

Chair Hughes called the meeting to order at 7:31 p.m. in the town center Historic School House meeting room.

**Roll Call:**

ASCC: Hughes, Breen, Clark, Koch, Warr  
Absent: None  
Town Council Liaison: Aalfs  
Planning Commission Liaison: McIntosh  
Town Staff: Town Planner Vlastic, Planning Technician Brown

**Oral Communications**

Oral communications were requested and none were offered.

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*Prior to consideration of the following project, Warr temporarily removed himself from the ASCC and the meeting room. He explained that his architectural firm was providing services to a neighbor of the Morgan property and, therefore, he would not participate in review of the proposal.*

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**Architectural Review for detached garage/accessory structure addition, 110 Willowbrook Drive, Morgan**

Vlastic presented the May 10, 2012 staff report on this application. He explained that it was noticed for consideration at the April 23, 2012 meeting, but review was continued to the May 14<sup>th</sup> meeting to permit time for floor area issues to be addressed and story poles to be in place consistent with town policies. Vlastic then reviewed the background on ASCC review and approval of a similar proposal in 2008, now expired, and project clarifications provided with the revised plans.

Vlastic also noted that since the May 10, 2012 staff report had been distributed, one new communication on the proposal had been received. He referred to a May 14, 2012 email from Rick Friedman, the neighbor immediately to the east and closest to the proposed building site, stating he had “no issues” with the proposal.

ASCC members considered the staff report, the neighbor comment, and the following plans dated 5/2/12 and prepared by Ana Williamson Architect:

Sheet A0.0, Cover Sheet  
Sheet A0.1, Proposed Site Plan  
Sheet A1.1, Impervious/Pervious Site Plan  
Sheet A1.2, Lighting Plan  
Sheet A2.0, Proposed First and Second Floor Plans  
Sheet A3.0, Proposed Exterior Elevations

Also considered were the following project materials received March 30, 2012:

“Color/Materials Board” received March 30, 2012

Light Fixture Cut Sheets F1 & F2 for the proposed Hinkley wall mounted and pathway lights. (The proposed locations for the fixtures are identified on Sheet A1.2.)  
Completed Build It Green GreenPoint Rated Checklist targeting 38 BIG points for this "Elements" project.

Vlasic advised that the story poles for the proposed building had been placed at the site since just prior to the April 23<sup>rd</sup> ASCC meeting and that they had been adjusted to reflect the lower eight proposed with the revised plans.

Ana Williamson, project architect, presented the proposal to the ASCC and offered the following project clarifications:

- The plans will be adjusted to remove one of the two lights on the front/entry elevation of the garage as recommended in the staff report.
- In response to a question, it was noted that the "Spanish red" trim color would only be used on the windows and doors as shown on the perspective drawings and not on the eaves or other trim surfaces. It was stressed that the color would not be as intense as suggested on the colors board sample and that it would have a more "earthy" character. It was also clarified that the intent was to make use of the same trim on the house, replacing the current white window and door trim.
- In response to question, it was noted that the applicant was in contact with the neighbor to the east (i.e., Rick Friedman) and that they may pursue some additional screen landscaping.
- The foundation design and proposed improvements would be reviewed with an arborist to ensure the trees adjacent to the project site are protected from any project impacts.

Public comments were requested, but none were offered.

Following brief discussion of the trim color issue and landscape conditions, ASCC members concluded that the project was consistent with the town's policies and regulations for second units and accessory structures, as evaluated in the staff report and also as was concluded with the 2008 project approval. Thereafter, Clark moved, seconded by Breen and passed 4-0 approval of the project subject to the following conditions to be addressed, unless otherwise noted, to the satisfaction of planning staff prior to issuance of a building permit:

1. A deed restriction shall be recorded to the satisfaction of the town attorney stating that the new structure shall at all times be used in conformity with the town's second unit and accessory structures policies and zoning regulations.
2. The plans shall be modified to identify only one fixture on the front/entry elevation to the garage.
3. An actual sample of the "red trim" color on the wood trim shall be provided that verifies it has a more "earthy" character than the color intensity shown on the materials board or an alternative trim color shall be selected. This shall be provided to the satisfaction of a designated ASCC member. In addition, it is understood that the final, approved trim color shall be used to replace the existing white trim on the main house. The timeline for this replacement shall be provided to the satisfaction of the designated ASCC member.

4. An arborist report shall be provided to the satisfaction of a designated ASCC member verifying that the foundation design and other aspects of the project will not impact the adjacent significant trees. Further, a tree protection plan shall be provided consistent with the arborist's recommendations and, once approved, shall be implemented to the satisfaction of planning staff.

In addition to the above, if a landscape plan for additional screening between the accessory structure site and the property to the east (i.e., Friedman) is developed and to be implemented with this project, the plan shall be presented to a designated ASCC member for approval prior to implementation.

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*Following consideration of the Morgan project, Warr returned to his ASCC position.*

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**Architectural Review -- house additions and site improvements, conformity with creek setback provisions, and one-time floor area increase allowance, 135 Willowbrook Drive, Dyson**

Vlasic presented the May 10, 2012 staff report on this proposal for the addition of 56 sf of living area to an existing two-story, 5,610 sf residence, on the subject 1.4-acre Willowbrook Drive property. He explained the circumstances of the project relative to the current floor area standards, application of the one-time 150 sf maximum floor area increase permitted under section 18.48.030 of the zoning ordinance, and ASCC review needed since the added floor area would increase the concentration of floor area in the main residence, which is already over the 85% limit.

Vlasic also reviewed the project proposals for yard changes between the main house and top of the Corte Madera Creek bank, i.e., within the required 45-foot creek setback area. He explained that in this case, and pursuant to provisions of the creek setback ordinance (Section 18.59.070.B.), the scope of encroachment is being decreased both in terms of depth of encroachment and overall coverage.

ASCC members considered the staff report and the following project plans dated 5/1/12, prepared by Square Three Design Studios, LLC:

- Sheet A0.01, Project Directory, Project Data/Tabulation, Sheet Index
- Sheet EC1, Existing Site Plan
- Sheet EC2, Existing First Floor Plan
- Sheet EC2, Existing Second Floor Plan
- Sheet EC4, Front & Side Exterior Elevations – Existing Conditions
- Sheet EC4, Rear & Side Exterior Elevations – Existing Conditions
- Sheet A1.01, Proposed Site Plan - Scheme 6
- Sheet A2.01, Proposed First Floor Plan - Scheme 6
- Sheet A2.02, Proposed Second Floor Plan - Scheme 6
- Sheet 3.01, (Proposed) Front & Side Exterior Elevations – Scheme 6
- Sheet 3.02, (Proposed) Rear & Side Exterior Elevations – Scheme 6
- Sheet 5.01, (Proposed) Master Bedroom & Bath Sections

Vlasic clarified that all new house improvements would match existing conditions in terms of materials and finishes including glazing, window frames and exterior siding. He also noted that due to the small amount of added floor area and scope of interior remodeling, the

required BIG checklist for this Elements project is to be provided with the building permit application, and that the final plan for the new and remodeled landscaping in the rear yard area and any related yard lighting, as well as house lighting, would be provided with the building permit application pursuant to the recommendations in May 10, 2012 staff report.

Tim Dyson, applicant, and Carl Hesse, project architect, presented the proposal to the ASCC. They offered the following project clarifications:

- The beauty of the site is the manner in which the house relates to and embraces the creekside environment. The intent of the project is to reduce the scope of improvements currently within the creekside, setback area, and enhance the native character of the area. Not only would the scope of impervious surfaces be reduced, but lighting and other improvements along the creek will be eliminated.
- The small house addition is also intended to further enhance the manner in which the existing house relates to the creekside environment without further encroaching into that environment.

Public comments were requested, but none were offered.

ASCC members discussed the project and were supportive of the project subject to the conditions recommended in the staff report. Further, Warr noted that, in particular, any lighting associated with the north side roof decks needed to be shown on the final lighting plan, should be of a minimum, and consistent with town lighting guidelines and standards.

Clark commented that on the east side of the property an invasive vinca plant variety extends from the creekside into the Willowbrook Drive right of way. He stated that this material should be removed from the creek corridor and from the public right of way.

Following discussion, Clark moved to make the necessary findings, as evaluated in the staff report, to allow the concentration of floor area, additionally beyond the 85% limit, and to approve the project plans subject to the following conditions to be addressed, unless otherwise noted, to the satisfaction of a designated ASCC member prior to issuance of any building permits for the project:

1. A certificate of compliance with the provisions of the town's creek floodplane ordinance shall be provided by the public works director for the proposed residential addition.
2. All swimming pool work shall be done under the direction of a project geotechnical consultant to the satisfaction of the town geologist. The building permit for the swimming pool shall specifically be to the satisfaction of the town geologist.
3. A detailed construction access and creekside protection plan shall be provided and once approved implemented to the satisfaction of planning staff.
4. A detailed plan for new and renovated landscaping in the rear yard project area shall be provided to the satisfaction of a designated ASCC member. It shall be consistent with town landscape guidelines and Section 18.59.100 of the creek setback ordinance. Specifically, this section calls for planting to be from the town's list of riparian vegetation or vegetation shown to be native species of the watershed. The final landscape plan for the creek setback area shall be referred to the conservation committee for review and comment before being presented to the designated ASCC member for approval.

5. The detailed landscape plan called for in condition 4. shall provide for elimination of vinca and other invasive materials in the creek corridor and that extend into the public right of way of Willowbrook Drive. Any removal of materials in the public right of way shall be subject to approval by the town's public works director.
6. A final exterior lighting plan shall be provided to the satisfaction of a designated ASCC member. It shall be consistent with town lighting standards and guidelines and shall include all existing exterior lighting to remain and any new proposed exterior lighting. In particular, any exterior lighting associated with the north side roof deck areas shall be identified and shall be minimal.
7. The required Build It Green checklist for this "Elements" project shall be submitted with the building permit plans demonstrating compliance with the minimum BIG point threshold of 25.

### **Architectural Review for house additions, 50 Paso del Arroyo, Jordan**

Vlasic presented the May 10, 2012 staff report on this proposal for approval of the addition of 170 sf of living area to the ground floor level of an existing two-story, 4,526 sf residence, on the subject 1.1-acre Paso del Arroyo property. He explained that the plans include expansion of an existing ground level kitchen/family room and new architectural detailing with porch, overhang and truss additions on the south elevation of the residence. He clarified that all changes would be on the south side, would not impact existing landscaping or require any grading, and would be in the area of an existing covered porch.

Vlasic advised that the matter is before the ASCC because the proposed added floor area would exceed the 85% floor area limit by 189 sf. He noted that the 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. He offered that it appears that the findings could be made as evaluated in this report.

Vlasic also reported that just prior to the ASCC meeting, the applicant submitted a letter from Carman Biland, 30 Paso del Arroyo, and a project site neighbor. He noted that the letter stated support for the application.

ASCC members considered the staff report and proposal as presented on the following plans dated 4/18/12 and prepared by John Malick & Associates:

- Sheet A100, Project Information and Site Plan
- Sheet A200, Existing/Demolition Floor Plans
- Sheet A201, Proposed Floor Plans
- Sheet A300, Existing & Proposed Exterior Elevations
- Sheet A301, Existing & Proposed Exterior Elevations
- Sheet GB-01, GreenPoint Checklist, Existing Home (Elements)

Also considered were the following application submittal materials received 4/18/12:

- Cut sheet for the proposed "Old California Lantern Series: 2-45" wall mounted light fixture to be used at the locations shown on plan Sheet A201 and the house elevation sheets.

- Exterior Colors/Materials Sample Board

Mr. and Mrs. Jordan and project architect John Malick presented the proposal to the ASCC. They commented that the staff report accurately explained the project. It was further noted that the redwoods thinned as a condition of the Biland subdivision were further thinned on this property to reduce their linear appearance. With this thinning, it was concluded that more house detailing would help reduce the apparent bulk and mass of the front elevation as seen from the cul-de-sac bulb.

Public comments were requested. Kevin and Gerry Welch, 10 Paso del Arroyo, spoke in full support of the project as proposed.

ASCC members briefly discussed the project and concluded support for the plans as presented. Members also concluded that in this case, due to the very small size of the addition and the superior nature of the design solution, the findings could be made for concentration of the floor area in the main residence.

Following discussion, Koch moved, seconded by Clark and passed 5-0 to approve the project as proposed and presented on the project plans.

### **Continued Discussion -- Portola Road Corridor Plan, Process and Background Report**

Vlasic reviewed the comments in the May 10, 2012 staff report on the status of the Portola Road Corridor Plan project. He noted that at the April 23, 2012 ASCC meeting, commissioner Breen agreed to represent the ASCC on the Portola Road Plan Taskforce and members offered comments on the draft Portola Road Corridor Background Report. He added that the matter was placed the May 14<sup>th</sup> agenda so that ASCC members could, if desired, offer additional comments relative to the planning effort and/or background report. He also noted that the first taskforce meeting was scheduled to take place on Tuesday, May 15<sup>th</sup>, at 4:00 pm at town hall and that any comments offered at the ASCC meeting could be shared with the taskforce on Tuesday.

Warr noted that since his firm leases space on property fronting on the road corridor and two of his firm's clients (i.e., the Priory and Dr. Neely) have large land holdings fronting on Portola Road, he would not participate in ASCC discussions relative to the corridor plan.

Clark commented that he shared a number of the concerns raised in the background report, at the planning commission study sessions, and during the last ASCC meeting. He emphasized the following:

- Star thistle and other invasive plant materials should be eliminated from the corridor and planting should be consistent with town guidelines.
- Plant materials need to be thinned to open views, particularly on the west side of the road.
- Bike safety is an important consideration.
- Thinning of the eucalyptus trees, i.e., in front of Spring Down and adjacent to the Chilean Woodchoppers house on the Jelich Ranch property should be a priority to open views.

Discussion also focused on the problem of MROSD overflow parking along Portola Road. Options for getting the parking off of the road included signage to direct parking to the town center, exploring the possibility of using the Sequoias parking on weekends, and widening the road shoulder for added better parking along the road. Members, however, concluded

that parking along the road was not desirable due to visual impacts and conflicts with bike and other uses and that such parking should not be permitted. Members also commented that "no-parking" signs along the road were not desired and that any parking control signs should be located on the MROSD property.

Breen noted that her main concern was the "hedging" of plant materials along the roadway and that other taskforce members would likely be more effective in dealing with some of the other matters including bike use and safety.

### **Approval of Minutes**

Breen moved, seconded by Clark and passed 4-0-1 (Warr), approval of the April 23, 2012 regular meeting minutes as drafted.

### **Adjournment**

There being no further business, the meeting was adjourned at 8:27 p.m.

T. Vlastic