

**Architectural and Site Control Commission
Special Evening Meeting, 765 Portola Road, Portola Valley, California**

May 29, 2012

Chair Hughes called the special meeting to order at 7:30 p.m. in the town center Historic School House meeting room. *(Note: This special meeting was a rescheduling of the regular May 28, 2012 cancelled meeting. That meeting was cancelled because it conflicted with the Memorial Day Holiday.)*

Roll Call:

ASCC: Hughes, Breen, Clark, Warr*

Absent: Koch**

Town Council Liaison: Aalfs

Planning Commission Liaison: Von Feldt

Town Staff: Town Planner Vlastic, Planning Technician Brown

*Warr arrived at approximately 7:50 p.m. immediately following action on Site Development Permit X9H-638. He did not participate in discussion of that application.

••Vlastic reported that Koch, just prior to the meeting, called to advise she was having a problem getting a sitter and may have to miss the meeting.

Oral Communications

Oral communications were requested and none were offered.

Site Development Permit X9H-638, 900 Portola Road (Former AI's Nursery site), Tate

Vlastic presented the May 24, 2012 staff report on this request 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 (RAP) that is being implemented under the oversight of the San Mateo County. Vlastic explained that the 1.68-acre property is the site of the former AI's Nursery and that the project will remove, through shallow excavation and scraping, pesticide contaminated soils. He clarified that after soils removal, existing drainage patterns would be reestablished through surface contouring, and that it is possible there would be the need for minor importing of soils to complete the final grading efforts. He noted, however, that for the most part the general form of site topography before and after the project would be the same.

Vlastic reported that after the ASCC packet was distributed, the public works director completed his project review and provided a memo dated May 29, 2012. Vlastic advised that the memo recommended permit approval subject to six conditions and these conditions were read for ASCC and public information. It was noted that the conditions essentially required conformity to the RAP as approved by the San Mateo County Health Department and also the standard site development permit conditions of the town's public works department.

ASCC members considered the staff report, report from the public works director, and the following materials submitted in support of this request. *(Note: As explained in the staff report, many of the project materials are available online at the web site of the project environmental consultant, Stellar Environmental Consultants, Inc., with the specific web site link identified at the bottom of the first page of the April 25, 2012 letter from the environmental consultant.)*

- April 25, 2012 project description letter, Stellar Environmental Solutions, Inc. 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.
- February 1, 2012 San Mateo County Health Department RAP approval letter. The letter is the County's conditional approval of the RAP.
- Figures 1 through 5 from the Stellar Environmental Solutions, Inc. RAP: These are discussed in the above referenced letters:
 - 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
- March 29, 2012 Erosion Control Plan for Remedial Action Activities, Stellar Environmental Solutions, Inc.
- March 26, 2012 Econo Tree Service, Inc. Tree Protection and Preservation Report
- May 16, 2012 "Correction" letter from Stellar Environmental Solutions, Inc. 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.

Colleen Tate, applicant, and Henry Pietropaoli, P.G., Stellar Environmental Solutions project manager, were present to discuss the proposal with ASCC members. They advised that they had no additional comments to add to what had been presented in the staff report. In response to a question, Mr. Pietropaoli advised that he had received a copy of the report from the public works director and had no questions relative to the conditions set forth in it.

Public comments were requested. **Karen Tate, Windmill School**, commented that she and Monica Chaney were present on behalf of Windmill school to support the project and encourage the ASCC to approve the permit so that the soils clean-up work could proceed as soon as possible. She offered that the town and its citizens, including those from Windmill, were fortunate that Colleen and Geoff Tate (no relationship to Karen Tate) had acquired the site and committed the resources and effort to get the soils problems taken care of. Karen Tate then stated her hope that Windmill would be able again to work with Colleen and Geoff Tate for the possible location of Windmill School on the subject property.

No other public comments were offered. ASCC members then briefly discussed the application and were appreciative of the applicants' efforts to clean up the site. Breen received clarification that no new landscaping, other than for erosion control, was planned at this time. Clark commented that the erosion control measures should be implemented as proposed in the project materials to ensure that there would be no impacts to Sausal Creek. In response to a question from Breen, Mr. Pietropaoli advised that the intent was to maintain all worker and clean-up related parking on site during the remedial operations.

After discussion, Clark moved, seconded by Breen and passed 3-0 approval of the site development permit application as proposed, including all project materials listed above, with the understanding that the RAP would be completed to the satisfaction of the San Mateo County Health Department, pursuant to the requirements of the 2/1/12 approval and subject to the following conditions:

1. All worker and clean-up related parking shall be maintained on site during the remedial operations. Compliance shall be to the satisfaction of planning staff and the public works director.
2. All provisions of the erosion control plan and those set forth in the project arborist's tree protection report shall be implemented. Compliance shall be to the satisfaction of planning staff and the public works director.
3. The requirements set forth in the following site development committee review reports shall be addressed to the satisfaction of the reviewer:

May 29, 2012 memorandum from public works director

May 10, 2012 report from the town geologist

In taking the above action, ASCC members concurred with the evaluation in the staff report finding the site development permit request categorically exempt from the CEQA pursuant to Section 15304, "minor alterations to land."

As noted above, Warr arrived at the meeting immediately following the above action.

Architectural Review – Carport Enclosure, Portola Valley Ranch PUD property, 2 Horseshoe Bend, Schink

Vlasic presented the May 24, 2012 staff report on this proposal for enclosure of the existing flat roof, detached carport located on the subject parcel at the top of Horseshoe Bend in Portola Valley Ranch. He clarified that the proposed enclosure would be accomplished with the installation of a new, automatic, panel double garage door, that the door would have vertical panel elements with windows above the panels and would be finished to match the existing color of the carport walls. He noted that the plans include a new trellis feature over the new door and replacement of one exterior light fixture with a new fixture, and that no other changes to the structure are proposed.

ASCC members considered the staff report and proposal as described on the two sheet "Carport" plans dated 5/10/12, prepared by Harrell Remodeling. Also considered was the letter from the Portola Valley Ranch design committee dated May 4, 2012 conditionally approving the proposal.

Iris Harrell, project designer/contractor, presented the plans to the ASCC and offered the following clarifications:

- The glass in the new garage door will be clear and allow partial views through the enclosed structure.
- While the Ranch Design Committee approval calls for a wood door, the door manufacturer advises that a metal door would look and be finished to appear as a wood door and be much lighter and require less maintenance. It is hoped that the Design Committee would reconsider the approval and allow for the use of a metal door. The intention is to return to the Committee to see if it will change its position on this matter.

- The applicants are willing to consider the staff report recommended trimming of plant materials on the south and rear sides of the carport/garage structure for preservation of longer distance views.
- The enclosure is desired to not only protect the vehicles in the carport/garage, but also because the new door would screen views to the parked vehicles and other materials stored within the structure. Larger glass elements were considered, but it was determined the smaller windows would do better in controlling views into the carport but still provide some distant views through the “garage.”

Public comments were requested. **Marilyn Walter, Coyote Hill**, presented a written statement dated 5/29/12, providing some history on use of carports at the Ranch and also discussing views, plant materials and encouraging more use of glass in the proposed garage door. With the statement, a few photos were provided of a carport at 25 Coyote Hill with larger glass panels in the garage door.

Ms. Harrell pointed out that this carport conversion would preserve the large glass panel openings in the side and rear elevations of the structure and that windows were included in the proposed new door.

ASCC members discussed the proposal and, while agreeing that there would be some loss of distant views, concluded that the proposal was consistent with the current Ranch carport enclosure design criteria. Warr stated, however, that he did find the door design somewhat more traditional than contemporary, but he could support it. Breen and others appreciated the concerns expressed by Ms. Walter, but also concluded they could support the proposal and that the door could either be wood or metal with the same appearance as a wood design, with the final decision on the matter up to the Ranch Design Committee.

Following discussion, Warr moved, seconded by Clark and passed 4-0, approval of the carport conversion plans as proposed subject to the requirement that there be some careful trimming and/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. It was clarified that this should be to the satisfaction of a designated ASCC member and that the scope of trimming be agreed to and confirmed prior to issuance of a building permit based on a site meeting with the applicant and designated ASCC member.

Architectural Review for house additions, 208 Echo Lane, Khanna

Vlasic presented the May 24, 2012 staff report on this proposal 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. He explained that the plans include expansion of two existing bedrooms on the west side of the residence, and all new floor area would be single story. He also clarified that the project includes the elimination of two small sheds, totaling 92 sf, that are located in required yard setback areas.

Vlasic advised that 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 and that the proposed concentration of floor area is only possible subject to the ASCC making the findings required by Section 18.48.020 of the zoning ordinance. Vlasic reviewed these findings as evaluated in the staff report and suggested that it appeared they could be made.

ASCC members considered the project as presented on the following 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

Also considered by the ASCC and part of the application were the 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.

Vlasic clarified that the plans call for all new improvements to match existing conditions in terms of materials and finishes and that these include medium taupe colored stucco, simulated red barrel tile roofing, white clad windows, and white shutters and trim, including the white roof gutters.

John Richards, project architect, was present to discuss the proposal with ASCC members. In response to a question, he noted that the applicants would be willing to add screen planting at the west side ground mounted air conditioning unit adjacent to the house addition area.

Public comments were requested, but none were offered.

ASCC members briefly discussed the project and concluded that it was generally acceptable as designed and that it did satisfy the findings for concentration of floor area as evaluated in the staff report. Members also discussed some of the existing more linear property line landscaping, but concluded that there was not a nexus to require removal given the scope of the project and the fact that it was on the west, Canyon Drive, side of the house and not the Echo Lane side where such landscaping was mostly located.

Following discussion, Warr moved, seconded by Clark and passed 4-0 approval of the plans as designed subject to the following conditions to be addressed, unless otherwise noted, to the satisfaction of planning staff prior to release of any building permit:

1. A construction staging and landscape repair plan shall be provided to the satisfaction of a designated ASCC member. The plan shall include planting materials to screen views to the existing ground mounted air conditioning unit. Once approved, the construction staging and landscape repair plan shall be implemented to the satisfaction of planning staff.
2. The plans shall be modified to provide that any new gutters and the existing painted white gutters shall match the color of the stucco siding.
3. Existing spotlights on the house shall be eliminated or replaced with fixtures that conform to town lighting policies and regulations.

Continued Discussion -- Portola Road Corridor Plan, progress of Taskforce work and ASCC input to Taskforce

Vlasic presented the May 24, 2012 staff report on the status of the subject project and referenced the notes from the May 15, 2012 Portola Road Taskforce meeting, including the May 29th ASCC packets. Breen also discussed the taskforce work. It was explained that at the 5/15 meeting, taskforce representatives agreed that the matters and issues discussed would be reported back to the various involved committees and commissions and any additional input from this presented at the next taskforce meeting, scheduled to take place on June 6, 2012. In light of this, the following comments were offered for sharing at the next taskforce meeting:

Warr:

- Any changes to pathway design standards should not result in discouraging equestrian use.
- Trail connectivity needs to be fully considered. Where people want/need to go and how you get them from one key place to another in a safe and efficient manner needs to be identified and defined. For example, moving children from Corte Madera School to the town center without having to cross major roads or creating crossing locations with minimum potential for conflicts with traffic should be addressed. Moving people within the corridor is important, but it needs to be clear where they need to connect to and how you can make these connections in the best way possible to encourage pathway use. Consideration also needs to be given to the equestrian system connection from the town to Family Farm within the road corridor.

Breen:

- The PG&E and other boxes and meters in the corridor are increasing the visual clutter. This needs to be evaluated and solutions found relative to decreasing visual impacts. Warr noted that with undergrounding there might be more utility "boxes."
- There seems to be more lighting at the various designation signs in the corridor (i.e., Priory, uses in the "Nathorst Triangle area," town center, Village Square, etc.), and this does have visual impact in the corridor. Warr commented that the fixtures are being re-lamped with LED and LCD lights that last longer and are more efficient, but also brighter.

Vlasic advised that these additional ASCC comments would be shared at the next taskforce meeting.

Approval of Minutes

Breen moved, seconded by Clark and passed 4-0, approval of the May 14, 2012 regular meeting minutes with two typographical corrections to page 4, under discussion of the Dyson project, as provided by Breen.

Adjournment

There being no further business, the meeting was adjourned at 8:23 p.m.

T. Vlasic