

**Architectural and Site Control Commission**  
**Special Field Meeting, 765 Portola Road and**  
**5922 Alpine Road (Lefteroff), Portola Valley, California**

**September 22, 2009**

Chair Clark called the special field meeting to order at 3:30 p.m. in front of the town center Historic School House meeting room. From there field meeting attendees carpoled to the meeting site at 5922 Alpine Road.

**Roll Call:**

ASCC: Clark, Aalfs, Breen, Hughes  
Absent: Warr  
Town Council Liaison: Toben  
Town Staff: Deputy Town Planner Vlasic

**Others present relative to the Lefteroff project:**

Kevin Schwarckopf, CJW Architecture, project architect  
Deborah and Crawford Pratt, project neighbors (*Mr. and Mrs. Pratt joined the meeting at the project site. They provided copies of a September 22, 2009 letter to the ASCC raising questions regarding the construction work associated with Simonic Trail improvements. Vlasic noted that while these questions were not directly related to the purpose of the site meeting they would be considered by staff and responded to as appropriate. A copy of the letter was also delivered to Kevin Schwarckopf for his consideration and response.*)

**Proposed Modifications to Grading Plans, X9H-494, 5922 Alpine Road, Lefteroff**

Vlasic presented the September 18, 2009 staff report on the proposed modifications to the approved grading plans. ASCC members considered the staff report and the revised site grading plan, dated 9/8/09, prepared by CJW Architecture. Also considered was a copy of the currently authorized grading plan. Mr. Schwarckopf then led all present on an inspection of current site conditions and explained the work that has been completed in the area of the proposed plan modifications. He noted that the "additional" tree removal being requested had already taken place, as noted in the staff report, and that much of the modified rough grading had also been accomplished.

ASCC members discussed site conditions and the concerns of the neighbors over the construction project. ASCC members expressed significant concern over the lack of tree protection and erosion control. Members also concluded that additional landscape work needed to be considered to mitigate for the loss of trees and the additional grading. It was noted that with the added fill, cars would be parked higher in the building envelope and that more landscape screening was needed with respect to views from off site to parked cars and car lights.

ASCC members also concluded that it was preferable to keep more dirt on the site, as now proposed, and also to reduce the scope of lighting at the house entry steps as well as in the guest parking area. Members also concurred that, with the approaching rainy season, rough grading work and erosion control measures should be completed as soon as possible.

After discussion, Aalfs moved, seconded by Hughes and passed 4-0 approval of the modified grading plan subject to the following conditions:

1. By Friday, September 25, the project arborist shall have inspected the site and developed a remedial plan for correcting current tree protection deficiencies and for installation of proper tree protection measures. This report shall also address the condition of existing significant trees surrounding and within the building site area and provide for measures to not only protect trees but to ensure long-term tree health. Further, the report shall advise on measures that have been and/or need to be taken, e.g., protective spraying, to ward-off or control the potential spread of SOD. This report should be provided to the town by the end of the workday on September 25 and shall be to the satisfaction of a designated ASCC member.
2. As soon as possible, and by no later than Friday October 2, the remedial and other tree protection measures outlined in report called for in condition 1 shall have been implemented to the satisfaction of a designated ASCC member.
3. Appropriate erosion control measures shall be installed at the site as soon as possible, and no later than October 15, 2009. These measures shall be to the satisfaction of the public works director.
4. Following completion of rough grading, installation of driveway retaining walls, and placement of the driveway base material, a revised comprehensive landscape plan shall be provided to the satisfaction of the ASCC. This plan shall provide for necessary screening to accommodate for the additional tree removal associated with the modified grading plan and shall also ensure that final planting along the northeastern side of the project site, including all work along Simonic Trail, the access driveway and along the northeast side of the house and parking area building site, is visually screened/buffered as anticipated with the original plan approvals. The plan shall provide for phased landscaping so that, to the extent possible, plant materials are being established as work on the house is nearing completion. Once approved, the landscape plan shall be implemented to the satisfaction of planning staff and a designed ASCC member.
5. The lighting plans shall be revised to reduce the entry step lights by one-half and to reduce the lights in the guest parking area from five to four. The lighting plan revisions shall be shown on the revised landscape plan called for in condition 4 above.

The above action was taken with the understanding that consideration of the revised landscape plan called for in condition 4 would include a site meeting where the ASCC could fully evaluate the proposed plans in light of then existing site conditions. ASCC members also stressed that additional site inspections should take place to ensure that both tree/vegetation protection and erosion control measures are continually and properly maintained during the course of the construction operation. Vlasic advised that he would discuss the inspection concerns and process with public works director Howard Young.

### **Adjournment**

There being no further business, the meeting was adjourned at 4:35 p.m.

T. Vlasic