



# TOWN OF PORTOLA VALLEY

6:00 PM – Architectural Site Control Commission Meeting  
Monday, June 26, 2023

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## SPECIAL FIELD MEETING

### 3:30 PM – In Person at 166 Corte Madera

Application for a new garage, 171 square foot main level addition, and 447 second story addition above garage including a wrap around deck. The proposal exceeds 85% AMFA.

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## SPECIAL MEETING AGENDA

### HISTORIC SCHOOLHOUSE - 765 Portola Road, Portola Valley, CA 94028

**Remote Public Comments:** Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to [jbourne@goodcityco.com](mailto:jbourne@goodcityco.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.

### VIRTUAL PARTICIPATION VIA ZOOM

**To access the meeting by computer:**

<https://us06web.zoom.us/j/87152500583?pwd=UUdtTUh0V1Q2c0pINUtKYVJnV0xZUT09>

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

**Meeting ID:** 871 5250 0583

**Passcode:** 767548

**To access the meeting by phone:**

1.669.900.6833 or

1.888.788.0099 (toll-free)

Enter same Meeting ID and Passcode

\*6 - Toggle mute/unmute.

\*9 - Raise hand.

**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 or [planbuild@portolavalley.net](mailto:planbuild@portolavalley.net). 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).

**6:00 PM - CALL TO ORDER**

Commissioners Breen, Cheung, Flynn, Sill, Wilson

**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. Appointment of Chair and Vice Chair
2. Application for a new garage, 171 square foot main level addition, and 447 second story addition above garage including a wrap around deck. The proposal exceeds 85% AMFA (J. Bourne)

**COMMISSION. STAFF. COMMITTEE REPORTS AND RECOMMENDATIONS**

3. Commission Reports
4. Staff Report

**APPROVAL OF MINUTES**

5. June 12, 2023

**ADJOURNMENT**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC

**FROM:** Jamie Bourne, Consulting Assistant Planner

**DATE:** June 26, 2023

**SUBJECT:** Architectural and Site Development Review of a 1,047 square foot addition to an existing single-family residence that would exceed 85% of the allowed floor area in the main residence. 166 Corte Madera; Albert Bower and Jerome Shaw; File # PLN\_ARCH01-2023

**RECOMMENDATION:** Staff recommends that the ASCC consider the Architectural Review for an addition at 166 Corte Madera.

### APPLICATION

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On February 28, 2023, the applicant submitted an application for an architectural review of a 1,047 square foot addition of a garage and primary bedroom suite to an existing single-family residence. The proposed addition would exceed 85% of the allowed floor area in the main residence and therefore requests a floor area increase up to 99% of the allowed floor in the main residence.

The application was deemed complete on May 26, 2023. Story Poles were installed on January 5, 2023. The story pole certification letter is included as attachment 2.

### CODE REQUIREMENTS

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As required by Section 18.64.010.A.1 of the Portola Valley Municipal Code (PVMC), this application has been forwarded to the ASCC for review. The Architectural Review Permit application includes the required information and materials prescribed in Code Section 18.64.040. A request to increase floor area above the 85% allowed floor area for the main residence is required to be considered by the ASCC pursuant to PVMC 18.48.020. In addition to the PVMC, the Town's Design Guidelines were used to evaluate the project.

**PROJECT DESCRIPTION**

Site Information

The 0.33 acre (14,499 SF) lot is located between Campo Road and Prado Court with access off Portola Road. The flag lot is accessed by a driveway along the southern perimeter of 164 Corte Madera.

The property is zoned R-1/15M, has an average slope of 9.8%, and is located in flood zone “C”. There is a five-foot sewer easement and ten-foot PG&E easement from Corte Madera along the driveway that spans the entire front perimeter of the parcel.

The existing site includes a 572 SF lower level with family room, bedroom, bathroom, and unfinished basement storage area. At the lower level, below the existing garage, there is 429 SF of uninhabitable space. The main level of the residence is 1,912 SF with a 434 SF garage. The existing square footage of the residence and garage is 2,918 SF.

Project Description

The proposal is for demolition of the existing 434 SF garage and a new 429 SF garage, 89 SF stairway, and 82 SF enclosed entry area to the main level of residence. A new 447 SF primary suite with a bathroom is proposed above the garage. The primary bedroom suite includes a 231 SF wrap around deck along the southern and western perimeters of the primary bedroom suite. A 47 SF balcony is proposed at the rear of the garage. A narrative describing the project proposal has been provided by the applicant (Attachment 3).

The new garage and additions will total 1,047 SF and be located primarily within the existing footprint of the existing garage. There is no proposed landscaping or tree removals associated with the project proposal.

The proposed addition would exceed 85% of the allowed floor area in the main residence and therefore requests a floor area increase up to 99% of the allowed floor area of the main residence. A narrative has been provided by the applicant describing the request (Attachment 4).

Proposal	Square Footage	Address	Zone	Parcel Size	Average Slope
1,047 SF addition, includes demolition and rebuild garage, new primary bedroom suite above garage	3,523SF House and Attached Garage	166 Corte Madera	R-1/15M	0.33 acres 14,499 SF	8.9%

Project Data – Proposed Addition

	Code Requirements	Existing	Proposed	Remaining

<b>Max Floor Area</b>	3,525	2,910	3,523	2
<b>85% of MFA</b>	2,997	2,910	3,523*	-526
<b>Max Impervious Surface</b>	3,611	3,088	3,477	134
<b>Vertical Height</b>	28'	23'-1"	20'- 6"	7'- 4"
<b>Maximum Height</b>	34'	23'-1"	31'- 9"	2'- 1"
<b>Front Setback</b>	20'	29'- 6 1/2"	29'- 6 1/2"	29'- 6 1/2"
<b>Side Setbacks</b>	10' (East) 10' (West)	8'- 4" 10'	8'- 4" 12'	8'- 4" 9' - 3/4"***
<b>Rear Setback</b>	20'	47'- 3 1/2"	47'- 3 1/2"	47'- 3 1/2"
<b>Parking Spaces</b>	2 covered	2 covered	2 covered	--

\*Proposed AMFA exceeds the 85% and requires ASCC discretionary approval pursuant to 18.48.020

\*\*Setback Averaging used pursuant to 18.52.050

Design & Exterior Materials

- Architectural Style: Contemporary
- Shape & Orientation: Flag Lot
- Roof & Skylights: Three Skylights proposed; details not specified by applicant. Rolled Asphalt Roofing color to match existing roof.
- Structure Visibility: The massing for the project proposal is located above the garage at the southwest portion of the parcel. Gable roof is proposed to match existing gable roofing. The parcel is located on a flag lot and not visible from Corte Madera. All trees are to remain and assist with screening from adjacent homes.
- Siding: Hardie Plank siding in color Benjamin Moore Schooner (LRV 18).
- Window: Window trim and fascia to match existing color Benjamin Moore Imperial Grey (LRV 47). Window materials not provided by Applicant.
- Doors: Exterior door and garage door colors and materials not provided by Applicant.
- Railings: Railing LRV value and material not provided by Applicant.
- Decking: Decking material not provided by Applicant.

Proposed siding, window trim, and fascia meet Town reflectivity guidelines (Attachment 5). All proposed colors and materials for railings, decking, exterior doors, and the garage door shall comply with Town Design Guidelines for LRV values and 2022 CRC WUI Conformance Residential Checklist as part of the building permit submittal.

Exterior siding will consist of Hardie Plank siding to match existing color of residence. Window and fascia trim to match existing color. Sheet A-5.1 of the architectural plans provides a visual representation of front of residence (Attachment 6).

Grading

Total Soil Movement*			
(cubic yards)	Cut	Fill	Total
<b>Building Pad</b>	TBD	TBD	TBD
<b>Site Work &amp; Landscaping</b>	TBD	TBD	TBD
<b>Site Total</b>	TBD	TBD	TBD

Off-Haul: 0 CY (Site Total Cut – Site Total Fill)

Site Development Permit CY:

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

$$\underline{\text{TBD}} + \underline{\text{TBD}} + \underline{\text{TBD}} = \underline{\text{TBD}}$$

Review level required by SDP soil movement: **TBD at Building Permit Phase**

Proposed soil movement would occur along portions of the driveway that are less than twelve-foot wide to comply with Woodside Fire Protection (WFPD) requirements. Minimal grading is proposed outside of the existing footprint perimeter of the garage along the west side yard. A Geotechnical report will be provided by the Applicant as part of building permit submittal and project proposal will be reviewed by Town Geologist and Engineer during the building phase.

Tree Removal

No trees are proposed for removal as part of the project proposal.

Landscaping

No landscaping is proposed as part of project proposal.

Impervious Surfaces

Existing impervious surface consists of 3,088 SF of concrete, paving, tile, stone, and gravel. The proposed project increases the amount of impervious surface by 389 SF overall, resulting in 3,477 SF of impervious surface. The maximum allowable impervious surface area for the site is 3,611 SF and in compliance with the maximum allowed by the PVMC. Increased impervious surface area is due to expansion of the garage footprint toward the side property and for a new stairway at the rear of the garage. Additional Impervious surface area increase is due to widening of portions of the driveway that are less than twelve-foot wide to comply with WFPD requirements. Please refer to sheet T-0.2 in the architectural plans for a visual representation of proposed impervious surface areas for the site (Attachment 6).



Fencing

No new fencing is proposed.

Outdoor Lighting

Exterior lighting proposed on the house exterior consists of five (5) new lighting fixtures. Fixtures include two (2) 805 lumen sconces and three (3) 700 lumen sconces. Proposed lighting is dark sky compliant, downlit, shielded, and complies with Town’s Outdoor Lighting Ordinance. Lighting for the wall fixtures is included on Sheet A-2.3 and the lighting plan is located on sheet T-0.6 of the project plans (Attachment 6).

EXTERIOR LIGHTING LEGEND

Plan Symbol ID	Fixture Name/M	Image	Quantity	Lumens	Dark Sky Compliant
A	Wesley 1/49278 WHLED		3	700	YES
B	WAC Scoop/ WS-W20506		2	805	YES

Committee Recommendations

Reviewer	Conditions/ Staff Comments	Recommend Approval	Applicant Response
<b>Woodside Fire</b>	Attachment 7	Conditional Approval	NA
<b>Conservation Committee</b>	No landscaping or tree removals proposed	NA	NA
<b>Trails Committee</b>	No trails on site	NA	NA
<b>County Health</b>	Connected to sewer	NA	NA
<b>Geology</b>	To be reviewed at building permit phase	NA	NA
<b>Engineering</b>	To be reviewed at building permit phase	NA	NA

**STAFF ANALYSIS**

Required Findings for Approval

Section 18.48.020 of PVMC outlines findings for approval to allow 85 percent maximum allowed floor area to be increased up to 100 percent for the main residence. The findings are listed below in **bold**, followed by a brief analysis of how the findings can be analyzed.

**A. Any one of the following:**

1. **The larger building will result in a superior design for the property in terms of grading, tree removal and use of the property than would be possible without the requested increase.**
2. **The larger building is appropriate because steep slopes, areas of unstable geology or areas subject to flooding so limit development of the property that in order to develop a reasonable plan for the property it is necessary to concentrate more than eighty-five percent of the floor area in a single building.**
3. **The larger building is appropriate because the reduction in permitted floor area caused by steep slopes, unstable geology and/or areas subject to flooding so reduces the floor area permitted for any single building that in order to develop a reasonable plan for the property it is necessary to concentrate more than eighty-five percent of the floor area in a single building.**

With respect to A1, the applicant has provided a narrative to describe why the proposed project would result in a superior design. The proposed primary bedroom suite is located above the garage that will be demolished and rebuilt. The portion of the site is flat and will require minimal grading. Alternative designs would result in increased site grading to construct detached accessory buildings to meet the existing setback requirements.

- B. The building will not impact significant views enjoyed by neighboring properties to any greater extent than would a design for the project without the increased floor area.**

The area of addition will be focused at the southwest portion of the parcel. The site is at the end of a flag lot and surrounded by established trees around the location of the proposed work. Setbacks will be minimally impacted by the project proposal and neighboring properties have side views that face down hill.

- C. The building will not in any substantial way negatively affect neighboring properties to any greater extent than would a design for the project without the increased floor area.**

The area of proposed work where the structure height will increase is screened by established trees and located in an area of the site that will not impact neighboring properties to any greater extent than a project design without the increased floor area.

- D. The building will be in keeping with the character and quality of the neighborhood.** The scale, form and massing of the residence with the proposed addition area will remain compatible with other structures and will not be visible from the street. The project maintains good separation from neighbors and maintains backyard area for the enjoyment of the property owners.

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

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



The proposed garage and addition above will be built primarily on the existing footprint of the existing garage and require minimal disturbance to the natural terrain.

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

No trees are proposed for removal. The project has been designed around the existing mature tree canopy.

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

The proposed addition is located near the front and side of the flag lot above the existing garage. The lot is not visible from the main street and screened by established trees in an area of the site that will not impact neighboring properties.

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

There is no proposed landscaping or fencing proposed as part of the project proposal. The existing fencing along the side yard and established tree canopy will be preserved to mitigate adverse effects on neighboring properties. ASCC should consider whether the areas of the addition are adequately screened.

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

The existing driveway location and backup areas are adequate and will not be changed. Portions of the driveway between Corte Madera and the residence that are less than twelve-feet wide will be widened to comply with WFPD requirements.

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

Minimal lighting is proposed and includes a total of five (5) new down directed wall mounted outdoor wall sconce lights. All proposed fixtures are dark sky compliant and hide or shield the light source.

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

No new plantings are being proposed.

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

Proposed colors to match the existing color palette of the residence and material choices will complement the existing structure. All proposed colors shall comply with Town Design Guidelines for LRV and materials shall comply with 2022 CRC WUI Residential Conformance Checklist requirements.

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

Minimal grading is proposed and the area of the addition is located on a flat portion of the site that is already graded.

### Design Guidelines

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

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

#### **1. SITE DESIGN**

The additions are appropriate for the topography of the building site and primarily located on the existing garage foundation/building pad. The additions are proposed to not impact existing mature trees and vegetation. Exterior materials and colors will complement the existing residence while upgrading the home and property.

#### **2. ARCHITECTURAL DESIGN**

The scale, form and massing of the residence with the proposed additions will remain compatible with other structures recently approved and under construction, and with structures on neighboring properties. Use of materials such as hardie plank siding support the residence's relationship to its surroundings and the area of addition is below the maximum allowable building height.

#### **3. LANDSCAPE DESIGN**

Existing planting and trees will remain in place and no new landscaping is being proposed with this project.

If the ASCC determines that it cannot make any of the findings, it may impose additional conditions so that such findings can be met.

### **PUBLIC COMMENTS**

As part of its required noticing process, the Town sent out a notice to neighbors within 300 feet of the project regarding the ASCC's review on June 16, 2023. The applicant also contacted surrounding neighbors at the time the application was submitted (Attachment 8). No comments were provided based on applicant outreach efforts or as a result of public noticing.

### **ENVIRONMENTAL REVIEW**

The project is categorically exempt from the California Environmental Quality Act (CEQA) as follows:

- Section 15301(a) - interior or exterior alterations; and
- Section 15301(e) - additions to existing structures that will not result in an increase of more than 50% or 2,500 square feet, whichever is less.

## **RECOMMENDATION**

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Staff recommends that the ASCC review the plans and staff report, consider public comments, offer feedback, and reach a decision on the proposed project. Staff has prepared draft conditions of approval (Attachment 1) if the Commission decides to approve the project.

## **ATTACHMENTS**

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1. Recommended Conditions of Approval
2. Story Pole Certification Letter
3. Project Narrative
4. Request for AMFA Increase
5. Colors and Materials Board
6. Project Plans
7. Conditional Approval letter from Woodside Fire Department
8. Neighbor Outreach

Report approved by: Laura Russell, Planning and Building Director



Recommended Conditions of Approval  
for an Addition to an Existing Single-Family Residence at:  
166 Corte Madera, Albert Bower and Jerome Shaw, File # PLN ARCH 0001-2022

**A. PLANNING DEPARTMENT:**

1. Construction shall be in strict compliance with the plans dated January 9, 2023 with cover sheet revision dates 4/11/23 and 5/18/23, and reviewed by the ASCC at their regular meeting on June 26, 2023.
2. 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.
3. All conditions of approval associated with the project approvals by ASCC on June 26, 2023 shall be met prior to final inspection.
4. 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.
5. Special attention shall be taken to keep invasive plant materials from entering the project site on construction equipment. Existing invasive plants shall be removed from the project site prior to final inspection.
6. The Architecture and Site Development Permits shall automatically expire two years from the date of issuance by the ASCC, if within such time period; a Building Permit has not been obtained.
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. FIRE DEPARTMENT:**

8. At the start of construction, a 2' X 3' address sign shall be posted in front of the project.
9. The applicant shall provide at time of final, permanent address numbers, minimum of 4-inch tall with ½ inch stroke that are visible from the street and contrasting to its background. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign shall be used to identify the structure. Address numbers shall be maintained.
10. 100' defensible space from structure required prior to start of construction.
11. Upon final inspection a 50' perimeter defensible space shall be required per WFPD ordinance section 304.1.2.A.
12. Approved spark will be required on all chimneys including outside fireplaces.

13. Install smoke and CO detectors per 2022 CBC. Smoke alarms and carbon monoxide detectors shall be hardwired and inter-connected for alarm.
14. NFPA 13D Fire Sprinkler System to be installed. Sprinkler plans/calculations to be submitted directly to WFPD through our website under separate fire permit. Owner/Contractor are responsible for getting the correct water flow data and shall be submitted at time of deferred submittal for the fire suppression system. Note: Cal-Water requires a backflow device that can decrease the water flow pressure by 12-15 PSI due to friction loss of the backflow device.

Water Supply:

15. Access to the public fire hydrant shall meet the provisions listed in CFC Section 507 Fire Hydrant Systems and WFPD Ordinance No. 12 Sec. 14 Appendix C.
  - a. A Fire Hydrant will be required and must be installed prior to rough framing.
  - b. The minimum fire flow shall be 1000 GPM with 20 psi residual pressure.
  - c. The minimum location of a fire hydrant shall not be more than 600 feet to the structure, capable of the required flow. Distance from hydrant to structure shall be measured via an approved roadway in which the engine can safely drive from the fire hydrant to front door of the structure.
  - d. When a private fire hydrant is being installed, a deferred submittal is required directly to WFPD.

Fire Apparatus Access:

16. Driveway shall extend to within 150 feet of all portions of the perimeter of residence (building or facility), as measured by an approved route. Driveway servicing one property shall provide a minimum unobstructed width of 12 feet and a minimum unobstructed height of 13 feet 6 inches.
17. Driveway as proposed must meet WFPD standards. If driveway dimensions are revised during construction, it must maintain compliance with WFPD Standards and Guidelines – Fire Department Access.
18. Driveways in excess of 350' are required to have a turnout. See WFPD Standards and Guidelines – Fire Department Access.
19. GRADES: Driveways with less than 15% grade may be maintained all weather type. Driveways greater than 15% grade need be rough rooved concrete or an alternate material approved by WFPD. No Driveway shall exceed a 20% grade. All driveway radius turns must be 40-foot radius and the driveway transitions must be no more than 14% angle of departure. See WFPD Standards and Guidelines – Fire Department Access.
20. Landscape Requirement: Section 304.1.2.A Perimeter Property Line Clearance. Persons owning, controlling, or leasing structures and or property are required to remove, a minimum of 50-feet from the perimeter of the property line and 100-feet from any neighboring structure, specifically; flashy fuels consisting of dead weeds and dry annual grasses, as well as dead vegetative material and litter that is capable of being easily ignited and endangering property as determined by the Fire Marshal.

21. Landscape Requirement: Section 304.1.2.B Weed Abatement. Due to heavy growth of fuels, unmaintained lots are a hazard to the surrounding properties and the community. Woodside Fire Protection District shall carry out weed abatement program activities throughout the territory of the Woodside Fire Protection District. Vacant parcels, without any structures, shall be mowed of flashy fuels, consisting of dead weeds, and dry annual grasses, in their entirety with the exception of conservation areas, sensitive habitat, marsh lands, creek banks and a minimum of 50-feet from any riparian corridor, prior to July 1 of every year.
22. Landscape Requirement: Section 304.1.2.C Re-inspection of Violation. Re-inspection of the same violation shall incur an hourly fee of \$90.00 for every hour of re-inspection after the 3<sup>rd</sup> inspection of the same violation, at the same location, within a one-year period.
23. Landscape Requirement: Section 304.1.2.D Limited Planting Around Structures. Due to the combustible nature of structures throughout the territory of the Woodside Fire Protection District, the planting of new landscape vegetation within the 0 – 5ft zone, adjacent to wood sided habitable buildings, shall be limited as described in this section. When a habitable building includes wood siding on the first floor, no new landscape vegetation, except ground cover, shall be allowed within 5ft of the wood siding. New landscape vegetation, except for ground cover, shall not be allowed within 5ft in any direction, of any first story window or glass door opening. There is no setback requirement for new landscape vegetation adjacent to non-combustible siding, such as Hardie board, stone and stucco. Exceptions: Existing vegetation planted proper to the adoptions of this code.



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ARCHITECTURE • CONSTRUCTION MANAGEMENT • PLANNING

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DATE: January 5, 2023

TO: Planning Department

AT: Town of Portola Valey  
765 Portola Rd., Portola Valley, CA94028

Phone: 650.851.1700

**Re: 2021 - 1700 Bower Shaw Project  
166 Corte Madera Rd., Portola Valley, CA 94028**

To Whom it may concern:

The story poles have been installed at 166 Corte Madera Rd. They accurately convey the massing of the proposed project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carter Warr', with a long horizontal flourish extending to the right.

Carter Warr, R.A.

Attachment 3

Bower Shaw Residence

11/28/2022

166 Corte Madera Rd., Portola Valley, CA 94028

Design Narrative

This project will replace an existing outdated garage with a storage area, a new garage, and a one bedroom suite above.

The existing structure sits on an older porch-like foundation with the roof of the main residence cantilevered across an exterior walkway. Motivated by the need to give the owner more room and to integrate and modernize a dysfunctional entry/garage with the rest of their modern and efficient home, the new addition will create a more useful and open structure, add needed living space for a growing family, and unify the residence with a shared and accessible living area.

The property is on a flag lot and accessed from Corte Madera by a narrow driveway. The lot borders the R-E/1A/SD-1A zoning district and is gently sloped which allows for open views to the West from the new bedroom and deck while still well below the allowable height limit. The footprint remains virtually unchanged, but adds significant area for storage. The garage will now be directly connected to the house with easier access both to storage and to the residence. The Master Suite above, also connected and accessible, adds extra living space while allowing for quietude and privacy from the main residence. All this added space comes with a more functional layout, a designated front entry, with a more unified appearance.

Since all new construction lies almost entirely within the footprint of the existing garage, no grading is proposed, with only minor excavation near the front of the new garage. The landscaping remains untouched, there are no significant tree's and nothing that needs to be removed. All irrigation remains as-is. The new addition is to blend and with the main residence and will share the existing color scheme and materials.

Oren Peterson  
CJW Architecture  
(650) 851-9335  
Oren@CJWArchitecture.com



## Attachment 4

**Bower-Shaw Residence**  
**166 Corte Madera Rd.**  
**Portola Valley, CA 94028**

**85% AMFA Exception Request Narrative**

This project will incorporate more than 85% of the Maximum Floor Area. The reason we have elected to do this is in response to some special site conditions, including the layout, slope, and accessibility, and how these effect the needs of the owner and overall functionality, as well as, preservation of the land, and benefit to the neighborhood.

166 Corte Madera is only accessed by a panhandle easement driveway from above. This limits both maneuverability and how many vehicles are allowed. The existing residence is nested at the top of a relatively steep down slope, there is no way to access the property below from the existing drive.

The owners are a new family with young children and they need more living space and another bedroom, but are limited in their options. They are allowed to expand out with e.g. an ADU, or instead, as this design has chosen to do, utilize the area above the garage.

From a livability perspective an attached suite has several advantages. This allows the parents to supervise and care for their children without being in separate buildings. All the bedrooms are within the main building for safety and security. A central living space also provides a more sustainable entry where outdoor clothing and shoes to be removed before entering the body of the house. As an added benefit, this design, even though it's integral, is able essentially leave the existing home untouched and livable during construction.

***The larger building will result in a superior design for the property in terms of grading, tree removal and use of the property than would be possible without the requested increase.***

One of the most important advantages of this design is how this reduces the impact on the land. Putting the master suite on top of the remodeled garage reduces land use and preserves open space. Using one foundation and one roof for the master suite and the garage is more sustainable. The new remodeled garage is sitting in the same footprint as the existing, there will be no grading impact on the site. We are retaining the largest possible area on the site for on-site drainage and aquifer recharge. The yard is preserved for family activities and horticulture.

***The building will not impact significant views enjoyed by neighboring properties***

The site is at the end of an easement on a slope, all the neighbors above have views well over the property and the neighbors below are unaffected. The neighbors on each side have views facing down hill and into the valley beyond. The addition will have no affect on the neighbors views

***The building will not in any substantial way negatively affect neighboring properties***

This small increase doesn't have any impact on the neighbors. The end result is a structure that minimizes the impact on the site and increases the functionality of the residence. This project will be a positive affect for the neighborhood

***The building will be in keeping with the character and quality of the neighborhood.***

The remodel is being designed with attention given to the style and character of the existing home which reflects the shapes and qualities found throughout the surrounding area. The addition cleans up and improves an already modern, well maintained property, that represents the qualities sought for in the community.

This design achieves the owners goals with a superior design, maximizes views and open space, limits site work and provides a positive impact on the neighborhood and the ASCC can happily approve the increase of floor area for this addition.



Attachment 5

ROOF: ROLLED ASPHALT ROOFING - COLOR TO MATCH EXISTING LRV < 40  
CLASS A RATED TESTED IN ACCORDANCE WITH ASTM E108 OR UL 790



SIDING: HARDIE PLANK  
COLOR: BENJAMIN MOORE, SCHOONER - LRV 18.13



FASCIA & WINDOW AND DOOR TRIM  
COLOR: BENJAMIN MOORE, IMPERIAL GREY - LRV 46.79





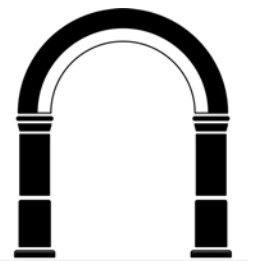
*Existing Windows*

WINDOWS & DOORS TO MATCH EXISTING. TESTED TO MEET PERFORMANCE REQUIREMENTS OF SFM 12-7A-2



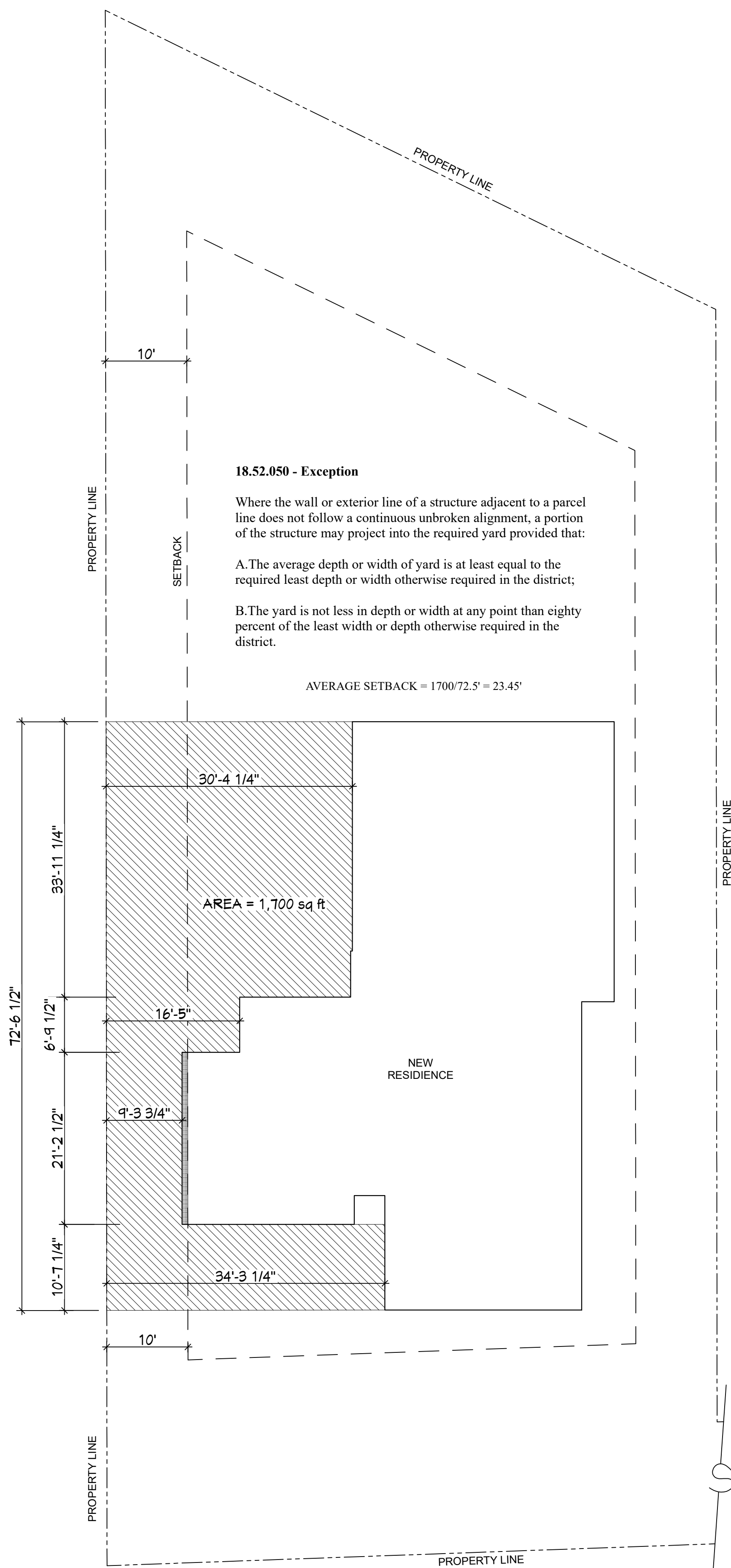
*Existing Rear Deck*

DECK RAILINGS TO MATCH EXISTING, COLOR TO MATCH TRIM. TROPICAL HARDWOOD DECKING MATERIAL WILL COMPLY WITH THE PERFORMANCE REQUIREMENTS OF SECTION R337.9.4 WHEN TESTED IN ACCORDANCE WITH BOTH ASTM E2632 AND ASTM E2726.





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**18.52.050 - Exception**

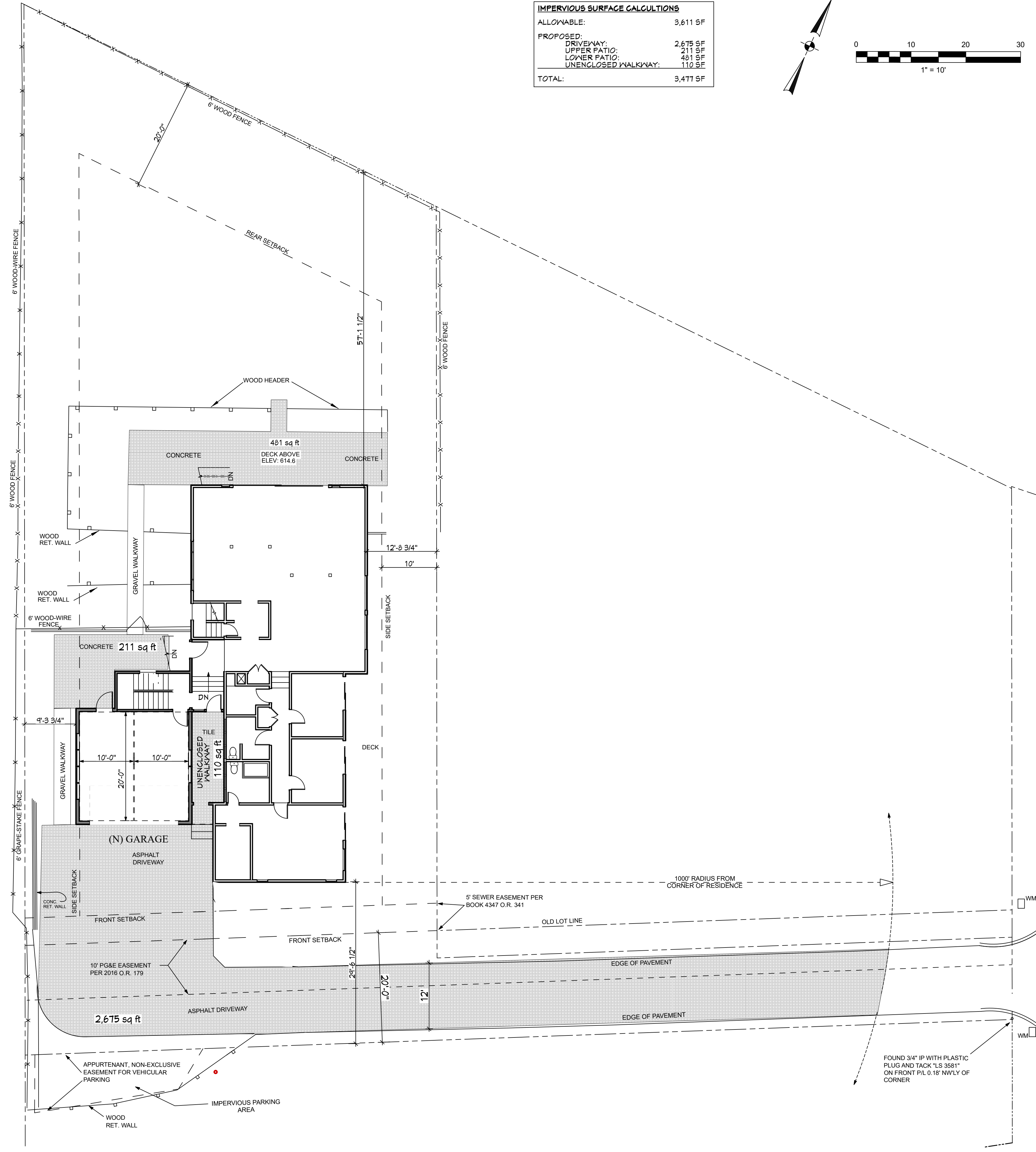
Where the wall or exterior line of a structure adjacent to a parcel line does not follow a continuous unbroken alignment, a portion of the structure may project into the required yard provided that:

A. The average depth or width of yard is at least equal to the required least depth or width otherwise required in the district;

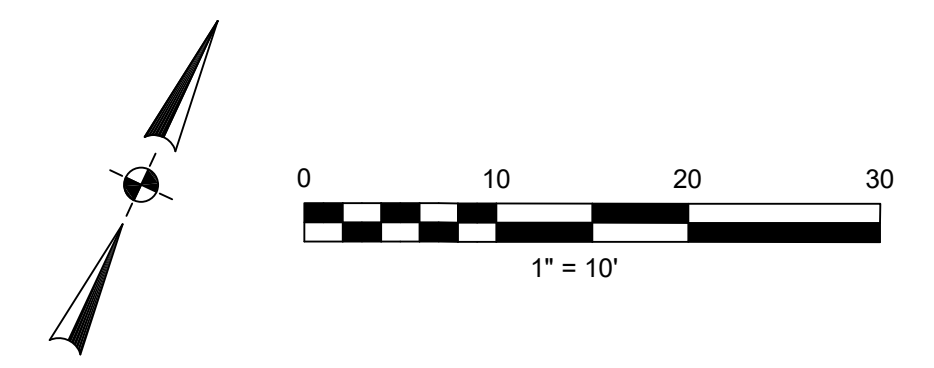
B. The yard is not less in depth or width at any point than eighty percent of the least width or depth otherwise required in the district.

AVERAGE SETBACK =  $1700/72.5 = 23.45'$

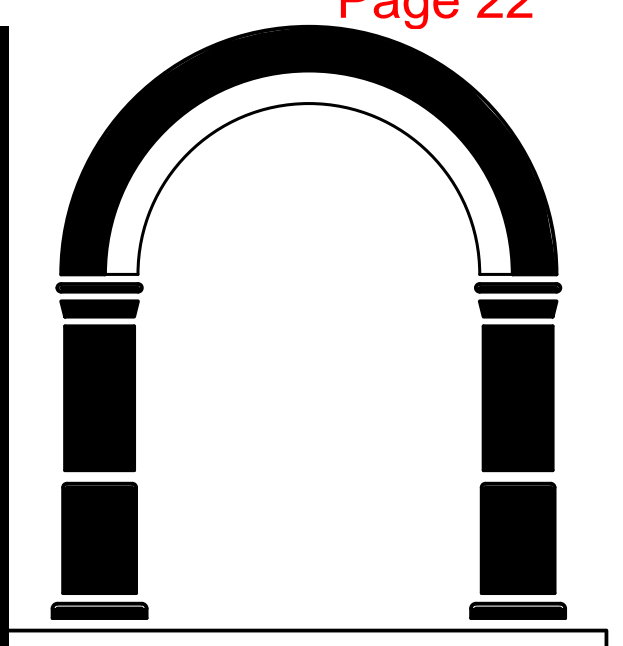
**2** SETBACK EXCEPTION 18.52.050 1" = 10'



IMPERVIOUS SURFACE CALCULATIONS	
ALLOWABLE:	3,611 SF
PROPOSED:	
DRIVEWAY:	2,675 SF
UPPER PATIO:	211 SF
LOWER PATIO:	481 SF
UNENCLOSED WALKWAY:	110 SF
TOTAL:	3,477 SF



**1** IMPERVIOUS SURFACE CALCS 1" = 10'



**CJW ARCHITECTURE**  
 130 Portola Road, suite A  
 Portola Valley, CA 94028  
 (650) 851-9335 / (Fax) 851-9337

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• PROJECT •

**BOWER-SHAW RESIDENCE**  
 166 CORTE MADERA RD PORTOLA VALLEY CA 94028

• SHEET TITLE •

**IMPERVIOUS SURFACE CALCS**

• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS
2	5/18/23	IMP. SURFACE/SETBACK

• JOB: 2021-1700

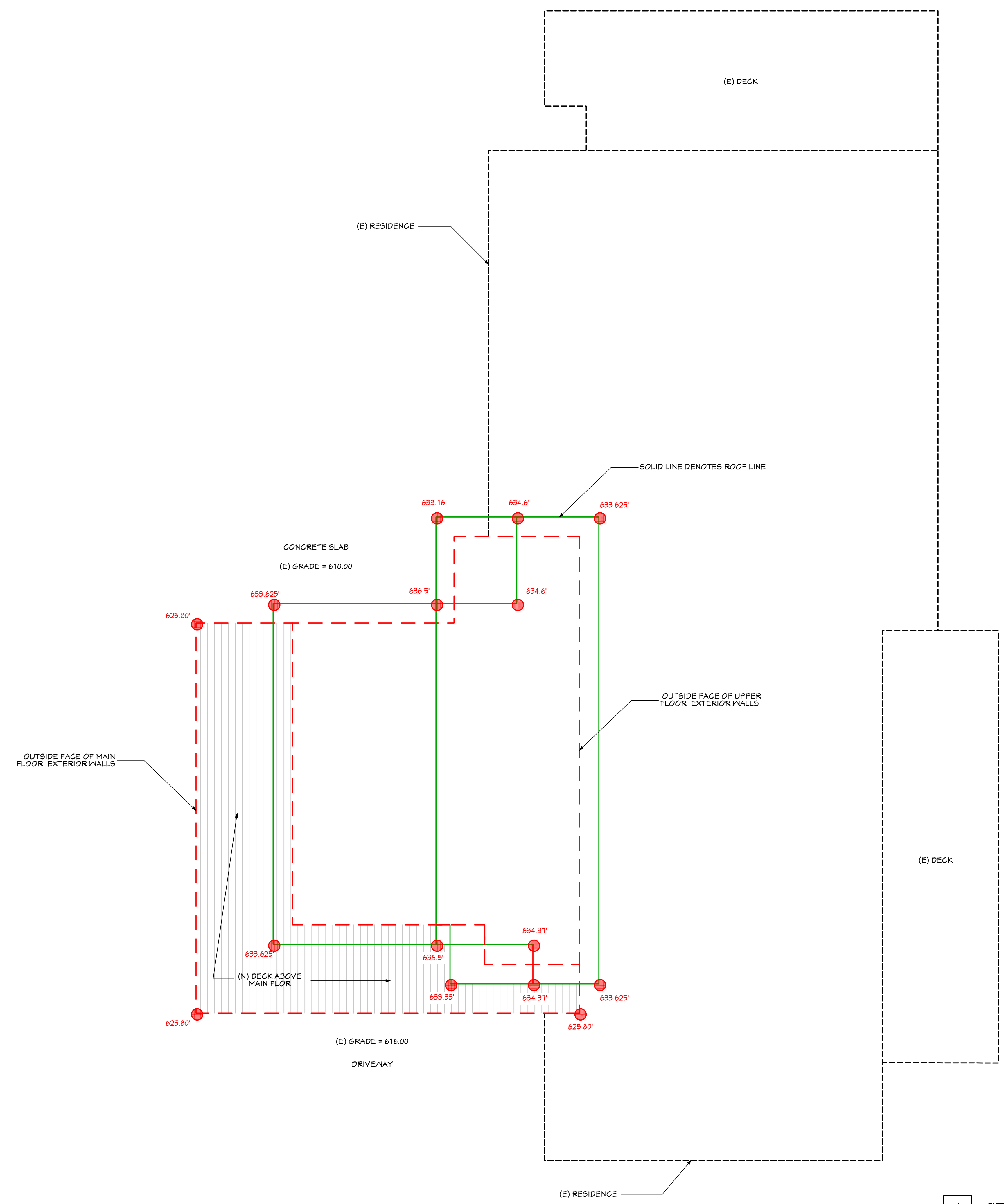
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• SHEET: T-0.2

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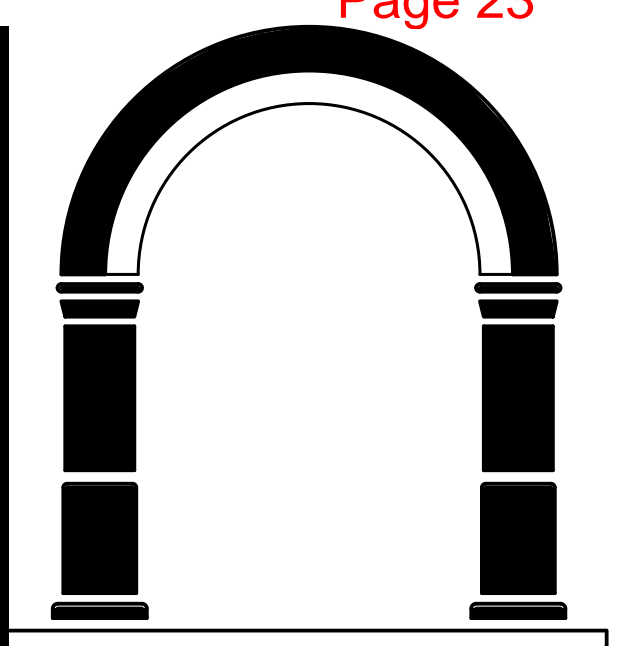
Tuesday, April 11, 2023

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1 STORY POLE PLAN

1/4" = 1'-0"



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**BOWER-SHAW RESIDENCE**  
 166 CORTE MADERA RD  
 PORTOLA VALLEY CA 94028

• SHEET TITLE •

STORY POLE PLAN

• REVISIONS •

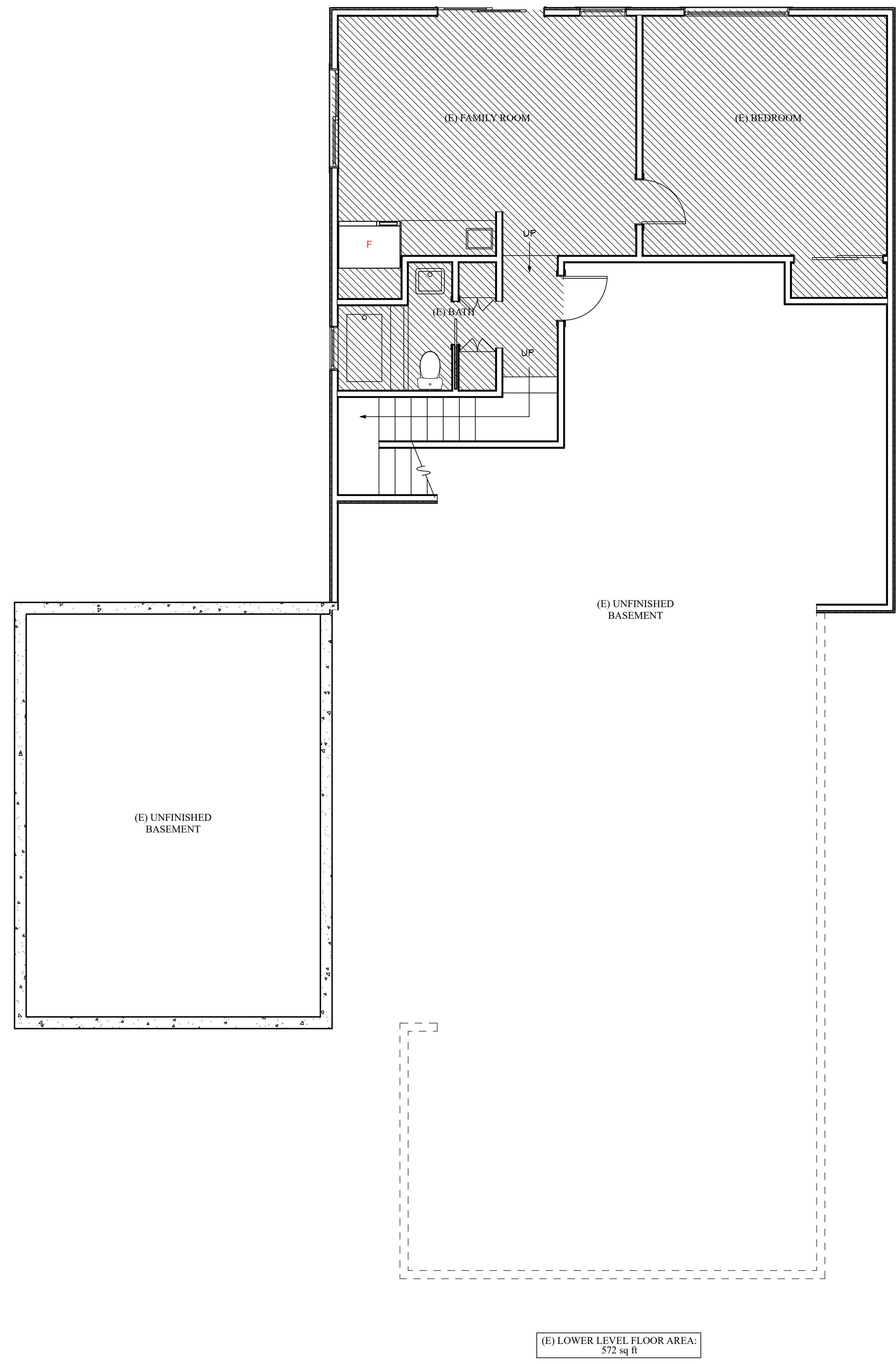
No.	Date	Notes
1	4/11/23	ASCC COMMENTS

• JOB: 2021-1700

• DATE: 1/9/23

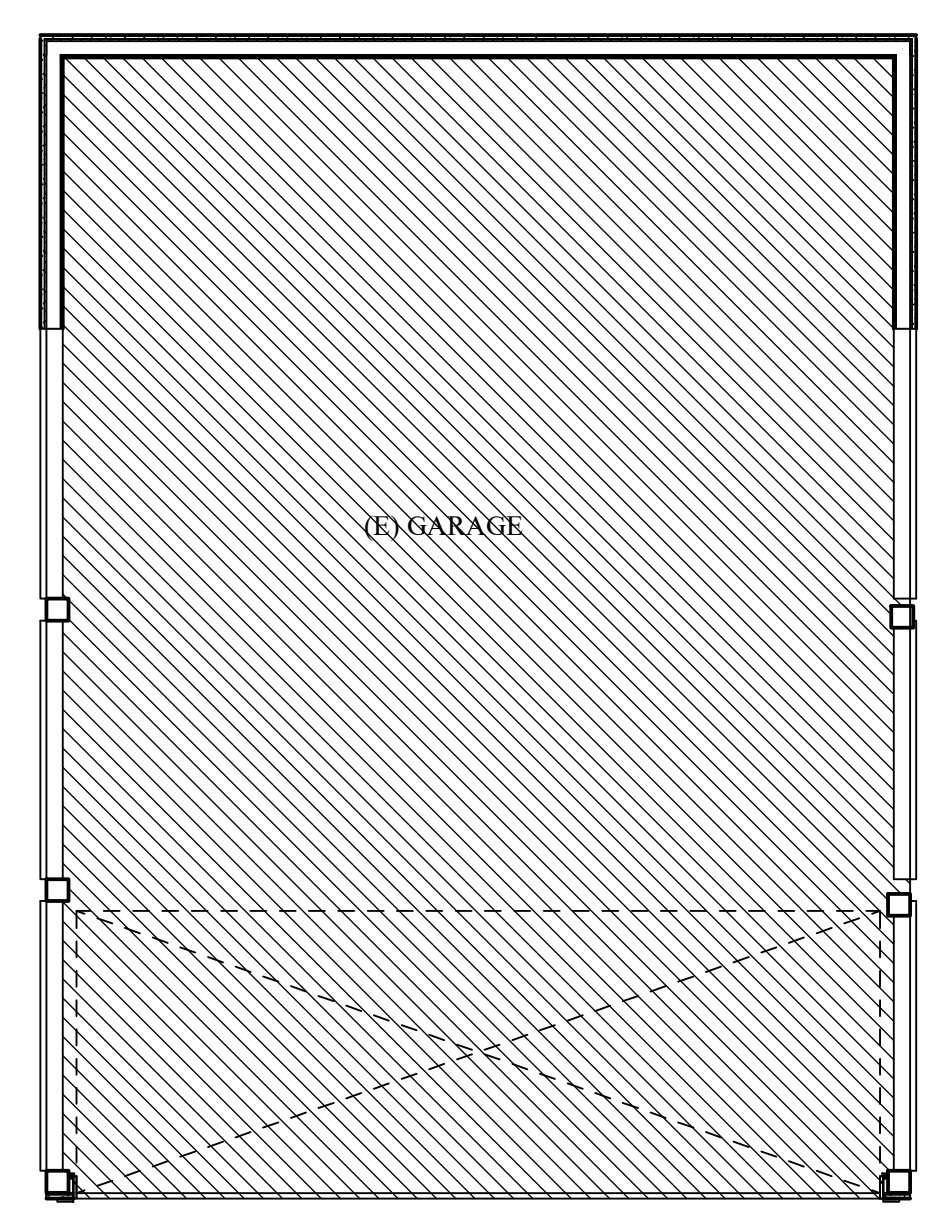
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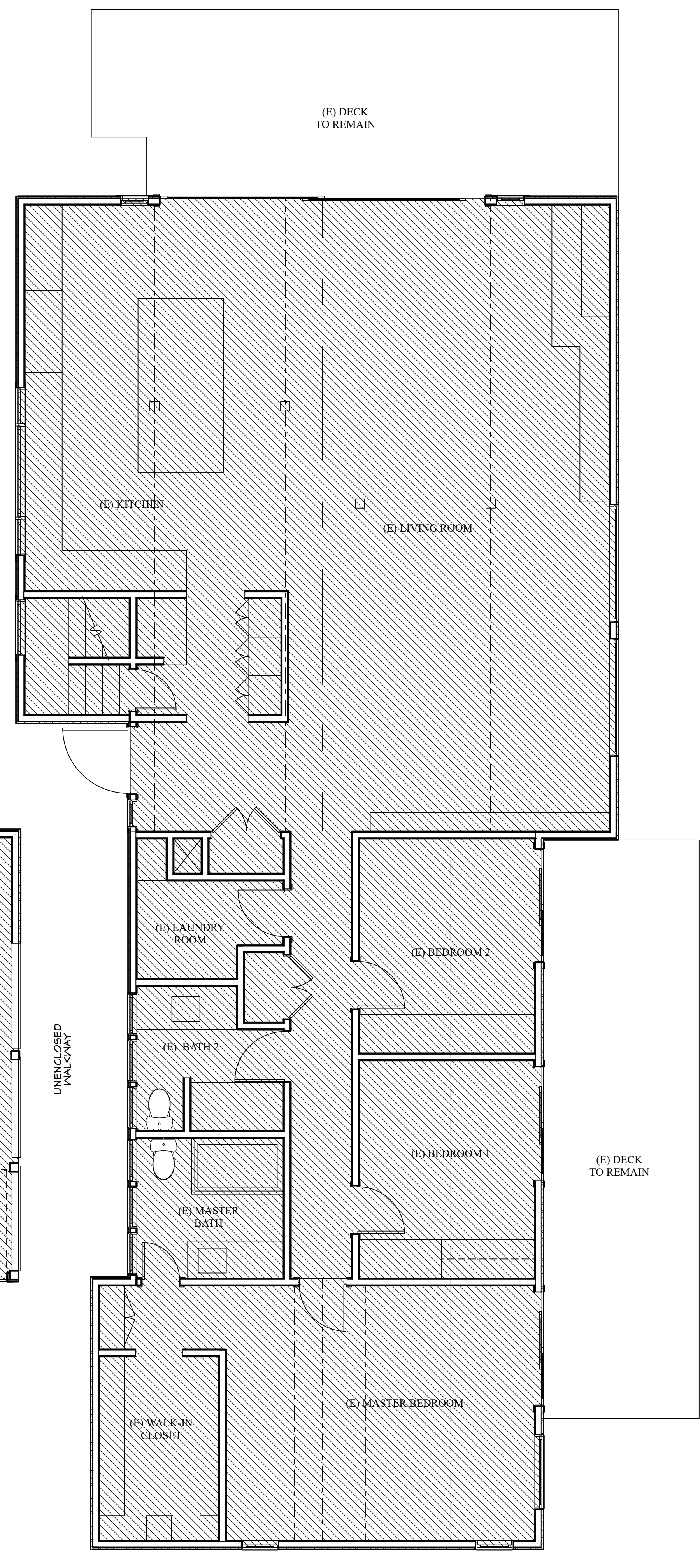
(E) LOWER LEVEL FLOOR AREA:  
572 sq ft

**2** (E) LOWER LEVEL FLOOR AREA CALCS 1/4" = 1'-0"



(E) GARAGE AREA:  
434 sq ft

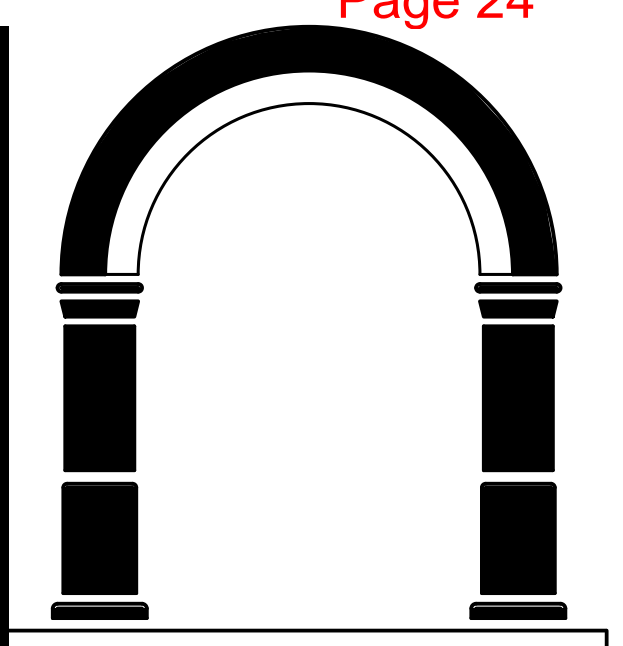
**1** (E) MAIN FLOOR AREA CALCS 1/4" = 1'-0"



(E) MAIN FLOOR AREA:  
1,904 sq ft

**(E) BUILDING AREAS:**

(E) LOWER LEVEL	572 SF
(E) MAIN	1,912 SF
(E) GARAGE	434 SF
<b>TOTAL EXISTING:</b>	<b>2,918 SF</b>



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• SHEET TITLE •

**(E) FLOOR AREA CALCS**

• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS

• JOB: 2021-1700

• DATE: 1/9/23

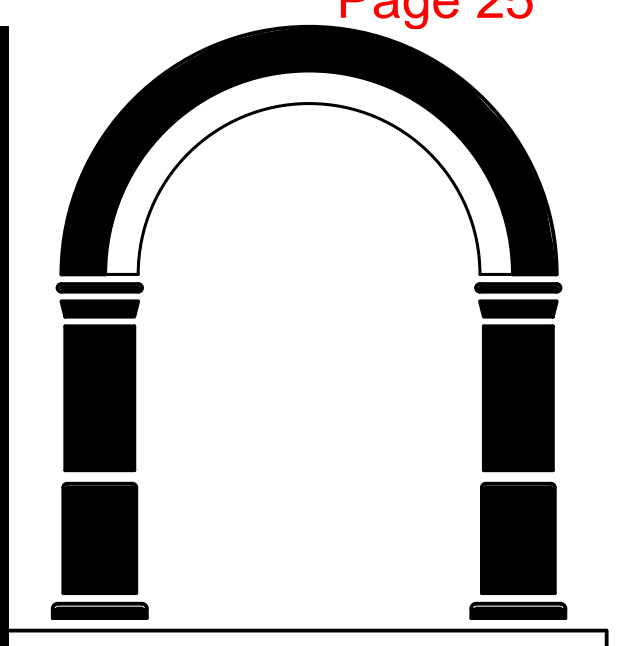
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12:08 PM

Tuesday, April 11, 2023

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RESIDENCE  
166 CORTE MADERA  
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CA 94028

• SHEET TITLE •

(N) FLOOR AREA  
CALCS

• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS

• JOB: 2021-1700

• DATE: 1/9/23

• SHEET: T-0.5.2



**PROPOSED BUILDING AREAS:**

(E) LOWER (UNCHANGED)	572 SF
(E) MAIN FLOOR (UNCHANGED)	1,904 SF
<b>TOTAL EXISTING TO REMAIN:</b>	<b>2,474 SF</b>
(N) MAIN FLOOR ENTRY	82 SF
(N) MAIN FLOOR STAIRS	89 SF
(N) GARAGE	429 SF
(N) UPPER LEVEL	447 SF
<b>TOTAL NEW CONSTRUCTION:</b>	<b>1,047 SF</b>
<b>PROPOSED TOTAL:</b>	<b>3,523 SF</b>

2 (N) UPPER FLOOR FLOOR AREA CALCS 1/4" = 1'-0"

1 (N) MAIN FLOOR AREA CALCS 1/4" = 1'-0"

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Tuesday, May 23, 2023

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**COLORS & MATERIALS**



ROOF: ROLLED ASPHALT ROOFING - COLOR TO MATCH EXISTING LRV < 40 CLASS A RATED TESTED IN ACCORDANCE WITH ASTM E108 OR UL 790



SIDING: HARDIE PLANK  
COLOR: BENJAMIN MOORE, SCHOONER - LRV 18.13

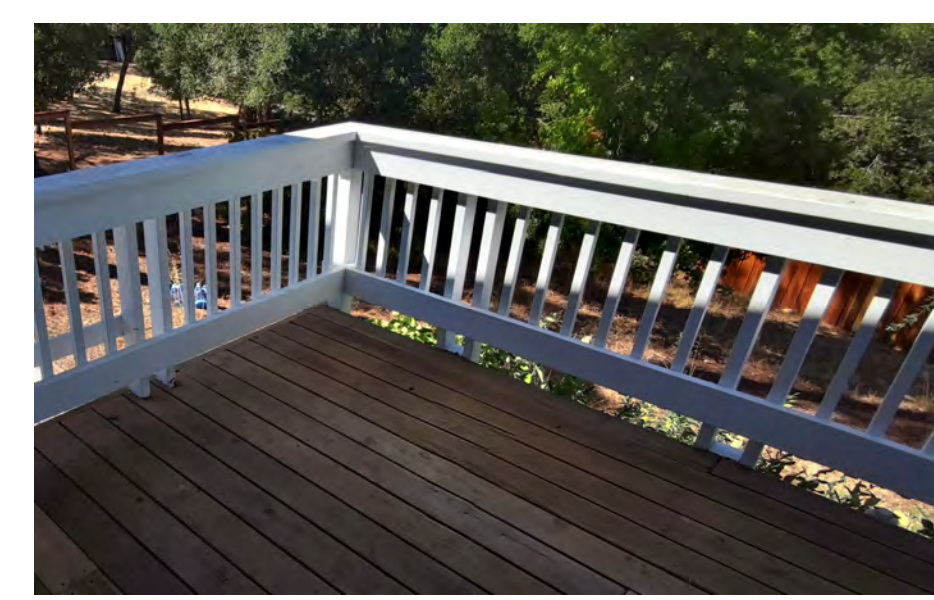


FASCIA & WINDOW AND DOOR TRIM  
COLOR: BENJAMIN MOORE, IMPERIAL GREY - LRV 46.79



Existing Windows

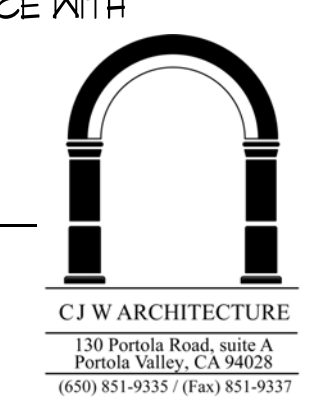
WINDOWS & DOORS TO MATCH EXISTING. TESTED TO MEET PERFORMANCE REQUIREMENTS OF SFM 12-7A-2



Existing Rear Deck

DECK RAILINGS TO MATCH EXISTING. COLOR TO MATCH TRIM. TROPICAL HARDWOOD DECKING MATERIAL WILL COMPLY WITH THE PERFORMANCE REQUIREMENTS OF SECTION R337.1.4 WHEN TESTED IN ACCORDANCE WITH BOTH ASTM E2692 AND ASTM E2726.

BOWER SHAW ADDITION/REMODEL  
166 CORTE MADERA ROAD, PORTOLA VALLEY CA 94028



**Project Proposal & Zoning**  
(provide on cover sheet)

<b>Project Description</b>	NEW GARAGE & MASTER SUITE	<b>Second Address</b>	<input type="checkbox"/>
<b>PUD? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>	<b>Name:</b>		
<b>Square Footage</b>	<b>Zoning District</b>	<b>Parcel Size</b>	<b>Parcel Slope</b>
14,499	R-1/15M	.33 Acres	9.8 %
		<b>Septic or Sewer?</b>	<b>Flood Zone*</b>
		Sewer	NO
		<b>Geology/Soil Type</b>	Sls/Pd

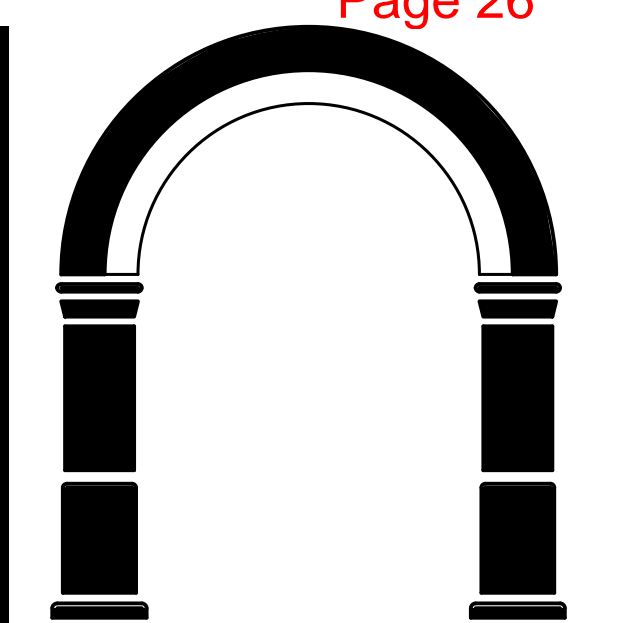
**Project Data Table**  
(provide on cover sheet)

	Code Requirements	Existing	Proposed	Remaining
Max Floor Area	3,525	2,910	3,523	2
85% of MFA	2,997	2,910	3,523	
Max Impervious Surface	3,611	3,088	3,004	607
Vertical Height	28'	23'-1"	20'-6"	--
Maximum Height	28'/34'	23'-1"	31'-9"	--
Front Setback	20'	20'	20'	--
Side Setbacks	10'	10'	10'	--
Rear Setback	20'	20'	20'	--
Creek Setback*	NA	NA	NA	--
Parking Spaces	2	3	3	--

**EXTERIOR LIGHTING LEGEND**

Plan Symbol ID	Fixture Name/Model	Image	Quantity	Lumens	Dark Sky Compliant
A	Wesley 1/49278 WHLED		3	700	YES
B	WAC Scoop/WS-W20506		2	805	YES

NOTE: NO GRADING OUTSIDE OF FOOTPRINT



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• PROJECT •

**BOWER-SHAW RESIDENCE**  
166 CORTE MADERA RD PORTOLA VALLEY CA 94028

• SHEET TITLE •

DATA TABLES

• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS

• JOB: 2021-1700

• DATE: 1/9/23

• SHEET: T-0.6

**BASIS OF BEARINGS**

BEARINGS SHOWN HEREON TAKEN FROM THE RECORD OF SURVEY WHICH WAS FILED FOR RECORD IN VOLUME 46 OF LLS MAPS PAGE 30 ON OCTOBER 2, 2018, SAN MATEO COUNTY RECORDS.

**BENCHMARK**

ELEVATIONS SHOWN HEREON ARE BASED UPON NAVD 88 DATUM. BENCHMARK USED WAS THE ALUMINUM DISK IN HANDHOLE IN WILLOWBROOK ROAD, AT THE ENTRANCE TO "THE SEQUOIAS", WITH AN ELEVATION OF 538.54 FEET (BEING 535.74 FEET PER TOWN OF PORTOLA VALLEY, WHICH IS NGVD 29 DATUM). PORTOLA VALLEY BENCHMARK NO. 20.

**NOTES:**

BGT RELIED UPON A LAWYERS TITLE COMPANY PRELIMINARY TITLE REPORT, NO. 0062001655, AS TITLE REFERENCE FOR ALL EASEMENTS OF RECORD PLOTTED HEREON.

UTILITIES SHOWN HEREON TAKEN FROM VISUAL SURFACE EVIDENCE AND SHOULD BE CONSIDERED AS APPROXIMATE ONLY. ACTUAL LOCATIONS OF UTILITIES MAY VARY. TRUE LOCATION OF UTILITIES CAN ONLY BE OBTAINED BY EXPOSING THE UTILITY.

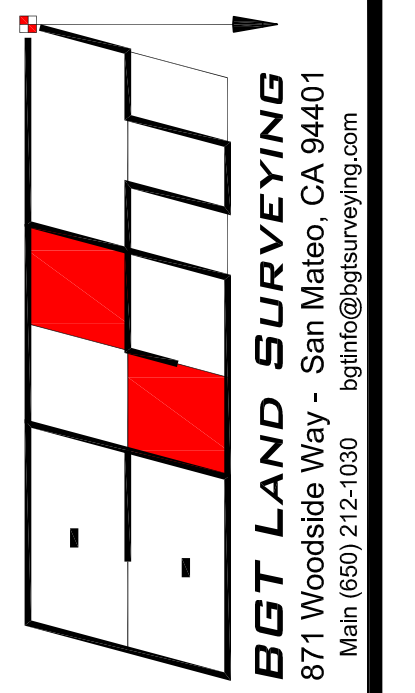
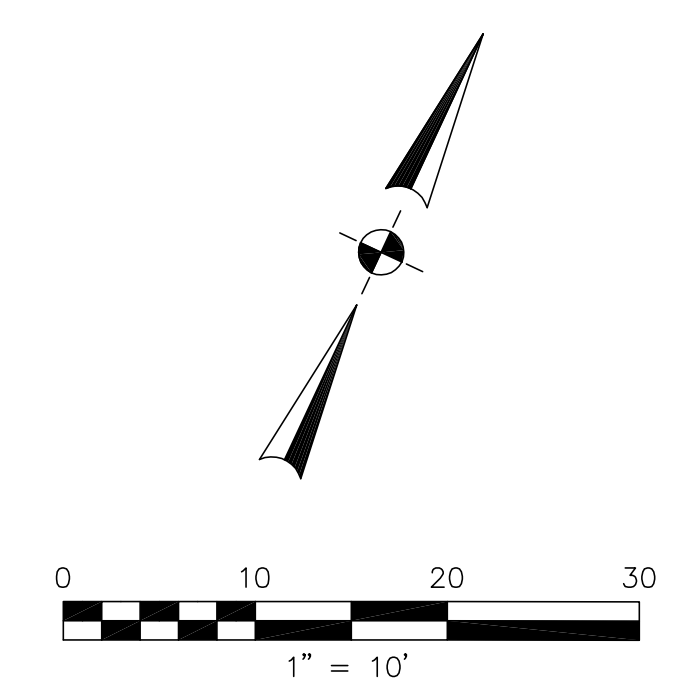
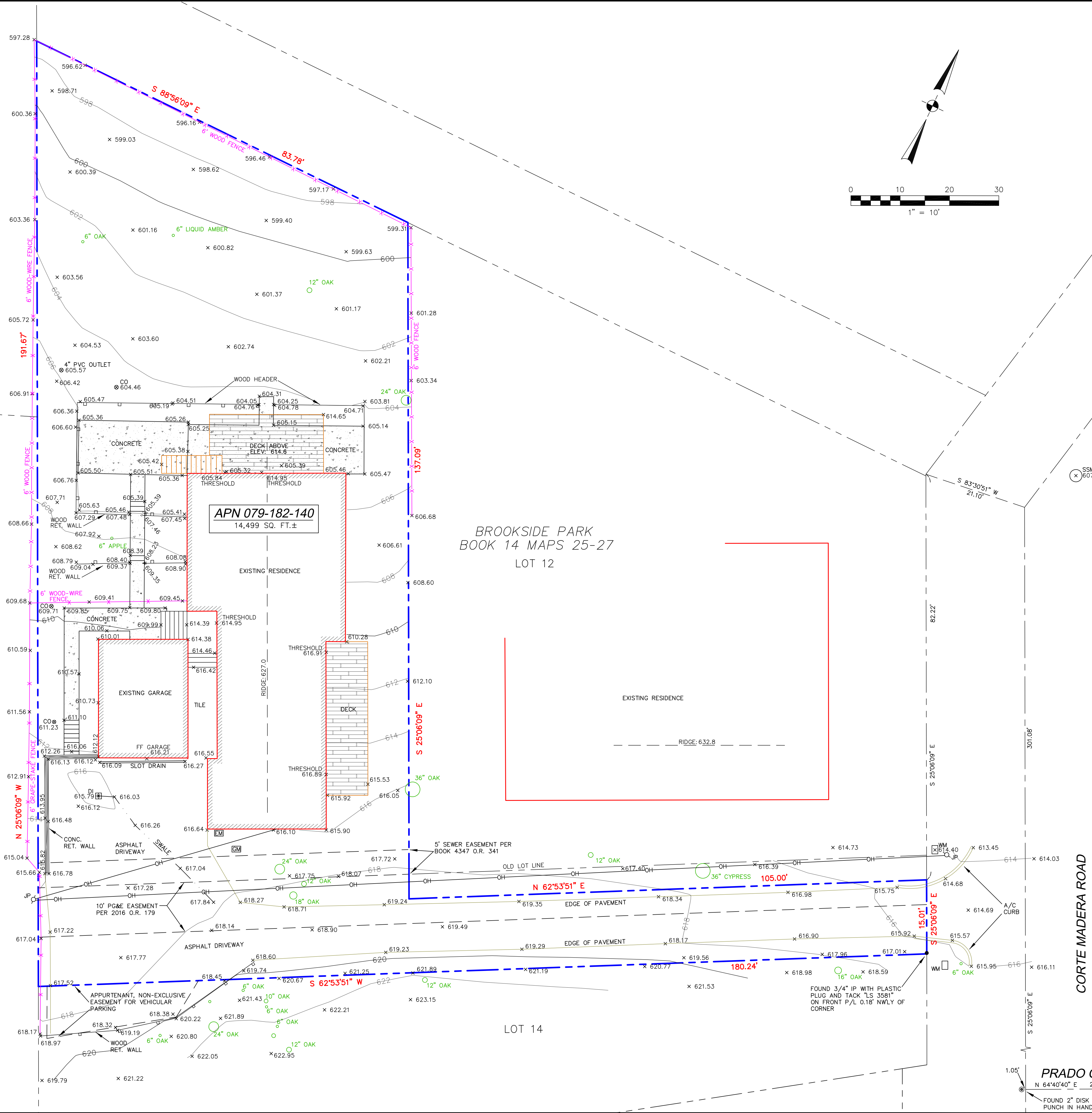
TREE LOCATIONS SHOWN HEREON ARE SHOWN SYMBOLICALLY WITH SYMBOL SIZES BASED UPON TRUNK DIAMETER AT CHEST HEIGHT, AT THE LOCATION WHERE THE TREE ENTERS THE GROUND SURFACE. LOCATIONS AND SIZES OF TREE TRUNKS CAN ONLY BE CONSIDERED APPROXIMATE UNLESS OTHERWISE STATED ON THE MAP. TREES OF TRUNK DIAMETER SIZES OF 6 INCHES OR GREATER WERE LOCATED BY THE FIELDCREW.

SURVEY PERFORMED BY: BGT LAND SURVEYING  
www.bgtsurveying.com

DATE OF FIELD SURVEY: OCTOBER 26, 2021  
JOB NUMBER: 21-130

**LEGEND**

- AC ASPHALT CONCRETE
- BW BACK OF WALK
- CB CATCH BASIN
- C/L CENTERLINE
- CMP CORRUGATED METAL PIPE
- CI CAST IRON PIPE
- CO CLEAN OUT BOX
- CP SURVEY CONTROL POINT
- CPP CORRUGATED PLASTIC PIPE
- CTV CABLE TELEVISION LINE
- DI DROP INLET
- EM ELECTRIC METER
- EV ELECTRIC VALVE
- FF FINISHED FLOOR
- FL FLOWLINE
- FH FIRE HYDRANT
- GM GAS METER
- GRD GROUND
- GUY GUY ANCHOR
- GV GAS VALVE
- HCR HANDICAP RAMP
- HVE HIGH-VOLT ELECTRIC
- INV INVERT
- IP IRON PIPE
- JP JOINT POLE
- KV KILOVOLT
- LAT. LATERAL
- LG LIP OF GUTTER
- MH MH (TYPE UNKNOWN)
- MON-MON MONUMENT TO MONUMENT DISTANCE
- PBV PACBELL/SBC VAULT
- PGE PG&E VAULT
- PIV POST INDICATOR VALVE
- PP POWER POLE
- SDMH STORM DRAIN MANHOLE
- SL STREET LIGHT
- SLB STREET LIGHT BOX
- SLV STREET LIGHT VAULT
- SSMH SANITARY SEWER MANHOLE
- SSV SANITARY SEWER VAULT
- TBC TOP BACK OF CURB
- TBM TEMPORARY BENCHMARK
- TS TRAFFIC SIGNAL
- TSB TRAFFIC SIGNAL BOX
- UNK UNKNOWN TYPE
- VCP VITRIFIED CLAY PIPE
- WBF WATER BACK FLOW VALVE
- WM WATER METER BOX
- WV WATER VALVE
- CTV- CABLE TELEVISION LINE
- E- ELECTRICAL LINE
- G- GAS LINE
- OH- OVERHEAD LINE
- SD- STORM DRAIN LINE
- SS- SANITARY SEWER LINE
- T- TELEPHONE LINE
- W- WATER LINE



**BOUNDARY AND TOPOGRAPHIC SURVEY**  
 PORTION OF LOTS 12 AND 14, "MAP OF BROOKSIDE PARK" (BOOK 14 MAPS 25-27)  
**166 CORTE MADERA ROAD**  
 PORTOLA VALLEY, COUNTY OF SAN MATEO, CALIFORNIA

Assessor Parcel Number:  
 079-182-140  
 Prepared For:  
 ALBERT BOWER  
 830 LOS TRANCOS ROAD  
 PORTOLA VALLEY, CA 94028

Date: OCTOBER 2021  
 Scale: 1" = 10'  
 Contour Interval: 2'  
 Drawn by: LHL

Revisions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

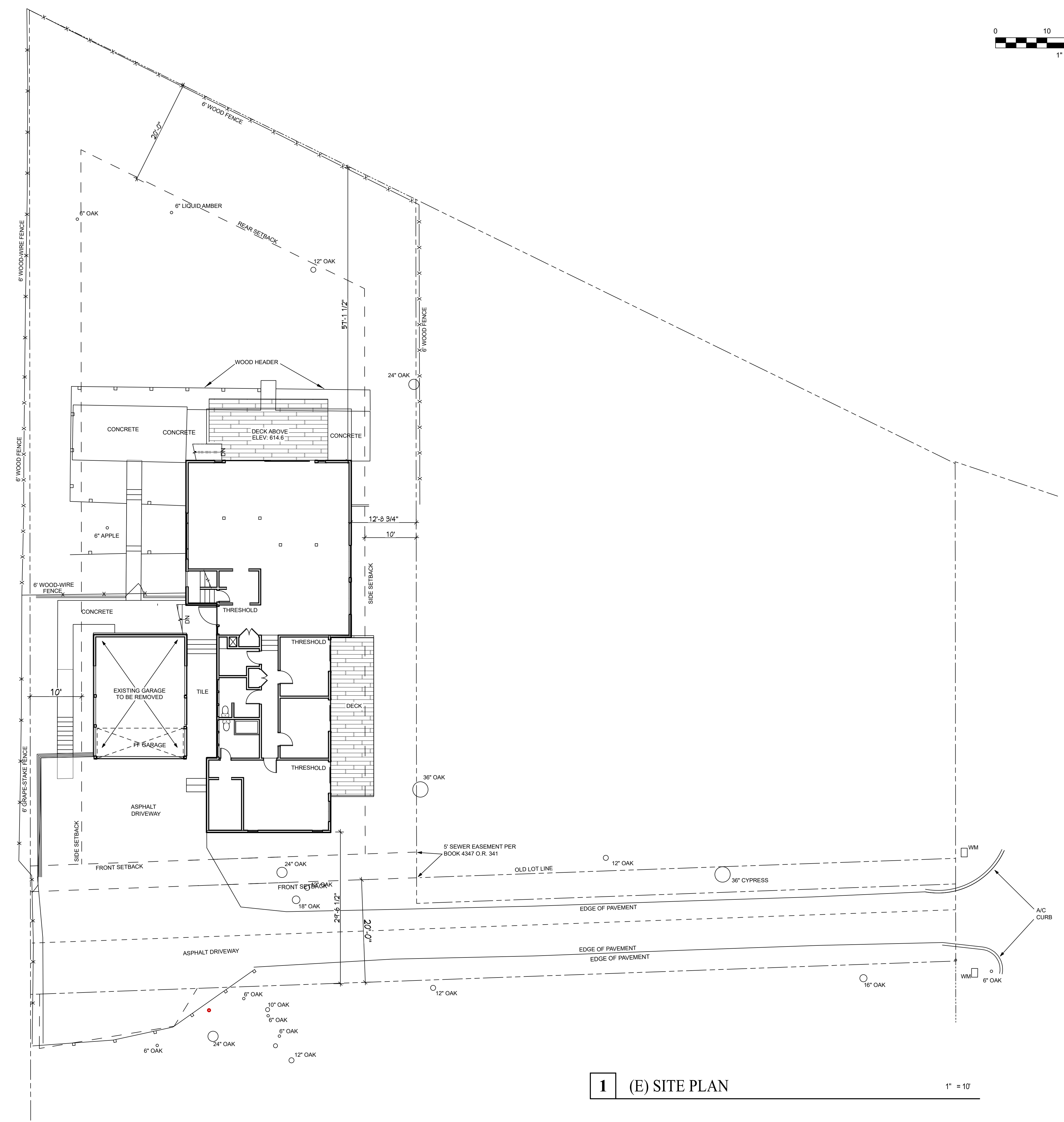
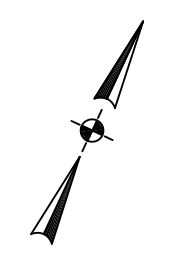
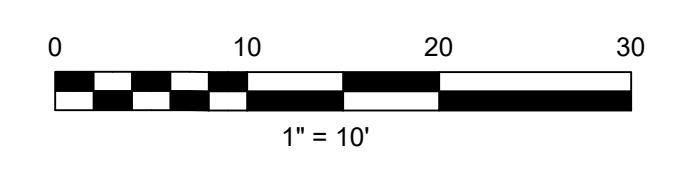
**SU-1**  
 Job No. 21-130

**PRADO CT.**  
 N 64°40'40" E 240.88'  
 FOUND 2" DISK WITH PUNCH IN HANDHOLE

12:15 PM

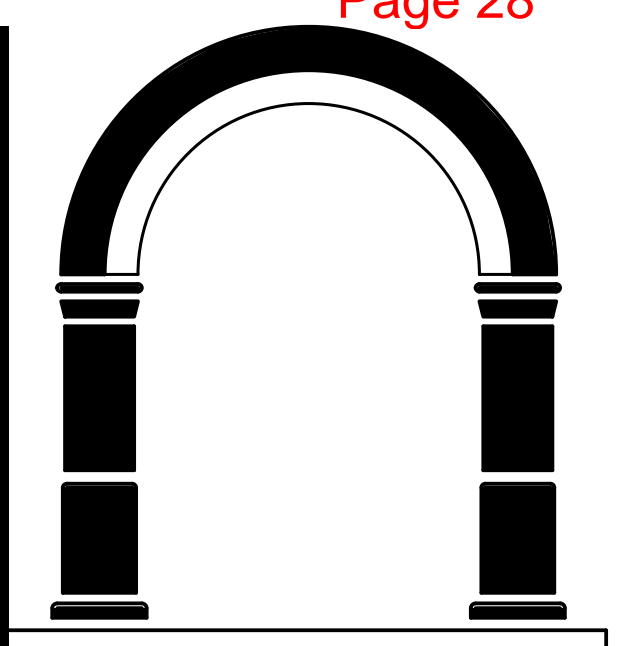
Tuesday, May 23, 2023

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1 (E) SITE PLAN

1" = 10'



CJW ARCHITECTURE

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• PROJECT •

BOWER-SHAW  
 RESIDENCE  
 166 CORTE MADERA  
 RD PORTOLA VALLEY  
 CA 94028

• SHEET TITLE •

SITE PLANS

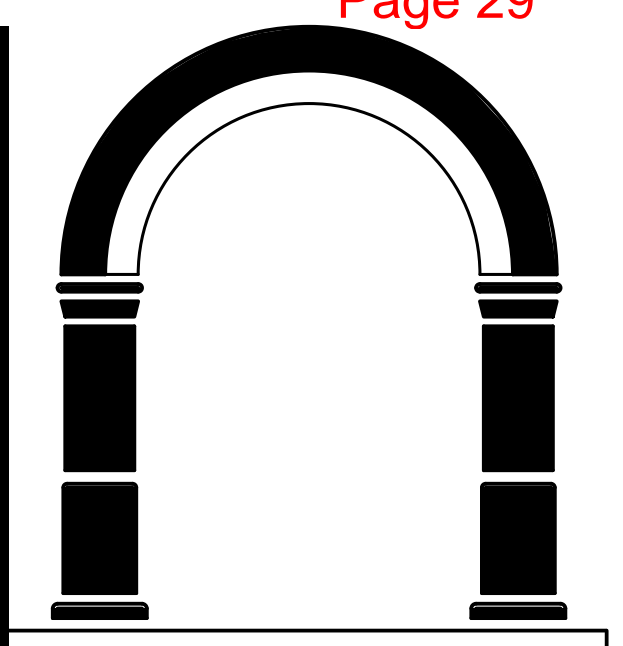
• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS
2	5/18/23	IMP. SURFACE/SETBACK

• JOB: 2021-1700

• DATE: 1/9/23

• SHEET: A-1.1



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RESIDENCE  
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RD PORTOLA VALLEY  
CA 94028

• SHEET TITLE •

(N) SITE PLAN

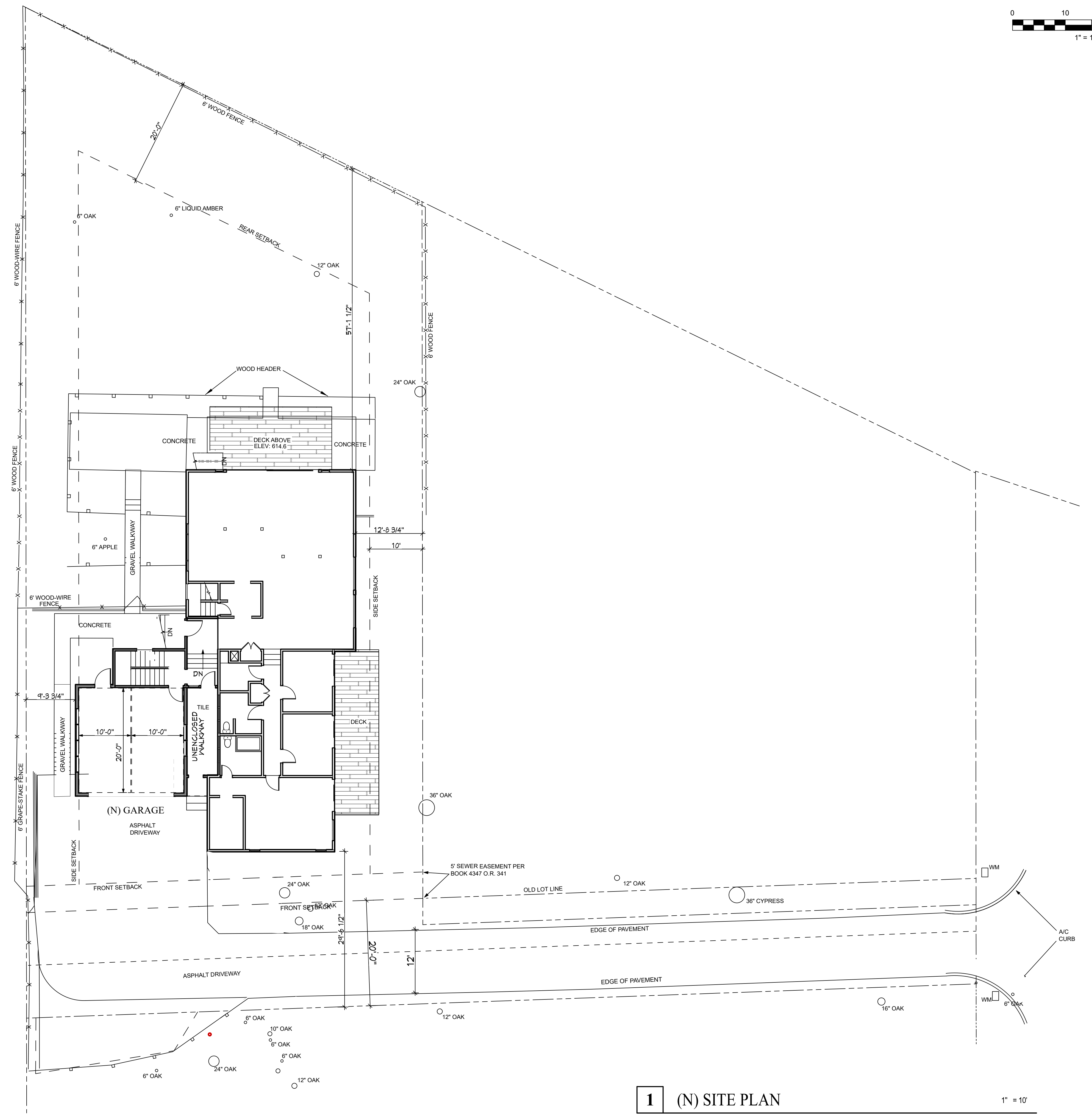
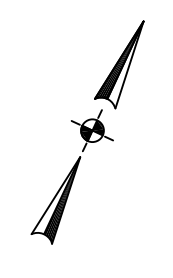
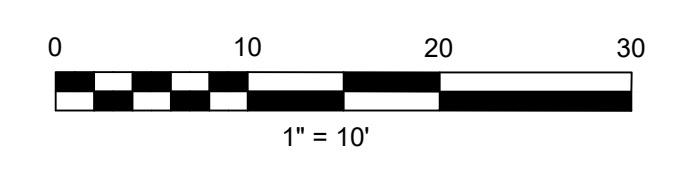
• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS
2	5/18/23	IMP. SURFACE/SETBACK

• JOB: 2021-1700

• DATE: 1/9/23

• SHEET: A-1.2



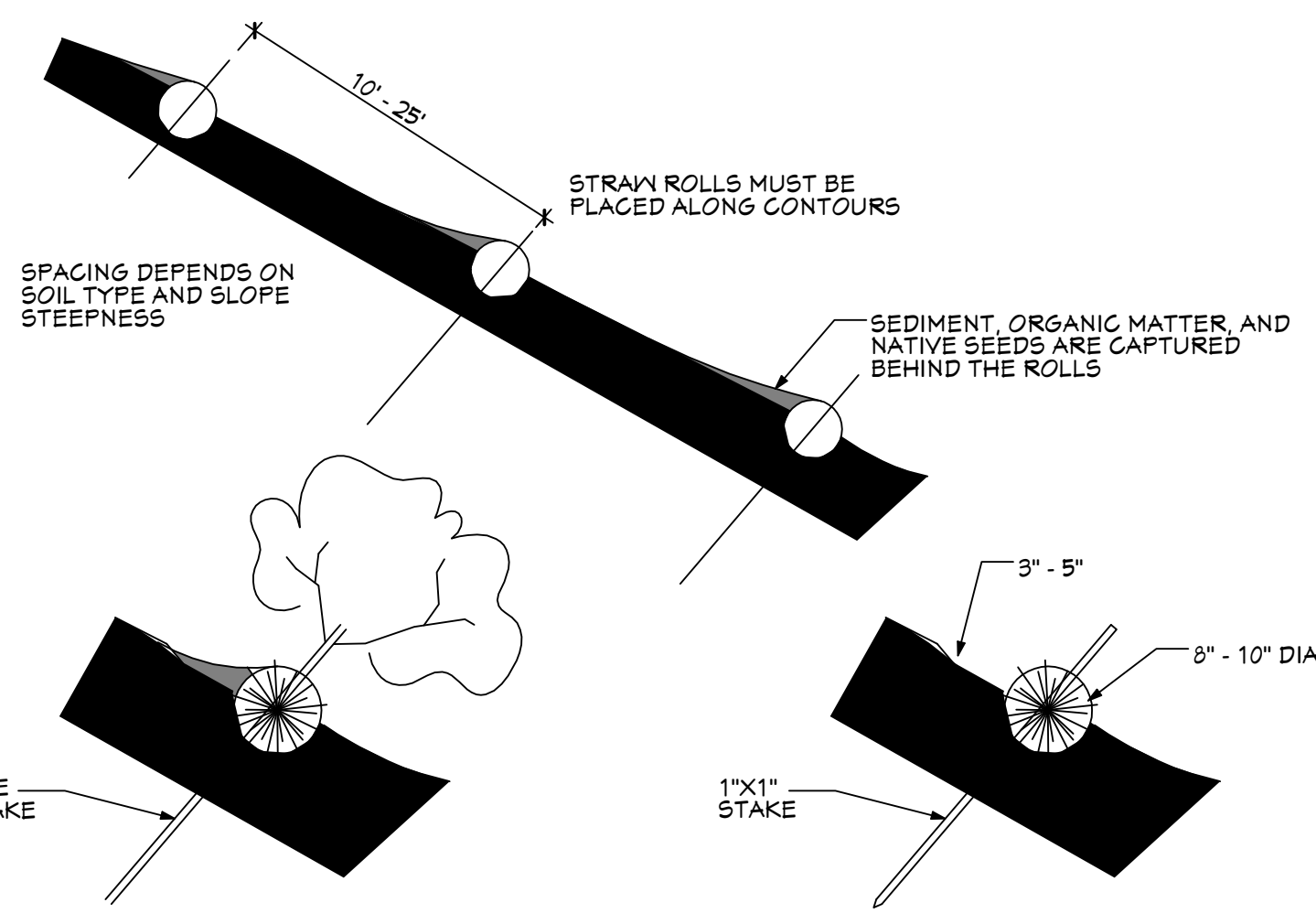
1 (N) SITE PLAN

1" = 10'

5:31 PM

Thursday, May 18, 2023

Z:\CJW Sharepoint\CJW Architecture - 2021-1700 Bower Shaw Residence\Drawings\Current\2021-1700 Bower Shaw Residence 11.pln



- NOTES:
1. STRAW ROLL INSTALLATION REQUIRES THE REPLACEMENT AND SECURE STAKING OF THE ROLL IN A TRENCH 3"-5" DEEP, DUG ON CONTOUR. RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND THE ROLL. ROLLS ARE TO BE STAKED EVERY 3'-4", AND ADJACENT ROLLS SHALL TIGHTLY ABUT.
  2. VERTICAL SPACING FOR SLOPE INSTALLATIONS:
    - 1:1 SLOPES = 10 FEET APART
    - 2:1 SLOPES = 20 FEET APART
    - 3:1 SLOPES = 30 FEET APART
    - 4:1 SLOPES = 40 FEET APART
  3. INSPECT AND REPAIR STRAW ROLLS AFTER EACH STORM EVENT AND REMOVE SEDIMENT WHEN NECESSARY.
  4. REMOVED SEDIMENT SHALL BE DEPOSITED TO AN AREA THAT WILL NOT CONTRIBUTE SEDIMENT OFF-SITE AND CAN BE PERMANENTLY STABILIZED.

## 2 STRAW ROLLS

1/2" = 1'-0"

### POLLUTION PREVENTION

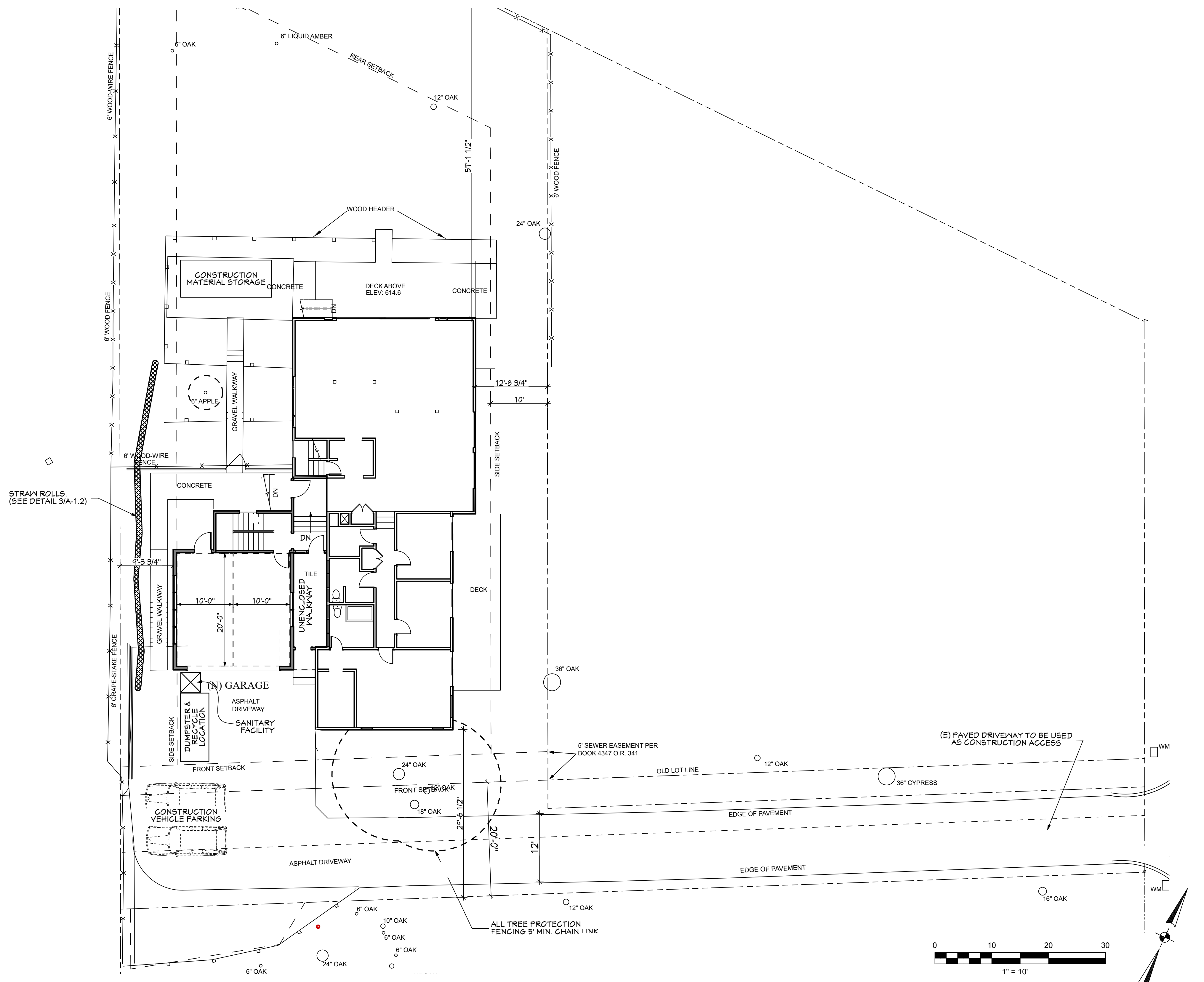
1. PROTECT DOWN SLOPE DRAINAGE COURSE, STREAMS, AND STORM DRAINS WITH ROCK BAGS, HAY BALES, TEMPORARY DRAINAGE SWALES, SILT FENCES, BERMS, OR STORM DRAIN INLET FILTERS.
2. THE EXISTING DRIVEWAY (PAVED) WILL BE USED AS A STABILIZED CONSTRUCTION ENTRANCE TO THE PROPERTY.
3. STRAW ROLLS SHALL BE INSTALLED PRIOR TO THE INCEPTION OF ANY WORK ON-SITE, AND SHALL REMAIN IN PLACE UNTIL THE LANDSCAPING GROUND COVER IS INSTALLED.
4. DRY SWEEPING METHODS SHALL BE USED TO REMOVE ANY DEBRIS AND/OR SOIL TRACKED ONTO WESTRIDGE DRIVE. DRY SWEEPING SHALL BE DONE AT THE END OF EACH WORK DAY.
5. THE CONTRACTOR SHALL FOLLOW AND USE BEST MANAGEMENT PRACTICES (BMP) FOR DISCHARGE INTO THE TOWN'S STORM WATER SYSTEM DURING SITE STRIPPING, HAULING, EARTH MOVING ACTIVITIES, HEAVY EQUIPMENT OPERATIONS AND GENERAL CONSTRUCTION. THOROUGHLY SUPERVISE THE WORK AT ALL TIMES TO INSURE NO PAINTING MATERIALS, SOLVENTS, ADHESIVES, LANDSCAPING MATERIALS OR OTHER SUCH MATERIALS WASH AWAY FROM THE SITE OR OTHERWISE ENTER THE FLOW OF STORM WATER RUNOFF.
6. STOCKPILED MATERIAL SHALL BE COVERED WITH POLY-ETHYLENE SHEETING OR A TARPULIN UNTIL THE MATERIAL IS REMOVED FROM THE SITE. ANY REMAINING BARE SOIL THAT EXISTS AFTER THE STOCKPILE HAS BEEN REMOVED SHALL BE COVERED UNTIL A NATURAL GROUND COVER IS ESTABLISHED, OR IT MAY BE SEED OR PLANTED TO PROVIDE GROUND COVER PRIOR TO THE FALL RAINY SEASON.
7. DUST CONTROL SHALL BE DONE BY WATERING.
8. IF EROSION DEVELOPS IN A TEMPORARY EROSION PROTECTED AREA OR ANY ESTABLISHED VEGETATED AREA, THE CONTRACTOR SHALL IMMEDIATELY ALLEVIATE AND REMEDY THE PROBLEM AND TAKE PREVENTATIVE MEASURES TO MINIMIZE THE POSSIBILITY OF ITS RECCURRENCE, AND ALSO TO PREVENT THE RESULTING FLOW OF SOILS OR WATER WITH SUSPENDED SOILS FROM GETTING INTO THE TOWN'S DRAINAGE SYSTEM OR ANY NATURAL DRAINAGE CHANNEL OR DITCH.
9. ALL DISTURBED SOILS SHALL BE "MATTED" AND SEEDED WITHIN TWO (2) WEEKS OF "FINAL DISTURBANCE".
10. STOCKPILE SHALL BE COVERED, PROTECTED WITH SANDBAGS, AND PROVIDED WITH ADDITIONAL PROTECTION AT THE BASE UNTIL AFTER APRIL 15. NO FILLING OR SPREADING OF MATERIAL CAN OCCUR UNTIL AFTER APRIL 15.
11. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSPECTED AND APPROVED PRIOR TO THE RELEASE OF PERMITS.
12. STEEP GRADED SLOPES SHALL BE PROTECTED WITH A PERMANENT EROSION CONTROL FABRIC, SUCH AS ENKAMAT 7000 SERIES OR EQUIVALENT.
  - A) ENKAMAT CONTACT INFO: P.O.BOX 1057, SAND HILL ROAD, ENKA, NC 28728, PHONE: (800) 366-7391, (828) 666-5050
  - B) THE CONTRACTOR SHALL HANDLE, STORE, PLACE, AND INSTALL ANCHOR THE PERMANENT EROSION CONTROL SLOPE FABRIC IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS AND INSTALLATION SPECIFICATIONS AND DETAILS.
  - C) THE CONTRACTOR AND/OR HOME OWNER SHALL INSPECT, MAINTAIN AND REPAIR PERMANENT EROSION CONTROL SLOPE FABRIC IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND NOTES IDENTIFIED ABOVE.

FOR FURTHER INFORMATION, CONTACT: Mr. Howard Young, Portola Valley Public Works Director, (650) 851-1700 ex. 14, hyoung@portolavalley.net

SAN MATEO COUNTYWIDE STORM WATER POLLUTION PREVENTION PROGRAM, 555 COUNTY CENTER, REDWOOD CITY, CA 94063, (650) 3634100

### TREE PROTECTION NOTES

1. PLEASE NOTE THAT THE PRESERVATION OF TREES ON THIS SITE IS OF PARTICULAR INTEREST TO THE OWNER, NEIGHBORS AND THE TOWN OF PORTOLA VALLEY. TAKE EXTRAORDINARY MEASURES TO INSURE THE HEALTH OF ALL TREES TO REMAIN INCLUDING PERIODIC WATERING, FEEDING AND OTHER MAINTENANCE RECOMMENDED BY THE ARBORIST.
2. GRADING OPERATIONS TO ENCROACH NO CLOSER THAN EIGHT TIMES THE TRUNK DIAMETER (I.E. 30" DIA. x 8 = 240" DISTANCE), SHOULD ENCROACHMENT WITHIN THE AREA BECOME NECESSARY, HAND DIGGING IS MANDATORY.
3. PRIOR TO INITIATION OF CONSTRUCTION ACTIVITY, INSTALL TEMPORARY BARRICADES AROUND ALL TREES IN THE CONSTRUCTION AREA DESIGNATED TO RECEIVE TREE PROTECTION. PROVIDE 8' HIGH CHAIN LINK FENCING, MOUNTED ON STEEL POSTS, DRIVEN 2 FEET INTO THE GROUND, AT NO GREATER THAN 10' FOOT SPACING. THE FENCES SHALL ENCLOSE THE ENTIRE AREA UNDER THE DRIP LINE OF THE TREES OR AS CLOSE TO THE DRIP LINE AS PRACTICAL. THESE BARRICADES SHALL BE PLACED AROUND INDIVIDUAL TREES AND/OR GROUPS OF TREES AS THE EXISTING ENVIRONMENT DICTATES AND AS DIAGRAMED ON THE PLAN. NO DEMOLITION OR CONSTRUCTION MAY COMMENCE UNTIL THE PROTECTIVE FENCING HAS BEEN INSTALLED, INSPECTED, AND IMPROVED BY THE PORTOLA VALLEY PUBLIC INSPECTOR. ALL PROTECTIVE FENCING SHALL BE MAINTAINED IN PLACE THROUGHOUT THE DURATION OF THE CONSTRUCTION.
4. NO STORAGE OF MATERIAL, TOPSOIL, VEHICLES OR EQUIPMENT SHALL BE PERMITTED WITHIN THE TREE ENCLOSURE AREA. THE GROUND AROUND THE TREE CANOPY SHALL NOT BE ALTERED. TREE PROTECTION FENCING SHALL REMAIN IN PLACE UNTIL FINAL INSPECTION APPROVAL BY THE BUILDING OFFICIAL OR AS DIRECTED BY THE ARCHITECT.

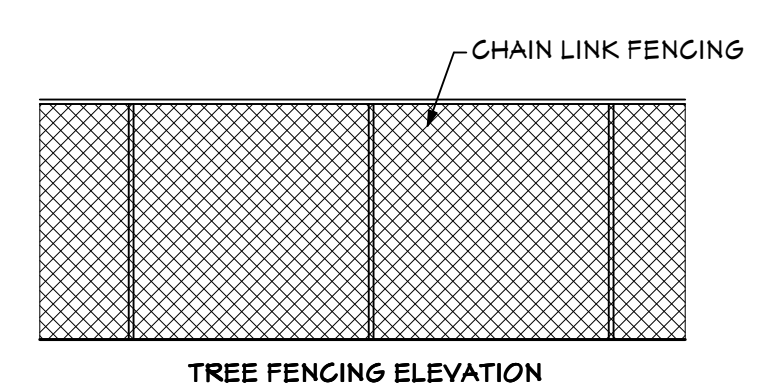
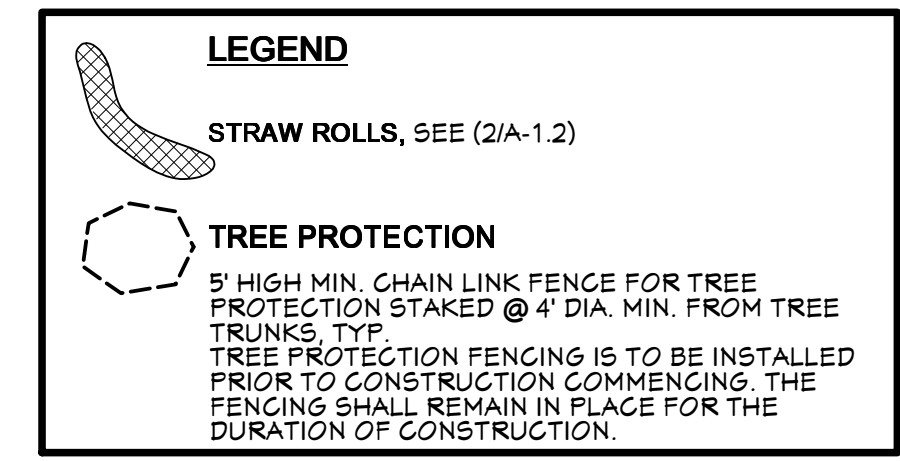


## 1 CONSTRUCTION STAGING PLAN

1" = 10'

### CONSTRUCTION STAGING NOTES

1. CONSTRUCTION ACCESS IS VIA EXISTING DRIVEWAY.
2. PROPOSED ON-SITE CONSTRUCTION VEHICLE PARKING AS SHOWN ON STAGING SITE PLAN.
3. STORAGE OF MATERIALS OR EQUIPMENT ON THE STREET IS STRICTLY PROHIBITED. STORE MATERIALS AND EQUIPMENT AWAY FROM TREE PROTECTION AREAS OR EROSION CONTROL MEASURES.
4. LOCATION OF PORT-A-POTTY AND DUMPSTER PER PLANS.
5. PROVIDE AND INSTALL FENCING FOR TREE PROTECTION AS DIRECTED ABOVE AND AS FURTHER REQUIRED BY THE TOWN OR ARCHITECT.
6. PORTOLA VALLEY CONSTRUCTION HOURS ARE LIMITED TO MONDAY THROUGH FRIDAY ONLY BETWEEN 8:00 a.m. AND 5:30 p.m. NO DELIVERIES OR RUNNING OF EQUIPMENT PRIOR TO 8:00 a.m. FAILURE TO COMPLY WITH TOWN CONSTRUCTION HOURS MAY RESULT IN A STOP WORK NOTICE.
7. AT NO TIME SHALL THE STREET BE CLOSED OR BLOCKED. USE FLAGMEN WHEN DELIVERIES OR CONSTRUCTION RESTRICT ANY PORTION OF THE RIGHT OF WAY.
8. LIMIT ON-STREET VEHICLE PARKING TO ONE SIDE OF THE STREET ONLY. VEHICLES MAY NOT PARK ON BOTH SIDES OF THE STREET.
9. ALL PROTECTIVE FENCING SHALL BE MAINTAINED IN PLACE THROUGHOUT THE DURATION OF CONSTRUCTION.
10. NO DEMOLITION OR CONSTRUCTION MAY COMMENCE UNTIL ALL PROTECTIVE FENCING HAS BEEN INSTALLED, INSPECTED, AND APPROVED BY THE PORTOLA VALLEY PUBLIC WORKS INSPECTOR.
11. MAINTAIN A CLEAN SITE AND CLEAN & CLEAR RIGHT-OF-WAY. CLEAN ANY DEBRIS OR DIRT FROM STREET IMMEDIATELY. MAINTAIN THE SITE IN AN ORDERLY FASHION PER THE APPROVAL OF THE ARCHITECT.
12. ESTABLISH TEMPORARY POWER FOR CONSTRUCTION FROM THE EXISTING SERVICE. LOCATE THE TEMPORARY PANEL IN A CONVENIENT LOCATION AS ACCEPTABLE TO THE ARCHITECT.



CJW ARCHITECTURE

130 Portola Road, suite A  
Portola Valley, CA 94028  
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• PROJECT •

BOWER-SHAW RESIDENCE  
166 CORTE MADERA RD PORTOLA VALLEY CA 94028

• SHEET TITLE •

Construction Staging Plan

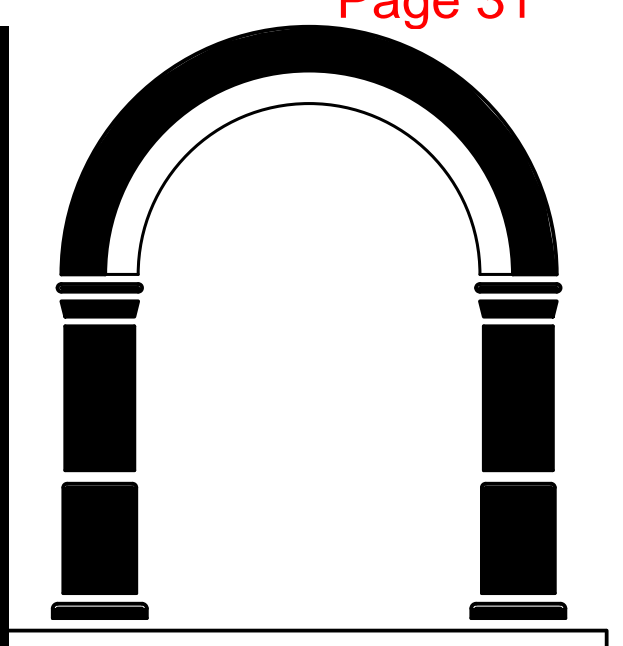
• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS
2	5/18/23	IMP. SURFACE/SETBACK

• JOB: 2021-1700

• DATE: 1/9/23

• SHEET: A-1.3



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• SHEET TITLE •

(E) FLOOR PLANS

• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS

• JOB: 2021-1700

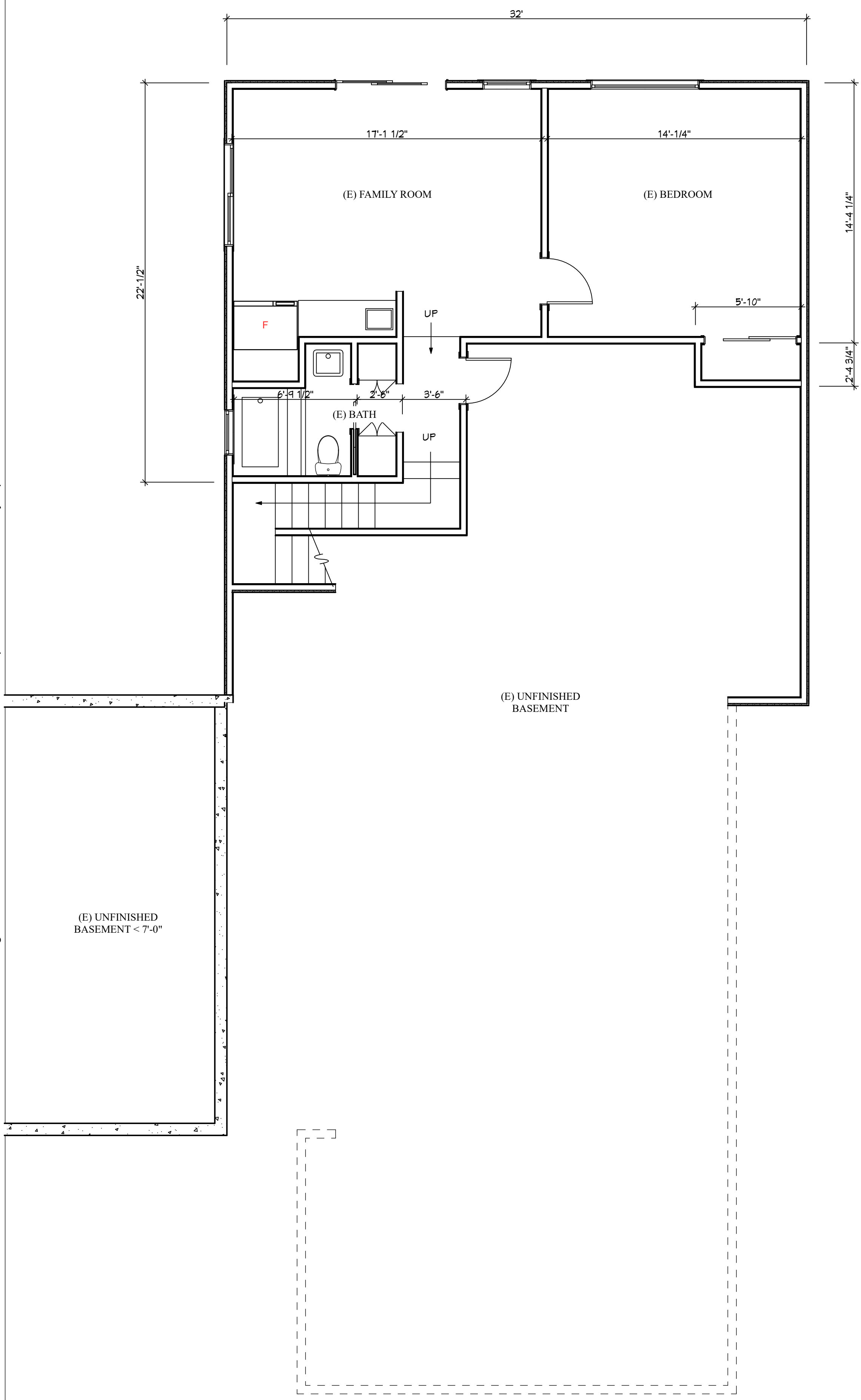
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• SHEET: A-2.1

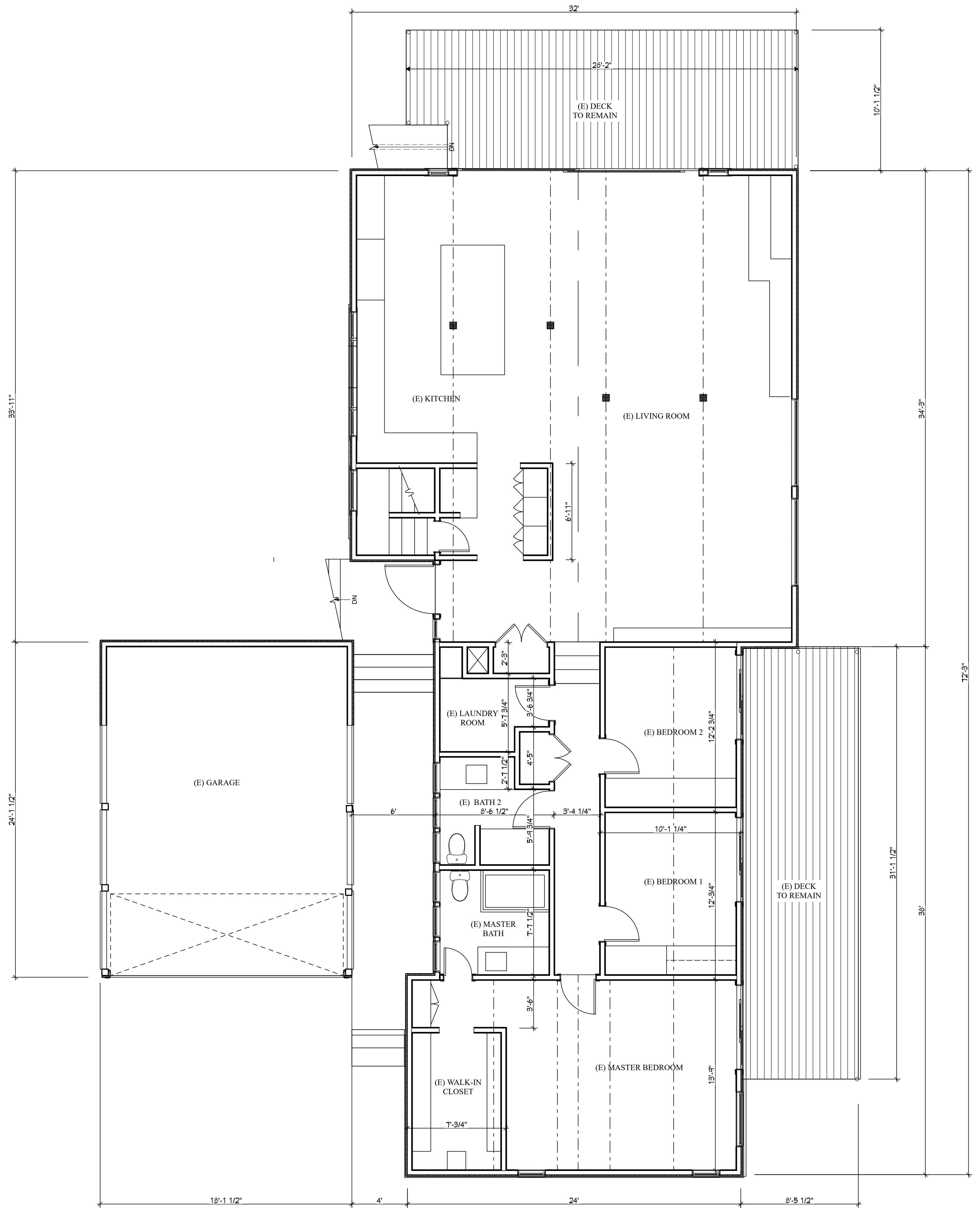
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Tuesday, April 11, 2023

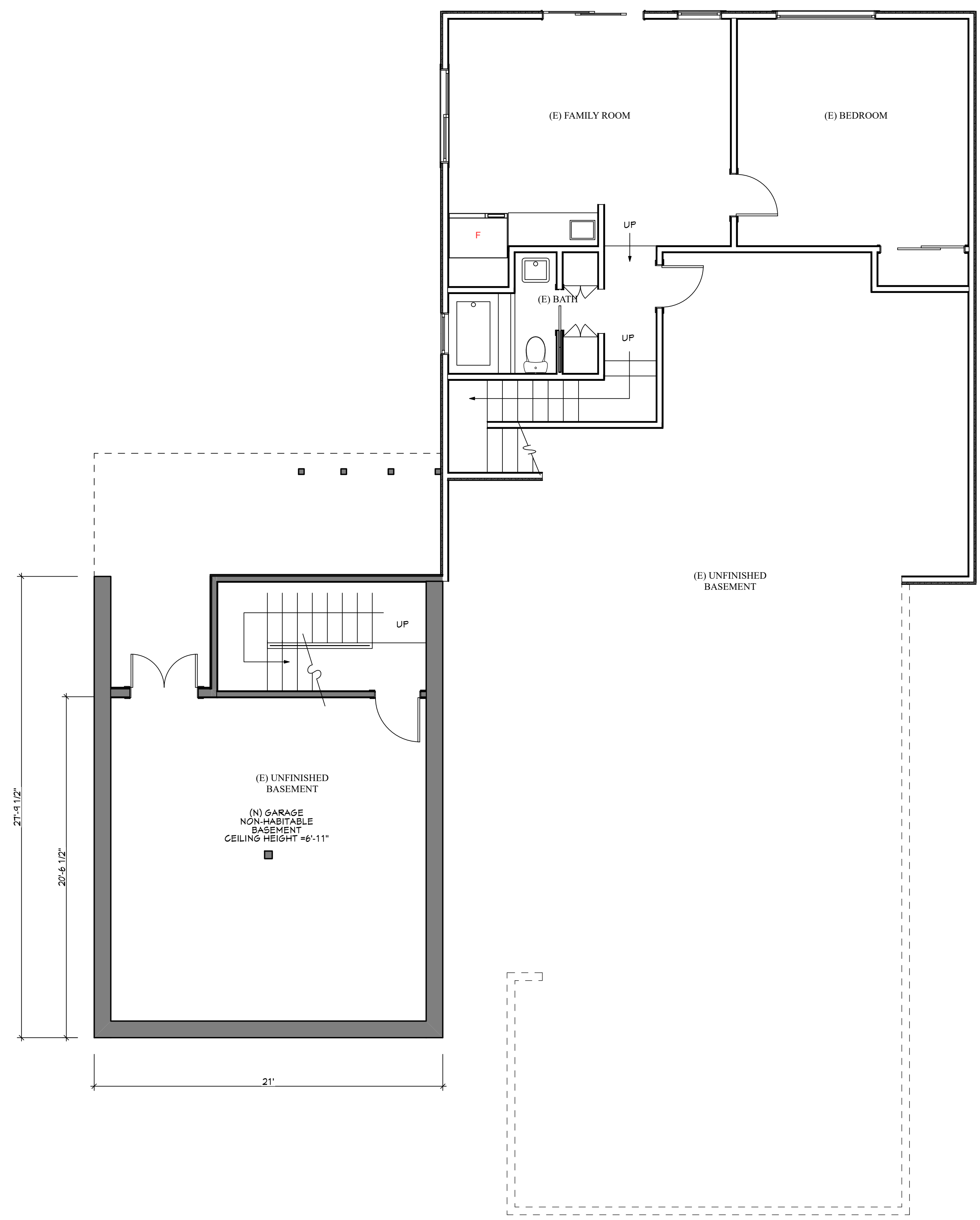
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**2** (E) LOWER FLOOR PLAN 1/4" = 1'-0"

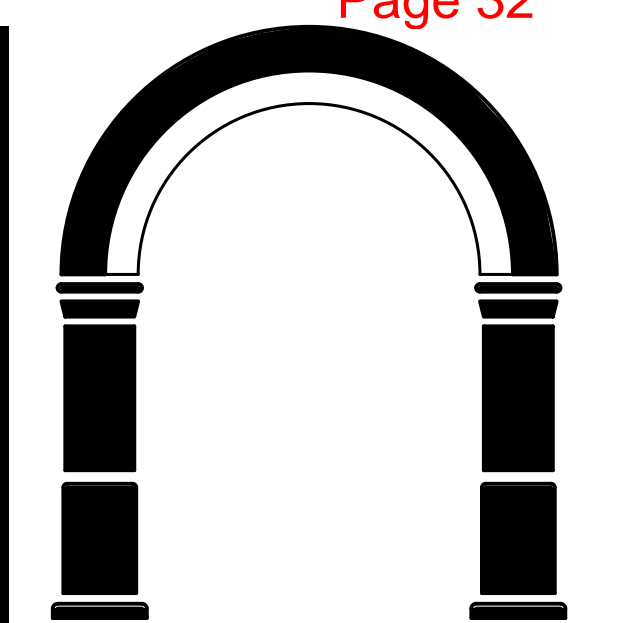


**1** (E) MAIN FLOOR PLAN 1/4" = 1'-0"



**1** (N) LOWER FLOOR PLAN

1/4" = 1'-0"



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**(N) LOWER FLOOR  
 PLAN**

• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS

• JOB: 2021-1700

• DATE: 1/9/23

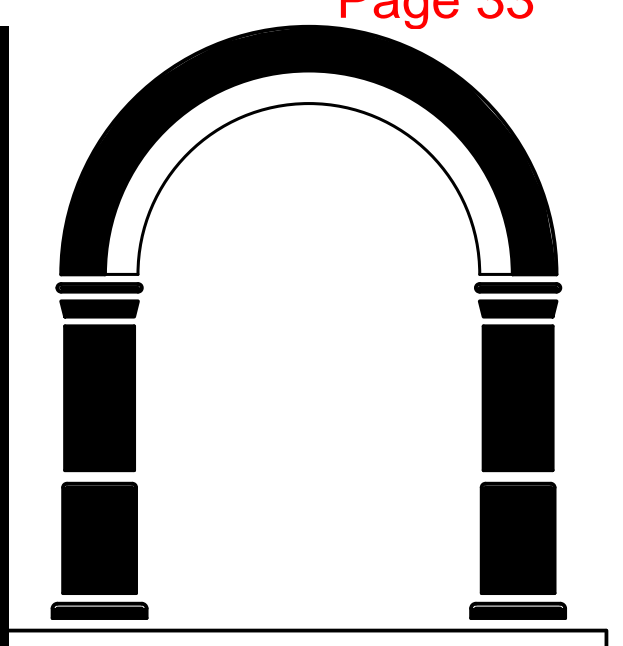
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Wednesday, April 19, 2023

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• SHEET TITLE •

(N) MAIN & UPPER  
FLOOR PLAN

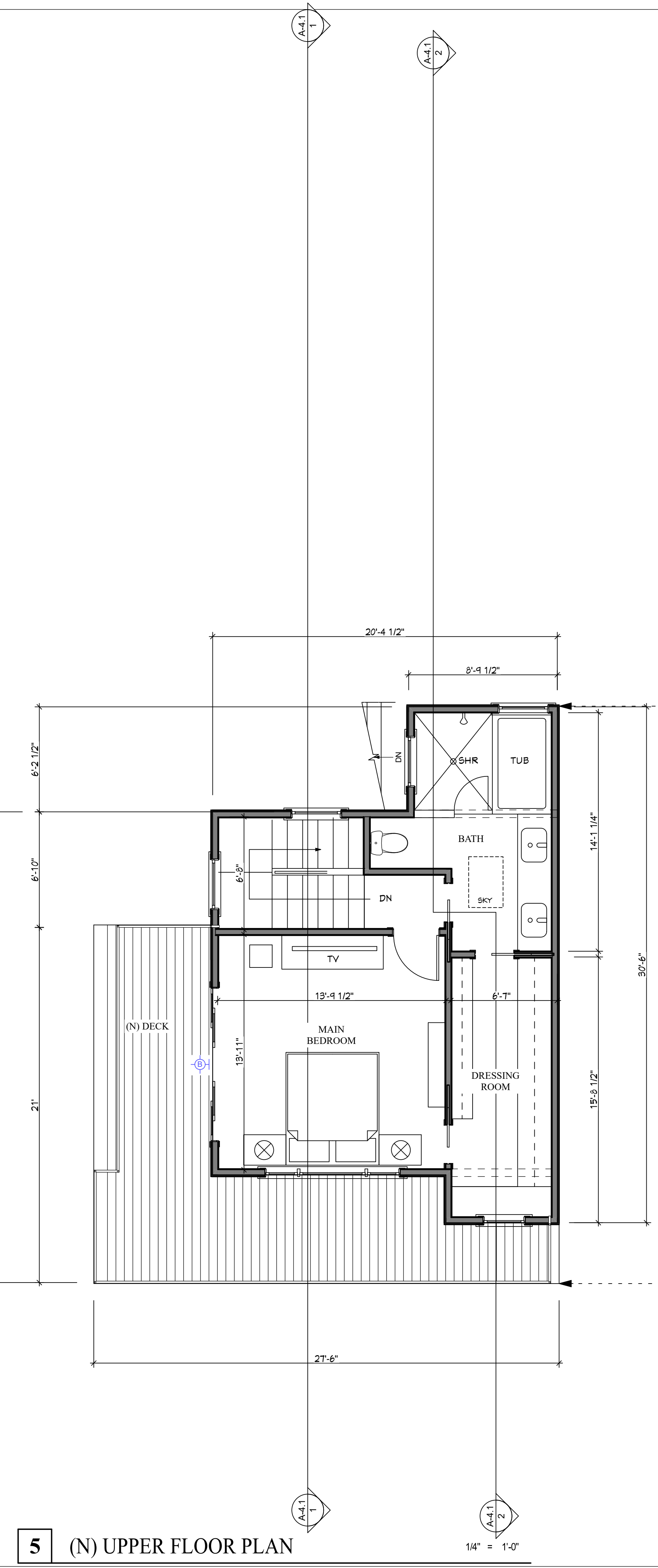
• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS

• JOB: 2021-1700

• DATE: 1/9/23

• SHEET: A-2.3



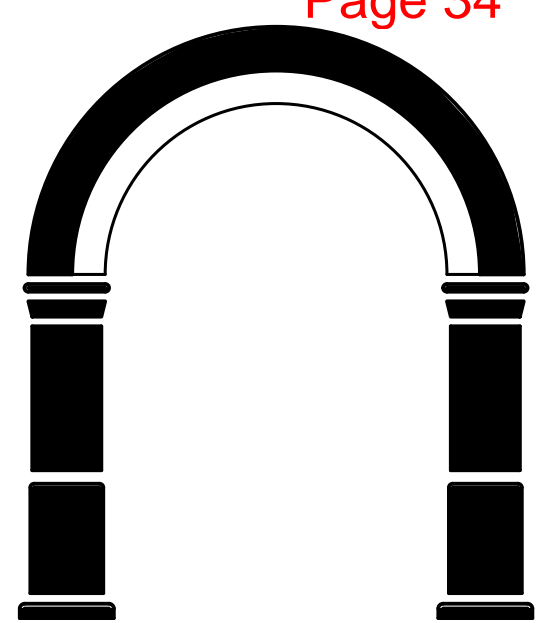
5 (N) UPPER FLOOR PLAN

1/4" = 1'-0"



1 (N) MAIN FLOOR PLAN

1/4" = 1'-0"



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• SHEET TITLE •

(N) ROOF PLAN

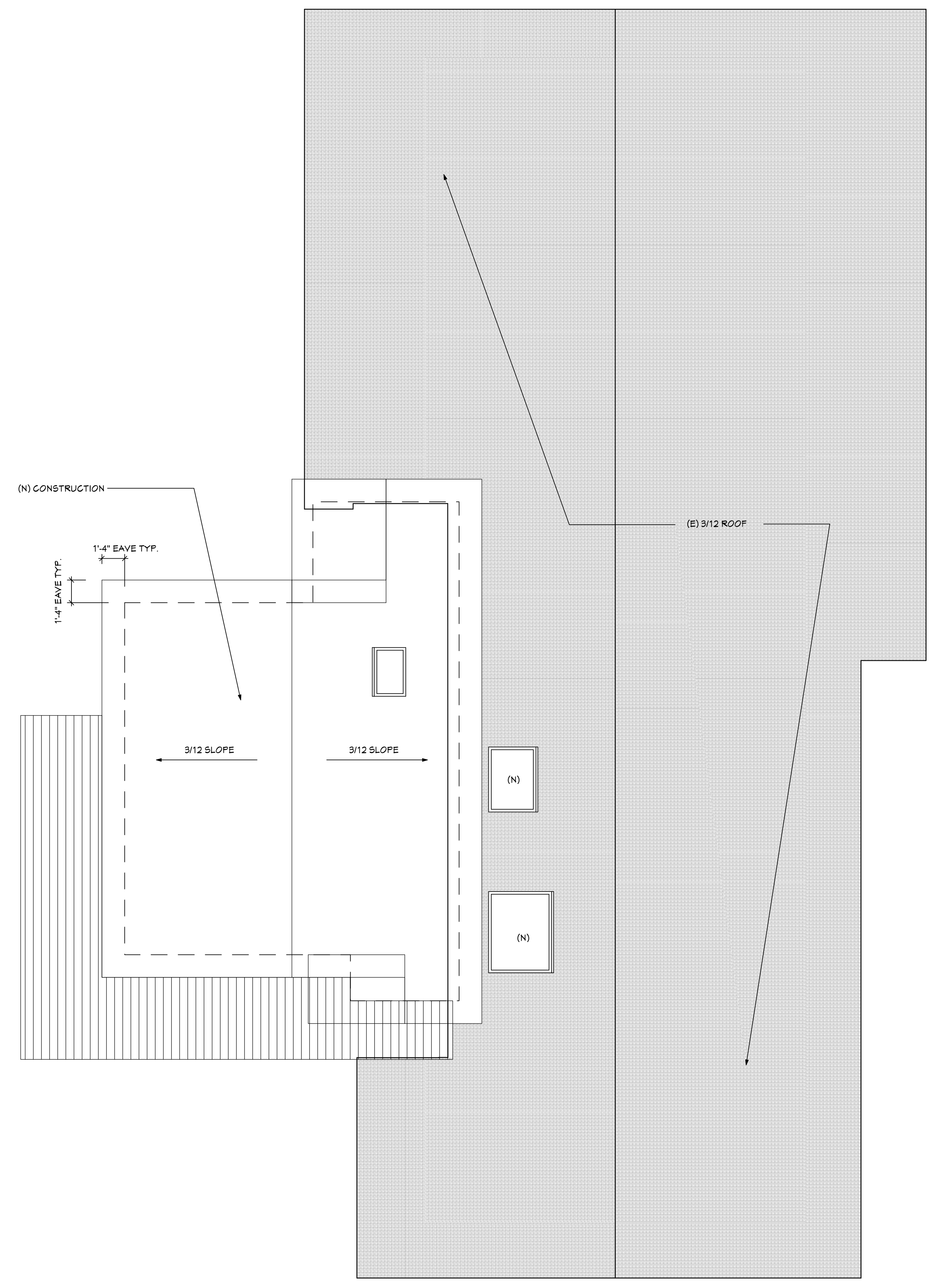
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No.	Date	Notes
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• JOB: 2021-1700

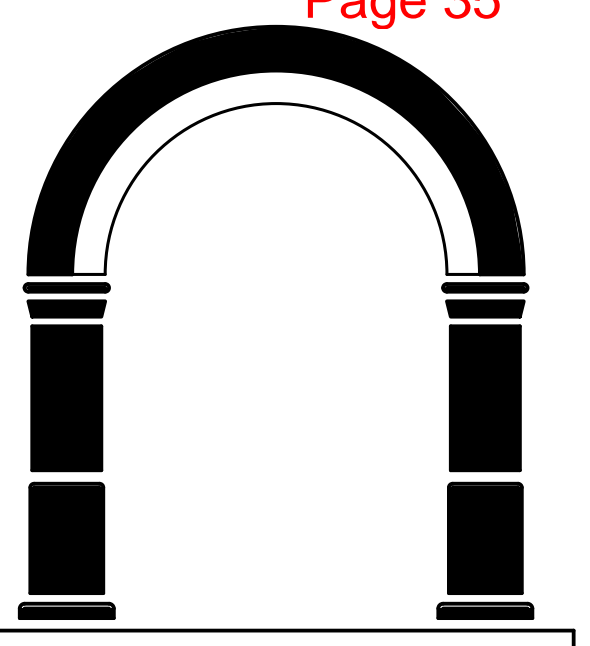
• DATE: 1/9/23

• SHEET: A-2.4



1 (N) ROOF PLAN

1/4" = 1'-0"



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• SHEET TITLE •

EXISTING  
EXTERIOR  
ELEVATIONS

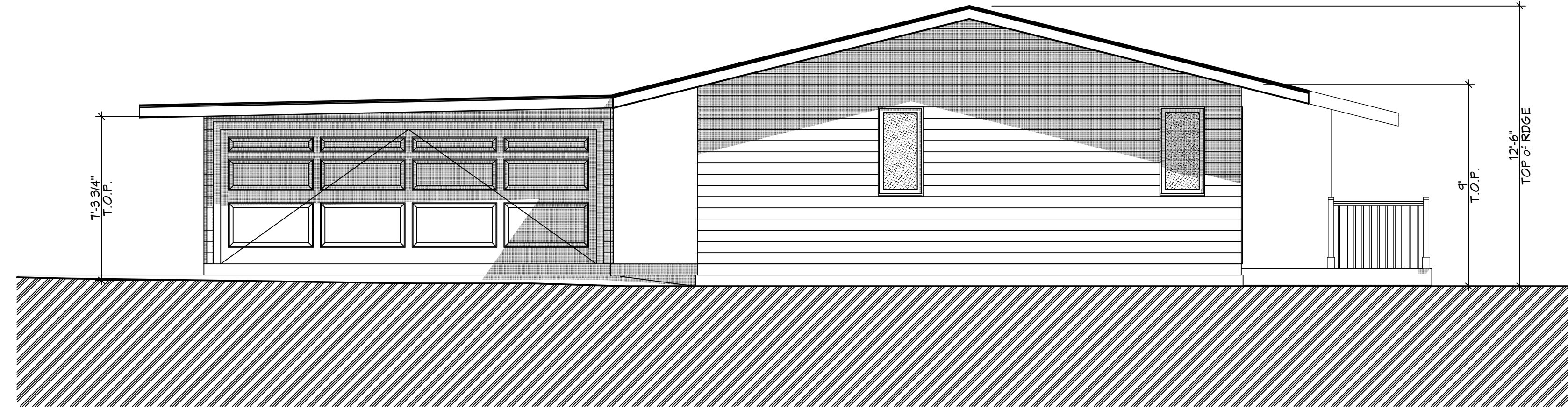
• REVISIONS •

No.	Date	Notes
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• JOB: 2021-1700

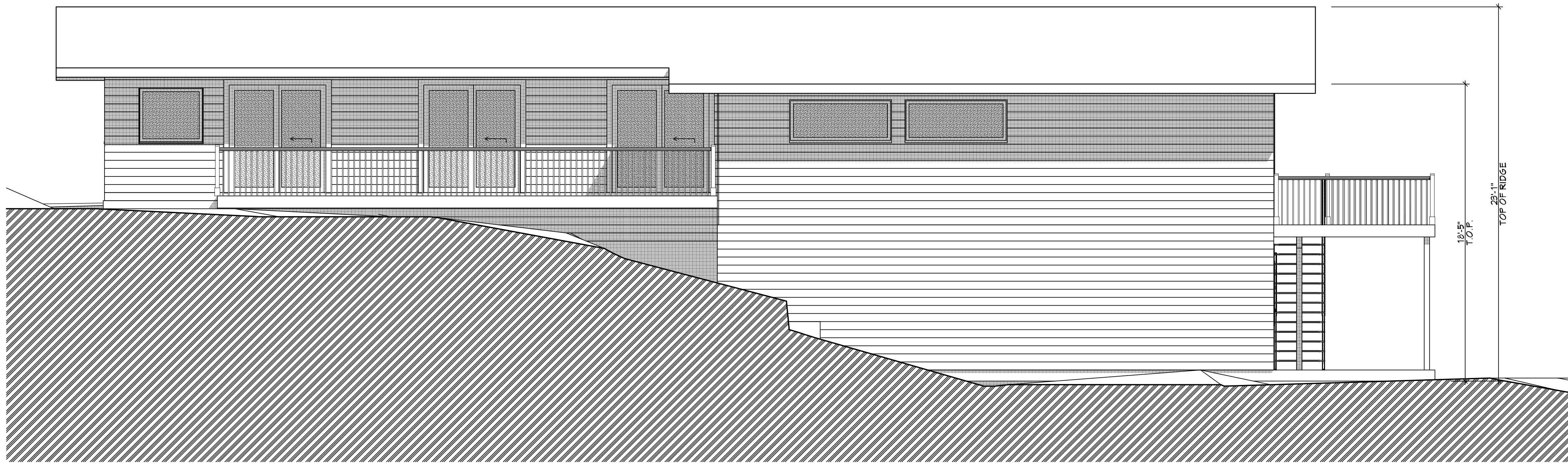
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• SHEET: A-3.1



1 (E) South Elevation

1/4" = 1'-0"



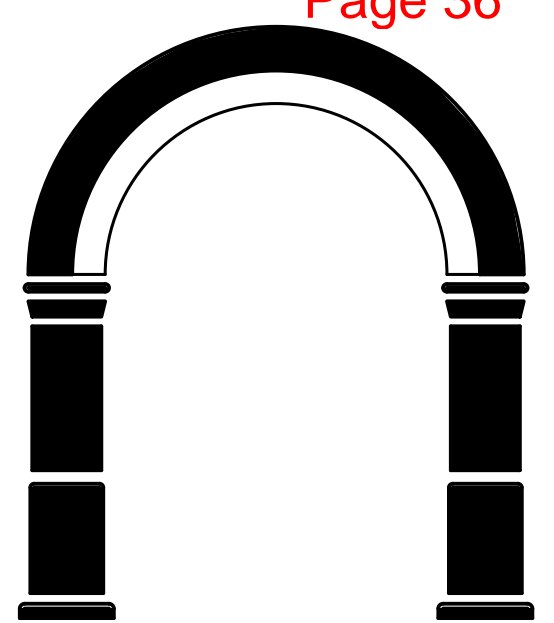
2 (E) East Elevation

1/4" = 1'-0"

12:41 PM

Tuesday, April 11, 2023

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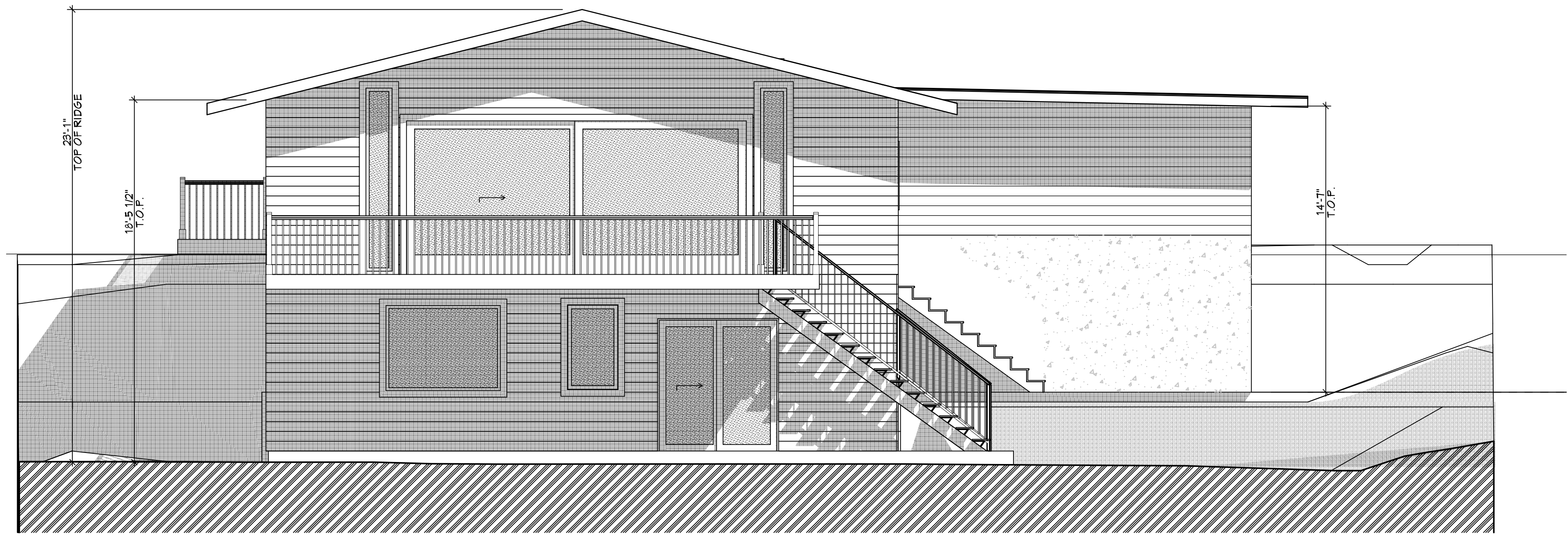
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EXISTING  
EXTERIOR  
ELEVATIONS

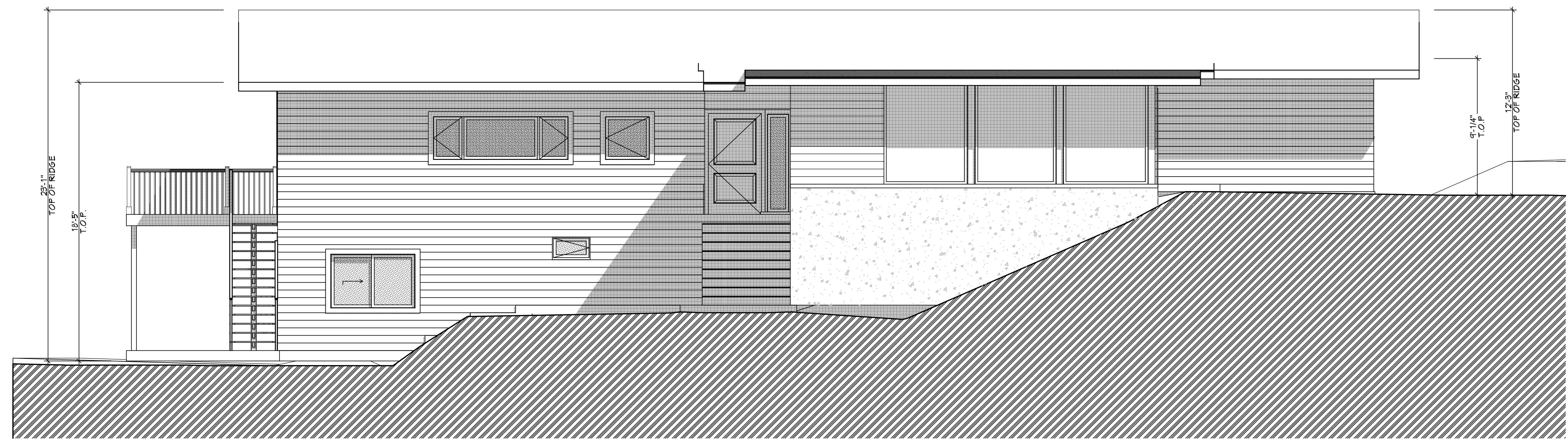
• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS

• JOB: 2021-1700  
• DATE: 1/9/23  
• SHEET: A-3.2



1 (E) North Elevation 1/4" = 1'-0"

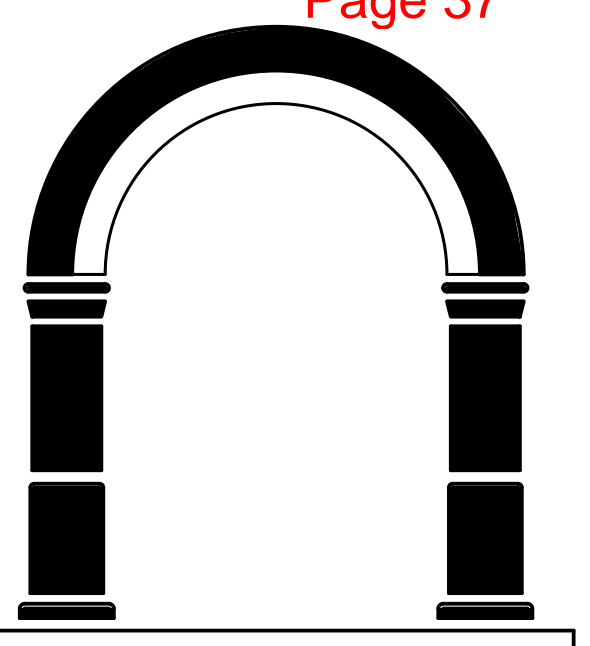


2 (E) West Elevation 1/4" = 1'-0"

12:42 PM

Tuesday, April 11, 2023

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166 CORTE MADERA  
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CA 94028

• SHEET TITLE •

PROPOSED  
EXTERIOR  
ELEVATIONS

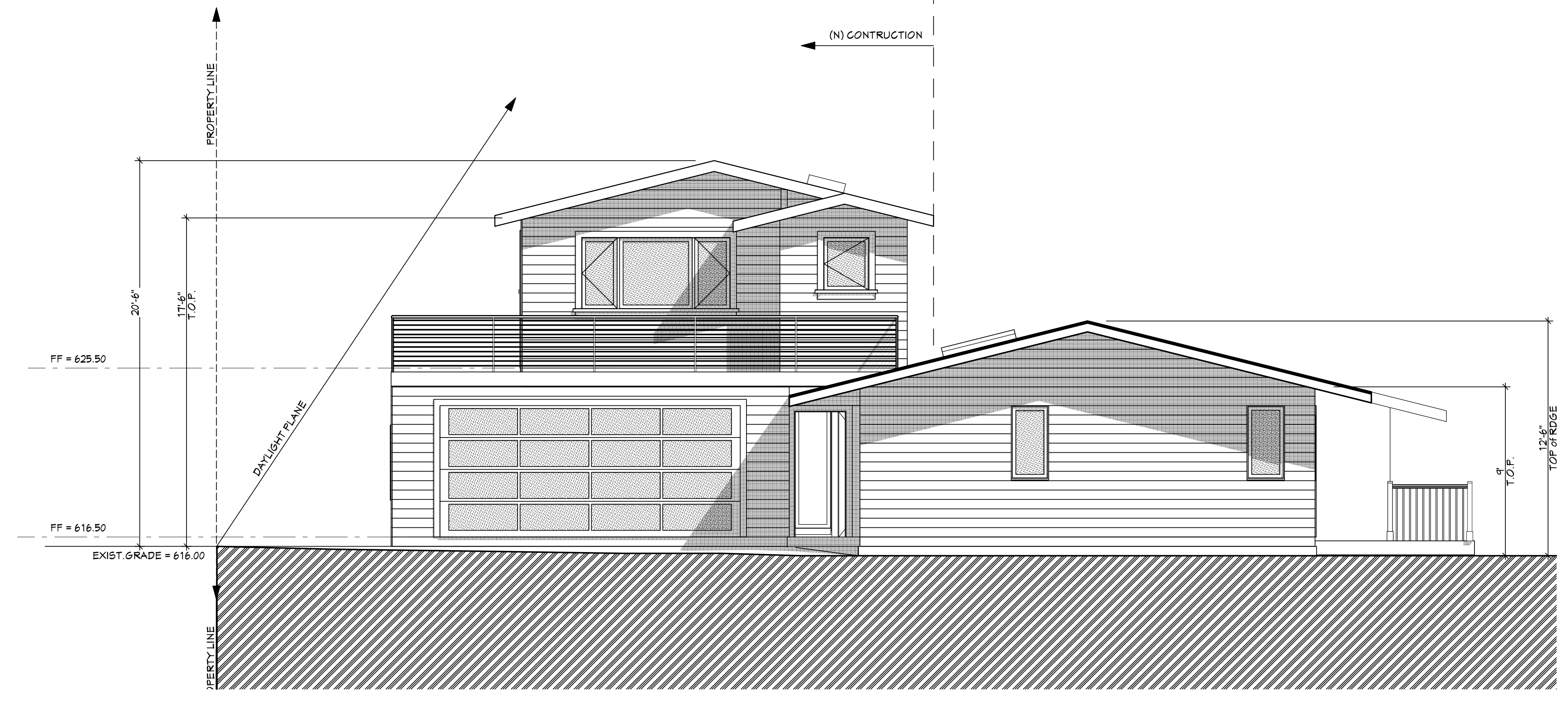
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No.	Date	Notes
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• JOB: 2021-1700

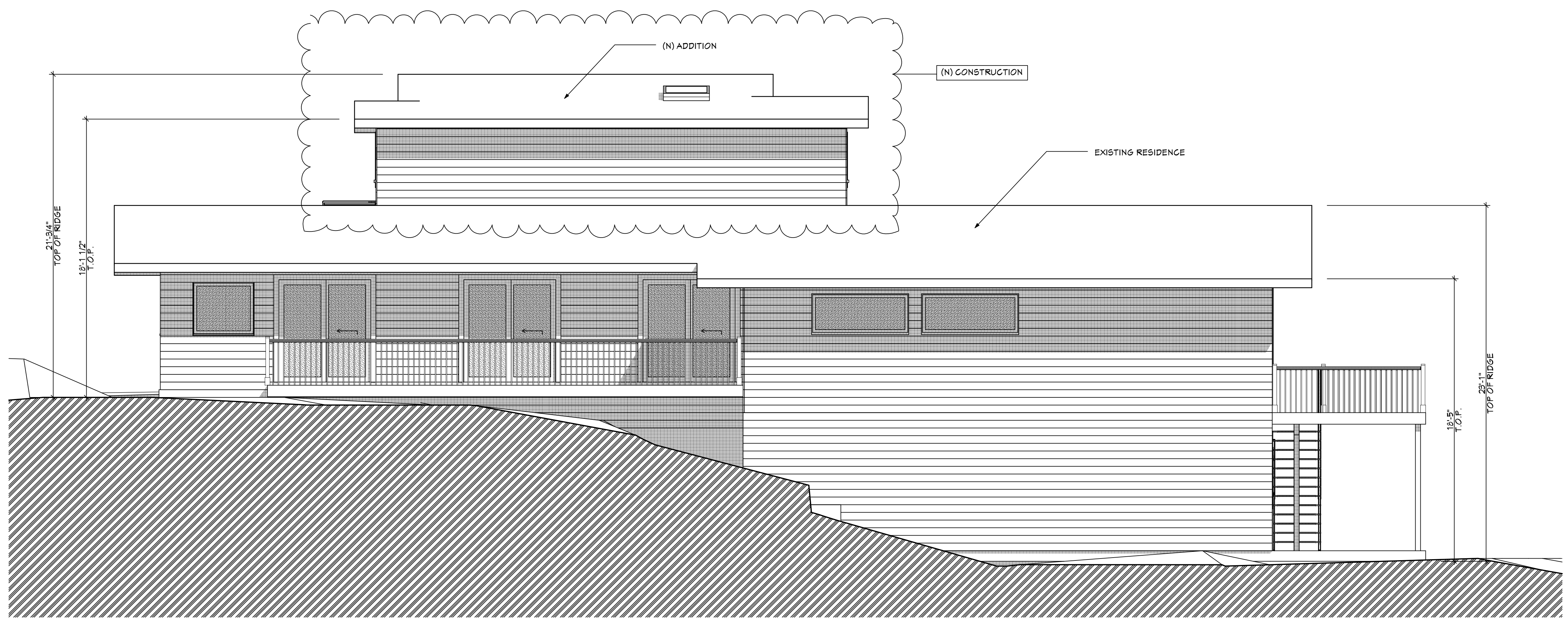
• DATE: 1/9/23

• SHEET: A-3.3



1 (N) South Elevation

1/4" = 1'-0"



2 (N) East Elevation

1/4" = 1'-0"

12:44 PM

Tuesday, April 11, 2023

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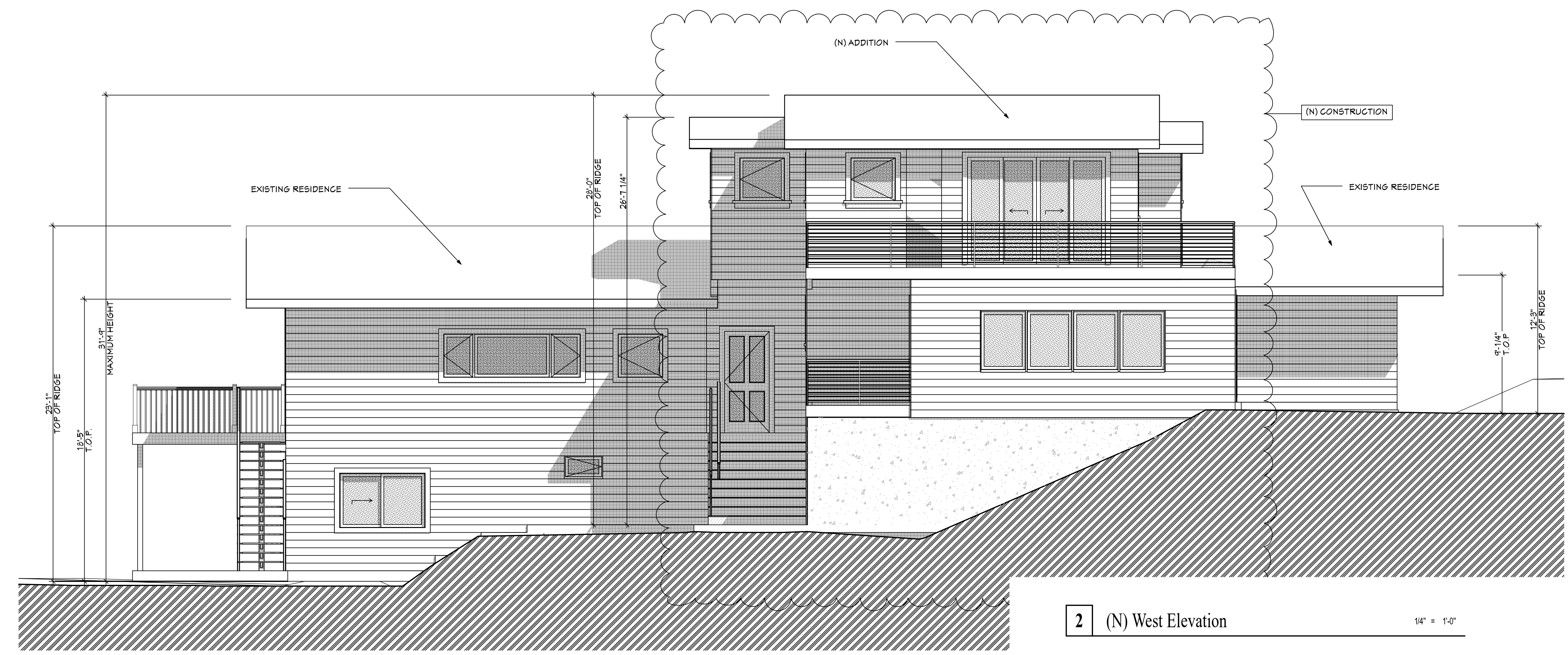
Friday, May 19, 2023

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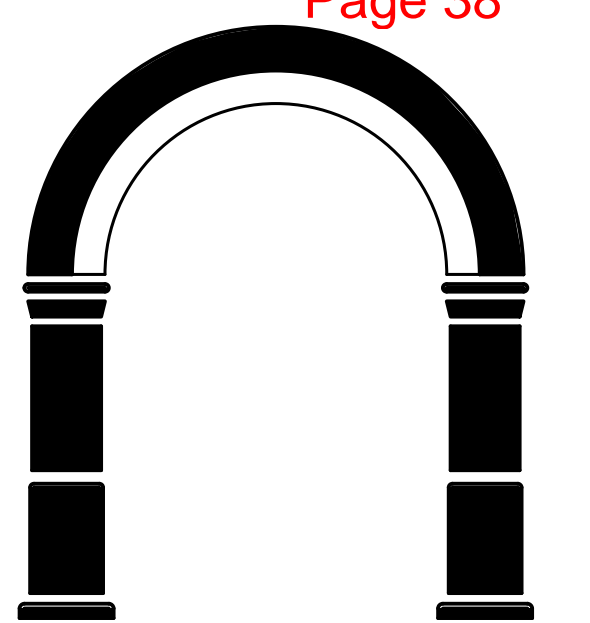
1 (N) North Elevation

1/4" = 1'-0"



2 (N) West Elevation

1/4" = 1'-0"



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166 CORTE MADERA  
RD PORTOLA VALLEY  
CA 94028

• SHEET TITLE •

PROPOSED  
EXTERIOR  
ELEVATIONS

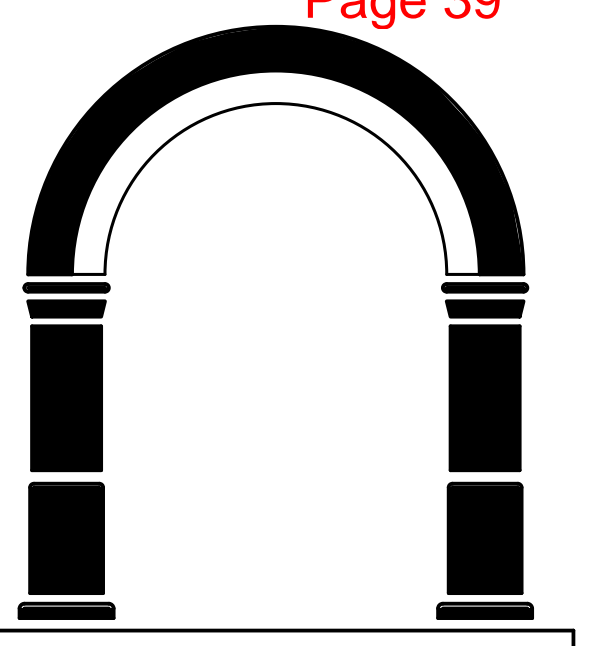
• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS
2	5/18/23	IMP. SURFACE/SETBACK

• JOB: 2021-1700

• DATE: 1/9/23

• SHEET: A-3.4



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Portola Valley, CA 94028  
(650) 851-9335 / (Fax) 851-9337

These plans are copyrighted and are subject to copyright protection as an "architectural work" under Sec. 102 of the Copyright Act, 17 U.S.C. as amended December 1990 and known as Architectural Works Copyright Protection Act of 1990. The protection includes but is not limited to the overall form as well as the arrangement and composition of spaces and elements of the design. Under such protection, unauthorized use of these plans, work or home represented, can legally result in the cessation of construction or building being seized and/or monetary compensation to CJW Architecture.

• PROJECT •

BOWER-SHAW  
RESIDENCE  
166 CORTE MADERA  
RD PORTOLA VALLEY  
CA 94028

• SHEET TITLE •

BUILDING  
SECTIONS

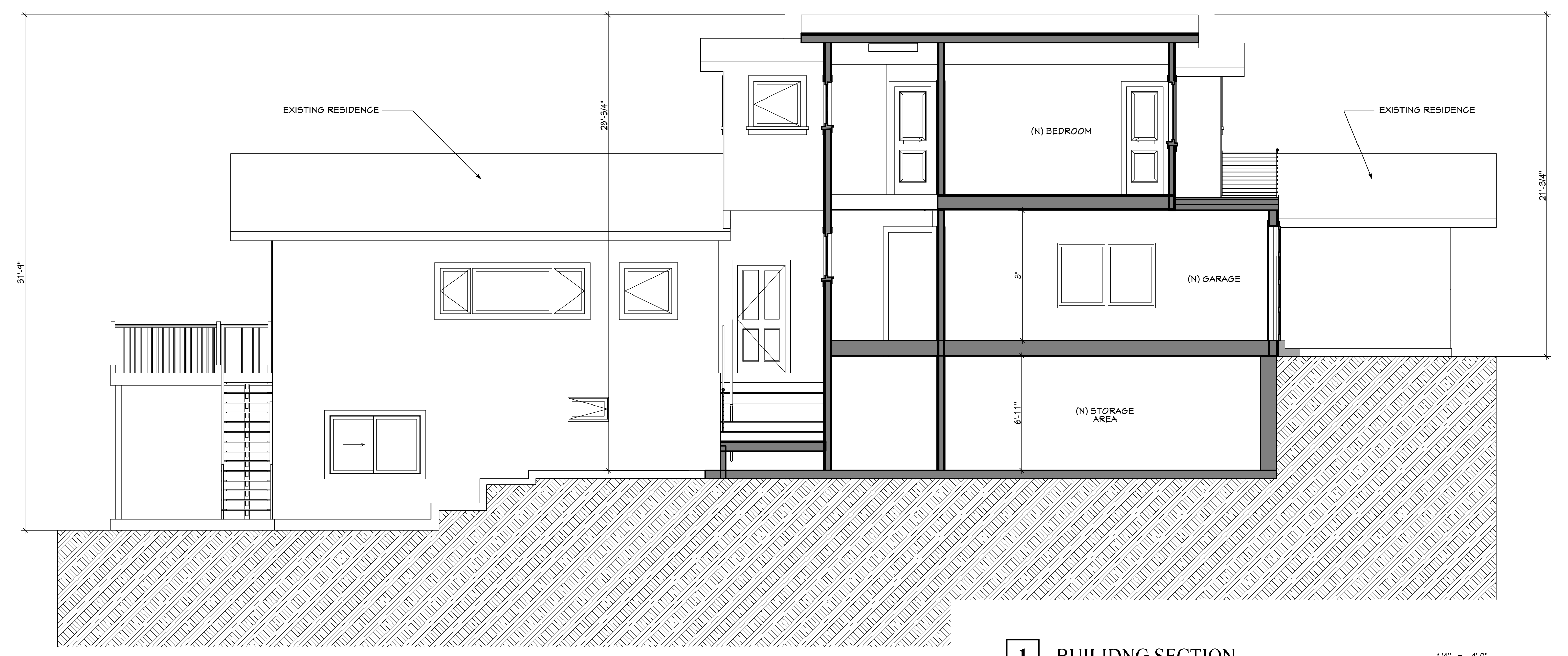
• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS

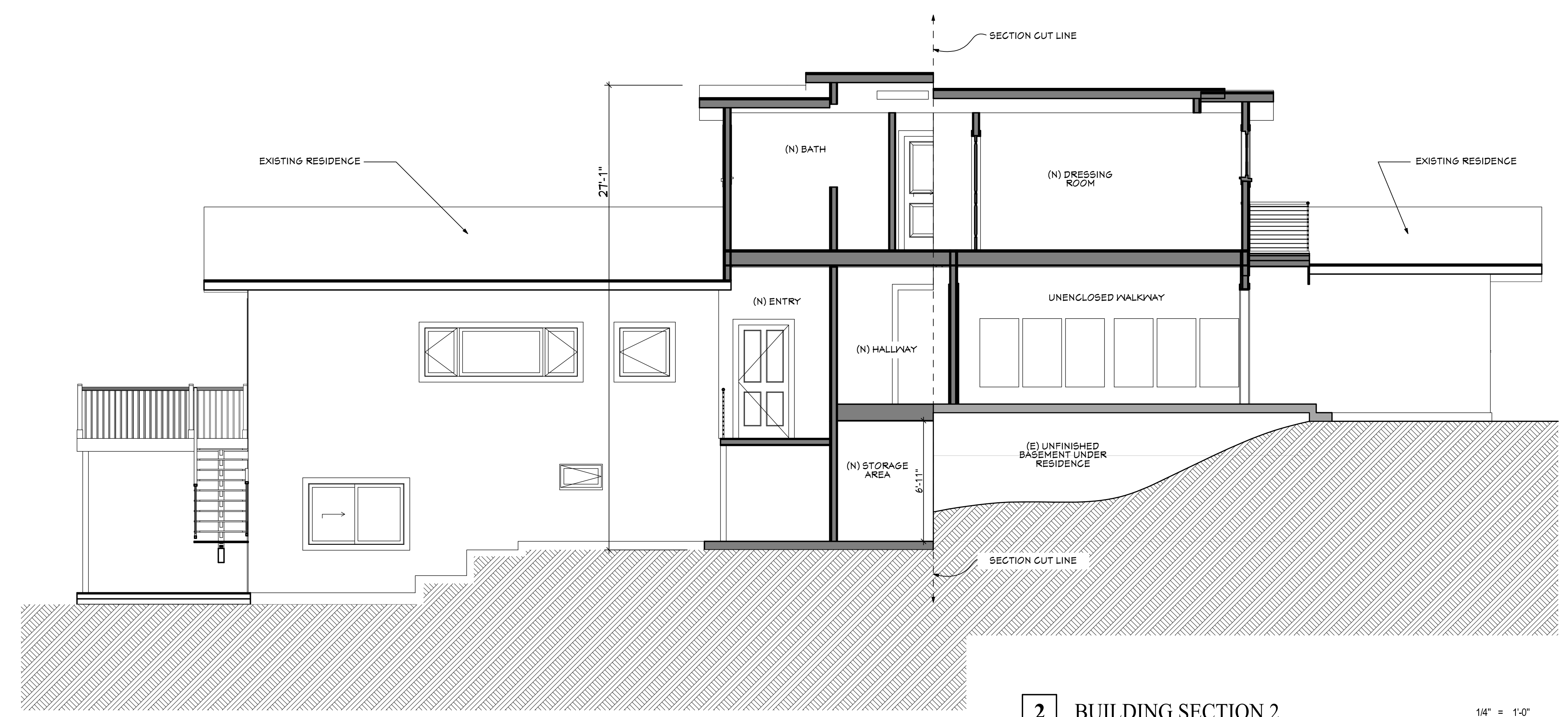
• JOB: 2021-1700

• DATE: 1/9/23

• SHEET: A-4.1



**1** BUILDING SECTION 1/4" = 1'-0"

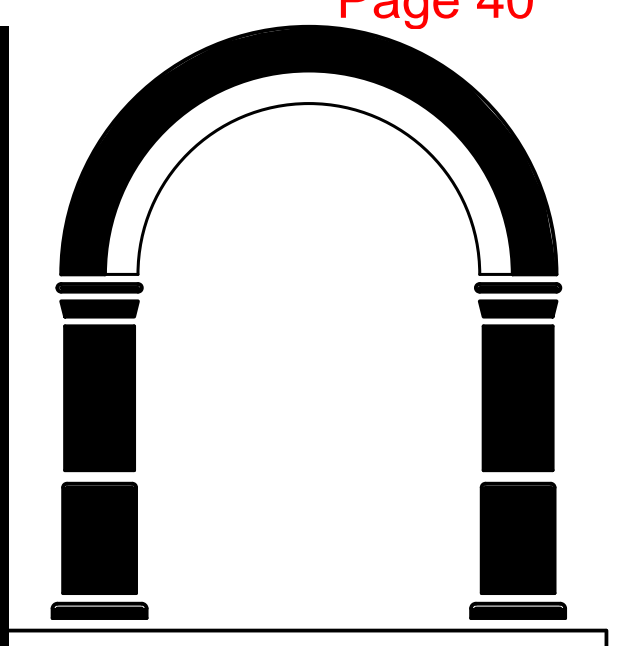


**2** BUILDING SECTION 2 1/4" = 1'-0"

11:45 AM

Wednesday, April 19, 2023

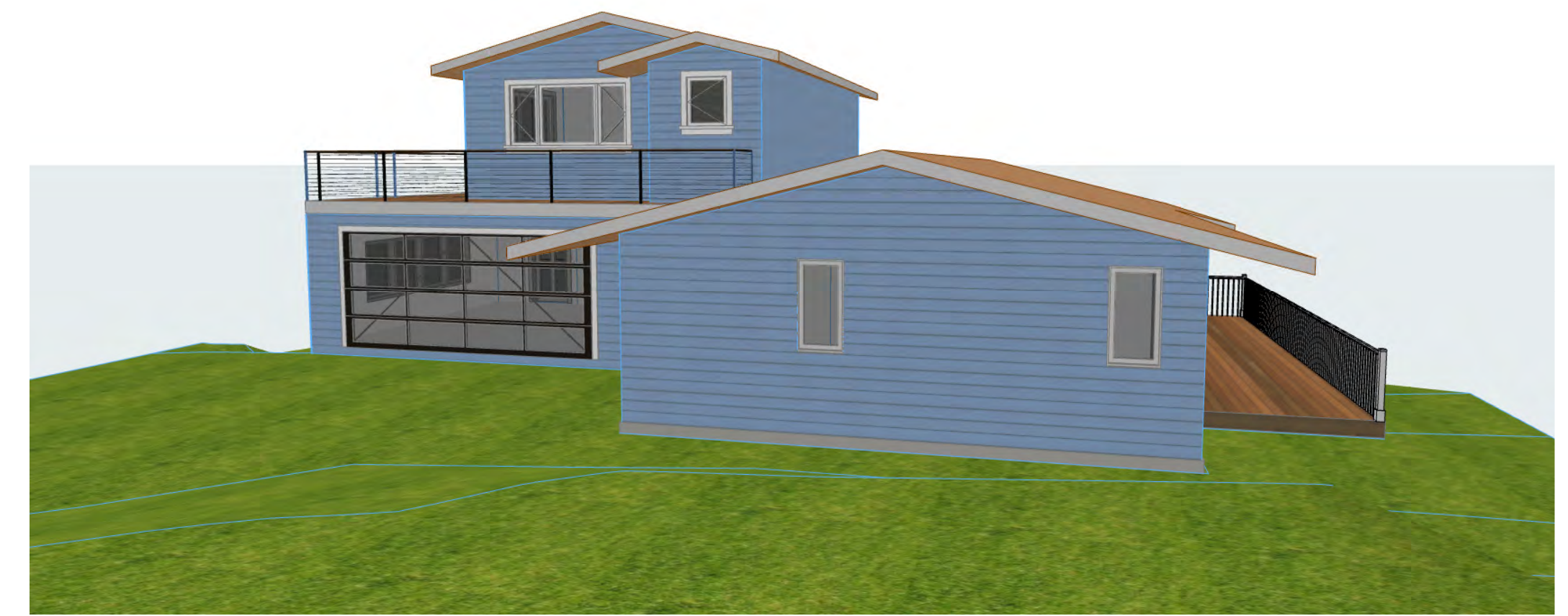
Z:\CJW\_Sharepoint\CJW\_Architecture\CJW\_Architecture - 2021-1700 Bower Shaw Residence (Dwg)\1 Current\2021-1700 Bower Shaw Residence 10.pln



CJW ARCHITECTURE

130 Portola Road, suite A  
Portola Valley, CA 94028  
(650) 851-9335 / (Fax) 851-9337

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• PROJECT •

BOWER-SHAW  
RESIDENCE  
166 CORTE MADERA  
RD PORTOLA VALLEY  
CA 94028

• SHEET TITLE •

RENDERINGS

• REVISIONS •

No.	Date	Notes
1	4/11/23	ASCC COMMENTS

• JOB: 2021-1700

• DATE: 1/9/23

• SHEET: A-5.1

11:07 AM

Friday, April 14, 2023

Z:\CJW Sharepoint\CJW Architecture - 2021-1700 Bower Shaw Residence\Drawings\2021-1700 Bower Shaw Residence\Drawings\10.pln



# WOODSIDE FIRE PROTECTION DISTRICT

## Prevention Division

808 Portola Rd. Portola Valley, CA ~ [www.woodsidefire.org](http://www.woodsidefire.org) ~ Fire Marshal Don Bullard 650-851-1594  
 ALL CONDITIONS SHALL MEET WFPD SPECIFICATIONS – Go to [www.woodsidefire.org](http://www.woodsidefire.org) for more info

### BUILDING PLAN CHECK

PROJECT LOCATION: 166 Corte Madera Rd

Jurisdiction: PV

Applicant:

Oren, CJW Architecture

Phone: 650-851-9335

Email: [oren@cjwarchitecture.com](mailto:oren@cjwarchitecture.com)

Permit#:

PLN\_ARCH 01-2023

PROJECT DESCRIPTION: Demo of Existing Garage, Construction of a new garage and new master suite above garage.

SCOPE:

Fees Paid:  \$YES  See *Fee Comments* Date: 2/9/2023

Fee Comments: CH#2019....\$100.00 (plan review fee) paid by: Bower Shaw Living Trust - KG 3/20/23  
 CH#....\$225.00 (plan check fee) paid by:

**BUILDING PLAN CHECK COMMENTS/CONDITIONS:**

The project is to comply with the 2022 CA Building / Fire Codes and local amendments. Please see all WFPD Standards and Guidelines for requirements at [www.woodsidefire.org](http://www.woodsidefire.org). The following plan review comments are applicable to this submittal:

**NOTE: Plan submittal was submitted with 2019 Title 24 Codes, plans were submitted during the new 2022 Code Cycle and therefore all construction shall comply with 2022 Codes and local amendments.**

**General Requirements:**

- 1) At start of construction a 2' x 3' address sign will be posted in front of project.
- 2) The applicant shall provide at time of final, permanent address numbers, minimum of 4-inch tall with ½ inch stroke that are visible from the street and contrasting to its background. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign shall be used to identify the structure. Address numbers shall be maintained.
- 3) 100' defensible space from structure required prior to start of construction.
- 4) Upon final inspection 50' perimeter property line defensible space will be required per WFPD Ordinance No. 12, Section 304.1.2.A.
- 5) Approved spark arrestor will be required on all installed chimneys including outside fireplaces.
- 6) Install smoke alarms and carbon monoxide detectors per 2022 CBC. Smoke alarms and carbon monoxide detectors shall be hardwired and inter-connected for alarm.
- 7) Installation of NFPA 13D Fire Sprinkler System is required. Sprinkler plans/calculations shall be submitted directly to WFPD through our website under separate fire permit. Fire sprinkler system shall comply with Woodside Fire Protection District Standards and Guidelines. Owner/Contractor are responsible for getting the correct fire flow data and shall be submitted at time of deferred submittal for the fire suppression system. Note:

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Cal-Water requires a backflow device that can decrease the water flow pressure by 12-15 PSI due to friction loss of the backflow device.

### **Water Supply:**

- 8) Access to the public fire hydrant shall meet the provisions listed in CFC Section 507 Fire Hydrant Systems and WFPD Ordinance No. 12 Sec. 14 Appendix C.
- a. A Fire Hydrant will be required and must be installed prior to rough framing.
  - b. The minimum fire flow shall be 1000 GPM with 20psi residual pressure.
  - c. The minimum location of a fire hydrant shall be not more than 600 feet to the structure, capable of the required flow. Distance from hydrant to structure shall be measured via an approved roadway in which the engine can safely drive from the fire hydrant to front door of the structure.
  - d. When a private fire hydrant is being installed, a deferred submittal is required directly to WFPD.

### **Fire Apparatus Access:**

- 9) Driveway shall extend to within 150 feet of all portions of the perimeter of residence (building or facility), as measured by an approved route. Driveway serving one property shall provide a minimum unobstructed width of 12 feet and a minimum unobstructed height of 13 feet 6 inches.
- 10) Driveway as proposed must meet WFPD standards. If driveway dimensions are revised during construction, it must maintain compliance with WFPD standards.
- 11) Driveways in excess of 150 feet in length shall be provided with turnarounds. See WFPD Standards and Guidelines - Fire Department Access.
- 12) Driveways in excess of 350' are required to have a turnout. See WFPD Standards and Guidelines - Fire Department Access.
- 13) GRADES: Driveways with less than 15% grade shall be all weather type. Driveways greater than 15% grade need be rough grooved concrete or an alternate material approved by WFPD. NO driveway shall exceed a 20% grade. All driveway radius turns must be 40-foot radius and the driveway transitions must be no more than 14% angle of departure. See WFPD Standards and Guidelines - Fire Department Access.

### **Landscape Requirements:**

- 14) Section 304.1.2.A Perimeter Property Line Clearance. Section 304.1.2. A Perimeter Property Line Clearance. Persons owning, controlling, or leasing structures and or property are required to remove, a minimum of 50 feet from the perimeter of the property line and 100 feet from any neighboring structure, specifically; flashy fuels consisting of dead weeds and dry annual grasses, as well as dead vegetative material and litter that is capable of being easily ignited and endangering property as determined by the Fire Marshal.
- 15) Section 304.1.2.B Weed Abatement. Due to heavy growth of fuels, unmaintained lots are a hazard to the surrounding properties and the community. Woodside Fire Protection District shall carry out weed abatement

# WOODSIDE FIRE PROTECTION DISTRICT

## Prevention Division

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program activities throughout the territory of the Woodside Fire Protection District. Vacant parcels, without any structures, shall be mowed of flashy fuels, consisting of dead weeds and dry annual grasses, in their entirety, with the exception of conservation areas, sensitive habitat, marsh land, creek banks and a minimum of 50 feet from any riparian corridor, prior to July 1of every year.

16) Section 304.1.2.C Re-inspection of Violation. Re-inspections of the same violation shall incur an hourly fee of \$90.00 for every hour of re-inspection after the 3rd inspection of the same violation, at the same location, within a one-year period.

17) Section 304.1.2.D Limited Planting Around Structures. Due to the combustible nature of structures throughout the territory of the Woodside Fire Protection District, the planting of new landscape vegetation within the 0 - 5ft zone, adjacent to wood sided habitable buildings, shall be limited as described in this section. When a habitable building includes wood siding on the first floor, no new landscape vegetation, except ground cover, shall be allowed within 5ft of the wood siding. New landscape vegetation, except for ground cover, shall not be allowed within 5ft, in any direction, of any first story window or glass door opening. There is no setback requirement for new landscape vegetation adjacent to Non-combustible siding, such as Hardie board, stone, and stucco.

Exceptions: Existing vegetation planted prior to the adoption of this code.

- ❖ Final acceptance of this project is subject to field inspection.
- ❖ **Fire Approved Plans, Fire Approval Comments Sheet and Permit must be on site at the time of inspection. No exceptions. (Failure to comply may result in failed inspection and incur reinspection fees).**

Upon completion of work and prior to occupancy, contact Woodside Fire Administration Office at (650) 851-1594 to schedule rough and final inspections.

Nothing in this review is intended to authorize or approve any aspects of the design or installation which do not strictly comply with all applicable codes and standards. Woodside Fire Protection District is not responsible for inadvertent errors or omissions pertaining to this review and/or subsequent field inspection(s) i.e., additional comments may be added during subsequent drawing review or field inspection. Please call with any questions.

Reviewed by: K. Giuliacci		Date: 3/20/23	
<input type="checkbox"/> Resubmit		<input checked="" type="checkbox"/> Approved with Conditions	
<input type="checkbox"/> Approved without conditions			
Sprinkler Plans Approved: NO		Date:	Fees Paid: <input type="checkbox"/> \$450 <input type="checkbox"/> See <i>Fee Comments</i>
As Built Submitted: -----		Date:	As Builts Approved Date:
Fee Comments: CH#.....\$450.00 (fire sprinkler plan review) paid by:			
Rough/Hydro Sprinkler Inspection By: -----		Date:	
Sprinkler Inspection Comments:			

# WOODSIDE FIRE PROTECTION DISTRICT

## *Prevention Division*

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Final Bldg and/or Sprinkler Insp By: -----	Date:
Comments:	

# TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700

## Attachment 8

### Neighbor Notification Letter

To be completed by project applicant

Project Address: 166 Corte Madera

Dear Neighbor,

I am proposing to Remodel & Addition at the above address and would like to provide you with an opportunity to review the proposal and provide comments. I am contacting my immediately adjacent neighbors before I submit my application to the Town of Portola Valley for review. The Town asks that I distribute this form and invites you to comment early in the review process. If you would like to view the plans and discuss the proposal, please contact me (information below).

I plan to submit my application on December 12, 2022 (date). The plans will be available for review at Town Hall once my application is submitted. Please contact Town Planning staff at [planbuild@portolavalley.net](mailto:planbuild@portolavalley.net) for assistance. As part of its review of my application, the Town will send a public notice letting you know how to provide comments and the review schedule moving forward.

Please Note: Until approved, plans are preliminary and may change as a result of project modifications requested by either the applicant or the Town. If you have further questions, concerns or interest, please contact me.

Applicant Name: CJW Architecture Date: CJW Architecture

Signature: 

Applicant Address: 130 #A Portola Rd. Portola Valley CA 94026

Phone: 650.851.9335

Email: oren@CJWArchitecture.com

**ARCHITECTURAL AND SITE CONTROL COMMISSION**

**June 12, 2023**

**CALL TO ORDER AND ROLL CALL**

Commissioner Wilson called the special hybrid meeting to order at 6:00 p.m.

Consultant Planner, Jake Garcia, called roll:

Present: ASCC Commissioners, Danna Breen, Jane Wilson, Kenny Cheung, and Al Sill

Absent: Commissioner Rebecca Flynn

Planning Commission Liaison: Ronny Krashinsky

Town Staff:

**ORAL COMMUNICATIONS**

**NEW BUSINESS**

- (1) **Architectural Review for a vehicular entry gate, 145 Fawn Lane, Seldin Residence, File #PLN FNCE 3-2023 (T. Geisler)**

Commissioner Wilson recused herself.

Thomas Geisler, Planning and Building Department, presented an overview of the project as detailed in the staff report.

Public notice was mailed to neighbors within a 300-foot radius of the property on June 2, 2023. No public comments were received.

Greg Klein, project architect, answered questions from the Commissioners in regard to the project.

There were no public comments.

The Commissioners discussed the project.

**MOTION**

Commissioner Breen moved to recommend approval of the project as presented. Seconded by Commissioner Cheung, the motion carried (3-0) by voice vote with Commissioner Wilson recused.

- (2) **Architectural Review of a new residence, a detached garage, detached guest house, a Site Development Permit, significant tree removal, fencing and landscape improvements, 350 Grove Drive; Eng and Kim Residence, File #PLN ARCH 19-2022. (J.Garcia)**

Mr. Garcia presented the project as detailed in the staff report.

A site visit was held at 350 Grove Drive that afternoon.

Notice of the public meeting was mailed to all property owners within a 300-foot radius of the site on June 2, 2023.

The homeowner conducted neighbor outreach for the project and has received multiple supportive comments.

The Commissioners asked questions of staff.

The applicant's architect provided additional comments and details on the project.

The Commissioners asked questions of the architect and the applicant.

Public comment was received from:

- Mary and Rob Jack
- Mr. Krashinsky

The Commissioners discussed the project.

Motion by Commissioner Sill to approve the project with conditions as proposed in the staff report, with the following modifications: Removal of the eucalyptus in the conservation easement; no light on the entry gate; shading of the entryway skylight; a fencing plan to be approved by one Commissioner prior to building permit; modifications to the lighting plan to reduce some of the light and to implement a switching strategy for pathway and other exterior lights, to be reviewed by one ASCC member prior to final approval. Seconded by Commissioner Breen, the motion carried (4-0), by voice vote.

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

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

Commission Cheung reported on discussion regarding the landscape plan for a project on Westridge involving screening of a generator as well as a group of redwood trees.

Commissioner Sill reported on his review of architectural changes to 501 Wayside. He also reported on feedback given to Dale Kane upon Mr. Kane's request regarding updates being made to the project at 3 Hillbrook Drive.

Commissioner Wilson reported that she reviewed landscaping at 501 Wayside with Commissioner Sill. She also reported on an unofficial neighbor request on Fawn Lane.

There were no public comments regarding Commission Reports.

### **(4) Staff Report**

#### **Approval of Minutes**

### **(5) March 27, 2023**

### **(6) April 10, 2023**

**(7) May 22, 2023**

There were no public comments regarding approval of minutes.

Motion by Commissioner Breen to approve the minutes of the May 22, 2023, ASCC meeting with amendments as noted by Commissioner Sill and Commissioner Cheung. Seconded by Commissioner Wilson, the motion carried (3-0 with Commissioner Cheung abstaining) by roll call vote.

Motion by Commissioner Sill to approve the minutes of the March 27, 2023, ASCC meeting. Seconded by Commissioner Cheung, the motion carried, (3-0 with Commissioner Breen abstaining), by roll call vote.

Motion by Commissioner Cheung to approve the minutes of the April 10, 2023, ASCC meeting. Seconded by Commissioner Wilson, the motion carried, (3-0 with Commissioner Breen abstaining), by roll call vote.

**ADJOURNMENT** [7:34 p.m.]