



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Tuesday, May 29, 2012
7:30 PM – Special ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

7:30 PM - SPECIAL AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Hughes, Koch, 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. New Business:
 - a. Site Development Permit X9H-638, 900 Portola Road (Former Al's Nursery Site), Tate
 - b. Architectural Review – Carport Enclosure, Portola Valley Ranch PUD Property, 2 Horseshoe Bend, Schink
 - c. Architectural Review For House Additions, 208 Echo Lane, Kahnna
5. Continued Discussion – Portola Road Corridor Plan, Progress of Taskforce Work and ASCC Input to Taskforce
6. Approval of Minutes: May 14, 2012
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.

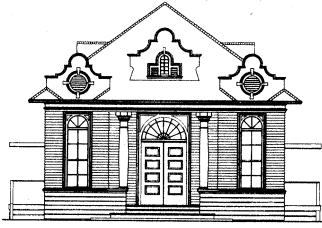
PUBLIC HEARINGS

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: May 25, 2012

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC
FROM: Tom Vlastic, Town Planner
DATE: May 24, 2012
RE: Agenda for Special May 29, 2012 ASCC Meeting

The following comments are offered on the items listed on the ASCC agenda. This is considered a special meeting, as it is a rescheduling of the regular May 28, 2012 cancelled meeting. That meeting was cancelled because it conflicted with the Memorial Day Holiday.

4a. SITE DEVELOPMENT PERMIT X9H-638, 900 PORTOLA ROAD (FORMER AL'S NURSERY SITE), TATE

This request is for grading of approximately 500 cubic yards that is to take place on the subject Portola Road property as part of an Environmental Remedial Action Plan that is being implemented under the oversight of the San Mateo County. The 1.68-acre property is the site of the former Al's Nursery and is shown on the attached vicinity map. The project will remove, through shallow excavation and scraping, pesticide contaminated soils. After soils removal, existing drainage patterns will be reestablished through surface contouring and is it possible that there will be the need for minor importing of soils to complete the final grading efforts. For the most part, however, the general form of site topography before and after the project would be the same.

The ASCC is the approving authority for all site development permits were earthwork volumes exceed 100 cubic yards, but are less than 1,000 cubic yards. The ASCC, when considering a site development permit, receives input from the site development committee and reports from committee members are discussed later in this report.

The materials described below have been submitted in support of this request. Some are attached and others are available online at the web site of the project environmental consultant, Stellar Environmental Consultants, Inc. The specific web site link is identified at the bottom of the first page of the attached April 25, 2012 letter from the environmental consultant.

- April 25, 2012 project description letter, Stellar Environmental Solutions, Inc. (Attached). The letter provides a detailed description of the project, its objectives

and conditions to be implemented as part of the San Mateo County approved Remedial Action Plan. As noted, it includes a link to the consultant's website where the project documents can be reviewed. These include the County approved December 28, 2011 Pesticide Remedial Action Plan (RAP), tree protection report, topographic survey, and County RAP approval letter. Anyone wishing to review the RAP should visit the referenced web site.

- February 1, 2012 San Mateo County Health Department RAP approval letter (attached). While this letter is available on-line as explained above, it is attached for ease of reference. It should be noted that the letter is a conditional approval of the RAP. Deno Milano of the Health Department has clarified their review and approval process. He has advised that the applicant need only comply with the conditions in the letter and provide a report back to the county AFTER the remedial work is completed. The county does not want to review any revised documents, and only needs a final report advising the completed work is consistent with the approved RAP and that the conditions set forth in the February 1, 2012 letter have been implemented. Again, it is stressed that the County is the lead agency on the environmental side of this request and the town's role is only for the minor grading associated with the remedial effort.
- Figures 1 through 5 from the Stellar Environmental Solutions, Inc. RAP (enclosed): These are discussed in the above referenced letters, available on the consultant's web site but also enclosed for ease of reference:

Figure 1, Site Location Map, August 2011

Figure 2, Former Nursery Facilities Process Plan, March 2012

Figure 3, Site Plan Showing Pre-excavation Sampling Locations, March 2012

Figure 4, Chlorodan Concentration in Mg/Kg, August 2011

Figure 5, Approximate Areas of Hazardous and Non-Hazardous Soil Removal, April 2012

Figure 5 is a refinement of soils conditions based on additional site sampling completed recently after the removal of the old nursery accessory structures. These data and the comments in the evaluations in the April 25, 2012 letter from the project consultant update the RAP and also result in reducing the scope of needed soils removal.

- March 29, 2012 Erosion Control Plan for Remedial Action Activities, Stellar Environmental Solutions, Inc. Pages 1-5, are attached and further describe the grading operation and erosion control measures. The figures to the report are available at the above referenced web site.
- March 26, 2012 Econo Tree Service, Inc. Tree Protection and Preservation Report, (attached). The measures outlined in the report were pursued with the initial removal of structures and will be maintained throughout the process of soils excavation effort.
- May 16, 2012 "Correction" letter from Stellar Environmental Solutions, Inc. (attached). The letter corrects the scheduling and processing comments in the original RAP to make it clear that the only town permit for the soils effort is the subject site development permit, requiring ASCC review and action.

The following comments are provided to assist the ASCC conduct the May 29, 2012 public hearing on the site development permit and complete action on it.

1. **Project description and site development permit committee review.** The project is fully described in detailed in the above referenced documents that are either attached or available for consideration at the Stellar Environmental Solutions web site. As noted in the documents, a demolition permit was issued by the town to allow for the numerous accessory structures to be removed so that a more complete soils sampling effort could proceed. This effort has been completed as noted in the application materials and has resulted in the final grading conditions for this permit.

As explained in the materials, the scope of grading is to deal with the soils issues and after this is done, reestablish the site contours to maintain existing drainage patterns. The grading work is to include scraping of the surface to remove soil, but some excavation would be up to 1.5 feet. The problem "hazardous" soils are shallow and have been localized to the site.

Comments from site development committee members include the above referenced communications from the Health Department and the attached May 10, 2012 report from the town geologist. The town geologist has concluded that the proposed grading is acceptable and has offered some considerations relative to fill placement. The fire marshal has advised staff that she has no comments on the site development permit (communication to Carol Borck, May 24, 2012).

The public works director has indicated that he will have a few comments on the application, but may not have them available until the ASCC meeting. We will provide an update as to his review on Monday night.

For clarification, this project is only for completion of work needed to implement the county approved RAP. There is no development proposal for the property and no work now proposed is based on any specific development considerations other than to ensure the site is cleaned of hazardous soils conditions to the satisfaction of the San Mateo County Health Department as the lead agency.

2. **California Environmental Quality Act (CEQA) considerations and findings relative to site development permit.** The site development permit is categorically exempt from the CEQA pursuant to Section 15304, "minor alterations to land." This section exempts minor grading, particularly where slopes are less than 10%. This is with the understanding the actual soils remediation is covered by the RAP review and approval process where San Mateo County is the lead agency.
3. **ASCC Action.** After receiving public input, the ASCC should proceed to act on the site development permit. The action could be to approve the request subject to the conditions of site development permit committee members, including the requirements of the county health department. This action would include the requirement that all of the provisions of the erosion control plan and as set forth in the other application documents, including continuing tree protection, are implemented.

Prior to acting on this request, ASCC members should visit the subject site and consider the above comments as well as any new information presented at the May 29, 2012 ASCC meeting.

4b. ARCHITECTURAL REVIEW – CARPORT ENCLOSURE, PORTOLA VALLEY RANCH PUD PROPERTY, 2 HORSESHOE BEND, SCHINK

This proposal is for enclosure of the existing flat roof, detached carport located on the subject parcel at the top of Horseshoe Bend in Portola Valley Ranch. The subject property and relationships to adjoining parcels and improvements, are generally depicted on the enclosed vicinity map. The proposed enclosure would be accomplished with the installation of a new, automatic, panel double garage door. The door would have vertical panel elements with frosted windows above the panels. The door would be finished to match the existing color of the carport walls and a trellis is to be installed over the new door. No other changes to the structure are proposed other than to replace one existing light with a new fixture.

The proposal is described on the enclosed two sheet “Carport” plans dated 5/10/12, prepared by Harrell Remodeling. The plans include details for the door, trellis and a product description of the proposed replacement light fixture. Sheet 2 of the plans include a color image of the existing carport and a simulated color image of the carport with the proposed door and other improvements.

Submitted with the application is the attached letter from the Portola Valley Ranch design committee dated May 4, 2012 conditionally approving the proposal. The enclosed plans appear to incorporate the design committee conditions relative to the trellis finish, i.e., to match the fascia board color and the bronze finish for the replacement light fixture. They, however, still state that the new door would be metal, while the committee approval requires that the door be wood with the upper glass lites. The project designer has verified that the door is to be wood and that the “metal” note will be corrected.

The following comments are offered to assist the ASCC to evaluate this request:

1. **Project description and design.** The existing subject carport is located off of a common driveway/guest parking area serving both 2 and 4 Horseshoe Bend. As can be seen from the vicinity map, these two parcels are at the top of Horseshoe Bend and somewhat more surrounded by open space easement areas than other parcels in the immediate area, particularly those along Coalmine View and other nearby short culs-de-sac. Further, there are significant views across these to parcels to the western hillsides of the town and to Windy Hill.

The carport is located immediately to the north of the common driveway and is at a somewhat higher elevation than the house on the subject property. The house at 4 Horseshoe Bend is at a similar elevation to the subject house, and lower than the carport. The “carport” serving the house at 4 Horseshoe Bend has been enclosed and is cut into the slope at the south end of the common driveway.

The subject carport has had the south and western sides enclosed by the addition of clear plastic/glass panels in the original side and rear elevation openings. This was done pursuant to the current Portola Valley Ranch carport conversion and remodeling guidelines approved by the ASCC on February 22, 1999 (copy attached). As noted in the guidelines, the clear panels help maintain the open character of the original designs in areas where there are views while still allowing for protection of vehicles in these required covered parking spaces.

Except for the clear panels, the carport has shingle siding finished with an opaque medium tan/sand colored stain. The majority of the trim on the structure has the same stain finish. The fascia board, however, has a dark charcoal brown finish that, as noted above, is required by the design committee approval to also be used on the new trellis element.

Several small to medium size trees and shrubs are located on the south and east sides of the carport, but there is no significant tree cover immediately between the carport and Horseshoe Bend. Currently, there are distant views through the carport, but the maturing trees and other landscaping adjacent to the structure are beginning to block the views through it. Further, the trees on the south side will, in time, screen views from the top of Horseshoe Bend to the western hillsides.

2. **Conformance with PUD Statement provisions.** The existing carport conforms to the PUD siting requirements and the location was approved by the ASCC prior to house construction. The current proposal does not call for enlarging the carport, only for enclosure of the front with the new wood, double door, thereby not raising any yard encroachment or other PUD siting issues. Further, the Ranch design committee has approved the proposal.
3. **Carport enclosure, conformance with approved 1999 design criteria.** The ASCC approved Ranch design criteria for carport enclosures and remodeling are attached. The design guidelines provide that the enclosure conform to the architectural style of the house and use architectural elements to make it more interesting if it is in a more visually prominent location, e.g., very close to the street right of way.

The criteria (Section 3.8.1.1) also provide that a conversion plan “attempts to preserve views of distant hills and valleys.” This wording was developed to relieve the burden for preserving significant views through a carport that was part of the original design criteria for the Ranch and modified based on the findings articulated in Section 3.8.1.1.

Section 3.8.2.3 of the guidelines states that the “addition or removal of landscaping may be a method of reducing the apparent mass or improving views.” In this case we don’t see the need for added screen landscaping as long as the enclosure is accomplished with the materials and finishes called for in the Ranch design committee approval. We do, however, suggest that the ASCC consider the possibility of requiring some careful trimming or thinning of the vegetation behind and to the south of the carport structure to ensure, over the long-term, views from the top of Horseshoe Bend to the western hillside are not lost. This would be fully consistent with the provisions of Section 3.8.2.3 for view preservation when a carport with more significant views through it is approved for enclosure.

4. **Exterior lighting.** The only lighting proposed with the project is the one replacement light described above. The plan seems fully consistent with town and Ranch lighting standards as proposed.

Prior to acting on this request, ASCC members should visit the project site and consider the above comments and any other information presented at the ASCC meeting.

4c. ARCHITECTURAL REVIEW FOR HOUSE ADDITIONS, 208 ECHO LANE, KAHNNA

This proposal is for approval of the addition of 300 sf of living area to an existing 3,084 sf, Ranch style residence with attached garage on the subject .319-acre Echo Lane property (see attached vicinity map). The plans include expansion of two existing bedrooms on the west side of the residence and all new floor area would be single story. The project includes the elimination of two small sheds, totaling 92 sf, that are located in required yard setback areas.

This matter is before the ASCC because with the proposed additions, the floor area in the largest structure would exceed the 85% floor area limit by 310 sf. The house is already 10 feet over the 85% limit of 3,074 sf. This proposed added concentration of floor area is only possible subject to the ASCC making the findings required by Section 18.48.020 of the zoning ordinance (copy attached). The required findings are evaluated later in this report.

The project is presented on the following enclosed plans dated 5/2/12 and prepared by F. John Richards, Architect:

Sheet A1.01, Site Plan Scheme C
Sheet A1.02, Floor Plans
Sheet A2.01, Exterior Elevations

Submitted in support of the application is the attached completed GreenPoint Rated Existing Home Checklist received May 4, 2012. The checklist targets a total of 28 BIG points whereas a minimum of 25 points is called for under the town's green building ordinance.

In addition to the above, the plans call for all new improvements to match existing conditions in terms of materials and finishes. These are specifically discussed below under project design. Also, no new exterior lighting is proposed, but some recommendations are made relative to removal of existing spotlights later in this report.

The following comments are offered to assist the ASCC consider and act on this proposal. It is also noted that due to the small size of the addition and low height, story poles have not been installed to model the proposal.

1. **Project description, site conditions, and grading and vegetation impacts.** The subject .32 acre parcel is a corner lot located immediately south of the intersection of Echo Lane and Canyon Drive. Its frontage is on Echo Lane, as is the driveway access. No changes to access or the majority of site conditions are proposed with this project.

The parcel has relatively gentle slopes and the existing residence and most other site improvements are on a level pad. The property is, however, several feet lower in elevation than the parcel immediately to the south and a low rear yard retaining wall accommodates some of the transition in lowering elevation from south to north. The retaining wall is the unlabeled long, narrow feature shown on the site plan.

The site is surrounded by fairly dense property line vegetation that has grown to substantially screen views between parcels and provide privacy around this and other residences in the area. This screening includes fairly tall hedge-like materials along the Echo Lane frontage. These plants cover an older, six-foot high batten-board fence. Solid board fencing exists along the southern (rear) and eastern (side) parcel lines as identified on the site plan. The existing fencing along the Canyon Drive side of the parcel is post and wire mesh and is roughly three to four feet tall. No changes to the existing fencing are proposed and no new fencing is planned with this project. Some of the Canyon Drive fencing may need to be temporarily removed for construction access, but would be replaced with project completion.

The scope of planting and fencing along the Echo Drive front parcel boundary is not fully consistent with current town standards or landscape guidelines. The landscaping is however, well established, and significant to the privacy on the property, particularly from street traffic. While, under the provisions of the fence ordinance, the ASCC can consider the need for removal of any fencing that is not consistent with current standards, in this case, given the relatively small scope of the project, there does not appear to be a strong nexus to require fence removal. The only place where there is a more significant issue of fence ordinance conformity is with the Echo Lane side batten-board fence that is taller than the current four-foot limit and closer to the street than ten feet. The fence is mostly buried in the "hedge" landscaping.

In addition to the house and yard improvements, the site contains three detached sheds. All three are located at the southeast corner of the site and are within either required side or rear yard setback areas. The two smaller sheds, totaling 92 sf, would be removed with the project. The larger, 160 sf structure is of a more permanent character than the smaller sheds, has existed on the site for a long time, and well before the current ownership. The intent of the plans is to preserve it for its current storage use and accessory use. The shed is so located that it does not impact distant views from off site and is largely hidden from such views. Given its length of time on site, it would be considered a non-conforming use that could remain, but cannot be enlarged or improved to an extent that would exceed 50% of its value.

The proposed house additions are to be made at the southwest end of the existing residence. They total 300 sf and would expand two bedrooms and add a master bedroom closet. The addition area has essentially a level slope and no vegetation of any significance. No trees or even shrubs of any more significant size would be impacted and the overall forms of the house relative to views from Canyon Drive would not change in any significant way. In fact, adding space in the proposed area has the least potential for impacting any site conditions and would result in only minimum changes to views from Canyon Drive. There would be some added architectural detailing with the Bay window elements, but the two new windows

would replace two existing windows and the scope of added glazing and potential for evening light spill is not significant. Further, the addition follows the single story form of the house and has a maximum ridge height of just under 15 feet. This helps to ensure that views from the house to the south will be across the site and also not change significantly from current conditions.

2. **Compliance with Floor Area (FA), Impervious Surface Area (IS), height and setback limits.** The total proposed site floor area is 3,544 sf and within the 3,616 sf limit that includes the single story bonus given the low height of the existing house and proposed addition. The total area proposed in the main house is 3,384 sf. This is 94% of the total permitted floor area and is 310 sf over the 85% limit of 3,074 sf. As noted above, this concentration of floor area is only permitted subject to the ASCC making specific findings as evaluated in the next section of this report.

The impervious surface (IS) area would not change with the project and the limit for the site is 3,389 sf. Existing IS totals 2,988 sf and is within the limit for the .32-acre property.

The maximum height of the house will not change with the addition, and is approximately 16 feet. The maximum height of the addition is just under 15 feet.

Addition compliance with required setbacks is demonstrated on Sheet A1.01. These include 20-foot front (from Echo Lane), 20-foot rear, along the southern boundary, and 10-foot east and west side yards. As can be seen from the site plan, the proposed addition would be no closer than 20 feet to Canyon Drive and over 45 feet from Echo Lane. On the rear side, the addition follows the line of the existing residence and has a very small encroachment into the 20-foot setback area just at the point where the new floor area meets the existing house. The siting, however, complies with the setback with application of the zoning ordinance yard averaging allowances.

3. **Findings needed to support the request to concentrate more than 85% of the permitted floor area in the single largest structure.** To permit the proposed concentration of 94% of the floor area in the planned, added to residence, the ASCC must make the findings set forth in attached zoning ordinance Section 18.48.020. Only one of the findings needs to be made under subsection A.

Subsection A.1, states that the proposal for the "larger building" should be a superior design for the property in terms of grading, tree removal and use than would be possible without the concentration of floor area. In this case, the proposal is to increase the size of the master bedroom with, particularly, added closet space and make a relatively small (9.5 ft. x 11.5 ft.) bedroom more usable with more living space and considerably more closet space. The only way such space increases would be possible in a detached structure would be to create a detached bedroom and remodel the existing two bedrooms into one space. Such an approach would likely require a location 10 feet away from the existing house and within the available building envelope between the house and Canyon Drive. This would result in far more impact on site conditions and views from Canyon Drive and off site than the current plan and also would not be a normal or reasonable bedroom addition.

As currently planned, for the reasons stated above under project description, the proposal would not only be superior to a detached design, but would result in far less potential for visual change or change in the character of general neighborhood conditions. As a result, we believe that required findings B., C., and D. could also be made.

4. **Proposed architecture, exterior materials and colors.** The proposed additions would be fully consistent with the relatively simple, Ranch style architecture of the existing house. They would also add some visual interest to the west side elevation with the two new Bay window elements. The plans call for the continued use of the existing medium taupe colored stucco siding and simulated red barrel tile roofing. The color scheme is also to continue the use of white clad windows. Small shutters and trim, including the white gutter elements. In this case, given the small size of the project and small area of the existing house walls being impacted, we support continued use of the existing color scheme. This is, however, with the suggestion that the any new gutter and the existing painted white gutter match the color of the stucco siding. This would call somewhat less attention to the roofline, be more consistent with town policies relative to light reflectivity values, and not impact the majority of the existing color scheme.
5. **Landscaping.** No new landscaping is proposed or appears necessary. The only landscape condition would be to ensure that existing materials are protected from construction impacts and that a construction staging/access plan be prepared and implemented to the satisfaction of town staff. It may be necessary for construction access to be from Canyon Drive and this would likely result in the least potential for impacts; but, again a detailed plan should be provided that includes provisions for repairs to any areas that must be disturbed for the construction access and storage.
6. **Exterior Lighting.** No new exterior lighting is proposed with this project and none would be required since no new access doors are planned. There are, however, a number of existing spotlights on the house and some appear to be on motion sensors. Pursuant to the town guidelines and standards, these should be eliminated or replaced with fixtures that conform to town policies and regulations.
7. **"Sustainability" aspects of project.** Pursuant to town green building requirements, the project architect has completed the attached Build It Green (BIG) GreenPoint rated existing home checklist targeting 30 BIG points. The mandated minimum point total for this "elements" project is 25 points and BIG greenpoint rating would be self-certified. The checklist is further evaluated in the attached May 4, 2012 memorandum from planning technician Carol Borck.

Prior to acting on this request, ASCC members should visit the project site and consider the above comments as well as any new information presented at the May 29, 2012 ASCC meeting.

5. CONTINUED DISCUSSION -- PORTOLA ROAD CORRIDOR PLAN, PROGRESS OF TASKFORCE WORK AND ASCC INPUT TO TASKFORCE

Since the May 14, 2012 ASCC meeting, the Portola Road Taskforce has had its first meeting (i.e., on May 15th) and discussed the background report that was previously shared with ASCC members. ASCC representative Breen attended the taskforce meeting and provided the input that ASCC members have offered on the background report and the project. At the conclusion of the May 15th taskforce meeting, it was agreed that the matters discussed at the session would be reported back to the various involved committees and commissions and any additional input from this presented at the next taskforce meeting to take place the last week of May or first week of June.

Attached are the notes from the May 15th meeting. Danna may want to report further on them. In any case, the ASCC should consider these along with the background report offer any additional or expanded comments for Danna to share with the taskforce at its next meeting.

TCV

encl.
attach.

cc. Planning Commission Liaison
Planning Manager
Planning Technician

Town Council Liaison
Applicants

Mayor