



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, September 12, 2011
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Aalfs, Breen, Clark, Hughes, Warr
3. Oral Communications:

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

4. Old Business:
 - a. Follow-up Review, Architectural Review For Garage Replacement, 155 Grove Drive, Reimund
5. New Business:
 - a. Proposed Lot Line Adjustment X6D-212, Alpine Road (Rapley & Simonic Trails), Lands of Deborah & Crawford Pratt
6. Approval of Minutes: August 22, 2011
7. Adjournment

*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.

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

WRITTEN MATERIALS. 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.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700, extension 211. 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 a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is Posted in Compliance with the Government Code of the State of California.

Date: September 9, 2011

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC
FROM: Tom Vlastic, Town planner
Karen Kristiansson, Principal Planner, Spangle Associates
DATE: September 8, 2011
RE: Agenda for September 12, 2011 ASCC meeting.

The following comments are offered relative to the items on the September 12th Agenda:

4.a. FOLLOW-UP REVIEW, ARCHITECTURAL REVIEW FOR GARAGE REPLACEMENT, 155 GROVE DRIVE, *REIMUND*

At its meeting on July 25, 2011, the ASCC reviewed plans for replacing a detached garage with a new detached garage and loft at 155 Grove Drive. The ASCC approved the project on the condition that the applicant bring back each of the following items to the ASCC for review and approval prior to issuance of the building permit:

1. An arborist's report and tree protection plan for the 48" oak;
2. A landscaping plan showing screening for the garage and rehabilitation of the construction staging area;
3. Reduced lighting on the garage as part of a comprehensive exterior lighting plan for the entire property;
4. Revised plans that clearly show the driveway, walkways and other hardscape.

In addition, the ASCC requested the applicant to give consideration to lowering the cupola.

For background, the staff report prepared for the July 25, 2011 meeting is attached, as are the meeting minutes. Revised plans for the project have been submitted to the town to address the approval conditions. These enclosed plans were prepared by Scott Design Associates and are listed below:

- Sheet: A-1.1, Title Sheet and Site Plan, June 20, 2011
- Sheet: A-2.1, Garage/Barn Plans and Elevations, June 20, 2011
- Sheet A-3.1, Electrical Plan, June 20, 2011
- Sheet L-1, Landscape Plan, August 18, 2011

In addition, the applicant submitted a Tree Preservation Report dated August 9, 2011 from Econo Tree Service, Inc. This report was prepared by Henry Kramer, who is a certified arborist.

The remainder of this memorandum discusses each of the items that the ASCC requested as part of its conditional approval.

1. **Arborist's report and tree protection plan for the 48" oak.** The arborist's report describes the arborist's analysis and recommendations for protecting the oak tree. There is also a detailed outline of the steps to take at each step of the construction process. Requiring compliance with these steps would therefore appear to protect the tree.
2. **Landscaping plan showing screening for the garage and rehabilitation of the construction staging area.** A new landscaping plan is provided on Sheet L-1. This plan indicates that the construction staging area will receive a layer of bark mulch before construction and will be hydroseeded with grass seed after construction.

Five species of trees and shrubs are proposed to be planted. According to the Native and Supplemental Plant List in the town's Design Guidelines, three of the five species proposed (hollyleaf cherry, wild lilac, and toyon) are native to Portola Valley, while one more species (matilija poppy) is native to California but not found in Portola Valley. The fifth species (silverberry) is not identified in the Design Guidelines, but is described in the Sunset Western Garden Book as a large evergreen shrub that is drought tolerant and makes a good screen and barrier plant.

The landscaping plan shows the new vegetation along all sides of the property. Although the existing vegetation on the site helps to soften the linear nature of the planting in several places, the proposed plantings appear to be generally inconsistent with the town's landscape design guidelines. These state that residents should "Plant in random groupings to reflect the vegetation in adjacent properties and open space areas. Avoid linear plantings." The ASCC therefore may wish to require that the landscaping plan be revised accordingly.

3. **Reduced lighting on the garage as part of a comprehensive exterior lighting plan for the entire property.** Sheet A-1.1 now shows the locations of all existing and proposed lighting for the property. The proposed new lighting for the garage is also shown on Sheet A-3.1.

The lights originally proposed for the east and west elevations of the garage have now been eliminated, and the light proposed over the stairwell on the north elevation has been replaced with LED step lights. As a result, Fixture B has been eliminated. Fixture C has been changed to incorporate a frosted glass bulb enclosure rather than the clear glass enclosure shown originally.

There is a note on Sheet A-3.1 that says that the proposed step lights will be "switched with house to cottage path lights." However, path lights are not shown on Sheet A-1.1. The applicant should therefore clarify whether path lights are proposed, and if so, should include information on the fixtures.

4. **Revised plans that clearly show the driveway, walkways and other hardscape.** The plans (Sheets A-1.1 and L-1) now show the proposed hardscape for the property. This includes the existing and proposed gravel driveway, as well as existing and proposed gravel paths between the garage, cottage, and main house.

The revised plans also appear to show a new proposed ornamental gate and fence next to a circular feature, southwest of the new garage site. The applicant should clarify the materials and size of the ornamental gate and fence, and the type of feature that is proposed to the satisfaction of the ASCC.

5. **Consideration to lowering the cupola.** At the July 25 meeting, one of the neighbors spoke about the visibility of the replacement garage from his property, which overlooks the site, and requested that the cupola and weathervane be removed. The applicant and the applicant's architect stated that the cupola is an important part of the rustic, romantic country barn style of the garage, and removing the cupola would affect that style. When asked whether the plate height could be reduced, the applicant's architect stated that doing so would adversely affect the proportions of the building without significantly reducing the visibility of the project from above. ASCC members asked the applicant and architect to consider perhaps incorporating a shorter cupola or otherwise addressing the neighbor's concerns.

The revised plans show the cupola at the same size and height as was originally proposed, but specify that the cupola will be constructed of wood material to match the barn siding. This finish material would help reduce the cupola's visibility. The newly proposed vegetation south of the garage would also help to screen the garage from the property on the overlooking hill.

Commission members should consider these comments, together with any new information or comments presented at the ASCC meeting, before determining whether these revised plans can be approved or whether any further additional review is needed before permits can be issued.

5a. PROPOSED LOT LINE ADJUSTMENT X6D-212, ALPINE ROAD (RAPLEY & SIMONIC TRAILS), LANDS OF DEBORAH & CRAWFORD PRATT

The enclosed September 1, 2011 report to the planning commission provides a preliminary review of this application for lot line adjustment for the lands of Mr. and Mrs. Pratt located on the southwest hillsides of the town. The ASCC should consider the report and offer any comments for planning commission consideration in conducting its public hearing on the application. The public hearing is tentatively scheduled for the September 21, 2011 commission meeting.

As explained in the staff report to the planning commission, review of applications for lot line adjustment is limited by provisions of state law. During the course of the September 7, 2011 preliminary planning commission discussion, the following comments were offered on the proposal:

- The parcel references on page two of the 9/1 staff report need to be corrected to be consistent with the proposed lot line adjustment map. The attached version of the 9/1 report has been corrected.
- Staff reported that the town's engineering representative had confirmed that the last pieces of data had been provided to his satisfaction relative to verifying the existence to two separate parcels. The reference to "County parcel mergers," is not relevant as the town had in the authority to address mergers in 1985 and the subject parcels were not merged at that time, i.e., as noted in the 9/1 staff report.
- The applicants were present at the 9/7 commission hearing and only noted that there is apparently some driveway or pathway access to existing Parcel Two. No public comments were offered and no neighbors were present at the 9/7 commission meeting.
- Planning commissioners did not identify any specific issues or concerns with the proposal.

ASCC members should consider these comments, the 9/1 staff report and any new information presented at the September 12, 2011 ASCC meeting. With the information, ASCC members should offer any additional comments or reactions for consideration in completing processing of this request.

TCV

encl.
attach.

cc. Planning Commission Liaison
Planning Manager
Planning Technician

Town Council Liaison
Applicants

Mayor