when the road is slick. There is traffic and an intersection. She feels the horses have become vulnerable at that spot. Her suggestion was to also warn traffic of the horses, which are easier to spook than the cyclists and pedestrians. She said they are working on the agricultural feel of the area, and restricting it to bikers and hikers doesn't meet that goal to make people feel more agrarian.

David Cardinal expressed that the sign is very important. He has been to Spring Ridge and said it is still hard to find the driveway if you don't know exactly where it is. They ended up having to go down and into Town Center to turn around and go back. He suggested perhaps adding an arrow to the sign, but that he supports putting the sign there somewhere.

Winter King, Attorney, Shute, Mihaly & Weinberger, addressed the Commission, representing "Protect Our Meadow Preserve," an organization of Portola Valley residents with concerns about the Neely Winery proposal. She appreciated the commitment to convey to the Planning Commission that any recommendations made by the ASCC about design are not endorsements of the project, but she added that it is not that easy to separate the proposed improvements from the use, which is a significant change, including 365 days a year of commercial use in the meadow preserve. She said the Commission should have serious concerns about the project for a number of reasons. First, this type of use has been considered and has been prohibited by the Town in the past. When the winery and barn were first approved it was solely for agricultural use, and customers were not permitted to come to the winery for tasting or purchasing of wine. This was to preserve the agricultural nature of the site. The ASCC is considering recommending conditions of approval, so she thought it relevant to note that the application has repeatedly violated the conditions of its existing CUPs by holding wine events, tastings, wine pick-up on numerous occasions, advertising it on their website and in emails, in violation of their existing CUP conditions, encouraging customers to use the northern access road even though a condition of their existing CUP is that it only be used for maintenance of the meadow area and related purposes. She said in regard to the parking, the staff report notes that the applicant has developed impervious surface, which was not permitted by the Town, including an uncovered patio and 500 square-foot of parking area, acknowledged in the staff report but not called out as a violation of the Town's Code. They are also concerned about whether the Town has staff and resources to enforce any conditions of approval they might recommend. Residents filed code enforcement complaints about these violations, but staff has indicated they don't have the time or resources to follow up on them. Ms. King said before considering recommending additional conditions of approval, she urged the Commissioners to be aware and concerned about whether staff will actually have the time and resources for enforcement.

Sterling [no last name given] commented on safety issues with regard to traffic to and from the winery. He said this hasn't traditionally been a commercial area. He asked if there have been any traffic studies done regarding access to the winery and whether they have evaluated the impact of the sign or done any studies to show that a sign would mitigate safety issues. His second question was in regard to the barn plans. The main 2012 final revision of the agricultural barn plans show a composting toilet without a septic system. However, today the building is declared to have a septic system. He said he searched the records related to the barn and has not found information about when the septic system was approved. The previous CUP from

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2013 also lists only the gray water sink and composting toilet. He asked for clarification in this matter.

Sandra Patterson had a question about the two missing Commissioners and wondered if they will have an opportunity to discuss and give input on the proposal. Vice Chair Wilson said they are both traveling and they would not be discussing the project amongst themselves because the intent is to have discussions in public. Director Russell added that having three Commissioners is a quorum, so business can be conducted.

Rinada Denelo [phonetic] wanted to remind the ASCC of Chapter 18.64 of the Municipal code establishing the purpose of the ASCC and recommendations to the Planning Commission. She said while she understands they are only making recommendation on specific improvements listed, she encouraged them to consider that the overall project is somewhat in conflict with some of the stated purposes of the ASCC, and as they think about the sign and road widening, perhaps not big improvements, but that overall project does fly in the face of preserving the visual character of Portola Valley, public safety and other mandates of the ASCC.

Betsy Morgenthaler shared why the community is troubled by the Neely Wine project as a collection of residents with legitimate concerns who want to afford visibility to the important issues before the ASCC. She said it is concerning that emails addressing the Neely CUP which were sent to Planning and Commissioners have not been posted. Accessing public information has been challenging, and these problems deprive the Commissioners of information that they need to study before making decisions. As an example, she said Planning's online Neely Development page, public comments section, is missing 21 months of public input from mid-January 2020 on. She said through the Public Records Act they have made a number of sequential requests for relevant documents and after multiple months of waiting important pieces that were available at the time of the request were omitted. Ms. Morgenthaler said regarding the three physical elements, the road and the parking do not work. The proposed driveway aims to carry 16,000 annual wine tasters and party-goers with staggered arrivals. The proposed one-lane road will be overrun and meadowland overwhelmed by vehicles, and 150-person events are likely to require 75 or more parking places. The plans proposed are inadequate for the purpose and also overstep the nature of a meadow preserve. She commented that advertising signage on Portola Road in the public right-of-way in a residential neighborhood is not allowed in Portola Valley. Regarding fencing, she quoted Mr. Neely as saying he would have a significant issue if the Town concluded that his permit eliminated him from fencing that exists on larger parcels. Ms. Morgenthaler said this property has an Open Space Meadow Preserve designation, and the proposed fenced area is growing. She asked if the impact would further restrict the wildlife the preserve was designated to protect. She felt ASCC considerations should not be narrow-focused and limited because every aspect of the Neely Wine Development is connected and has consequences for the community at large.

Brooke Coffey [phonetic] said she has lived in the town for over a dozen years, raised children, taught, and served on the Nature and Science Committee. She is grateful that the town has this agricultural site. She said she sees beautiful fields when she is dropping her kids off at school. She asked people to be mindful of the fact that someone else could have bought the field, developed it and put a huge neighborhood in that area. The area could be covered with neighborhoods and houses, and instead there is a gorgeous agricultural view.

Marcin Pawlowski shared a video presentation and said Spring Ridge proposes establishing a wine tasting room at the bottom of the valley, far away from the winery buildings themselves. The proposed location is within the Meadow Preserve and Portola Road Scenic Corridor. The

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proposal includes adding a barn to the wine premises, 15,000 wine tastings per year, changing the barn use from non-human occupied, et cetera. He pointed out that the barn has already been used for wine tasting events by the applicant. They included seated flights, food trucks, pickup for online orders and wine tours. He shared a photo of advertising material from the applicant and said these events happened on multiple occasions. In 2020-2021 there were repeated events despite the previous CUP stating customers may not come to the winery for tasting or purchasing the wine. Other materials also showed that they offered seated flights at the bar and pickup at the bar. He stated that in the architectural site plan for the agricultural building the ASCC review stated, "Agricultural products will not be retailed onsite without amendment of CUP." Mr. Pawlowski shared photos of postings at the entrance inviting customers to use the northern gate, although the previous CUP stated, "the current meadow area dirt/grass roads shall not be improved beyond their current conditions." He questioned the parking area and said the existing parking, barn and patio with calculations including the 360-foot-long road exceeds the 8,000 square-foot impervious surface limit imposed in the 2013 site plan.

Laura Pawlowski requested that her husband be allowed to use her time. Vice Chair Wilson declining, stating there were many speakers and their time is limited.

Dan Quinn said he has been in Portola Valley since 1977, and if Dr. Neely had asked for all these improvements 10 years ago or more, when they first bought the property, they would have been turned down. He said when the Neely's built the "agricultural building" if they had said, "Let's do some wine tasting," they would have been, and were, turned down. Now they are saying that all of this exists there already, and it is no big change. Mr. Quinn said this is incrementalism. He said he lives in Portola Valley Ranch, and if he wanted to build a fence around his property and put in a pumpkin patch, his neighbors would object, and he wouldn't be allowed to do that. He felt that Mr. Neely knew the restrictions on the land when he purchased it. When they bought it, the area was an open space preserve and not in a commercial area. Now they are wanting to put in a commercial sign in an area that is away from the designated commercial areas in Portola Valley, and he thinks the Town and ASCC should stick to their guns. He said he knows everything changes, but the Town should read the record and stick with what has been decided before.

Clair Jernick said she has lived at 33 Grove Drive since 1984, She said she shared Commissioner Cheung's concern and is not sure why this is being done in this order. There has been no approval of the project, so she is not sure why gates and signs are being discussed at this time. In January of 2011, the Planning Commission rejected the Neely's development request based on compatibility with surrounding land uses, harmony with the General Plan, land stability and access to Portola Road. She is not sure what has changed. Regarding compatibility with surrounding land uses she said she strolls her grandchildren from Grove Drive down to the Little People's Park. The trail is divided from the road where there is a berm, but in this location there is no berm and it is very exposed to multiple competing uses. There are bikers, walkers, joggers, horses, kids on bikes, people with strollers, and all have to share the trail which crosses this driveway. She said the trail is already unsafe in this area, and at the same time there is the entrance to Stonegate and Westridge with cars emptying out. She quoted one of the owners of Rosotti's, "Who ever thought our biggest problem would be cars?" Ms. Jernick thought they will have the same situation here. When the parking lot for Windy Hill she said she is sure they would never have envisioned what they are dealing with on any given day, especially Saturdays and Sundays. She said the Neely's already have an established driveway and she doesn't see why they would have to use this particular location. She does not endorse them having any commercial use here, but since they do have a driveway, she asked why they are looking at this

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location. She asked the ASCC to reject the request for a driveway in this location, saying the entrance is not well-suited in this location because it is already unsafe. She advocated dealing with the problems already created in this area by creating the Windy Hill parking lot. She said the changes they make will have consequences.

Rita Comes asked, since they are not in the schoolhouse and can't see how many residents are at the meeting, if someone could advise how many people were in attendance at the meeting and if any attendees had left, what the maximum number was. Vice Chair Wilson said there were currently 39 attendees and 15 panelists. The number had decreased and then gone back up to 39 members of the public.

Judith Murphy said that normally the Conservation Committee is offered an opportunity to submit a report at an ASCC hearing, and that didn't happen this time, so she went through the list of their concerns. They appreciate that the sign is a similar size to nearby things. Their main concerns are that it is a commercial sign not in a designated commercial area as well as concerns about the commercial area gradually encroaching out through town rather than restricted to where the plan calls for it to be. If the signs are prohibited in the right-of-way, all of the other points are moot. The size and simplicity of the sign is appealing and appreciated. Regarding parking, they have a strong preference for Option B. She said there is concern that existing parking is not truly approved by the previous CUP plan, so the number they are asking for is more than the number shown on paper. Of greater concern with the expansion of the driveway is protecting the magnificent heritage oak that Lucy talked about. Ms. Murphy said if they widen the driveway it should be curved away from the oak, making sure that if they have to go several more feet in width that it is all on the side away from the tree to prevent any more compaction and encroachment on the tree, which is already quite close to the road. She said the fence is good, functionally and aesthetically, but it would be nice to have the gate moved back away from the road so as to be less visible. There is no landscaping on the plan was referenced earlier in the process. She said they would like ASCC to recommend a condition that, if further landscaping goes in, someone on either ASCC or the Conservation Committee would be able to weigh in on it.

Ward Paine said he is against the project and has been since its inception. He is not against having a winery, but against the tasting room, the rental room and the parties that are planned there. He thinks a small winery is fine. He addressed the signage and said in the whole portal from the first commercial area of Portola Valley to the other end of Portola Road there are a number of facilities – churches, schools, horse barns. The Neely sign would be the first retail commerce operation. It is a first step of many other steps, he fears, and a step toward turning Portola Valley into Napa Valley. He noted when the plan was first put together, *The Almanac* came out saying, "No Napa Valley in Portola Valley." He said he feels strongly about this. The entrance with a big sign talking about something where you can go buy something or do wine tasting – commerce in a non-commerce place and in residential rural area – is clearly out of space and awkward. He said it is unfortunate that Dr. Neely is pushing this hard to get this done. He said he doesn't think the town wants this, a Napa Valley where people are wine tasting, and drawing tourists. He said nobody who lives in the town needs the sign and people who buy wine there can find the place. He said the sign is clearly out of style and consistency, and outrageous.

Liz Kruth [phonetic] said this is the first break she has taken from COVID and she is sitting in a hotel room to attend. She said she was a little disappointed, given the importance of the project to the town, that the other members couldn't be there. She expressed disappointment that it was not possible to see who is attending the meeting. She was concerned that the Neely's have

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threatened to develop the property if they don't get their tasting room. She said her understanding is that they can still put housing on the field, because it's their property, so she doesn't think it is actually a protected piece of property now. She agrees with previous comments, that this is a sea change in the town. She said she is presently in Napa Valley, but she doesn't want it in the lovely place they have in Portola Valley, and it is not what the town wants. She said they can grow their grapes, but asked the Commission not to approve a wine tasting room. She said they can put their wine tasting elsewhere in a commercial zone where new parking places and new roads are not required. She thought, since everything is done by reservation, a sign at the entrance with only numbers would work, or even a post instead of a sign.

Tim McAdam said he lives on Stonegate Road, about a pitching wedge from the proposed wine tasting room. He stated his strong belief that holding commercial events at the Meadow Preserve and continuing to modify the corridor of the Meadow is entirely inconsistent with the Town's General Plan as well as the Municipal Code. Specifically, two of the Town's core land use principles are "Natural features and open space should be preserved." Two, "Commercial development should be limited to only what is needed to satisfy the most frequently-recurring needs of local residents." He said a liberal interpretation of the clause might be that wine tasting is indeed a frequent recurring need, which he personally does not object to, but he suggested they do it in the privacy of their own homes, please, and not in the Meadow. He asked that, regardless of the safety modifications proposed by the Neely's, why the Town would want to introduce the risk of potentially inebriated drivers coming and going from a wine tasting venue on the busy thoroughfare of Portola Road. There are literally thousands of bikers on a given weekend and three schools with nearly 1,000 children within a mile of the site, walking and biking to and from school, and this seems to him like a lawsuit waiting to happen.

Maria [no last name given], said she agreed that they are putting the cart before the horse in terms of deciding on the number of parking spaces before deciding that its really okay for all this to happen. She appreciates that there will not be any parking on Portola Road, as they said, but if people show up for an event and there is not parking on Portola Road, where are they going to park? She thought they would probably park in the meadow, which will become compacted and messy and a fire hazard. Secondly, she said she is a long-term resident, and was born in Portola Valley in 1954. She is happy for the success that Rosotti's has had and would wish the Neely's the same success, but with it has come unanticipated problems, and she thinks that the Town should give serious thought to that.

Laura Pawlowski commented on the parking, the Municipal Code, 18.60.090, that says, "The plan of the proposed parking area shall be submitted to the Building Inspector at the time of the application of the building permit for the structure to which the parking area accessory," which is not seen in the 2013 or 2015 plans. She said when one actually looks at the Portola Valley Muni Code requirements regarding the parking it asks for width, length, at least a stall width to be nine feet, length to be at least 18 feet and the width of the aisle 25 feet. She said if they run numbers, given that that applicant in 2012 received and declared the impervious area to be 8,000 feet, the numbers for the declared parking would be almost 15,000 feet, significantly different. The new parking, the 13 stalls, would actually add around an additional 4,000 feet. She said she attended the presentation at the winery and learned that the applicant plans to rent the lighting for the events after dark. She wondered if this is something ASCC is required to approve. She also wondered about the high end wineries which perform nighttime harvesting and how the winery plans to address the repetitive noise produced by humans and loading of harvest. Her last question was what the estimated water usage for the tasting room and events is, because the wine tasting industry is water-heavy.

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Joanne Cashin asked Will Patterson to speak on her behalf, her next-door neighbor. She said a lot of what she has to say is a repeat of concerns that her husband, Skip, and she have had since all of this began. They have been residents since 1996 and been to several meetings during the ongoing process of what the Neely's are trying to do, and in one of the first meetings she was shocked and thought it was unconscionable, the commercialization, the parking, the noise she doesn't understand how so much illegal activity can go on unchecked and residents are supposed to shut up and let it happen. She referred to the proposal of weddings at the site if they don't have adequate facilities for bathrooms, as she heard earlier. Ms. Cashin wasn't sure if noise had been brought up, but it would be a big problem to many because there has already been at least one party that kept everybody awake. She said they worry about how many tastings, how many parties, and how many people every weekend and doesn't think there will be adequate parking.

Will Patterson spoke, stating they have been in Portola Valley for 34 years. He is past chair of the Traffic Committee and has an interest in the traffic situation at the Neely entrance. He is currently on the Public Works Committee and is very concerned about the issue, particularly where it crosses the busy path used by pedestrians. There is also heavy bicycle traffic on weekends. There is an entrance to the busy Westridge Drive across the street as well as Stonegate Road. He agreed with previous speakers that there is a real problem with Windy Hill parking along Portola Road already. He does not know how they would enforce no-parking on Portola Road if they get an overflow of guests. He is very concerned about the whole project and thinks it is misplaced, that there has been an incremental creep of development in an open space area treasured by all, and he thinks there are major safety issues as well.

Vice Chair Wilson closed the public comments section and invited comments from the applicants.

Ms. Lucy Neely responded to the questions, stating most of the questions had to do with the scope of the Planning Commission, and she wished to stay with the scope of the ASCC. She said the conversation is challenging because it has been going on for over three years, and they have revised their proposal repeatedly to be responsive to both the Planning Commission and public input. She said it is hard to keep up with the details, and a lot of the concerns are based on outdated information. The agenda packets are available, and she also wanted to invite people to their open houses which have been helpful to get the public onsite and help them better understand the parameters they are proposing, why the parking situation works, et cetera. There will be another open house on Saturday, and they are thinking of scheduling another day as well, which she will put out on PV Forum. She also invited anyone to come and have a one-on-one talk with her to ask questions, and to feel free to reach out. She responded to allegations outside of their current CUP, stating she has made a big effort to be very prudent the last three years to operate within the limitations of their CUP. They have hosted twice-annual wine club pickup events. The majority of their members are from Portola Valley. There are not onsite sales. People have already purchased the wine when they come to pick it up. She has turned down hundreds of tasting and event requests, trying to toe the line of their permit. She said people bring Zotts up as a reference point, and she mentioned that they are requesting at maximum about three percent of the current Rossotti's visitor count. She looks forward to continued engagement and asked them to come visit.

Planning and Building Director Russell advised from a staff point of view that there were some questions about traffic and noise. Analysis conducted by the Town on traffic and noise were part of the packet and will be available on the website following the meeting, and will be part of any future Planning Commission conversations. There was a question about the septic system

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versus what kind of facilities are at the location. Dr. Neely answered that it is true in their CUP application and approval from 2012 for the building they had proposed a composting toilet. In fact, the County does not allow composting toilets, so the County recommended and approved a septic system. He said, obviously the Portola Valley Planning Department approved it as well, and it went into the building permit. There is also a report publicly available regarding the capacity of the system to manage the visitors. It is available. He is not sure exactly where in the documents, but it was part of the site plan and application. He said the fencing has been very sensitively done to maintain the wildlife corridors. He encouraged everyone to read the reports regarding traffic. There are 250 to 300 pages of reports which he thought should satisfy residents about the safety issues. The amount of traffic proposed is miniscule compared to the Open Space District parking lot, Rossotti's or the daily Portola Road traffic. They have made many accommodations pertaining to noise, and they remain under noise limits every day of the year. He directed a comment to Ms. Murphy, not to worry about the heritage tree as they are not widening in front of it and will take special precautions about it and would also be happy to work with anyone from the Town or a designated member of the ASCC in the field to work out the issues and make sure everything is done exactly right

Vice Chair Wilson invited discussion among the Commissioners.

Commissioner Sill said he appreciates the public comments, and there were a number of significant points brought up, although many do not fall under the ASCC purview. He encouraged people to attend the Planning Commission meeting and highlight their comments there. He said there are just four items for the ASCC's consideration. The sign, he finds quite tasteful and said it looks very good. He thought there was a little bit of a question regarding the correct final placement. He thought the parking expansion is modest. The fencing is a big improvement, as well as the gate. The driveway widening is a modest, hardly-noticeable change. The proposal wouldn't really impact views from Portola Road, and in fact will improve the views from Portola Road. He had no problem making the required findings. He said staff analysis of the findings is good and he agrees with it. In general, it is a good proposal which is consistent with the Design Guidelines. He thought they should send the proposal on to the Planning Commission with ASCC blessing for the items within their purview. There are a number of things not within their purview, and he felt they could not comment on the overall CUP approval, which is a complex item that the Planning Commission needs to analyze. He said the ASCC should recommend approval, but if the Planning Commission ultimately does approve, he suggested the ASCC should have further involvement with the actual height and final placement of the sign; the final landscape modifications should be reviewed in detail; and the final routing around the heritage oak is important. He felt they should reserve the right to have an ASCC member in the field looking at each of those issues if the Planning Commission does approve the project.

Commissioner Cheung asked if the property is zoned Residential Estate 3.5 and if the application requests to change that zoning. Planning and Building Director Russell said the application does not include changing the zoning, but the Planning Commission is making interpretations regarding the consistency of the proposal with the zoning. Commissioner Cheung said the fencing would be an improvement. He agreed with Commissioner Sill that the proposal makes sense with the level of information they have now, given that it has not gone to the Planning Commission yet. He thought they should require that if it gets past the Planning Commission that they would want to see more details of exactly what the gate will look like. They typically see more information on the materials and colors used for such items, and he would expect that they would take a look at the same by at least one member. Regarding the sign, without a change in zoning, it is clearly commercial, although he understands why they

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would want such a sign, but it is not meant to change the character or the zoning, so he doesn't see how they can support a commercial sign. He said he is okay with adding a street number or a street sign, but the proposed sign doesn't seem to fit. Ms. Lucy Neely responded and mentioned that in part of the Municipal Code for the zoning district they are in, Residential Estate, one of the articulated conditional uses already in the Municipal Code is winery, and one of those is retail sales of a winery. Vice Chair Wilson asked if that is current or contingent upon the CUP passing. Ms. Neely replied it is in the current Municipal Code, Residential Estate District. Commissioner Cheung said this was an important point.

Vice Chair Wilson agreed with Commissioner Sill and Commissioner Cheung in making recommendations to the Planning Commission regarding entryway features, the uncovered parking, signage and fencing. She had reservations regarding the placement of the sign and how commercial it will look. She agreed that they would like to review the landscaping as ASCC members in conjunction with the Conservation Committee because their comments are valuable to the process.

Commissioner Sill moved to recommend approval of the sign, parking expansion, fence and gate, and driveway widening to the Planning Commission with the condition that if they ultimately approved the project, the ASCC would like to review a number of things in the future, by one ASCC member, including final placement of the sign, final landscape modifications and final routing around the heritage oak, with the Conservation Committee to be included in those discussions. Seconded by Commissioner Cheung, the motion passed unanimously.

(3) **Architectural Review of an application for landscape revisions and Site Improvements, File # PLN ARCH09-2021, 228 Westridge Drive, Dolin Residence**

Assistant Planner Dylan Parker presented the staff report for this item, a review of landscape revisions and site improvements on a previously-approved new residence and appurtenant structures that are currently under construction at 228 Westridge, the four additional redwood trees along the property's Westridge Drive frontage, the installation of an emergency generator, underground propane tank and sound enclosure approximate to the guest residence; and a lighting fixture swap.

Regarding the four Coast Redwood trees, Assistant Planner Parker said in January of 2020, the ASCC approved a new landscaping plan with conditions regarding replacement of the trees monitored by one member of the ASCC onsite. In December, 2020, staff was made aware of four additional Coast Redwood trees planted onsite. In January, 2021, the applicant submitted a revision application to the Building Department for the four trees which was forwarded to the ASCC and the Conservation Committee to determine their support per condition number one in the original application and approved landscaping plan in 2020, which said if there are any changes to the plans, either the Planning Director or ASCC would need to approve them. Both Chair Ross and the Conservation Committee did determine in February, 2021, that the additional trees were not compatible with the Town's redwood guidelines, and Chair Ross did deny the revision. In May, the applicant requested the full ASCC's consideration, so a new application and architectural review was submitted, which staff forwarded to the Conservation Committee for comments. In June, the Conservation Committee reiterated the incompatibility with the redwood guidelines. The applicant responded in July with a justification letter and a letter from their registered professional forester. He noted that they originally scheduled these three revisions to be considered on September 13th; however, the applicant and staff agreed to postpone the meeting so that the Conservation Committee and the Registered Professional Forester could meet onsite to further discuss the comments of the Conservation Committee's

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June comments. The meeting occurred on September 23rd with the Conservation Committee withdrawing their objection to the tree plantings.

Regarding the location of the plantings, Assistant Planner Parker shared the revised site plan with the four additional redwood trees planted proximate to the guest studio along the Westridge Drive frontage. This is different from the guest residence which is more proximate to the main residence at the main driveway further up Westridge. He pointed out the location of the planting locations to the right of Westridge as traveling away from its intersection at Alpine Road. Assistant Planner Parker said in consideration of approval or denial of this revision, the ASCC should consider Chair Ross's January review, the three reviews by the Conservation Committee, the Town redwood guidelines, and the applicant's July response to the Conservation Committee's comments.

On the second revision, regarding the generator and underground propane tank, Assistant Planner Parker noted that the generator appears on the 2020 landscaping plan, but does not show up on the corresponding civil architectural plans included in that original review. To date, no civil plans approved by the Town note the generator or corresponding enclosure or tank. In June 2021 they did receive a generator permit by the applicant for installation, the tank, the enclosure and additional screening vegetation. Assistant Planner Parker said the generator is already installed onsite, and he listed the Town's generator requirements. One is that generators must have HOA approval prior to a building permit issuance. They need to be located at required setbacks, in this case the 50-foot front and 20 side and rear. The generator should be located in close proximity to the subject or main residence and should not impact neighbors. Mufflers and enclosures must be in good condition and appropriate. The sound must be attenuated to 65 decibels from a 22-foot distance measurement from the generator.

Assistant Planner Parker said staff did not receive an HOA approval letter for the permit revision that was submitted to the Building Department, and that it is outside of the required setbacks; the plans appearing to show that it is on the 50-foot front setback line. The installed generator is closer to the guest residence in front of the main residence, so not necessarily the main residence as noted in the Code. Regarding impact to neighbors, the location of the generator is currently at a prominent location off of Westridge. The enclosures appear to be within the front setback, but he noted that they may not comply with Town fencing requirements. Lastly, he said the enclosure as proposed does comply with the sound attenuation requirement.

Regarding the enclosure Assistant Planner Parker said the subject property is within the Residential Estate, 2.5-acre District, so horse fences only are allowed and only within the required yards and along the property lines. No domestic fencing can be installed in yards or along property lines, just horse fences. The fences cannot exceed four feet in height. Fences adjacent to trails and paths are subject to a maximum height of four feet and must be at least 50 opacity. Comparing the fencing requirements with the proposed enclosure, Assistant Planner Parker said the proposed fence is potentially within the front yard so a portion may be within an area limited to horse fencing. It is a slightly over seen feet tall, versus the required horse fencing at a maximum of four feet. The fence is at 100 percent opacity, completely enclosed due to the sound attenuation; however it is not roofed.

Assistant Planner Parker advised the ASCC to consider the Town's generator requirements, the fencing requirements and whether or not there is a more suitable and compliant location for the generator and enclosure, as well as staff's recommended condition number four, which requires incorporation of landscape revisions noted into the larger 2020 landscape plan that was

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previously approved. The revisions should be reviewed by two members of ASCC in consultation with the Conservation Committee or subcommittee.

Regarding lighting, Assistant Planner Parker said the applicant is proposing to swap Fixture A from the previously-approved fixture to the currently shown gooseneck fixture; however, there were no corresponding revisited lighting plans submitted with the building permit revision application. Staff was unsure if the fixture A is being replaced on some or all of the outdoor lighting fixtures that were previously approved. It appears the fixture complies with the Town's outdoor lighting requirements, so staff is recommending condition number three, which requires that the lighting plan be revised to reflect those changes and to provide separate cut sheets for review prior to the building permit issuance. He suggested that the ASCC consider if the provided information in the staff report and attachments is sufficient to determine compliance with the Town's outdoor lighting requirements. He said staff recommends condition number three, which is the revised lighting plan to be submitted prior to issuance and the separate cut sheets for Fixture A.

Assistant Planner Parker presented the general findings for the ASCC to approve and said details of how these findings could or could not be made are in the report. He noted that if the ASCC determines that it cannot make any of these findings, it is permitted to impose additional conditions such that such finding may be met. He said that public notices were mailed to neighbors within a 300-foot radius of the property on October 1st. No comments were received prior to the packet distribution but they did receive one comment regarding visibility and screening of the generator today which has been forwarded to the Commission.

Assistant Planner Parker said staff recommends that the ASCC consider the landscape plan revision for the four Coast redwood trees along Westridge Drive, the generator and underground propane tank, along with the landscaping revisions and if the proposed location is not consistent with Town policies, provide guidance on a more appropriate location. If the ASCC finds the location is consistent with Town policies, staff recommends a verification of setback compliance to be included in the recommended conditions of approval. Staff is recommending approval of the light fixture revision subject to the recommended conditions of approval in staff's report.

Vice Chair Wilson invited questions from the Commissioners. Hearing none, she invited the applicant to make a presentation.

Carter Warr said the report was a bit frustrating because in January, 2020, the generator and propane tank were located on the landscape plan. The contractor and owner are pursuing the installation of that generator in accordance with that plan and are applying for the building permit because they assumed that when the ASCC reviewed the landscape plan showing the generator they understood that it was part of it. He said he believed that a competent staff would understand what that meant when it was included in the plan. Mr. Warr stated that the generator and propane tank as located on the plan is in compliance with the ordinance and inside the front yard setback. The propane tank is underground and invisible. The generator is located adjacent to one of the owners' buildings. He didn't think the Code indicated that it had to be closest to the main house. It is very close to the owner's guest house. Mr. Warr said the height and description of the fence is patently wrong. Inside of the setback all fences are potentially allowed with ASCC approval and that this is a purposeful domestic fence, to enclose the generator. Inside the setback, structures are allowed to be 28 feet tall. The structure as characterized in the staff report and designed is only seven feet tall and is in complete compliance with the ordinance. The reason it is solid is to comply with the requirement for sound attenuation. The

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generator itself without the sound attenuation is rated for less than 65 decibels at 22 feet. The closest neighbor is at least 50 feet away from the property line and then the right-of-way is another 75 feet, plus another 50 feet to the next closest neighbor, so the likelihood that the next closest neighbor would even hear the generator is very unlikely considering the sound attenuation and the distance between the noise source and the noise receptor.

Mr. Warr said the Town's policy to require the HOA approval for a generator is patently illegal. The Town's enforcement of HOA approvals has never in the Town's existence been done. He said he believes the generator is an issue that should be dispatched and approved. The landscape plan indicated with the approval matches the intent of the overall landscape plan. With its location along the 50-foot setback, it's far further away from any potential neighbor than it could be if it was on the 20-foot setback alongside the garage.

On the issue of the trees, Mr. Warr said the Redwood trees were not on the landscape plan and were added, but they verified very carefully with understanding of the groundwater conditions that there is groundwater for those trees directly adjacent to the drainage that creates the ravine on the far side of 228 Westridge property. As such, it is a good place for the trees. He said he thinks the Town's policy for redwood trees, even though not written in the Design Guidelines, is an overreach, and the trees should be allowed to remain.

The light fixture change was to conform the house to the light fixture changes that were approved when the guest house was final. He felt this was another clerical issue that should have been resolved with the Planning Department making a decision that they are in compliance with the intent of what the ASCC approval was.

Mr. Ron Dolin, applicant, addressed the Commission, wanting to share his extreme frustration with what is happening. He has lived here 16 years, and the redwood trees were put in because everything was shut down in the Town. They are trying to get the project done, because it is taking years longer than any of them wanted it to, and it's inconvenient for the town. He said they put in a couple of the redwood trees in the only place they could put them. He said comments were withdrawn because they were highly inaccurate and didn't reflect what they had submitted, and they admitted it when they came. When they finally came and talked to their forester they realized there is groundwater there. He said the trees are fire resistant and the same as trees across the street, which is why they picked them. Regarding the generator, he said they put the pad down because the ASCC approved the exact location. The lights that have been changed are dark sky lights on the guesthouse. He said nothing they are doing is crazy or pushes limits or any kind of boundary. He said he can't believe he is having to deal with this and he is livid at what he is hearing.

Mr. Dave Rossi added that the generator is not installed, not hooked up. The pad was constructed based on the prior ASCC hearing approval. They applied for a building permit to install the generator, and it is just resting there. He said it took nine months to order and was ordered after the original ASCC approval. Secondly, he said the original building permit was submitted in March, not June as shown. He felt that the fence ordinance with respect to enclosures is the more applicable ordinance, and this fence does meet all of the enclosure requirements of the ordinance. He said he thought it was misinformation or misrepresentation to only list the fencing that the staff provided. They also provided a lighting plan with a submission for the revised lighting. Only the front two lights were revised. He said the lighting plan was included and the lights were approved by ASCC with the guesthouse; they just changed the lights on the front door of the main house, and only two of them were changed. He said the comments made on the trees were misinformed and misunderstood. They went several rounds

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before they could get people to look at the submission and the reports were submitted in the original package showing groundwater at seven feet, and the redwood trees meet every aspect of the micro-climate in the Conservation Committee's findings.

Vice Chair Wilson invited questions from the Commissioners.

Commissioner Sill asked for clarification whether the generator and fence are located within the 50-foot setback. Mr. Warr said outside, behind the 50-foot setback, and the enclosure as well. He added that the enclosure I allowed to be up to 28 feet tall, with ASCC approval. Commissioner Sill questioned him regarding obtaining HOA approval. Mr. Warr said they will have to do it, but the Town enforcing it is illegal. Commissioner Sill said that may be true but people within Westridge have to get HOA approval, and within the Ranch they have to get HOA approval, and within Blue Oaks as well, so he didn't understand why this didn't have it. Mr. Warr said they did.

Vice Chair Wilson asked what other sites they have for their generator. Mr. Dolin asserted that they did not pour the concrete pad until they had the Commission's approval and now they are asking them to move it. Mr. Rossi said the current location is next to a very large PG&E transformer as well as the main gas service for the property. All of the utilities are located within the same area and intended to be screened as shown on the approved ASCC plan. All utilities, both the original transformer, the original PG&E meter and PG&E gas meter and this generator are located together, per the prior approved ASCC plan. Mr. Dolin said there is of conduit that has been laid as well.

Planning and Building Director Russell said on the ASCC previously-approved plan it shows small notes – a symbol and a number for the electrical and some of the equipment grouped together to the side of the guest house, but it is not shown on the civil plans and is not shown on the architectural plans. There is no elevation, fencing detail, it is not to scale. It is just a little note, so their determination was that the actual final location of it, the appearance of it, those things were not approved by the ASCC with the previous approval. Director Russell said it is also in a slightly different location, shifted over from where it was shown on the landscaping plan.

Director Russell said they recognize there was a disconnect, but it is staff's interpretation that the details of the generator have not been approved by ASCC, so it is either left up to the Planning Director or the ASCC to approve changes. She said she referred it to the ASCC because she thought it was significant. The exact location and the enclosure detail, she found significant and worthy of ASCC review. Vice Chair Wilson agreed with Director Russell. Mr. Rossi said this was a misrepresentation and that the City staff asked them to put fencing in. they did not want to put fencing in. They did not plan to put an enclosure in and were happy with it per the ASCC plan. It was under the building permit submission process that this was requested, an enclosure and the elevation plans. He said there was no reason to put the location of this information on a civil plan. It was submitted on the approved landscape plan which showed the utilities. He said he didn't understand why a civil and architectural plan needed to be submitted for ASCC approval for a landscape plan. It doesn't make any logical sense to anybody who does this on a day-to-day basis.

Planning and Building Director Russell responded that the relationship to the setback is important and is why it would normally be shown on an architectural or civil plan, where the setback would be shown on the landscaping plan and those kinds of details would be included. Mr. Rossi said the setback was shown on all of the plans, the building permit submission and

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the landscaping submission. He agreed it is important, and was shown on all of the plans, including the submission for building permit to prove that it is outside of the setback. Assistant Planner Parker added that there was an application for a generator and an underground tank for the guest studio where the redwood trees were installed, and those civil plans indicate that there is a generator pad and the location of the propane tank, and there is no note either of an existing or a proposed generator pad or propane tank being installed. His recollection was that revision was done in approximately October of 2020. Mr. Rossi again asserted this was a misrepresentation of fact. He said the civil engineer submitted the application for them for the studio's generator at the request of the Building Department. Everything they do is at the request of the Building Department. He said neither have they ever asked them to get an HOA approval for the generator pad for either location, the studio or the main house and that their civil engineer and the City approved the studio's generator without an ASCC approval. It wasn't until after the ASCC already approved the main generator for the main house. Mr. Rossi said these were vast, complete and total misrepresentations of fact and still does not remove approval of the ASCC-approved landscape plan because it is not on a civil plan, and you don't just erase an approval because a civil plan doesn't also have the generators shown on it. He added that he thinks it is a preposterous representation from the Department.

Vice Chair Wilson wanted to know if there is any other position for the generator and fencing that has been considered. She said, looking at the view from the road as a neighbor, as a resident, she feels it is obtrusive and obnoxious. She said her question was as to whether or not it could be moved so it wasn't so obnoxious and blatant. Vice Chair Wilson advised that it is not within the Town guidelines to have the generator basically on a ridge line. Mr. Dolin said she can show them the guidelines. He said he is surprised that this is happening this late in the game and at a minimum it is irresponsible after they have poured, not only the pad, but conduit that they have already done, amounting to tens of thousands of dollars they have already put there based on their belief that it was approved. Mr. Dolin expressed disbelief in the questions. Mr. Rossi said this is the most appropriate location for the generator because it is the same location where they will screen the transformer, which is a separate structure as well as the rotary gas meter which is a separate structure and the main PG&E servers and switch gear and meter, which are all collected together. He said when the original ASCC plan was approved none of these objections were brought up. The pad location for all of those items were listed as well as the generator location. The only other location would be the meadow, also out of the setback and more obtrusive than screening them all together with landscaping next to the owner's driveway. He said the way the pictures are presented makes it look obtrusive, but it is actually not at all. It would be more obtrusive to separate all of the utilities. Vice Chair Wilson said she had visited the property twice today and said she had to do it twice, because she couldn't believe it the first time. Mr. Rossi said his opinion is it is not obtrusive.

Commissioner Cheung said it doesn't sound like there's a dispute as to whether or not this was represented in some form on the plans that were approved, and he was curious to know what the distance is. If there could be agreement on what that distance is he asked to hear it. Assistant Planner Parker advised at this point that he had disabled the ability for panelists to unmute themselves, to regain order in the meeting. Mr. Rossi said the current generator pad location is approximately in the location for the prior ASCC approval plan and is outside of the setback, verified and surveyed to be so, and not within 50 feet of the public right-of-way as indicated on the building permit application. Commissioner Cheung said he understood that there was a disconnect in what was meant by the representation in the previously-approved plan, but asked if staff agreed that it is in the approximate location of how it was marked in a previous plan. Even if there was disagreement on what the marking meant. Planning and Building Director Russell said when she looks at the plan, she thought it was in a slightly

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different location and shifted the way that it is shown on the landscaping plan compared to the current plan. She said they could try to show that through a screen share. Director Russell said they want the applicant team to have the opportunity to participate in an orderly manner. Assistant Planner Parker showed a comparison of the placement of the generator on the plan in the staff report compared to the landscape revision plans. Director Russell commented when looking at the items in relation to the house, that they do seem shifted over away from the driveway. Also, she was not able to identify the setback line on the landscaping plan. She said from staff's eye the generator is in a slightly different position and that it shows the relationship to the setback line, and in the previous plan they did not have that information or the construction details. Director Russell said she thought the Commissioners could ask more questions of the applicant or take public comment at this point and then come back for discussion.

Vice Chair Wilson agreed that the applicant could be given a chance to respond. Assistant Planner Parker enabled the panelists/applicants to unmute and speak. Mr. Rossi said he wanted to add that the convergence of all of the utilities, predominantly PG&Es in terms of gas and power, is the only deciding factor on where the pad was located different from the drawings which are representational, and there are a lot of utilities going into and out of the location. Mr. Warr said he thinks it is clear that the landscape plan identifies where the gas meter is, where the electric meter is and where the generator is going to be, and they are within a few feet of each other. He said he recognized the landscaping plan that Assistant Planner Parker showed didn't have the 50-foot setback in it. If anything, the generator being applied for is fully in compliance as well as the fencing. He advised that Mr. Dolin left the meeting and is angry and feels that he has a legal basis that he is being discriminated against. Planning and Building Director Russell advised that they go to public comment and continue.

Vice Chair Wilson opened the meeting for public comment.

Stephanie Dolin said she has two kids, one of which has special needs. They just moved in in May and are very anxious to get the house the way they would like it. She said she met with Westridge Homeowner's Association's architectural group and walked the property prior to start of construction, and one of the things she is interested in is revitalizing the meadow. She worked with them to try to keep that as open as possible. The Committee said it might take five to seven years, but she wants to revitalize it with native grasses and remove the invasive species. She said she loves living there, loves the trees, and the landscape for her is intended to fit into where they live. They walk the horse trail with kids and dogs and she does not want it to be unattractive as they walk or drive up the street. The landscape is very important to her and is part of why she loves living there. She thinks what they've been trying to do is come up with a place to pull all the utilities together in one area and shield it from the road in appropriate ways. She is letting the experts tell them what the rules are, and if they need to get a lawyer to come and tell them. Her understanding was it was already approved. They poured the concrete. Conduit was laid. She is working with the landscaper who is finally able to start working on the property and get it back to looking beautiful and start removing the invasives and put in more natives to revitalize and clean up the area so it's beautiful for them and for passersby.

Ms. Dolin said it is hard and frustrating to have this go so slowly. It has been challenging with COVID and delays, but she wanted to let them know she is very much cares about how the community and the neighborhood feels about how the property looks. She thinks what they are doing is in line, and she wants to make sure that it stays that way. She invited Commissioners to come talk to her personally or walk around with the landscape architect and give any comments about revitalizing the meadow, and she would love to hear them. She met with the homeowner's

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personally about it a few years ago. She asked that they reach out to her personally as a homeowner. She remarked that what the Commission is doing sounds illegal, cutting off their right to protest in a meeting just because it's not public. She said she didn't want to have to go that route but thinks if they are not seeing cooperation that may be the road that they have to go.

Vice Chair Wilson invited discussion among the Commissioners.

Commissioner Sill commented on the light fixture and said he saw no issues with it. Regarding the generator and underground tank and associated items, he said he doesn't have the same "level of heartburn" as everybody else. As long as the fencing and generator are outside the setback area it seems to him that it is legal and he thinks with some level of appropriate screening with landscaping plants it will be okay. He said it's not ideal and would be nice if it could have been somewhere else but understands the position of the application team and thinks they have some reasonable reasons for where it is where it is and that those can be mitigated by planting choices. He thought it was important that it be outside the setback. If not, there's a problem and something would have to change. Regarding the redwood trees he has concern, not because they're redwoods, but because the trees are planted in a line, not a perfect line but close. He said he was there today and it looks like a big ugly redwood tree hedge to him and does not meet the landscape section of the Design Guidelines which is very clear, "avoid linear plantings," "plant in random growing areas." He said the other two things he thought were okay, but he is uncomfortable with the trees, regardless of what kind.

Commissioner Cheung said his sentiments are similar. The lighting fixture looks fine. Regarding the fencing and generator, he also believes if it is within the setbacks, it seems approvable. More importantly, it seemed very clear that the issue with the generators is a misunderstanding as to how things are represented and approved, and given everything that's been going on that could excuse that kind of misunderstanding and the fact that the Commission had approved a plan indicated a generator in a close vicinity he felt it was approvable at this point in terms of fencing and generator and he thanked the applicant for being willing to do the enclosure to improve the visual impact. Regarding the redwood trees, he wasn't sure if he was comfortable raising new concerns as the item comes through the process again. He hoped that the nature of the redwoods could somehow combine together with the redwoods across the street visually and even structurally. In terms of what had been stated as the original reason to consider the suitability of the redwood trees, the Conservation Committee okayed and revised their opinion based on the information provided by the applicant so he thinks it is approvable as well at this point. He was interested in recommending approval on all three items in full consideration of the individual circumstances. He said the level of miscommunication and the stress levels apparent is unfortunate and makes him sad to see it. He said he didn't have the impression that there is any kind of deliberate attempt to sneak things in, and he didn't think the ASCC approving it would generate willingness to do that, so his recommendation was to approve.

Vice Chair Wilson said, although it is rare that a chairperson disagrees with the other commissioners, she has always felt that this property was pushing the boundaries and pushing the envelope and trying to make things more obvious and more blatant that it didn't fit in with the Portola Valley Town Guidelines, which are to melt into the landscape, to be unobtrusive, to not be obnoxious. She said she felt that about the generator and its current situation and about the fencing. Also about the redwood trees, because even though there is a forester that has said there is underground water, if any other neighbors on the other side apply to put in redwoods, they wouldn't be granted there because it isn't riparian and isn't fog drip. They also would not say to plant them in the fence line. When they follow the guidelines they have drawings which

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say “this” and “not this” and on at least three items this residence goes with the “not this” part of the drawings, the fencing and landscape, the way something is sited and in fact the only things she can agree with is the lighting. She said she thought they may have to split the things down into three separate items for a vote. She welcomed any further guidance from Director Russell, who thought splitting the vote would be a good way to go, given the feedback from the Commissioners so far. She referred them to the draft conditions of approval. She noted that condition number four was drafted as a revised landscaping plan detailing the additional landscaping for screening the generator, and would need to be incorporated into the landscaping plans that they have on file. As drafted, it would have two members of the ASCC in consultation with the Conservation Committee to look at the revised plans for all the final details.

Commissioner Sill moved to approve the different light fixture as proposed. Seconded by Commissioner Cheung, the motion carried unanimously.

Commissioner Sill moved to approve the generator and fencing as proposed, with condition four as recommended by the Planning staff. Seconded by Commissioner Cheung, the motion carried (2-1), by roll call vote, with Vice Chair Wilson opposing.

Commissioner Cheung moved to approve the redwood trees as planted. There was no second.

Commissioner Sill commented that his objection was that they were planted in a line. He thought one thing the applicant could do to mitigate that is to take out one of the center trees so that it was one tree and then two trees, so it wouldn't look so much like a line. At that point, he could vote for leaving the remaining trees. He could not support the four trees in a line, because to him it clearly violates the Design Guidelines. Mr. Warr remarked that, at the risk of having his head chopped off by Ron Dolin, he would recommend that the owner accept that mitigation. Mr. Rossi agreed that the owner would be open to ensuring that the trees are properly staggered per the guidelines, and didn't think there was any intent to plant them in a line. If there is some staggering required or requested by the Commission, the applicant would be open to that. He thought it seemed like a nice solution to get this behind everyone, better than no trees.

Vice Chair Wilson said she wouldn't be happy with this. Mr. Rossi thought the applicant would be willing to ensure there is adequate staggering. If the Commission is open to having the registered forester guide the placement with the Conservation Committee, they would be happy to accept that. Vice Chair Wilson said it is very rare that she actually disagrees with the Conservation Committee, but she does on this, because she doesn't think it is the right area for them. She said Mr. Dolin believes the immediate neighbors aren't affected, but it's not just about the immediate neighbors when talking about redwoods. It's about people going along Westridge, the neighbors to the left and right, and they will all be affected by more redwoods in that area when on the other side you do have a fence of redwoods which were probably planted 20 or 30 years ago, and the owners haven't taken them down yet. She said those are in the wrong area, but just because those are in the wrong area doesn't mean that there should be more planted in the wrong area, even if there is some sort of underwater system. She was surprised the Conservation Committee changed their mind after their three meetings in which they said they were in the wrong area.

Mr. Rossi said he respects and understands her view, and they did go through every single item line-by-line of the micro-climate requirements and the Conservation Committee, with the registered forester, considered the area a transition between a wooded oak and a micro-climate of riparian due to the location of the creek. The low groundwater is due to the creek, but he respected the Chair's views. He said there are a lot of redwoods in the area and it looks good to

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him, but he understands he is not in the position whether it looks nice or not nice. Vice Chair Wilson said if you look at the redwood trees on Ford Field, they're dry and dying and have had to be limbed up. So there is no of obfuscating of the area behind. You can immediately see everything behind because the redwoods aren't happy there, so all Mr. Dolin needed to do was go and look at those trees in Ford Field and see how happy those trees are going to be in a few years, but he still planted them without even asking Conservation first. She said he does these things and then retrospectively comes back and says, "This is what I want to happen," and that's not how the ASCC works. Mr. Rossi said, speaking from his own perspective, the trees across the street are maybe 80 years old and are doing well. There are oak trees in the area that are not doing well. They reviewed the scenarios with those trees with both the certified forester as well as with the Conservation Committee. He said he respects the Chairperson's views, but they haven't had walks with the Conservation Committee and the certified foresters. The trees will do well as the trees across the street have done well. These are not the trees like Ford Field. The trees across the road are doing well and thriving and all on the same order of creek that runs through the road perpendicular to Westridge. Vice Chair Wilson said since she is in the minority she would be quiet.

Commissioner Sill said he went into this with the opinion that Vice Chair Wilson was taking now, but he placed weight on the fact that the Conservation Committee withdrew their objection as to him that is significant. He hasn't seen them do that before and since he is not near the expert at landscaping and gardening, he went with what the Conservation Committee says. The fact they have withdrawn their objection, he is no longer worried about the redwood trees. His objection was to them being planted in a line, and if they can do something to mitigate that, move one or two or get rid of one, something so that it doesn't look like a redwood hedge then he is comfortable with it. It does look to him like across Westridge there are some healthy redwood trees. The ones around Ford Field don't look good but there are some healthy ones across Westridge.

Planning and Building Director Russell clarified that there had not been a motion based on less trees or changing the grouping, and there would need to be a fresh motion on that.

Commissioner Sill moved to approve the redwood trees with some modification to eliminate the linearity so that either one of the middle trees is removed, or the trees are moved in such a way as to look like a cluster as opposed to a line, with the approval of two ASCC members. Seconded by Commissioner Cheung, the motion passed (2-1), by roll call vote, with Vice Chair Wilson opposing.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(4) Commission Reports

(5) Staff Report

Planning and Building Director Russell advised that legislation has passed that could have a significant impact on the way they review projects, including single family homes allowing two units on many properties and allows more lot splits under this law. The Town Council will be discussing this item on Wednesday in terms of their most recent interpretation of the law, SB9. They will discuss ideas about how to move forward on that. If members of the Commission or the public are interested, it would be a good meeting to participate in. They will provide more detailed information in the update to the Commission after the Council talks about it.

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APPROVAL OF MINUTES

Planning and Building Director Russell said the minutes for the site meeting at 214 Grove were not available so they will bring them back to the Commission at a future meeting.

ADJOURNMENT [7:20 p.m.]

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ARCHITECTURAL AND SITE CONTROL COMMISSION
Special Teleconference-Only Meeting**January 10, 2022****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 Al Commissioner Sill, Kenny Cheung and Megan Commissioner Koch and Chair Dave Ross
Absent: Vice Chair Wilson
Planning Commission Liaison: Craig Taylor
Town Staff: Planning & Building Director Laura Russell; Consulting Assistant Planner Jake Garcia

ORAL COMMUNICATIONS

Charles Beeler [phonetic] inquired regarding how to get an oak tree removed from his property which collapsed during recent rains. He and his family moved to Portola Valley recently and he was not sure of the process. Chair Ross advised that staff would be able to help with the tree removal. He welcomed Mr. Beeler and family to the town. Mr. Beeler said they live nearby and love being up in the hills, on the trails, and they are excited to be there.

Planning and Building Director Russell asked Mr. Beeler to email the Planning and Building staff at planbuild@portolavalley.net to obtain help with his situation.

NEW BUSINESS

- (1) **Architectural and Site Development Review for a new horse barn, corral, site development permit, significant tree removal and new landscaping, File # PLN ARCH0007-21, 270 Mapache Drive, David and Jane Pejcha (J. Garcia)**

Jake Garcia, Consulting Assistant Planner, presented the staff report. The project consists of a new horse barn, corral and new landscaping. The 108,900 square-foot lot is zoned residential estate. It is an interior lot along Mapache Drive. The property is surrounded on all sides by single-family residential located in the same zoning district. It is gradually sloped uphill at the front and moderately sloped downhill at the rear of the property. There is an existing single story main residence and a storage shed attached by an existing carport, which are proposed to remain. The applicants propose to construct a 128-square-foot horse barn and a 1,180 square-foot, fence-enclosed horse corral area which is partially covered by an overhang roof structure attached to the new barn. Mr. Garcia explained that the proposed floor area increase is well within what is permitted for the site. The applicant also proposes to replace and expand the front and rear patios areas with concrete slab pavement. The rear patios are to include concrete seat walls and a path that leads out to a new fire pit area. Also proposed is an 11-foot-wide seasonal dirt road with a 13-foot-wide trailer turnaround area that extends off of the existing driveway to the rear of the property for access to the proposed horse barn and corral area at the rear of the lot.

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Mr. Garcia described the proposed new landscaping of entirely native plants, primarily at the rear of the property near the new patio space and along rear property lines. Minimal plantings are proposed at the front of the main residence. No significant trees are proposed for removal. A total 1,685 cubic yards of soil is planned to be cut and/or filled in order to construct the proposed site improvements.

Mr. Garcia shared the barn and corral area elevations, which include the small building structure and attached metal panel fencing. He noted that proposed materials and colors are consistent with the Town's Design Guidelines and include exterior finish colors of grange hall for the fascia, with chocolate milk for the trim. The roof is proposed to be a gabled wood frame roof with shingles in the color autumn blend. The site plan reflected the new patio areas located at the front and rear of the main residence, including a path leading to the newly-proposed fire pit area and the 11-foot-wide seasonal dirt road and trailer turnaround area which will access the rear of the property.

Mr. Garcia shared additional details on the 6,311 square feet of landscaping, which will include plantings in natural groupings throughout the site. There will be minimal planting at the front of the main residence, planting around the rear of the residence and planting for additional screening near the rear corner of the property. Landscaping is proposed to be entirely native plants, and will utilize 67 percent of the maximum water allowance.

Mr. Garcia described the site development and grading, including 1,685 cubic yards of soil movement which is subject to site development permit at the Planning Commission level. The grading is proposed for the new horse barn, corral, and seasonal dirt road driveway. The proposal is to move soil from the middle section of the property to fill in at the rear of the property for use in creating a level surface for the horse barn and corral area, which are approximately 174 feet from the rear of the existing house. The proposed seasonal dirt road would connect the existing house and driveway to the new horse barn and corral area.

Mr. Garcia noted Portola Valley Municipal Code 18.56.010, which defines impervious surface. He said the Town website includes the guiding interpretation of impervious surfaces as, "surfaces that will not allow or will greatly reduce the penetration of water into the ground, including concrete, asphalt, bricks, paving stones, swimming pools, turf stone, plastic sheeting, compacted gravel or rock areas, any gravel or decomposed granite areas or paths wider than four feet and corrals and similar surfaces." Additionally, if the property has an exceptionally long driveway, that portion of the driveway which is further than 100 feet from the residence would be considered exempt. The project includes an 11-foot-wide seasonal dirt road with a trailer turnaround extending from the existing driveway to the newly-proposed horse barn and corral structure. The road and turnaround area is 4,536 square feet in area, and is not included in the impervious surface calculation totals by the applicant. If the dirt road and trailer access were included in the impervious surface area, it would exceed the maximum allowed.

Mr. Garcia said staff requests determination by the ASCC as to whether the seasonal dirt should be included in the impervious surface calculation and has provided an analysis of the seasonal dirt road and impervious surface within the staff report.

Mr. Garcia advised that notice was sent to all property owners within 300 feet of the project in advance of the ASCC meeting. No additional comments were received by staff since publication of the report.

Chair Ross invited questions from the Commissioners.

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Commissioner Koch asked if there is lighting with the barn. Mr. Garcia replied that there is no lighting being proposed for the new barn.

Commissioner Sill said assuming they go along with designating the seasonal dirt road as not being impervious surface, he wondered if they could make sure that in any projects in the future it would need to be counted as impervious. Planning and Building Director Russell thought it would be appropriate to make sure that designation is clearly stated in the plans, so that if the project were approved by Planning Commission, that detail would be reflected into the record. She said the building permit plans are often the best place to keep record of such things, because people pull them when they come in to do future projects, and staff will naturally look at them for future projects.

Commissioner Cheung asked for a reminder of what the siding material was proposed. Mr. Carter Warr replied that it is a plywood material.

Chair Ross said the thumbnail description of the project indicates that there would be significant tree removal, and he wondered if that had been changed. Mr. Garcia confirmed that there will be no significant trees removed in the plan.

Planning Commissioner Craig Taylor asked to see where the fill would be, and this was pointed out to him by Mr. Garcia, with some of the cut proposed at the mid portion of the site to be placed at the location of the horse barn and corral area to level the area, since existing site conditions show it to be down-sloped.

Chair Ross said he gathered from the presentation that there would be no soil off-haul, rather just moving it around on the site. Mr. Garcia verified this was correct. He said there is also a proposed import of soil.

Hearing no further comments, Chair Ross invited comments from Mr. Carter.

Mr. Carter remarked that they have tried to develop the project as a relatively minimal project to allow the applicants to have a place for their horse and their ponies for the kids. He said Portola Valley has historically been very supportive of horse facilities, but the ground does need to be a little more level than what it is currently. The movement of ground from one part of the site to another as well as bringing in some import soil will accomplish that. He said the barn is as minimal as possible, with only a tack room and a feed room and cover, essentially a loafing shed, as it is called in the horse community. He said the driveway is intended to be pervious as a seasonal access road. He said overall they are trying to keep it simple.

Chair Ross invited questions from the Commissioners. He asked Mr. Warr if the applicant would be comfortable with a restriction on the building permit plans prohibiting any sort of paving of the seasonal dirt road. Mr. Warr felt that would be an overreach, because there is some allowed impervious surface area that could be developed. He thought that the limitation of the existing impervious surface is probably adequate rather than limiting what they could or couldn't do on the dirt road. He said the dirt road by itself, because of its shape, is likely to be two tire strips until it gets to the turnaround. While it is indicated to be 11 feet wide, grass and vegetation will grow in between the tire strips, and the strips will be more compact and legitimately could be counted as impervious surface even if they weren't gravel. He said he was ambivalent about a restriction but felt the impervious surface limit is probably the limiting factor.

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Chair Ross said his concern was that either the present property owners, or more likely a future owner, could put down gravel without going through a permit process. Even if there was a restriction stated in the plans, someone could fail to apply for a permit, and it would not come to the staff's attention unless through a neighbor's outreach. Mr. Warr replied that he felt the alternative before going to the Planning Commission might be to develop what the tire strips would be and the turnaround, and clarify for the Planning Commission what the impervious surface would be at that point. The physical ramifications would not be different than what would be recommended for approval by the ASCC. Two one-and-a-half-foot-wide trips going from the garage area down to the turnaround, versus 11 feet wide, would probably be 70 percent less impervious surface and would accomplish all of the needs of the applicants and likely any future owner. He said there probably wouldn't be any reason why anyone would want it to be paved more substantially. Chair Ross agreed with the suggestion to have that calculation available in case the question arises with the Planning Commission.

Mr. Pejcha, applicant, expressed that they have been here for 10 years, hoping and planning for something like this. He said they love the community, the neighbors and want to take care of the land.

Chair Ross invited public comment on the item. Hearing none, he closed the public hearing and invited discussion among the Commissioners.

Commissioner Cheung commented that it looks like a reasonable project. He appreciated the scale of the project and thought their intent for a minimal design translates through it. He appreciated the new barn being centrally located and considerate of the neighbors, and the avoidance of a large amount of cut and fill. Regarding the impervious surface, he felt it seemed like a large amount to be adding and but remarked that the property is so large that the biggest detrimental effects will likely be local to the site during the worst rain events. He felt the applicants would be self-motivated to get the drainage right during implementation. Regarding the siding, Commissioner Cheung said he felt a duty to mention the new ordinance. Although it likely does not apply to the project due to the date of application, he pointed out that new construction will be requiring Class A exterior materials for non-combustibility in case of fire. He wanted to make the applicants were aware of this, and although the spirit and reasons behind their proposal are clear and understandable, he simply suggested that they moved towards noncombustible siding for what is intended as a permanent structure. He suggested that it would be possible to make it look exactly the same as with the proposed materials. He wished the applicants luck in what they are trying to achieve.

Commissioner Sill agreed that it is an excellent proposal, sited well, avoiding impact on neighbors, with no new lighting or tree removal. He felt the earth movement is reasonable given the site, and said it is great to see this project that supports horses. He felt they are losing a little of that in Portola Valley. Since horses are an important part of their history, he was thrilled to see the applicants making an effort to continue that history. Commissioner Sill said his one concern was the issue around the seasonal dirt road, although with Mr. Warr's idea of counting only the tire tracks as impervious he was more comfortable with it and not too concerned about it. He felt the landscape plan is very appropriate and the analysis of staff's findings were good, and he agrees with them. He said he was completely in favor of the project.

Commissioner Koch understood why the horse corral and barn are placed in the back of the property, which requires the creation of the long dirt path. She said the front slope is quite extreme, and if they needed to create an environment for the horses, it would cause significant disruption to the soil and impact neighborhoods. She understood why they were moving it to the

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back and was comfortable with the dirt road and its extent. Regarding materials, she said it would be great to also have a different roof material, because the composite roof, though fire resistant, is not non-flammable in designation. Since it is a smaller structure, she said it may be within their budget to provide a safer structure for their animals and for their property and they neighbors. She thought the color choices were great, and she supported the findings.

Chair Ross said it looks like an excellent project. He suggested that if the applicant wishes to change the siding and roofing materials that they not be required to come through the full ASCC process but that a single ASCC member could review a potential change, to simplify the process for the applicant. He felt all the required conditions of approval are easily met, and he was very comfortable with the grading and the explanation of the seasonal dirt road. He was in favor of the proposal and invited a recommendation to Planning from the Commission.

Commissioner Sill moved to recommend to the Planning Commission approve the application.

Commissioner Cheung suggested adding the recommendation to change materials to comply with the new Town Resolution. Commissioner Sill was comfortable with this. Seconded by Commissioner Cheung, the motion carried, 4-0.

Mr. Warr asked when this might be before the Planning Commission. Director Russell advised that February 2nd would be the tentative date.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(2) Commission Reports

Commissioner Koch said the Wildfire Subcommittee has been working on small community test programs, the idea being a group of 10 to 15 homes on a street or a smaller group where they have Woodside Fire or an outside source come in to assess and evaluate the properties and give recommendations on how they can become more fire safe, and also to provide them with a list of contractors or handymen who would be able to help them with their work. The idea would be to also encourage community involvement in helping fellow neighbors who may be unable to do the work on their own. They discussed having these possibly around a chipping program, whether with the existing biannual chipping program or Woodside Fire, to see how this works and to assess how responsive the neighbors, how effective the program could be, and whether it could be a model for the rest of the community. Commissioner Koch remarked that it can seem overwhelming and daunting, expensive and scary for a homeowner to have someone examine their property and report on all the things they need to do. Commissioner Koch also reminded the Commission that she will be leaving the Wildfire Committee due to having too many other commitments. She will stay on as Liaison to the Committee, along with Town Councilmember Jeff Aalfs, followed by Councilmember Sarah Wernikoff when he leaves. Both with continue to discuss this pilot program and hopefully see it come to fruition in the spring.

Chair Ross asked Commissioner Koch if the advice that would be given would relate to both the site and the structures, and things such as which kind of roofing would be better for a given house, et cetera. Commissioner Koch said they would not necessarily expect to see those kind of big changes, but things like changing the venting materials and how much flame or ash could get through the vents. Also, gutter management. She said re-doing a roof could be a suggestion that is made, but would be an extreme. There could be brush management and removal of plantings near the structure recommended, and that sort of thing. She said people are nervous to do this, because it seems daunting to do on their own and also very expensive. She said

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there may also be fear that if Woodside Fire came onto someone's property and saw something that doesn't conform to some regulation that the person would be in trouble for it. She emphasized that it would simply be someone coming in to show people how to best protect their property.

Commissioner Koch said the Committee also would love to see if, after a neighborhood – for example, Canyon Drive, already a very neighborly community – if they've done changes and improvements to their hardening whether their insurance has noted and/or cared about that. Chair Ross said it was interesting and hoped it would come to fruition and be useable by people. He thought an ongoing process of vetting vendors and contractors might be among the most difficult components. Commissioner Koch agreed and said they won't make recommendations on who people should use, but will give them a list of those they know of to choose from, from arborists to fuel mitigation companies spoken of in the past, or just even someone's handyman or a local gardener who can clear some things, and just putting together a pool of resources for people.

Commissioner Taylor asked if they had looked at the Fire Safe Communities, because it sounded like they were in some ways replicating what they do. Commissioner Koch said they are talking with them as well. They are trying to do this test program specifically in these small communities to get information from it and find out if everyone will participate. For example, if ten homes are chosen, how many will participate? If a chipping program is available on a date other than the designated times, will it encourage people to participate? The Committee's idea is to encourage the community to work together, help each other, share resources. In Woodside they are also working with the Neighborhood Watch type of groups, because they are also a neighborhood communication area. They have not designated specific streets.

Commission Taylor said Fire Safe is a national program in which a community gets together. He noted that within WPV-Ready, one of the communities just became a Fire Safe Community. He thought PV Ranch was a Fire Safe Community as well. Commissioner Koch said this is the designation that they would love for the streets or groups to have, to advertise what they did and the idea that other groups can do it, too. Commissioner Taylor said as a program they have a set of items to do to be officially labeled as such. Commissioner Koch said they could have Woodside Fire come out and look, or one of the other companies. She noted that there are many community members that can't even walk their own properties to see what needs to be done, or just don't have the time to do the checklist. She said the support they create will be valuable, and with everyone doing at least a little something to help each other out it could benefit the entire town. Commission Taylor suggested coordinating with WPV-Ready because it seems they are doing the same thing.

Chair Ross invited public comments on the Commission Reports. Hearing none, he closed the item.

(3) Staff report

Planning and Building Director Russell announced that the Neely Winery application was approved after considerable conversation with the Planning Commission around the conditions of approval, and there was no appeal of the decision, so it will not be going to the Town Council; the Planning Commission decision is final. Staff is finalizing the conditions, and they will be posted on the Town website.

Related to the Fire Station, Director Russell said that they needed to make some additional

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changes to their landscaping to meet the recommendations of the ASCC. They are working with staff on doing that, and they will be following up with two ASCC members.

Director Russell reported that there will be an important meeting on the 18th of the Ad Hoc Housing Element Committee, at 4:30. They will discuss fire safety in particular. There will be a couple of guest speakers, including the Community Development Director from the Town of Paradise, who will speak about some of the lessons they learned, and to impart her wisdom on the Town's Housing Element process. Zeke Lunder, who is the Fire Safety Consultant for the Safety Element from Deer Creek Resources and a fire GIS mapping guru, will also share with the group. Don Bullard from Woodside Fire Protection District will be in attendance as well as the Fire Chief, if he is able to be. Director Russell said the public can attend via Zoom, or it will be recorded and can be watched later if desired.

Commissioner Taylor asked when they would have the final resolution for the Neely project. Director Russell replied that it will be after she is able to read, edit and send it to them.

Chair Ross wondered if at the next meeting they should go through the election of officers process for Chair and Vice Chair. Vice Chair Wilson was away this week, and Chair Ross will be away at the next meeting and plans to attend via Zoom. He thought it would be legal since he will be in California. Director Russell advised under the Governor's order they don't have to be California now, just have to be available for the Zoom meeting. Commissioner Sill said he will also be on the road for the next meeting and planned to call in from Utah. Director Russell said as long as they are under the Emergency Orders allowed by the State and designated by the Council, they will be good. Chair Ross commented on the possibility of returning to in-person meetings. Director Russell said they still have to get the equipment set up in the schoolhouse which will allow for hybrid meetings when it is appropriate to do so. It will depend upon the timing of the current variant as well as the physical improvements needed for the schoolhouse.

Commissioner Cheung wondered if it was possible to entertain a half-hour change in the meeting time to facilitate scheduling issues for his family. Chair Ross thought this was worthy of considering. Director Russell said it should be put on an agenda for discussion, stating that she would add it to the next meeting to discuss meeting times and potentially take an action. Commissioner Koch remarked that, if and when they go back to in-person meetings, the later meetings might be more suitable for applicants to join. A 3:30 meeting may have to be in the short term, because the in-person meetings would require people to travel to the site, and she assumed they would go back to later meetings again.

Director Russell said it would be a topic for discussion. The ASCC can decide if they would like to go back to evening meetings. She said they have found generally during this time people have been available, but they don't know if this was because it was possible to do it over Zoom. In the hybrid format, they will still be on Zoom, so they may be able to have some planners presenting from home, as well as applicants. They will need to work though what will work best for ASCC. She added that they don't want to give away the best parts of the ASCC discussion, which is the sort of hands-on practical portion. Chair Ross suggested that a broader discussion item for the next agenda might be around what a hybrid meeting might look like in addition to when it might be held. He said personally he missed handling the materials board, which he feels is often helpful to see, rather than a photograph of the proposed materials. His feeling was that there are some things about an in-person meeting that can't be replaced with a Zoom meeting.

Commissioner Taylor asked that the ASCC consider the impact to the public. He said is hard for

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many to attend around this time as it is in the middle of their workdays. Although the applicant will have to show up, because they want the approval of the ASCC, he worried that public participation might be limited with having it in the middle of the workday. Chair Ross said he was formerly a member of the corresponding review agency in Palo Alto for several years, and they met at 8:00 in the morning, with meetings sometimes going four or five hours, which was an extreme burden on members of the public, so he understands that issue.

Chair Ross invited comments from member of the public on the staff report.

Caroline Vertongen thanked the Commission for their time and efforts to represent the residents and their values. She questioned Director Russell about the Neely project. She wanted to understand when it was approved. Although there was no appeal, there were several committees have not participated, one being the Traffic Committee. She wondered how it will come forward. On the Fire Station, she noted that there were some conditions. One Commissioner wanted to have a soil inspection. She wondered if that had happened and if it will go forward. She asked about the 214 Grove project listed for October 11th and then postponed to a later date. On the Neely project, she also asked about the sewer system and whether they are connected to sewer or septic because they had asked and had gotten conflicting answers. She thought Director Russell had said they are now on septic, and the Neelys said they were still on sewer.

Director Russell advised Ms. Vertongen to send her a direct email and she would give her more detailed answers, but the Neely CUP was approved on December 1st. The Bicycle Pedestrian Traffic Committee did review the traffic study. She also advised that 214 Grove was approved by the ASCC at a field meeting held after the Zoom meeting.

APPROVAL OF MINUTES

Chair Ross noted that there were two sets of minutes to review. On the meeting of October 11, 2021, there were three people in attendance, with one being Vice Chair Wilson, so he said they don't yet have a quorum to approve those minutes. Planning and Building Director Russell reflected that staff believes they are allowed to vote on them. The Commission's practice has been to abstain if they were not at the meeting, so it was their decision whether to vote on the minutes now or to wait. Chair Ross felt there was no harm in holding the October 11 minutes until the next meeting.

There were no corrections on the December 13, 2021, minutes, and no public comments.

Motion by Commissioner Koch to approve the minutes of the December 13, 2021, ASCC meeting. Seconded by Commissioner Sill, the motion carried unanimously.

ADJOURNMENT [4:57 p.m.]