



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
**765 Portola Road, Portola Valley, CA 94028**  
**Wednesday, October 17, 2012 – 7:30 p.m.**  
**Council Chambers (Historic Schoolhouse)**

---

**AGENDA**

**Call to Order, Roll Call**

Commissioners Gilbert, McIntosh, McKitterick, Chairperson Von Feldt, and Vice-Chairperson Zaffaroni

**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.

**Regular Agenda**

1. *Preliminary Review of Site Development Permit X9H-640, 260 Mapache Drive, Davison*
2. *Preliminary Review of Proposed Lot Line Adjustment X6D-213, Nebrig – Hall, 20 and 30 Granada Court*
3. *Study Session – Portola Road Corridor Plan Project and Report from Taskforce*
4. *Study Session – Zoning Ordinance Update Project*
5. *Review of Conservation Committee Guidelines on Redwoods*

**Commission, Staff, Committee Reports and Recommendations**

**Approval of Minutes:** October 3, 2012

**Adjournment:**

**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 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

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.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

**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).

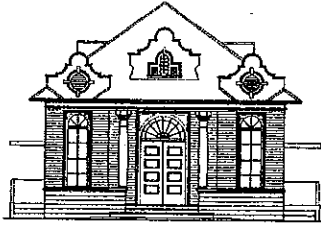
---

This Notice is posted in compliance with the Government Code of the State of California.

Date: October 12, 2012

CheyAnne Brown  
Planning Technician

---



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Planning Commission  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** October 11, 2012  
**RE:** Preliminary Review, Site Development Permit X9H-640,  
260 Mapache Drive, *Davison*

### **Request, Background, Project Description, Preliminary Evaluation**

This is a preliminary review of this application for grading of over 1,200 cubic yards of cut and fill proposed in support of residential redevelopment of the subject 2.5-acre Westridge Subdivision property. Site and area conditions are generally depicted on the attached vicinity map. The proposal is to replace existing site improvements with new residential development in much the same location as the existing house and accessory facilities. Further, while the existing driveway access will be slightly realigned, the driveway intersection at Mapache Drive will not change and the general driveway location and alignment will be very similar to existing conditions.

Formal review of this project started with preliminary ASCC consideration at its August 13, 2012 meeting. At that time the project data indicated that less than 1,000 cubic yards of grading would take place, but based on concerns raised through staff and ASCC review, project clarifications and adjustments were requested. Further, the Westridge Architectural Supervising Committee (WASC) also requested clarifications. Revised plans and information were eventually provided and these materials, while addressing a number of the identified concerns, showed that the grading would exceed 1,000 cubic yards, thus elevating the review process to include planning commission consideration of the site development permit.

Additional background, project description and preliminary staff and ASCC evaluation are contained in the following attached documents:

- August 9, 2012 staff report prepared for August 13, 2012 ASCC meeting. The report includes background data provided by the applicant, input from site development committee members and preliminary comments from the WASC.
- August 13, 2012 ASCC meeting minutes

In response to the ASCC preliminary review, the applicant provided the following enclosed revised plan package, unless otherwise noted, dated September 17, 2012 and prepared by Butler Armsden Architects:

Sheet A0.0, Title Sheet & Proposed Site Plan  
Sheet A0.1, Area Calculations  
Sheet A2.1, Basement Proposed Plan  
Sheet A2.2, First Floor Proposed Plan  
Sheet A2.3, Roof Proposed Plan  
Sheet A3.1, Exterior Elevations (North & East)  
Sheet A3.2, Exterior Elevations (West & South)  
Sheet A3.3, Proposed Sections (North/South, Pool & Pool Shed)  
Sheet A3.4, Proposed Sections (North & South courtyards)

Sheet L-1.0, Tree Protection and Removal Plan, Lutsko Associates Landscape  
Sheet L-1.1, Landscape Plan, Lutsko Associates Landscape  
Sheet L-1.2, Planting Plan, Lutsko Associates Landscape  
Sheet L-1.3, Exterior Lighting Plan, Lutsko Associates Landscape  
Sheet L-2.1, Irrigation Plan, Lutsko Associates Landscape & DVID  
Sheet L-2.2, Irrigation Legend & Notes, Lutsko Associates Landscape  
Sheet L-2.3, Irrigation Details, Lutsko Associates Landscape & DVID  
Sheet L-2.4, Irrigation Details, Lutsko Associates Landscape & DVID  
Sheet L-2.5, Irrigation Details, Lutsko Associates Landscape & DVID

Sheet C-1, Title Sheet (Civil Plans), Lea & Braze Engineering, Inc.  
Sheet C-2, "Preliminary" Grading and Drainage Plan, Lea & Braze Engineering, Inc.  
Sheet C-3, "Preliminary" Grading and Drainage Plan, Lea & Braze Engineering, Inc.  
Sheet C-4, Grading Specifications, Lea & Braze Engineering, Inc.  
Sheet ER-1, Erosion Control Plan, Lea & Braze Engineering, Inc.  
Sheet ER-2, Erosion Control Details, Lea & Braze Engineering, Inc.  
Sheet SS-1, Preliminary Septic System Plan, Lea & Braze Engineering, Inc.

In addition to the revised plans the applicant and project design team have provided the following attached materials to further clarify the project and the revisions (there are in addition to the project materials included with or referenced in the attached 8/9/12 staff report prepared for the 8/13 ASCC meeting):


- Set of six color renderings modeling how the project is intended to fit onto the site.
- September 25, 2012 letter from the project architect explaining the plan revisions and containing data clarifying the proposals, particularly grading, floor area, tree impacts and protection, planting, irrigation, lighting, etc.

Attached communications received on the revised plans are:

Conservation Committee memo, 9/29/12  
WASC email, 10/2/12  
David & Jane Pejcha, 270 Mapache Drive, letter of support dated 9/30/12  
Kristi & Tom Patterson, email of support dated 9/30/12

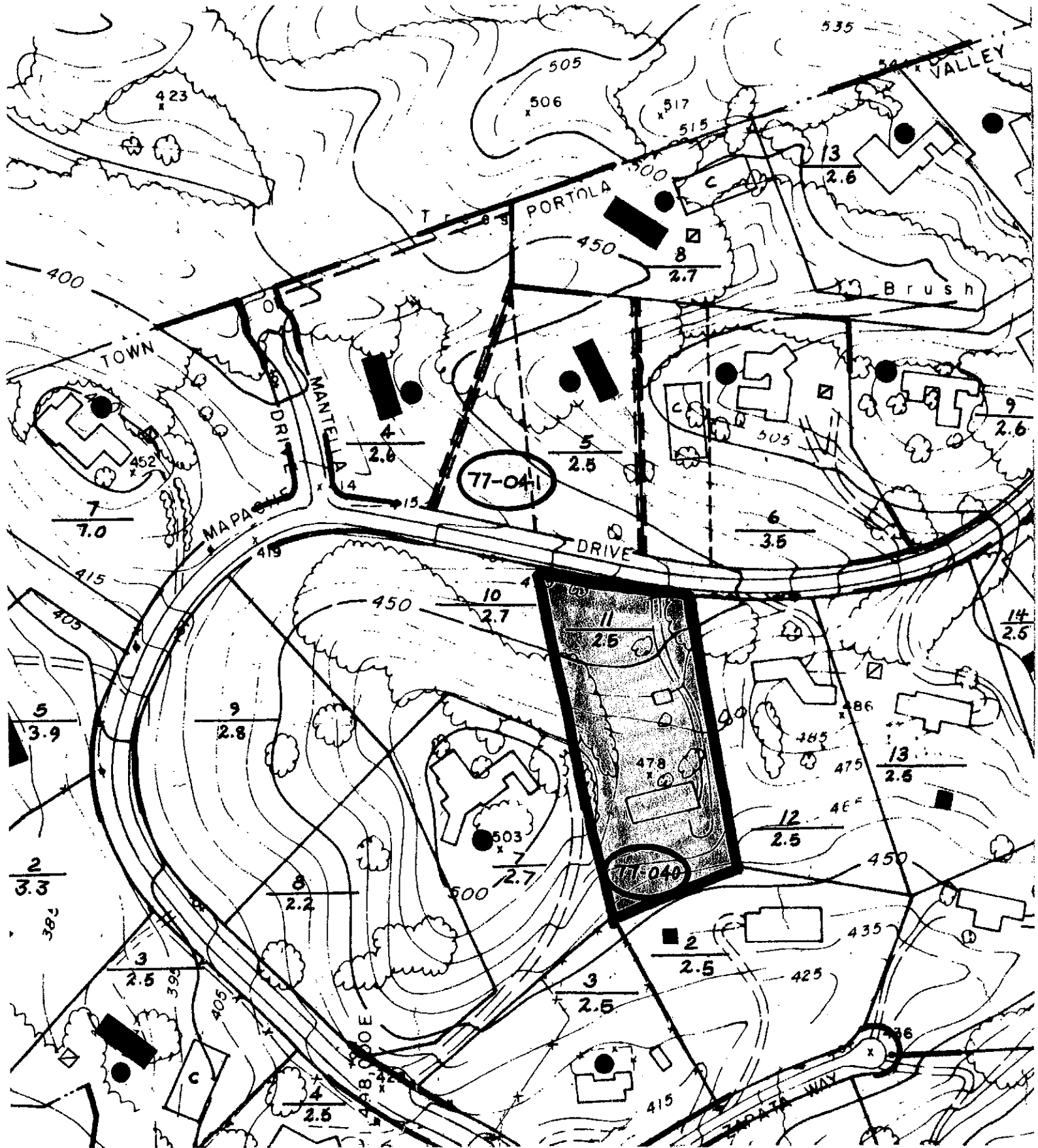
### Planning Commission Preliminary Review and Next Steps

The above comments and referenced materials provide an extensive preliminary review of the proposal and the grading plans. At the October 17, 2012 meeting, the Planning Commission should consider these, receive input from the applicant, project design team and public and offer any comments on the project for applicant, staff and ASCC consideration as project review continues. The ASCC is scheduled to consider the revised plans at its October 22<sup>nd</sup> meeting and the plans have also been circulated for additional site development permit committee review and comment. It is likely that the site development permit will be placed on a planning commission agenda for public hearing in November.

TCV 

encl.  
attach.

cc. Town Council Liaison  
Mayor  
Applicant  
Planning Technician  
Interim Planning Manager



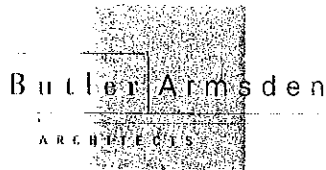
**Vicinity Map**

Scale: 1" = 200 feet

**AR for Residential Redevelopment, Davison**

260 Mapache Drive, Town of Portola Valley

August 2012



www.butlerarmsden.com  
2849 California Street  
San Francisco, CA 94115  
t. 415.674.5554  
f. 415.674.5558  
e. architects@butlerarmsden.com

**ASCC**  
Portola Valley Town Hall  
765 Portola Rd.  
Portola Valley, CA 94028  
Attn: ASCC Members

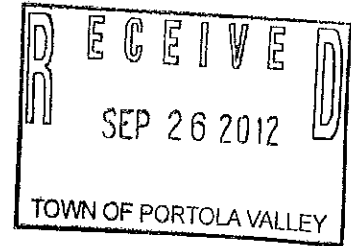
**Westridge Architectural Supervising Committee**  
3130 Alpine Rd. #288  
PMB 164  
Portola Valley, CA 94028  
Attn: Rusty Day

**Conservation Committee**  
Portola Valley Town Hall  
765 Portola Rd.  
Portola Valley, CA 94028  
Attn: Judith Murphy

RECEIVED

SEP 27 2012

SPANGLE ASSOC.



September 25, 2012

Re: Davison Residence, 260 Mapache Drive

Dear ASCC, Westridge, and Conservation Committees,

Please find enclosed under this submittal, all requested information to reflect your comments received in letters, during the site visit at 260 Mapache Drive on August 13<sup>th</sup>, and during ASCC Meeting held on August 13<sup>th</sup>.

Detailed cut/fill grading calculations have been prepared by the Civil Engineer and attached to this letter. The current calculations estimate off-hauling 585 cu.yd. of soil. Included is also the traffic plan detailing the route the off-haul trucks would use in order to minimize the impact on the Westridge neighborhood and Portola Valley streets.

Raising the house an additional 1'-6" addresses additional concerns regarding the impact of excavation adjacent to the 60" and 24" Oaks. By raising the house, we are minimizing the impact and depth of excavation. As the design team is fully committed to preserving these Oaks, the arborist has re-examined the impact of building within the canopies and determined that given proper methods and timing there would be minimal adverse effects to the trees.

We reduced both the amount and intensity of exterior lighting and reduced the amount of irrigation, particularly in the front meadow. The Fire Pit that was a concern to the Westridge Committee has been removed. Finally, we revised the front yard planting scheme to favor a "pasture" concept and we are only planting one new Oak in the front yard to allow for open views of the pasture from the street.

Following, is a detailed written reply to your specific comments addressed to the respective committees.

**Responses to ASCC Comments:**

**1. Grading Calculations and Soil Off-Haul:**

Civil Drawings have been and detailed cut/fill grading calculations are included in this package. The total amount of soil export has been reduced to 585 cubic yards. In order to reduce the total amount of excavation, we have decreased the area of Basement by 295 sq.ft. and raised the house 18" such that the Finish Floor Elevation is now at 482.5' (previously 481'). Story poles for the new height have been updated. Additionally, we have redesigned the Vegetable Garden to allow for expanded fill opportunities on site thus mitigating the total off-haul quantity. Additionally, we have prepared truck route plan to minimize the impact of soil off-haul trucks driving around the Westridge Neighborhood.

**2. Basement Area Calculations**

The Basement Area Calculations have been revised to reflect raising the house an additional 18". All dimensions pertaining to the Basement Calculation are taken above Natural Grade, specifically following the rule that the "underside of floor joists are not more than 18" above the adjoining natural grade." (Section 18.04.065 A Portola Valley Municipal Code). We are now counting 1,278 Square Feet of the Basement area toward the Floor area (see Revised Area Calculations, Sheet A0.1).

**3. Foundation Walls at Lower Level Garage Adjacent to 60" Oak**

We would like to reiterate once again that the design team is fully committed to safeguard all the oaks on the property and extreme care will be taken to protect the 60" Blue Oak. Michael Young, the arborist, has explored the potential impact through methods such as aerial trenching and determined excavation would not be harmful given proper methods and timing. In order to further mitigate the impact of excavation we are raising the house an additional 18" thus reducing the depth of excavation and disturbance to the oak; by raising the house the basement level is only 3' below the natural grade at the 60" Oak.

**4. Paving/Retaining Walls Adjacent to 24" Oak**

The arborist determined driveway paving within the 24" Oak Canopy would not have any adverse effects as it is only encroaching 15% of the canopy.

**5. Retaining Walls**

All retaining walls will be board formed concrete in order to differentiate the massing of the retaining walls from the massing of the main house. See revised renderings in the Supplemental Rendering Packet, which clarifies both materials and planting around the retaining wall. Particularly at the driveway, planting will be used to soften the appearance of concrete walls. There is no retaining wall adjacent to the parking area at the top of the driveway, but rather a low 6"-8" curb (see Civil Drawings with revised information).

**6. Tree Removal**

See Comment #20 below under Conservation Committee.

**7. Planting in Front Yard**

We have reduced the number of proposed oaks from 6 to 1. The additional Valley Oak (*Quercus lobata*) is located at the top of the entry drive. We are also proposing temporary on grade drip irrigation under the oaks on either side of the driveway in order to establish a cover of native Douglas Iris (*Iris douglasiana*) and Yerba Buena (*Satureja douglasii*). We have eliminated the "native grass meadow restoration" in favor of "pasture grasses" typical of the area. The meadow will be over-seeded with pasture grasses at the end of the project in the fall for winter rains but there will be no irrigation installed. We are also proposing to remove existing non-oak, non-native trees from the meadow area including: apricots, apples, small redwoods as well as the existing barn. The result will be the restoration of a bigger meadow highlighting the existing oaks.

**8. Irrigation**

Overall irrigation scope has been greatly reduced and irrigation in the front yard pasture has been eliminated. Irrigation for the oaks at the entry driveway will only be temporary (see Revised Irrigation Plans, L2.1-L2.5).

**9. Utility Meters**

Water meters and tie-ins are shown on Civil Drawings. The Water Meter is relocated near the driveway. The new septic field will be relocated to the front meadow. The Gas and Electric Meter are shown on the Architectural Basement Plan and are located adjacent to the garage door next to the mechanical room.

**10. Exterior Lighting**

The scope and total number of exterior lighting fixtures has been significantly reduced. The total number of fixtures has been diminished by over 30% from 77 fixtures to 53. In particular we reduced the number of fixtures at all exterior



doors to only one fixture (down from two), as to satisfy the minimum required by code. The number of mono-point down light fixtures at the roof overhang adjacent to the Entry has been reduced down to six (from eleven) with the maximum wattage per fixture of 20 Watts (from 75W). The mono-point down light fixtures in the rear roof overhang are more spread out to reduce overall impact, and again the maximum wattage per fixture has been reduced down to 20 Watts. The total number of pathway lights has been reduced focusing only on necessary pedestrian connections. The number and particularly the wattage of pool/spa lights has been reduced with each fixture having lamping of 10 Watts. All exterior lighting fixtures will be controlled by manual switching, and are shielded down-lights (see revised Exterior Lighting Plan, sheet L1.3).

**11. Copper Roof and Paint Color**

The renderings have been revised to more accurately reflect the copper roof color and paint color in order to show their compatibility with the surrounding landscape. This color palette both blends in with the surrounding landscape while highlighting some of its more predominant accent colors while remaining within the reflectivity requirements of the Town.

**12. Rear yard Fencing**

Rear yard fencing has been revised. All fencing/retaining walls have a maximum height of 6'-0" with tie-ins to existing fencing to remain at the property lines.

**13. Pool Equipment**

The pool equipment shed location has been corrected on all drawings and does not encroach into the setbacks.

**Responses to Westridge comments:**

**14. Exterior Lighting**

See Response #1 above.

**15. Roofing Material**

To reduce reflective glare from standing seam copper roof panels, panels will be pre-treated or brought to the site as early as possible to expedite the weathering process prior to installation.

**16. Fire Pit**

The proposed fire pit and path has been removed from the drawings/design.

**17. Excavations**

See Response #1 above.

**18. Fencing**

See Response #12 above.

**19. Landscaping and Site Lines**

See Response #20 below.

**Conservation Committee Response**

**20. Trees**

The arborist report has been revised to include discussion of the impervious paving in the canopy of the 24" Oak. The report determines that pavement encroachment is within an acceptable percentage. Additionally, by raising the house an additional 1'-6" we are reducing the impact of any excavation within the Oak canopies. See Comment #3 and Comment #4 above for additional information regarding the impact on the Oaks. The design favors trees native to the site such as oaks, madrones and buckeyes (with the exception of 3 dramatic Stone pines that function for shading and

cooling. Also, a row of *Fruitless Olives* are proposed on the slope down to the veggie garden as well as a specimen *Pawlonia tormentosa* tree near the rear of the house.

In response to comments, the design has been revised the proposed tree at the southeast property corner will be a Valley Oak instead of a Stone Pine. Three redwoods on the west side and all acacias will be removed in addition to the Fruit & redwood trees in the meadow. The tree protection plan has been revised to include a note about protecting the Madrone that is amongst the Acacias. There will only be one new Oak planted at the Front Yard. There were comments about removing an existing Redwood to the east, a Eucalyptus to the west, and a row of Monterey pines to the south, these trees are not located on the subject property. The cluster of oaks along the road requested to be thinned is not located on the subject property.

**21. Irrigation**

See Response #8 above.

**22. Impermeable Surfaces**

All crushed gravel paths less than 4'-0" will be permeable and there will not be any binder added to the mixture.

**23. Lighting**

See Response #10.

We look forward to your review of the enclosed documentation. Please contact us at [Flaim@butlerarmsden.com](mailto:Flaim@butlerarmsden.com) or (415) 674-5554 with any questions or clarifications you might have.

Best Regards,



Glenda Flaim, AIA

**Butler Armsden Architects**

2849 California Street  
San Francisco, CA 94115

t 415.674.5554

f 415.674.5558

[Flaim@butlerarmsden.com](mailto:Flaim@butlerarmsden.com)



**LEA & BRAZE ENGINEERING, INC.**  
 CIVIL ENGINEERS | LAND SURVEYORS

**ESTIMATED EARTHWORK CALCULATIONS**

PROJECT <b>Davison Residence</b>		SHEET NO. <b>1</b>
ADDRESS <b>260 Mapache Dr.</b>		JOB NO. <b>2120165</b>
CITY, CA ZIP <b>Los Altos</b>		BY <b>JT/JCL</b>
DATE <b>9/21/2012</b>	SCALE: <b>1" = 10'</b>	CONTOUR INT.: <b>2.0 FT.</b>

**Earthworks Outside Building Footprint**

**Earthwork from Contours**

*Measured with 2ft contours*

CONTOUR	CUT (in2)	FILL (in2)
444	0.96	0.00
446	1.19	0.00
448	1.12	0.39
450	1.08	1.53
452	0.72	3.89
454	0.45	4.23
456	0.00	6.20
458	0.00	7.39
460	0.00	8.57
462	0.00	8.89
464	0.00	4.57
<b>Total (in2)</b>	<b>5.52</b>	<b>45.66</b>
<b>Total (cy)</b>	<b>41</b>	<b>338</b>

*Measured with 1ft contours*

CONTOUR	CUT (in2)	FILL (in2)
460.00	0.00	0.00
461	0.00	0.00
462	0.00	0.00
463	0.00	0.00
464	0.00	0.00
465	0.00	6.04
466	0.00	3.73
467	0.00	1.50
468	0.13	0.23
469	0.68	0.00
470	0.51	0.00
471	0.45	0.00
472	3.47	0.00
473	6.32	0.00
474	3.97	0.20
475	2.25	0.71
476	1.15	1.95
477	0.68	1.10
478	0.39	7.86
479	0.30	10.16
480	0.00	89.12
481	0.00	0.00
482	0.74	0.00
483	0.28	0.00
484	0.10	0.00
<b>Total (in2)</b>	<b>21.42</b>	<b>122.60</b>
<b>Total (cy)</b>	<b>79</b>	<b>454</b>

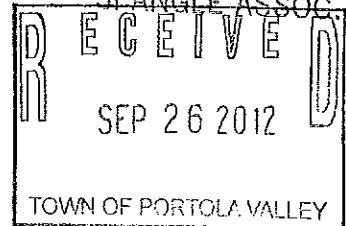
**Earthwork from Other Areas**

	Area (ft2)	Depth of Cut (ft)	CUT (CY) +/-
Roadway	8280	1	307
<b>Total (cy)</b>			<b>307</b>

RECEIVED

SEP 27 2012

SPANGLE ASSOC



<b>Total Earthworks Outside Building Footprint</b>	
Total Cut	427 cy
Total Fill	792 cy
<b>Total Earthworks</b>	<b>1219 cy</b>

**Earthworks Within Building Footprint**

**Earthwork from Contours**  
*Measured with 1ft contours*

CONTOUR	CUT (in2)	FILL (in2)
475	39.20	0.00
476	38.90	0.00
477	37.60	0.00
478	35.50	0.00
479	32.30	0.00
480	28.30	0.00
481	0.00	0.00
482	0.00	0.00
<b>Total (cy)</b>	<b>784</b>	<b>0</b>

Contours through Basement area

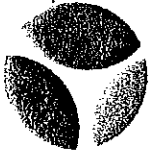
**Earthwork from Other Areas**

	Area (ft2)	Depth of Cut (ft)	CUT (CY) +/-
House Pad	630	3.5	82
House Pad	630	3.5	82
<b>Total (cy)</b>			<b>164</b>

<b>Total Earthworks Within Building Footprint</b>	
Total Cut	948 cy
Total Fill	0 cy
<b>Total Earthworks</b>	<b>948 cy</b>

**Project Earthworks Totals:**

Total Cut	1375 cy
Total Fill	792 cy
<b>Export</b>	<b>583 cy</b>



urbantree management inc.

8/8/12  
Scott & Anne Davison  
260 Mapache Dr.  
Portola Valley, CA 94028

Re: Driveway Installation Addendum

To Whom It May Concern:

**Assignment**

It was my assignment to review the comments from the Town about the driveway and the driveway Plans and respond on behalf of the tree health concerns.

**Summary**

While the driveway surface is not a permeable surface it only encroaches on the Blue Oak (B – see attached) by 15%. This is not a significant amount. I also have a comment about the drainage in order to keep the tree healthy.

**Discussion**

The Town Planner made the following comment:

*“Not mentioned in the arborist report is the driveway outlined on the Impervious surface plan sheet (A0.1) that will cover an even greater area of under the canopy. The currently specified chipseal is not permeable. This may represent more of a threat to the tree than the contouring.”*

The driveway installation will seal approximately 15% of the area under the tree canopy (see diagram). This is a relatively insignificant area and should not negatively impact the tree.

The driveway is at a much higher grade level than the tree and its roots will not have traveled up to this level. Therefore, sealing this area will not impact the tree roots.

In order to be sure roots will be able to grow under the new driveway we will be using *structural Soils* (<http://www.hort.cornell.edu/uhi/outreach/csc/article.html>). This *base* allows for the compaction needed for driveway stability as well as the air space needed for future root growth.

The only comment I will make regarding the driveway is in regards to the drainage. The drainage for the driveway must be diverted away from the tree trunk/roots or be slowly released above the Blue Oak so as not to saturate the roots in a manner that would be different than existing conditions.

Please contact me should you have further questions.

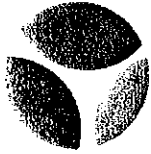
Respectfully,

Michael P. Young

SEP 27 2012

SPANGLE ASSOC.





### ASSUMPTIONS AND LIMITING CONDITIONS

1. Any legal description provided to this arborist is assumed to be correct. No responsibility is assumed for matters legal in character nor is any opinion rendered as to the quality of any title.
2. This arborist can neither guarantee nor be responsible for accuracy of information provided by others.
3. This arborist shall not be required to give testimony or to attend court by reason of the information provided by this arborist unless subsequent written arrangements are made, including payment of an additional fee for services.
4. Loss or removal of any part of this report invalidates the entire report.
5. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person(s) to whom it is addressed without written consent of this arborist.
6. This report and the values expressed herein represent the opinion of this arborist, and this arborist's fee is in no way contingent upon the reporting of a specified value nor upon any finding to be reported.
7. Sketches, diagrams, graphs, photos, etc., in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering reports or surveys.
8. This report has been made in conformity with acceptable appraisal/evaluation/diagnostic reporting techniques and procedures, as recommended by the International Society of Arboriculture.
9. When applying any pesticide, fungicide, or herbicide, always follow label instructions.
10. No tree described in this report was climbed, unless otherwise stated. This arborist cannot take responsibility for any defects which could only have been discovered by climbing. A full root collar inspection, consisting of excavating the soil around the tree to uncover the root collar and major buttress roots, was not performed, unless otherwise stated. This arborist cannot take responsibility for any root defects which could only have been discovered by such an inspection.

### ARBORIST DISCLOSURE STATEMENT

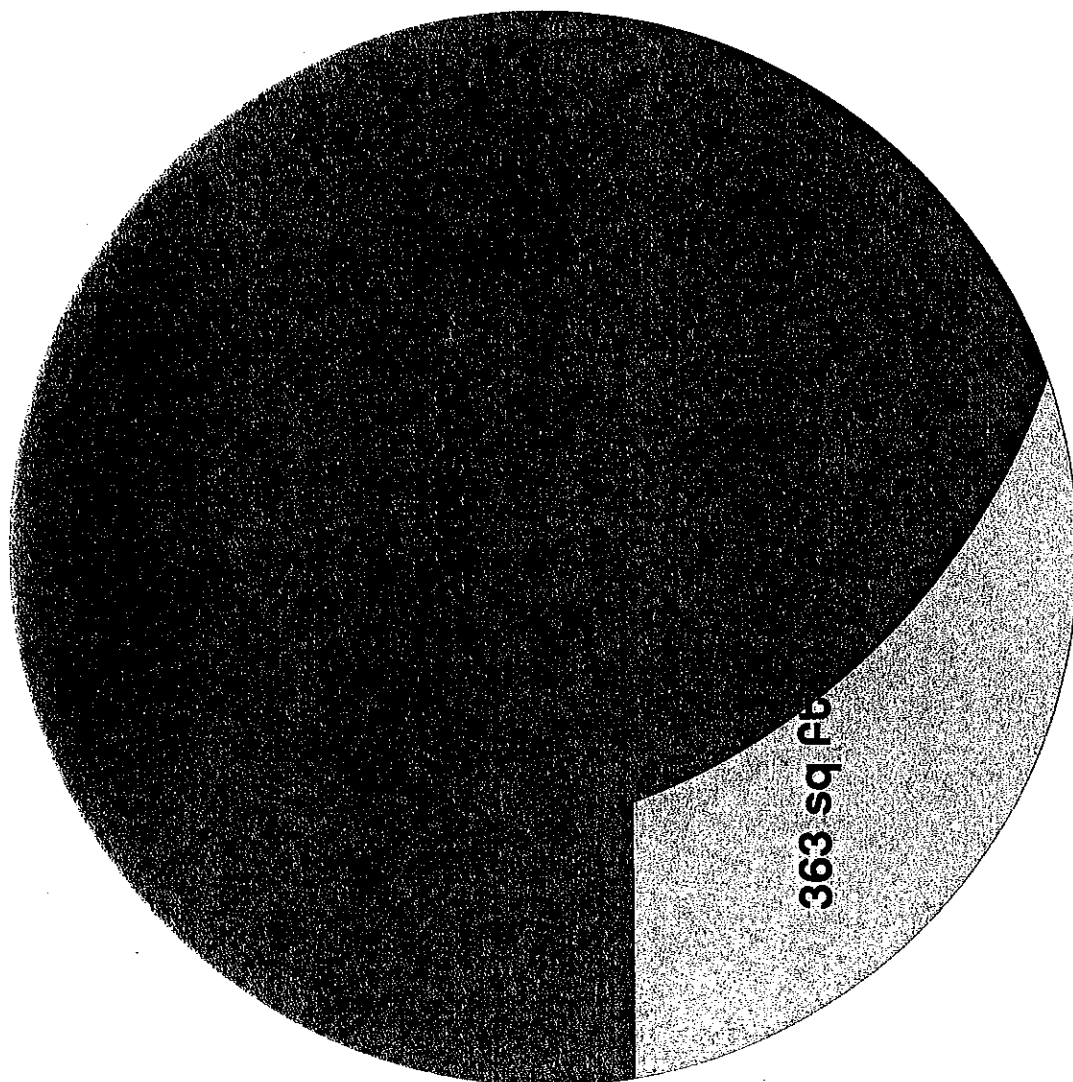
Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.

Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees.

**24" BLUE OAK- 55' DIAMETER  
15% PAVEMENT ENCROACHMENT**





**LEA & BRAZE ENGINEERING, INC.**  
 CIVIL ENGINEERS | LAND SURVEYORS

**Main Office:**  
 2495 Industrial Pkwy. West  
 Hayward, CA 94545  
 Ph: 510.887.4086  
 Fx: 510.887.3019

**Sacramento Region:**  
 3017 Douglas Blvd., Ste. 300  
 Roseville, CA 95661  
 Ph: 916.966.1338  
 Fx: 916.797.7363

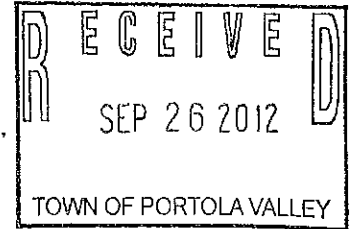
September 24, 2012

RECEIVED

Town of Portola Valley  
 765 Portola Road  
 Portola Valley, CA 94028

SEP 27 2012

SPANGLE ASSOC.



Attn: Planning Department  
 Subject: **Davison Residence – 260 Mapache Dr Portola Valley**  
 Job No. 2120165 CI

To the Department:

Please accept this letter as our recommendation for a truck haul route for soil off-haul for the Davison Residence. This haul route, as shown on the next page, primarily uses Portola Rd. through Portola Valley and Sandhill Rd. through Woodside to Interstate 280. This route is the most direct route from the site to Highway 280 and will have the least impact on the neighboring residences. This route is also the route preferred for the Westridge HOA.

The contractor will also be responsible for installing temporary signage at the street and horse trail to warn vehicles, equestrians and pedestrians the trucks will be entering and exiting the driveway. All work will be done Monday through Friday between the hours of 8:00 am and 5:30 pm.

Per the project contractor, transporting of the off-haul will be by a 4 axle Super Dump. This type of truck utilizes a rear 4<sup>th</sup> axle that extends well beyond the rear of the truck. This type of rear axle allows the weight of the truck to be spread out as much as possible and thus helps to protect the existing roads from excess weight and wear and tear.

Please let me know if you have any questions.

Very truly yours,

Principal  
 Jeffrey C. Lea, P.E., P.L.S.



9-24-12





**PROPOSED TRUCK ROUTE (HIGHLIGHTED IN RED)**

DAVISON RESIDENCE  
260 MAPACHE DRIVE

Butler Armsden

ARCHITECTS

# OUTDOOR WATER USE EFFICIENCY CHECKLIST

## To Be Completed by Applicant

I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance.

*Terri McFarland*

9/17/2012

Signature

Date

### Project Information

Single Family  Multi-Family  Commercial  Institutional  Irrigation only  Industrial  Other:

Applicant Name (print): Terri McFarland, Lutsko Associates

Contact Phone #: 415 920 2800

Project Site Address: 260 Mapache Drive, Portola Valley, CA

Agency Review

Project Area (sq. ft. or acre): 2.5 acres

# of Units: 1

# of Meters: 2

(Pass) (Fail)

For single family projects, or multi-family developments, provide the following information on average, per unit basis. For all other projects, input an aggregate total for the entire project.	Total Landscape Area (sq.ft.): 21,557	<input type="checkbox"/> 1,000 - 1,500 sq.ft. <input checked="" type="checkbox"/> Greater than 1,500 sq.ft.	<input type="checkbox"/>	<input type="checkbox"/>
	Turf Irrigated Area (sq.ft.): 998		<input type="checkbox"/>	<input type="checkbox"/>
	Non-Turf Irrigated Area (sq.ft.): 20,559		<input type="checkbox"/>	<input type="checkbox"/>
	Special Landscape Area (SLA) (sq.ft.): 1,903		<input type="checkbox"/>	<input type="checkbox"/>
	Water Feature Surface Area (sq.ft.): 970			

Minimum Requirements	Requirements	Project Compliance	(Pass)	(Fail)
<b>Turf</b>	Less than 25% of the landscape area is turf	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input type="checkbox"/>	<input type="checkbox"/>
	All turf areas are > 8 feet wide	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	All turf is planted on slopes < 25%	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-Turf</b>	At least 80% of non-turf area is native or low water use plants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hydrozones</b>	Plants are grouped by Hydrozones	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mulch</b>	At least 2-inches of mulch on exposed soil surfaces	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Irrigation System Efficiency</b>	70% ETo (100% ETo for SLAs)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	No overspray or runoff	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Irrigation System Design</b>	System efficiency > 70%	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Automatic, self-adjusting irrigation controllers	<input type="checkbox"/> No, not required for Tier 1 <input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Moisture sensor/rain sensor shutoffs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	No sprayheads in < 8-ft wide area	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Irrigation Time</b>	System only operates between 8 PM and 10 AM	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Metering</b>	Separate irrigation meter	<input type="checkbox"/> No, not required because < 5,000 sq.ft. <input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Swimming Pools / Spas</b>	Cover highly recommended	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, not required	<input type="checkbox"/>	<input type="checkbox"/>
<b>Water Features</b>	Recirculating	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Less than 10% of landscape area	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documentation</b>	Checklist	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Landscape and Irrigation Design Plan	<input type="checkbox"/> Prepared by applicant <input checked="" type="checkbox"/> Prepared by certified professional	<input type="checkbox"/>	<input type="checkbox"/>
	Water Budget (optional)	<input type="checkbox"/> Prepared by applicant <input type="checkbox"/> Prepared by certified professional	<input type="checkbox"/>	<input type="checkbox"/>
<b>Audit</b>	Post-installation audit completed	<input type="checkbox"/> Completed by applicant <input checked="" type="checkbox"/> Completed by certified professional	<input type="checkbox"/>	<input type="checkbox"/>

# OUTDOOR WATER USE EFFICIENCY CHECKLIST

## To Be Completed by Agency

Page 2 of 2

<p><b>Auditor:</b></p> <p><b>Materials Received and Reviewed:</b></p> <p><input type="checkbox"/> Outdoor Water Use Efficiency Checklist</p> <p><input type="checkbox"/> Water Budget</p> <p><input type="checkbox"/> Landscape Plan</p> <p><input type="checkbox"/> Post-Installation Audit</p> <p><b>Date Reviewed:</b></p> <p><input type="checkbox"/> Follow up required (explain):</p> <p><b>Date Resubmitted:</b></p> <p><b>Date Approved:</b></p> <p><b>Dedicated Irrigation Meter Required:</b></p> <p><b>Motor sizing:</b></p>	<p style="text-align: center;"><b>Material Distributed to Applicant</b></p> <p><input type="checkbox"/> Water Conservation in Landscaping Ordinance</p> <p><input type="checkbox"/> Outdoor Water Use Efficiency Checklist</p> <p><input type="checkbox"/> Water Budget Calculation Worksheets</p> <p><input type="checkbox"/> Plant List</p> <p><input type="checkbox"/> Other:</p> <hr/> <p style="text-align: center;"><b>Measures Recommended to Applicant</b></p> <p><input type="checkbox"/> Drip Irrigation</p> <p><input type="checkbox"/> Self-adjusting Irrigation Controller</p> <p><input type="checkbox"/> Plant palate</p> <p><input type="checkbox"/> Three (3) inches of mulch</p> <p><input type="checkbox"/> Soil amendment (e.g., compost)</p> <p><input type="checkbox"/> Grading</p> <p><input type="checkbox"/> Pool and/or spa cover</p> <p><input type="checkbox"/> Dedicated irrigation meter</p> <p><input type="checkbox"/> Other:</p>
---	---

**Comments:**

**Selected Definitions:**

Tier 1	New construction and rehabilitated landscapes with irrigated landscape areas between 1,000 and 2,500 square feet requiring a building or landscape permit, plan check or design review, or new or expanded water service.
Tier 2	New construction and rehabilitated landscapes with irrigated landscape areas greater than 2,500 square feet requiring a building or landscape permit, plan check or design review.
ETo	Reference evapotranspiration means the quantity of water evaporated from a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of estimating water budgets so that regional differences in climate can be accommodated.
SLA	Special Landscaped Area. Includes edible plants, areas irrigated with recycled water, surface water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.
Water Feature	A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).

**Architectural and Site Control Commission** **August 13, 2012**  
**Special Site Meetings, 260 Mapache Drive - Davison, and 25 Kiowa Court - Lin, and**  
**Regular Evening Meeting, 765 Portola Road, Portola Valley, California**

Chair Hughes called the special site meeting to order at 4:05 p.m. at 260 Mapache Drive for preliminary consideration of the Davison project for residential redevelopment of the 2.5-acre Westridge subdivision property.

**Roll Call:**

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

**Others\* present to the Davison project:**

Glenda Flaim, project architect  
Terry McFarland, project landscape architect  
Bev Lipman, Westridge Architectural Supervising Committee (WASC)  
George Andreini, WASC  
Jane Bourne, conservation committee  
David Pejcha, 270 Mapache Drive  
Sandy Welch, 277 Mapache Drive  
Mr. Blume, architect for 277 Mapache Drive

-----  
\*Others may have been present, including members of the project design team, during the course of the site meeting and may not be accounted for in this list of attendance.

**Preliminary Review, Architectural Review for Residential Redevelopment, and Site Development Permit X9H-640, 260 Mapache Drive, Davison**

Vlasic presented the August 9, 2012 staff report setting forth a preliminary review of this application for residential redevelopment of the subject 2.5-acre Westridge Subdivision property. He explained that the site meeting provided the opportunity for the ASCC and interested neighbors as well as other town committees to become more informed of the project proposals, seek plan clarifications and offer preliminary reactions. He advised that project discussion would continue at the regular evening meeting and then be continued to the September 10, 2012 regular meeting.

Vlasic briefly reviewed the issues discussed in the staff report, including need for clarification of grading proposals, and plan details associated with retaining walls, pool equipment location, fencing, landscaping, tree protection, exterior materials and finishes including the planned copper roofing, lighting, and construction staging. He also noted that relative to site development permit committee comments, input was needed from the conservation committee and issues were identified in the reports from the fire marshal and health officer.

ASCC members considered the staff report and the following project plans, unless otherwise noted, dated July 6, 2012 and prepared by Butler Armsden Architects:

Sheet A0.0, Title Sheet & Proposed Site Plan  
Sheet A0.1, Area Calculations  
Sheet A0.2, Story Pole Plan & LEED Checklist

Sheet A1.1, Existing/Demo Site Plan  
 Sheet A2.1, Basement Proposed Plan  
 Sheet A2.2, First Floor Proposed Plan  
 Sheet A2.3, Roof Proposed Plan  
 Sheet A3.1, Exterior Elevations (North & East)  
 Sheet A3.2, Exterior Elevations (West & South)  
 Sheet A3.3, Proposed Sections (North/South, Pool & Pool Shed)  
 Sheet A3.4, Proposed Sections (North & South courtyards)  
 Sheet A3.5, Renderings and Materials  
  
 Sheet L-1.0, Tree Protection and Removal Plan, Lutsko Associates Landscape, 7/5/12  
 Sheet L-1.1, Landscape Plan, Lutsko Associates Landscape, 7/5/12  
 Sheet L-1.2, Planting Plan, Lutsko Associates Landscape, 7/5/12  
 Sheet L-1.3, Exterior Lighting Plan, Lutsko Associates Landscape, 7/5/12  
 Sheet L-2.1, Irrigation Plan, Lutsko Associates Landscape & DVID, 7/5/12  
 Sheet L-2.2, Irrigation Legend & Notes, Lutsko Associates Landscape & DVID, 7/5/12  
 Sheet L-2.3, Irrigation Details, Lutsko Associates Landscape & DVID, 7/5/12  
 Sheet L-2.4, Irrigation Details, Lutsko Associates Landscape & DVID, 7/5/12  
 Sheet L-2.5, Irrigation Details, Lutsko Associates Landscape & DVID, 7/5/12  
  
 Sheet C-1, Title Sheet (Civil Plans), Lea & Braze Engineering, Inc., 7/2/12  
 Sheet C-2, "Preliminary" Grading and Drainage Plan, Lea & Braze Engineering, Inc.,  
 7/2/12  
 Sheet C-3, "Preliminary" Grading and Drainage Plan, Lea & Braze Engineering, Inc.,  
 7/2/12  
 Sheet C-4, Grading Specifications, Lea & Braze Engineering, Inc., 7/2/12  
 Sheet ER-1, Erosion Control Plan, Lea & Braze Engineering, Inc., 7/2/12  
 Sheet ER-2, Erosion Control Details, Lea & Braze Engineering, Inc., 7/2/12  
 Sheet SS-1, Preliminary Septic System Plan, Lea & Braze Engineering, Inc., 7/2/12  
 Sheet SU-1, Topographic Survey, Lea & Braze Engineering, Inc., 10/31/11, updated  
 7/3/12

Also considered were the following materials provided with the project application:

- Samples for proposed Exterior plaster siding color and texture and copper roofing, received June 7, 2012
- Cut sheets for the proposed yard lighting fixtures identified on plan Sheet L-1.3. (It was noted that Sheet L-1.3 also identifies locations for wall-mounted fixtures, but proposed fixtures have yet to be determined.)
- Urban Tree Management, Inc., arborist report dated June 27, 2012
- Application for tree removal received June 9, 2012 (three redwood trees proposed for removal as identified on plan Sheet L-1.0)
- Completed *Outdoor Water Use Efficiency Checklist*, 7/5/12
- LEED for Homes Simplified Project Checklist

Project design team members explained the project proposals and made use of story poles set for the site meeting to facilitate the site presentation. During the course of the site walk, the following clarifications were offered, a number provided in response to comments from neighbors:

- The building pad would be raised roughly two feet to accommodate the proposed new house.

- The project arborist has reviewed the plans and has concluded that the new driveway and garage access plans should not impact the two adjacent significant oaks.
- The stone pines are planned to remain.
- The low retaining wall proposed along the upper driveway may not be needed, and the need for the wall will be reconsidered in developing final site plans.
- The fencing plans will be corrected to address the height issue noted in the staff report. Further, the pool equipment will not be located in the side yard setback area.
- Retaining walls will be finished to match the stucco siding planned for the house.
- The copper roofing would likely dull significantly in 3-6 months and reach a full patina in 2-3 years.
- The project is being designed to achieve a minimum LEED residential gold certification.

Bev Lipman, representing the WASC, expressed concern over the grading plans and the need to clarify the scope of grading, particularly relative to the planned two feet of fill on the building site. Jane Bourne noted that the conservation committee had completed a preliminary review of the proposal and distributed copies of the July 25, 2012 committee report.

ASCC members noted that the project appeared generally well designed, but concerns were noted relative to a number of project details. ASCC members advised that they would provide specific reactions and comments at the regular evening ASCC meeting. Thereafter, the project team and neighbors were thanked for their participation in the site meeting.

At 4:50 p.m., chair Hughes advised that the special site meeting would continue at 25 Kiowa Court as soon as ASCC members could convene at that property.

### **Adjournment**

The special site meeting was adjourned at 5:50 p.m.

Vice Chair Hughes called the meeting to order at 7:30 p.m. in the Town Center historic School House meeting room.

**Roll Call:**

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

**Oral Communications**

Oral communications were requested but none were offered.

**Preliminary Review, Architectural Review for Residential Redevelopment, and Site Development Permit X9H-640, 260 Mapache Drive, Davison**

Vlastic presented the August 9, 2012 staff report on the preliminary review of this application for residential redevelopment of the subject 2.5-acre Westridge Subdivision property. He discussed the events of the afternoon site meeting on the application. (Refer to above site meeting minutes, which include a complete listing of application plans and materials.) Vlastic advised that the preliminary review should continue at the regular evening ASCC meeting and that project consideration should then be continued to the regular September 10, 2012 ASCC meeting.

Anne and Scott Davison and project architect Glenda Flaim were present to discuss the proposal further with ASCC members. They offered the following additional clarifications to those presented at the site meeting:

- Complete grading calculations will be developed and the trees of concern will be subjected to further review by the project arborist to address comments offered at the site meeting. It was noted, however, that siting adjustments had been made already to ensure the trees would not be adversely impacted by the proposed construction.
- While the grading data will be clarified, their objective is to not remove any materials from the site.
- Concerns over the irrigation plans, retaining walls, copper roofing, etc., will be addressed in development of plan clarifications and revisions.

Public comments were requested and the following offered.

**David Pejcha, 270 Mapache Drive**, stated support for the plans, but was concerned over the screening for views between properties, particularly to the proposed garage access retaining walls.

**Rusty Day, WASC**, reviewed the concerns in the 8/8/12 letter from his committee. He stressed concerns over grading and off-haul of materials and also potential for impacts on

the significant Blue Oaks adjacent to the garage access. He added that the WASC would oppose any grading that included significant off-haul of materials over Westridge streets.

**Marianne Plunder, conservation committee member**, expressed concern over the planting proposed under the 24-inch oak and potential impacts of vehicles driving over the oak roots to access the proposed lower level garage.

The following comments are offered to assist the ASCC conduct the site meeting and preliminary review of the application. Following the August 13<sup>th</sup> preliminary review, including both the afternoon and evening sessions, project consideration should be continued to the next regular ASCC meeting.

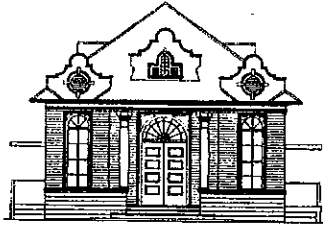
While ASCC members concluded that the general approach to site development and architectural design were appropriate, it was agreed that more data was needed to clarify the plans and that some adjustments should be considered to address the following specific preliminary review comments.

- Grading calculations need to be complete and include all dirt to be left on site. They need to be clear as to any off haul of materials and specifically show where all fill is to be placed, including that to raise the existing house pad.
- The basement area calculations need to be revisited, as necessary, based on the fill clarifications. Specifically, the zoning ordinance states that the “underside of the floor joists of the floor above are not more than eighteen inches above the adjoining natural or finished grade at any point, whichever is lower.” So the final 18 inch calculations for basement area need to account for any fill that has been added over natural grade.
- \* The landscape comments in the July 25, 2012 preliminary review memo from the conservation committee need to be addressed.
- The scope of grading and of retaining wall use needs to be reconsidered. It is noted that the low wall along the east side of the driveway can likely be eliminated. Further, it is recommended that the walls at the pool and for access to the lower, rear garden area be re-evaluated, hopefully, with the reduction of fill. It is suggested that if the fill were not used, then there would not be the need for all of the walls.
- In addition to the above retaining wall comments, there is significant concern over the walls used to achieve access to the lower level garage. Specifically, this focuses on the excavation for the walls and basement adjacent to the 60-inch oak and also the 24-inch oak. The design team is encouraged consider providing more separation from the oaks if possible. In any case, the project arborist should further review the basement excavation relative to the 60-inch oak roots. Also, the arborist should comment on the plans for planting and irrigation within the oak canopies.
- The plans need to clarify the materials, finishes, landscaping, etc, for all retaining walls
- Consideration should be given to removal of one of the three rear yard stone pines. Also, the eucalyptus tree should be removed with the acacias.
- The landscape plan needs to be revised to limit the scope of planting in the front yard area. New oaks don't appear to be needed and overall, the approach should be restoration of the oak grassland.



- The irrigation plans are excessive and need to be scaled back. The proposed system will require significant water usage.
- Locations, size, etc. for new utility meters/boxes need to be identified.
- The scope of exterior lighting needs to be reduced, and this includes lighting in the pool/spa areas.
- Use of the copper roof should be at least reconsidered due to environmental concerns.
- The other plaster color issue noted in the staff report should be reviewed and addressed as appropriate.
- Correct the rear yard fencing plans to be consistent with the six-foot height limit
- Correct the plans to show the pool equipment out of the side yard setback area.
- The upper parking area needs to be revised to accommodate the turning around of vehicles so they can head out of the site.

Following sharing of comments, project consideration was continued to the regular September 10, 2012 ASCC meeting.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** ASCC  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** August 9, 2012  
**RE:** Agenda for August 13, 2012 ASCC Meeting

**NOTE:** The August 13<sup>th</sup> meeting will include a special afternoon session for field review of two separate proposals. The afternoon session will start at 4:00 p.m. at 260 Mapache Drive for preliminary consideration of plans for residential redevelopment of this 2.5 acre, Westridge Subdivision property. Review of the proposal is presented below under *item 5a., Davison*. Following this site visit, the special field meeting will continue at 25 Kiowa Court for consideration of a fencing permit proposal that requires special ASCC considerations due to slope. This request is discussed below under *item 4a., Lin*. Consideration of both requests is scheduled to continue at the regular evening 8/13 ASCC meeting.

The following comments are offered on the items listed on the August 13, 2012 ASCC agenda.

**5a. PRELIMINARY REVIEW, ARCHITECTURAL REVIEW FOR RESIDENTIAL REDEVELOPMENT, AND SITE DEVELOPMENT PERMIT X9H-640, 260 MAPACHE DRIVE, DAVISON**

---

This is a preliminary review of this application for residential redevelopment of the subject 2.5-acre Westridge Subdivision property. Site and area conditions are generally depicted on the attached vicinity map. The proposal is to replace existing site improvements with new residential development in much the same location as the existing house and accessory facilities. Further, while the existing driveway access will be slightly realigned, the driveway intersection at Mapache Drive will not change and the general driveway location and alignment will be very similar to existing conditions.

The project includes elimination of some existing fencing and also removal of non-native plantings. In particular, three larger redwoods would be replaced with oaks more in keeping the native setting of the site. Other changes include restoration of the meadow area over the northern portion of the site and removal of several ornamental trees and plantings. In addition, the southern slopes of the site currently contain a vineyard that is to be replaced with a vegetable garden.

The proposed new, 5,668 sf residence would replace the existing 4,235 sf house. Like the existing house, the new residence would have a single story profile, but some cutting is proposed on the north side of the established building site to access a lower level garage and basement area. Two existing detached accessory structures would be eliminated and these total 792 sf. Three new detached sheds are planned, and these total 286 sf. Two of these are associated with the proposed swimming pool and one with the planned vegetable garden.

The plans comply with all floor area limits, and no special floor area findings are needed relative to zoning ordinance standards. To accommodate, particularly, the planned driveway modifications and lower level garage access, as well as restoration of slopes under the rear yard accessory building to be removed, 185 cubic yards of grading are proposed. This level of grading requires the subject site development permit and the ASCC is the approval authority for such permits where grading volumes fall between 100 and 1,000 cubic yards. The site development permit plans have been circulated for town staff and committee review pursuant to the requirements of the site development ordinance. Comments received to date are discussed later in this report.

The project is shown on the following enclosed plans, unless otherwise noted, dated July 6, 2012 and prepared by Butler Armsden Architects:

- Sheet A0.0, Title Sheet & Proposed Site Plan
- Sheet A0.1, Area Calculations
- Sheet A0.2, Story Pole Plan & LEED Checklist
- Sheet A1.1, Existing/Demo Site Plan
- Sheet A2.1, Basement Proposed Plan
- Sheet A2.2, First Floor Proposed Plan
- Sheet A2.3, Roof Proposed Plan
- Sheet A3.1, Exterior Elevations (North & East)
- Sheet A3.2, Exterior Elevations (West & South)
- Sheet A3.3, Proposed Sections (North/South, Pool & Pool Shed)
- Sheet A3.4, Proposed Sections (North & South courtyards)
- Sheet A3.5, Renderings and Materials
  
- Sheet L-1.0, Tree Protection and Removal Plan, Lutsko Associates Landscape, 7/5/12
- Sheet L-1.1, Landscape Plan, Lutsko Associates Landscape, 7/5/12
- Sheet L-1.2, Planting Plan, Lutsko Associates Landscape, 7/5/12
- Sheet L-1.3, Exterior Lighting Plan, Lutsko Associates Landscape, 7/5/12
- Sheet L-2.1, Irrigation Plan, Lutsko Associates Landscape & DVID, 7/5/12
- Sheet L-2.2, Irrigation legend & Notes, Lutsko Associates Landscape & DVID, 7/5/12
- Sheet L-2.3, Irrigation Details, Lutsko Associates Landscape & DVID, 7/5/12
- Sheet L-2.4, Irrigation Details, Lutsko Associates Landscape & DVID, 7/5/12
- Sheet L-2.5, Irrigation Details, Lutsko Associates Landscape & DVID, 7/5/12
  
- Sheet C-1, Title Sheet (Civil Plans), Lea & Braze Engineering, Inc., 7/2/12
- Sheet C-2, "Preliminary" Grading and Drainage Plan, Lea & Braze Engineering, Inc., 7/2/12
- Sheet C-3, "Preliminary" Grading and Drainage Plan, Lea & Braze Engineering, Inc., 7/2/12
- Sheet C-4, Grading Specifications, Lea & Braze Engineering, Inc., 7/2/12

Sheet ER-1, Erosion Control Plan, Lea & Braze Engineering, Inc., 7/2/12  
Sheet ER-2, Erosion Control Details, Lea & Braze Engineering, Inc., 7/2/12  
Sheet SS-1, Preliminary Septic System Plan, Lea & Braze Engineering, Inc.,  
7/2/12  
Sheet SU-1, Topographic Survey, Lea & Braze Engineering, Inc., 10/31/11,  
updated 7/3/12

In addition to these plans, the project submittal includes the information listed below. Copies of all, except for the two materials samples, are attached:

- Samples for proposed Exterior plaster siding color and texture and copper roofing, received June 7, 2012
- Cut sheets for the proposed yard lighting fixtures identified on plan Sheet L-1.3. Note, Sheet L-1.3 also identifies locations for wall-mounted fixtures, but proposed fixtures have yet to be determined.
- Urban Tree Management, Inc., arborist report dated June 27, 2012
- Application for tree removal received June 9, 2012 (three redwood trees proposed for removal as identified on plan Sheet L-1.0)
- Completed *Outdoor Water Use Efficiency Checklist*, 7/5/12
- LEED for Homes Simplified Project Checklist

As noted at the head of this memorandum, the preliminary review of this project will start with a 4:00 p.m. site meeting on Monday, August 13<sup>th</sup>. To facilitate the site meeting, story poles have been placed at the site as indicated on site sheet A0.2.

The following comments are offered to assist the ASCC conduct the site meeting and preliminary review of the application. Following the August 13<sup>th</sup> preliminary review, including both the afternoon and evening sessions, project consideration should be continued to the next regular ASCC meeting.

1. **Site and Project description, grading and vegetation impacts.** The subject 2.5-acre parcel is located on the south side of Mapache Drive. It has a rectangular shape with the short side of the parcel fronting on Mapache Drive. The property has gentle to moderate slopes, but the existing/proposed building pad was graded for original residential development and only minor grading is needed to accommodate this redevelopment proposal, at least in terms of the earthwork counted pursuant to site development ordinance provisions. Further, most of the existing significant tree cover would be preserved, except for removal of the three redwood trees located at the southwest edge of the building pad. These are to be removed and replaced with "native oaks," although the landscape plan does not specifically identify the proposed new trees.

The established building site is within the southern third of the parcel. This house "pad" is roughly 40 feet higher than the elevation of Mapache Drive, and the slopes from the street to the pad are, for the most part, gently sloping oak and grassland. A few fruit trees in this area are to be removed as part of the site restoration effort.

South from the building pad there is a steeper slope that descends approximately 20-25 feet to the southerly, rear parcel line. Much of this slope is currently covered with a vineyard that will be removed and replaced with a new, smaller vegetable garden. The garden is located out of yard setback areas and would be developed

with some grading and retaining walls. The walls on the north side of the garden would be as high as six feet, with the downhill wall roughly 1-2 feet in height. Low retaining walls at the top of the building pad slope are being employed to facilitate the pathway transition from the house pad to the lower garden area. Some new fencing and existing fencing is planned for the garden.

Also along the easterly top of the slope between the building pad and vineyard area, minor grading will be used to restore the contours where the existing 365 sf accessory structure is to be "deconstructed." This grading would also repair areas that have been paved around the accessory structure.

Along the west side of the pad there is an increase in ground elevation of roughly 15-17 feet from the pad to the adjacent property line. This area is part of the knoll top that extends from the building side on the parcel to the west. In this "knoll" area there is significant tree and shrub cover, but it also includes the three redwoods to be removed. Restoration planting is also proposed in this area, but it will also accommodate the proposed swimming pool, hot tub and 172 sf pool storage building.

The proposed new house will, for the most part, have a single story profile and, as shown on Sheet A0.2, be within the existing graded house pad. The southerly side of the new house will be largely over the footprint of the existing house, although the overall length will be at least 25-30 feet less, thus increasing the house setbacks from the side property boundaries, i.e., relative to existing conditions. Distances to side parcel lines would be 45 feet on the east side and 56 feet on the west side, whereas a minimum side yard of 20 feet is required.

The new house will have a "U" shaped footprint with the open end of the "U" to the west. This is the "courtyard" area referenced on the plans. The house wings and west side planting and topography screen the courtyard area from off site views and create onsite privacy for the space.

Relative to the existing house, the new house would extend approximately 50-55 feet further north toward Mapache Drive, but would still be over 240 feet from the front property line, whereas a minimum 50-foot setback is required. The distance would also increase somewhat in terms of rear property line relationships. The new house will maintain at least a 100-foot setback from the rear parcel line and only a 20-foot setback is required.

The most significant area of site grading work will be for construction of the north side access to the lower level garage. This grading would cut into the previously graded house pad and create a driveway garage access between two significant oaks. Retaining walls will be used to limit the grading and create the access to the garage. The easterly side wall would be no more than 3-4 feet in height, but the west side wall would be as high as 9.5 feet, but tapering to the north in concert with the slope.

The taller garage access wall and associated grading are well setback from any parcel boundary, i.e., over 60 feet. They are, however, partially within the dripline of the adjacent significant 60 and 24-inch oaks. The potential impacts of the walls and grading work on the trees are discussed in detail in the attached arborist report.

The report concludes that no structural roots would be impacted and that with conformity to the report recommendations these two trees, and the other oaks on the site would not be adversely impacted by the project.

Overall, the approach to proposed site development appears appropriate and makes use of the grading and development associated with the original site improvements. Initially, however, with removal of the redwoods and other ornamental trees and plantings and the two existing accessory structures, there will be more open views to the site. The general approach to landscaping will in time provide some replacement screening, particularly on the rear slope, but the intent of the landscape plan concepts appears to be to restore more of an open, oak grassland condition and not over plant the site. These concepts can be appreciated in the views presented on the rendering Sheet A3.5 of the plans. The final details for the landscaping will need to be defined for consistency with what is suggested on the rendering sheet.

2. **Westridge Architectural Supervising Committee (WASC) Review.** The attached August 8, 2012 letter from the WASC provides preliminary comments and states several questions that need to be addressed before the committee will take final action on the proposal. The letter also indicates that representatives will attend the 8/13 site meeting to better understand the project.

Relative to the grading volume question in the letter, it is noted that pursuant to site development ordinance standards, excavation for a pool or basement under the house need not be included in the calculations. If, however, any of the excavation material were used for fill on the property, it would count. In this case, we assume that the cut materials would be exported from the site, but this is not specifically stated on the grading plans. It is also noted that the plans call for importing 105 cubic yards of materials. Off-haul of cut materials should be clarified, as should the reason why site excavation cannot be used for the planned 105 cubic yards of imported fill.

We do note that the town geologist has pointed out (attached 7/25/12 report) that the condition of the existing site fill is "undocumented" and this may be the reason it is not to be used. In any case, the grading calculations relative to off-haul and importing of fill should be clarified.

The WASC comments also raise concerns over lighting, the proposed west side fire pit, roofing materials, fencing and site lines. We share concerns relative to lighting and the clarification of landscaping proposals, as we discussed elsewhere in this report. Hopefully, most of these can be addressed at the 8/13 preliminary review sessions or in clarifying submittals provided after the preliminary review.

3. **Site Development Committee review comments.** The following site development committee reports are attached:

Public Works Director, July 24, 2012. The report provides for approval subject to standard conditions.

Town Geologist, July 25, 2012. The report recommends conditional approval. It references a geotechnical investigation prepared for the applicant by Murray

Engineers, identifies certain site constraints, but concludes that with the recommended conditions the site development permit is acceptable.

Fire Marshal, August 8, 2012. The report finds the plans generally acceptable subject to, more or less, standard fire district conditions. It does, however, identify needed additional data relative to fire hydrant location and on-site fire truck turnaround. We believe that the hashed line area shown on the site plan at the intersection of the main driveway and access to the lower level garage is intended to be the required turnaround and this area is not associated with any parking spaces. This also can be clarified at the site meeting.

Health Department, July 20, 2012. This report requests additional data that is to be provided to the health officer for compliance with septic system requirements, including results from soils percolation tests. The proposed new septic system layout is shown on Sheet SS-1 and appears to at least meet the design standards of the project arborist relative to avoiding oak dripline areas.

Comments from the Conservation Committee would be expected to be provided after the preliminary review site meeting and after the regular conservation committee meeting scheduled for later in August. Committee comments on the landscape plan will be particularly important.

4. **Floor Area (FA), Impervious Surface (IS) Area, height and setback limit compliance.** Plan Sheet A0.1 provides detailed FA and IS calculations. The FA calculations include those necessary to support exclusion of basement area as allowed for in the zoning ordinance.

Based on the detailed plan calculations, the total proposed floor area is 5,954 sf and this includes the countable lower level garage space, and space in the three proposed small detached accessory structures. This FA is well under the total limit of 7,307 sf. The area in the main house is 5,668 sf and also under the 85% FA limit of 6,211 sf.

Proposed impervious surface (IS) area is 11,879 sf. This is under the 12,427 sf limit for the site. The driveway materials include chip seal and Terra Pave for the upper guest parking area.

The maximum height of the proposed house above adjacent grade occurs along the easterly elevation at the roof peak over the two-story portion associated with the garage level that does not meet the basement standard. At this point the height is 22 feet, and under the 28-foot height limit relative to adjacent grade. Otherwise most heights relative to adjacent grade are less than 20 feet. The maximum height of the house from the highest roof ridge to the lowest point of contact with finished grade at the garage entry is just under 28 feet. This height complies with the 34-foot maximum limit.

House compliance with the required 50-foot front and 20-foot side and rear yard setbacks is demonstrated on project site plans and also discussed above under project description. Further, the proposed pool is no closer than 36 feet to the nearest side property line and over 98 feet from the rear parcel line. It, thus, is well beyond the 20 foot required yard areas. The pool storage shed and spa are over 32 feet from the nearest property line and conform to required setbacks.

The only setback question has to do with the pool equipment structure. It is shown to comply with required setbacks on Sheet A0.0 and the civil plans, but it is located within the west side yard setback on the landscape plans. It needs to be out of the setback and the landscape plans should be corrected to be consistent with the other plan sheets.

5. **Architectural design, exterior materials and finishes.** The proposed house architecture is of a contemporary Ranch or California style and can best be appreciated from the rendering plan sheet images. The design has very simple, low profile lines and forms and is consistent with the more Ranch style of architecture that is found in the Westridge area. Further, the form and mass of the proposed house design is not intended to dominate the site or call undue visual attention to the structure. Clarification of the siding color and roof materials will be important and it will also be important to ensure that the design details for the six proposed chimney elements are not as visually significant as suggested on the renderings. Color control should help to mitigate potential visual impacts.

Proposed exterior materials and finishes include plaster siding in a medium gray/tan finish that has a light reflectivity value (LRV) of 40%, i.e., just at the maximum policy limit. The western end of the house and pool shed would be finished with stained board and batten siding stained in a color similar to the proposed plaster color.

The windows would be steel with a very dark gray natural finish well under the 50% LRV policy limit for trim elements. The roof is to be standing seam copper. The WASC has raised concern with the potential reflectivity of the roof material and if any treatments are to be made to mitigate for this. Several copper roofs have been used in town, and if allowed to weather naturally, have developed a patina that effectively controls reflections, and this does happen relatively quickly, roughly 1-3 years. During the early stages, however, reflection and glare can be significant issues and cause periodic problems for neighbors. This should be considered during the preliminary review process and clarifications provided by the design team.

With respect to the stucco siding, the sample material/color is not fully consistent with what is suggested on the rendering and materials sheet of the plans. The sample appears more "muddy" and gray while the rendering images suggest a somewhat earthier, less gray finish. It is likely that a larger sample should be considered and evaluated at the site.

6. **Fencing and landscaping.** Sheet A1.1 identifies fencing to be removed, including the fencing along the front property line and in the northerly meadow area. No new fencing is proposed in this northerly area of the site. Sheet A1.1, identifies rear yard vineyard area fencing to remain and to be removed. The landscape plan identifies new fencing to extend from the "fencing to remain" that would connect to the upper garden area retaining wall. A detail for this fencing should be provided and should not exceed 6 feet in height in the yard setback areas. A note on the landscape plan suggests a fence height of 8 feet. The WASC letter states that any fencing should not exceed 6 feet in height to satisfy Westridge standards.



As mentioned above, the landscape concepts suggested on the renderings appear to be consistent with town guidelines. We, however, have concerns that some of the design objectives suggested on Sheet L1.2, particularly the apparent linear plantings along the western property line, might be more than the ASCC would typically encourage. In any case, we look forward to Conservation Committee input and also clarifications of the plans by the project landscape architect at the site and regular 8/13 ASCC meetings.

7. **Exterior lighting.** Proposed exterior lighting is shown on Sheet L1.3 and cut sheets for the yard, step and pool/spa fixtures are attached. Cut sheets for wall-mounted fixtures have yet to be selected. The scope of pathway and trellis lighting appears significantly greater than would be encouraged by town design standards or the ASCC. Of particular concern is the lighting planned around the 60-inch oak, in the trellis features and along the pathway to the gas fire pit terrace. In any case, the design team should explain the plans to the ASCC and receive input and direction from ASCC members.
8. **Construction staging.** Sheet L1.0, provides tree protection fencing details. A final construction staging plan, incorporating all of the arborist recommendations, needs to be prepared and provided with the building permit plans. The staging plan should include normal data relative to location of construction parking, storage of materials, portable bathroom, etc. It also needs to provide for protection of the trail along Mapache Drive.
9. **"Sustainability" aspects of project, Proposed LEED Certification.** The applicant and project design team are proposing to achieve LEED for homes certification rather than GreenPoint rating. This approach is allowed under the town's green building ordinance. The required LEED certification level is silver and the applicant is aware of this threshold.

The ASCC should consider the above comments, conduct the preliminary project review, including the afternoon site meeting, and offer comments to assist the applicant and staff in assembling the application in form for eventual ASCC action. Project review should then be continued to the September 10, 2012 regular ASCC meeting.

# TOWN OF PORTOLA VALLEY

RECEIVED

JUL 11 2012

## APPLICATION FOR SITE DEVELOPMENT PERMIT FOR REMOVAL OF SIGNIFICANT TREE(S)

JUL 09 2012

SPANGLE ASSOC.

REQUIRES \$70.00 APPLICATION PROCESSING FEE

A "Significant Tree" means: a tree listed in the Historic Element of the General Plan; or a tree native to the Portola Valley area which is listed below having a trunk or multiple trunks with a total circumference or diameter greater than the sized indicated below, measured fifty-four inches above means natural grade.

	Circumference	Diameter
Coast Live Oak ( <i>Quercus agrifolia</i> )	36"	11.5"
Black Oak ( <i>Quercus kelloggii</i> )	36"	11.5"
Valley Oak ( <i>Quercus lobata</i> )	36"	11.5"
Blue Oak ( <i>Quercus douglasii</i> )	16"	5.0"
Coast Redwood ( <i>Sequoia sempervirens</i> )	54"	17.2"
Douglas Fir ( <i>Pseudotsuga menziesii</i> )	54"	17.2"
California Bay Laurel ( <i>Umbellularia californica</i> )	36"	11.5"
(If multiple trunk, measurements pertain to largest trunk)		
Big Leaf Maple ( <i>Acer macrophyllum</i> )	24"	7.6"
Madrone ( <i>Arbutus menziesii</i> )	24"	7.6"

NAME OF APPLICANT: Scott Davison

PROPERTY OWNER (If Different): \_\_\_\_\_

PROPERTY ADDRESS: 260 Mapache Dr. Portola Valley, Ca

TELEPHONE: Work: 415 920 2800 Home: \_\_\_\_\_ Fax: \_\_\_\_\_

Is Property located within Home Owner's Association: Westridge HOA

SPECIFY SPECIES REQUESTED FOR REMOVAL: (3) Coast Redwood (Sequoia sempervirens)

CIRCUMFERENCE OR DIAMETER (measured fifty-four inches above means natural grade):

Diameters: (1) 19" ; (2) 24" ; (3) 26"

**LOCATION OF TREE REQUESTED TO BE REMOVED:** Located on the  
Southwest corner of the property within  
35' of each other

**REASON FOR TREE REMOVAL REQUEST: (Provide copy of Arborist Report)**  
The current approach is to remove the non-native  
redwoods replacing them with native oak trees.  
This will aid in the re-vegetation and establishment  
of the native landscape.

**FOR TOWN USE ONLY**

Application Received on \_\_\_\_\_, Receipt # \_\_\_\_\_

Staff Inspection conducted on \_\_\_\_\_

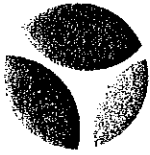
Referred to Conservation Committee for review of request for tree removal on \_\_\_\_\_

Action taken by Conservation Committee: \_\_\_\_\_

Property Owner Notified \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_



urbantree management inc.

6/27/12

Scott & Anne Davison  
260 Mapache Dr.  
Portola Valley, CA 94028

Re: Tree Protection Plan

To Whom It May Concern:

### **Assignment**

It was my assignment to review the proposed development plans for this project, assess the potential impacts to the trees and make mitigation/protection recommendations.

The plan referenced for this evaluation is a Site Plan provided by Lutsko Associates, Landscape Architecture.

### **Summary**

There are two Blue Oaks of concern on site (see Tree Protection Map, A & B), with more on the property that will be unaffected.

There is a proposed soil excavation near Tree A. I have air-excavated this trench to assess the pending root loss. It appears that the root loss is acceptable and within Industry Standards. We are making every precaution to prepare the tree for this root loss and mitigate as needed.

Blue Oak B will have some soil added to the uphill side of the tree with retainer walls installed. The proposed work is not very different than the existing contours of the land. Some precautions must be taken during the installation of the retainer walls, but this project is acceptable.

### **The Oaks**

I was asked by the Architects to assess the feasibility of locating an underground structure under part of the canopy of Blue Oak Tree A. The first thing we did was air-excavate the root collar (see image to right) to assess its stability and health at ground level. This tree is in excellent health and has a good structure.



Part two of the air-excitation process was to determine the location of the proposed underground work and see what the root system looked like (see images below). The exposed roots will need to be cut for the proposed development to occur. The trench was then re-filled with sand so the roots would be accessible at a later date.



While it is never good to cut tree roots they do adapt and can tolerate a certain amount of root loss. The Industry Standard for an acceptable level of root loss is 25% - 30%. The best time to cut roots is in the winter.

The roots that need to be cut comprise 21% of the overall root system (see attached diagram by Architect). These specific roots are considered *lateral* roots as opposed to *structural* roots or the smaller *feeder* roots.

Our plan is to mitigate the root loss by:

1. Cutting the roots in winter by hand and covering them immediately so they do not desiccate.
2. Spraying the tree canopy and trunk 2X/year for the next 3 – 5 years to keep all insects/fungi off the tree.
3. Mulching all of the soil area under the tree with 6" of wood mulch.
4. Installing a temporary irrigation system to be able to water the tree thoroughly once every 2 – 4 weeks to mitigate the water uptake loss.
5. Apply a soil drench of *Cambistat* to encourage new root growth and invigorate the tree.
6. Applying several doses of Compost Tea to increase beneficial soil micro-biology.
7. Regularly monitor the tree.
8. Expose the root collar (completed) and leave it exposed).

I believe these mitigation measures and our Best Practices approach of tree care will allow this tree to tolerate the root loss and for this beautiful specimen tree to continue to grow and thrive for years to come, to continue to be an asset to the property.

Tree B will have the natural slope uphill of its trunk contoured and retained. This is an area of approximately 18% under the canopy that does not represent an area of total root loss.

The mitigation measures needed for this tree are:

1. All excavation work must be done from outside the drip-line of the tree and under my supervision.
2. No roots over 2" in diameter may be cut without my knowledge and approval.
3. The trenches for the retainer wall footings must be hand dug closest to the tree trunk. Alternative footings may be suggested depending upon how big the roots are in this area.

I do not expect to find large anchorage roots in this area, but we will be on the lookout and ready to alter the plans if necessary to accommodate the roots.

#### ***Risks to Trees by Proposed Construction***

The trees at this site could be at risk of damage by construction or construction procedures that are common to most sites. These procedures may include the dumping or the stockpiling of materials over root systems, may include the trenching across the root zones for utilities or for landscape irrigation, or may include construction traffic across the root system resulting in soil compaction and root die back.

It is therefore mandatory that Tree Protection Fencing be used.

If any underground utilities would be constructed, it will be essential that the location of trenches be done outside the drip lines of trees.

#### ***Tree Protection Plan***

I recommend that protective fencing be provided during the construction period to protect those trees that are planned to be preserved. This fencing must protect a sufficient portion of the root zone to be effective. In my experience, the protective fencing must:

- a. Consist of chain link fencing and having a minimum height of 6 feet.
- b. Be mounted on steel posts driven approximately 2 feet into the soil.

- c. Fencing posts must be located a maximum of 10 feet on center.
- d. Protective fencing must be installed prior to the arrival of materials, vehicles, or equipment.
- e. Protective fencing must not be moved, even temporarily, and must remain in place until all construction is completed, unless approved by a certified arborist.

There must be no grading, trenching, or surface scraping inside the driplines of protected trees, unless specifically approved by a certified arborist.

Trenches for any underground utilities (gas, electricity, water, phone, TV cable, etc.) must be located outside the driplines of protected trees, unless approved by a certified arborist. Alternative methods of installation may be suggested.

Mulch should be spread under the drip-lines of the trees. This material must be 6 inches in depth after spreading, which must be done by hand, not to bury the root collars. I prefer coarse wood chips because it is organic, and degrades naturally over time.

Loose soil must not be allowed to slide down slope to cover the root zones or the root collars of protected trees.

Materials must not be stored, stockpiled, dumped, or buried inside the driplines of protected trees.

Excavated soil must not be piled or dumped, even temporarily, inside the driplines of protected trees.

Any pruning must be done by a Company with an arborist certified by the ISA (International Society of Arboriculture) and according to ISA, Western Chapter Standards, 1998.

Landscape irrigation trenches must be a minimum distance of 10 times the trunk diameter from the trunks of protected trees.

The sprinkler irrigation must not be designed to strike the trunks of trees, especially oak trees.

Landscape materials (cobbles, decorative bark, stones, fencing, etc.) must not be installed directly in contact with the bark of trees because of the risk of serious disease infection.

The plants that are planted inside the driplines of oak trees must be of species that are compatible with the environmental and cultural requirements of oaks trees. A publication about plants compatible with California native oaks can be obtained from the California Oak Foundation, 1212 Broadway, Suite 810, Oakland, CA 94612.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael P. Young". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

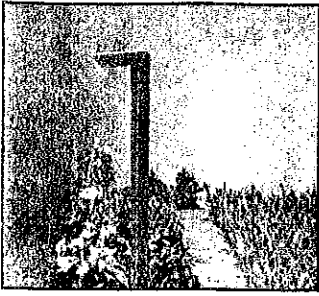
Michael P. Young





# SPJ LIGHTING

## SPECIFICATION FEATURES



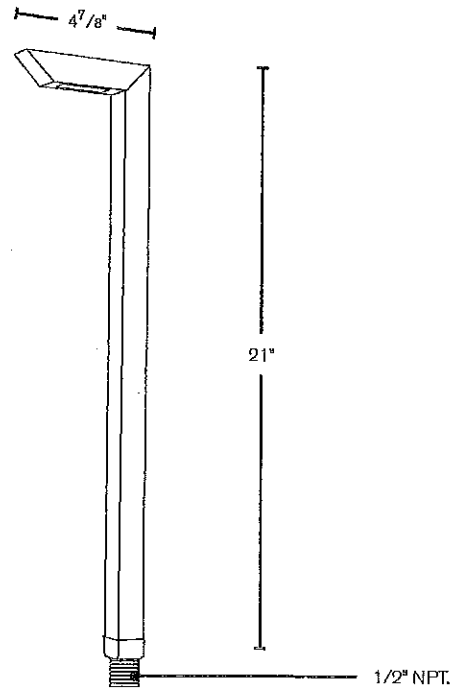
Model: **SPJ-SQ100-1**

### Path Light

#### DESCRIPTION

**Model#:** SPJ-SQ100-1  
**Lamp:** .9W-FB-LED Strip  
**Color Temp:** 3000 k  
**Electrical:** 9-18V, 120V, 277V

- Finish:** Our naturally etched finishes will withstand the test of time. All finishes are individually treated insuring consistency. Our meticulous application results in a fixture that truly becomes "a one of a kind".
- Trims:** Solid Brass or Copper
- Lens:** Opal white UV rated or clear sandblasted
- Housing:** Solid brass
- Electrical:** Available in 9v-18v, 120v & 277v
- Labels:** ETL Standard Wet Label  
C-ETL



RECEIVED

JUL 11 2012

SPANGLE ASSOCIATES

#### ORDERING INFORMATION

Model#	Finishes	Color Temp.	Electrical
SPJ-SQ100-1	MBR	3000K	9-18V
SPJ-SQ100-1	V = Verde M = Moss AG = Aged Brass MBR = Matte Bronze SB = Satin Brass	GM = Gun Metal B = Black R = Rusty PVDP = PVD Polished PVDS = PVD Satin	3000K 4000K 9-18V 120V

WWW.SPJLIGHTING.COM

## Recessed wall luminaire

**Housing:** Constructed of die cast and extruded aluminum with integral wiring compartment. Mounting tabs provided.

**Enclosure:** One piece die cast aluminum faceplate, 1/8" thick. Clear tempered glass with translucent white ceramic coating. Faceplate is secured by two (2) socket head, stainless steel, captive screws threaded into stainless steel inserts in the housing casting. Continuous high temperature O-ring gasket for weather tight operation.

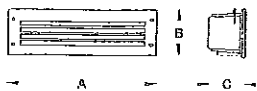
**Electrical:** 6.7 W LED luminaire, 8.5 total system watts, -30° C start temperature. Integral 120V through 277V electronic LED driver, 0 -10V dimming available – consult factory. The LED and driver are mounted on a removable plate for easy replacement. Standard LED color temperature is 3000K (available in 4000K; add suffix K4). Through Wiring: Maximum four (4) No. 12 AWG conductors (plus ground) suitable for 75° C. Provided with 1/2" NPT threaded conduit entries.

**Note:** Due to the dynamic nature of LED technology, LED luminaire data on this sheet is subject to change at the discretion of BEGA-US. For the most current technical data, please refer to [www.bega-us.com](http://www.bega-us.com).

**Finish:** These luminaires are available in four standard BEGA colors: Black (BLK); White (WHT); Bronze (BRZ); Silver (SLV). To specify, add appropriate suffix to catalog number. Custom colors supplied on special order.

UL listed, suitable for wet locations and for installation within 3 feet of ground. Type non-IC. Protection class: IP64.

Type:  
 BEGA Product #:  
 Project:  
 Voltage:  
 Color:  
 Options:  
 Modified:



		Lamp	Lumen	A	B	C
2196LED	Recessed	6.7W LED	540	9½	2½	4¼

**BEGA-US** 1000 BEGA Way, Carpinteria, CA 93013 [P] 805-684-0533 [F] 805-684-6682

©Copyright BEGA-US 2012 updated 5/12

LED recessed wall luminaires · stainless steel frame · 24V DC

Type:  
 BEGA Product:  
 Project:  
 Voltage:  
 Color:  
 Options:  
 Modified:

**Housing:** Consists of an outer 'rough-in' housing of die-cast aluminum and internal lamp housing constructed of extruded stainless steel.

**Enclosure:** .250" thick tempered glass (with internal white translucent ceramic coating), machined to be flush with trim. The .125" thick machined stainless steel trim is permanently attached and sealed.

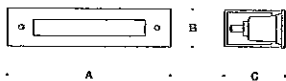
**Electrical:** 1.5W LED luminaire on a 24V DC circuit, 2 total system watts. Remote 24V DC driver required. Standard LED color temperature is 5000K. Available in 4000K; add suffix K4 to order. 3000K also available; consult factory. Provided with 1/2" NPT threaded conduit entries.

**Note:** Due to the dynamic nature of LED technology, LED luminaire data in this catalog is subject to change at the discretion of BEGA/US. For the most current technical data, please refer to [www.bega-us.com](http://www.bega-us.com).

**Finish:** #4 brushed stainless steel. Custom colors are not available. Stainless steel requires regular cleaning and maintenance, much like household appliances, to maintain its luster and to prevent tarnishing or the appearance of rust like stains.

**U.L.** listed, suitable for wet locations. Protection class: IP 67. Not suitable for installation inside of a spa, sauna, or in the wall of a shower/bath stall. BEGA does not recommend luminaires with non-isolated metal parts be used in these applications.

**Note:** These luminaires are also suitable for in-grade installations, and are designed to bear pressure loads up to 2,200 lbs. from vehicles with pneumatic tires. A foundation and proper drainage must be supplied by the contractor. The luminaires must not be used for traffic lanes where they are subject to horizontal pressure from vehicles braking, accelerating and changing direction.



LED location luminaires · white glass

	Lamp	Lumen	A	B	C
<b>8301 LED</b>	1.5W LED, 24V DC	27	7 <sup>7</sup> / <sub>8</sub>	1 <sup>1</sup> / <sub>2</sub>	2 <sup>3</sup> / <sub>4</sub>

Remote driver required

**BEGA-US** 1000 BEGA Way, Carpinteria, CA 93013 (805) 684-0533 FAX (805) 566-9474 [www.bega-us.com](http://www.bega-us.com)

©copyright BEGA-US 2011 Updated 11/11



An Acuity Brands Company



# 4427 WET NICHE MOUNT

## LINE VOLTAGE SWIMMING POOL FIXTURE

### DESCRIPTION

These heavy duty cast bronze fixtures, recessed in a stainless steel forming niche, is designed for "wet niche" type installation and accommodates a 120V PAR-64, 1000W Max. quartz lamp. A cast bronze safety "Electro-Grid" is located between the face of the lamp and the lens.

### FEATURES & SPECIFICATIONS

**FIXTURE HOUSING, DOOR & ELECTRO GRID:** Heavy wall cast bronze construction, natural bronze finish. Stainless steel trim available.

**NICHE:** Stainless steel with cast bronze mounting ring which has provisions for positive locking of fixtures into position and four ears to tie to forms or steel structural rods. Pressure grounding lug on interior and exterior surfaces. Conduit entrance is 3/4" with 3/4" x 1/2" NPT reducer bushing supplied.

**LAMP:** 120V, PAR64, 1000W Max.

**SOCKET:** Mogul prong type with 200°C insulated leads.

**LENS:** Heat resistant tempered glass with 30° spread and 15° downward deflection.

**GASKET:** Single-piece molded "U" shaped silicone.

**CORD:** Minimum of 35' of #16-3ST submersible rated cord. Cord entrance is brass, water-tight seal and epoxy encapsulated. *Cord length must be specified.*

**NOTE:** Sufficient cord should be coiled in the fixture niche to allow for the removal of fixture to above water level for re-lamping.

**FACTORY LEAK TESTED:** Fixtures are tested at 10 PSI (0.70kg/cm<sup>2</sup>) internal pressure while totally submerged in water.

**LOW WATER CUT-OFF:** Temperature sensing low water cut-off is standard.

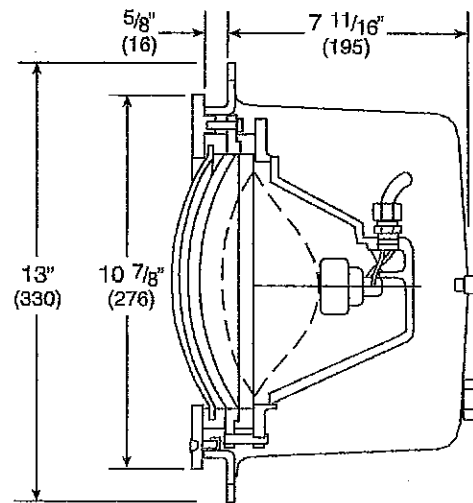
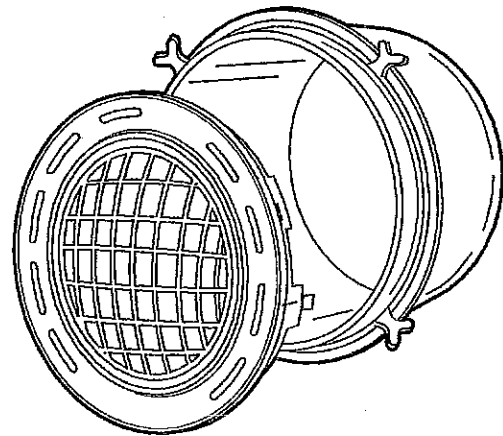
**FASTENERS:** Stainless steel.

**LISTING:** U.L., C.S.A.

NOTE: HYDREL RESERVES THE RIGHT TO MODIFY SPECIFICATION WITHOUT NOTICE. Any dimension on this sheet is to be assumed as a reference dimension: "Used for information purposes only. It does not govern manufacturing or inspection requirements." (ANSI Y14.5-1973)

TYPE	JOB NAME					
------	----------	--	--	--	--	--

PART NUMBER						
Model	Material	Lamp Type	Voltage	Distribution	Lens	
Mounting	Conduit Entries	Cord Set Length	Applications	Lamp	Listing	



**WARNING:** The use of a Ozone generators, Chlorine generators, Copper/Silver ion generators or certain chemicals for water purification may cause damage to the fixture if not properly used. When such water purification methods are used, be sure to monitor water conditions. Subjecting the fixtures to "extreme conditions"/"harsh environments" may cause corrosion and premature failure of components.

#### APPROVALS

# 4427 ORDERING INFORMATION

60 Hz Application

Choose the boldface catalog nomenclature that best suits your needs.

**PART NO.**

---

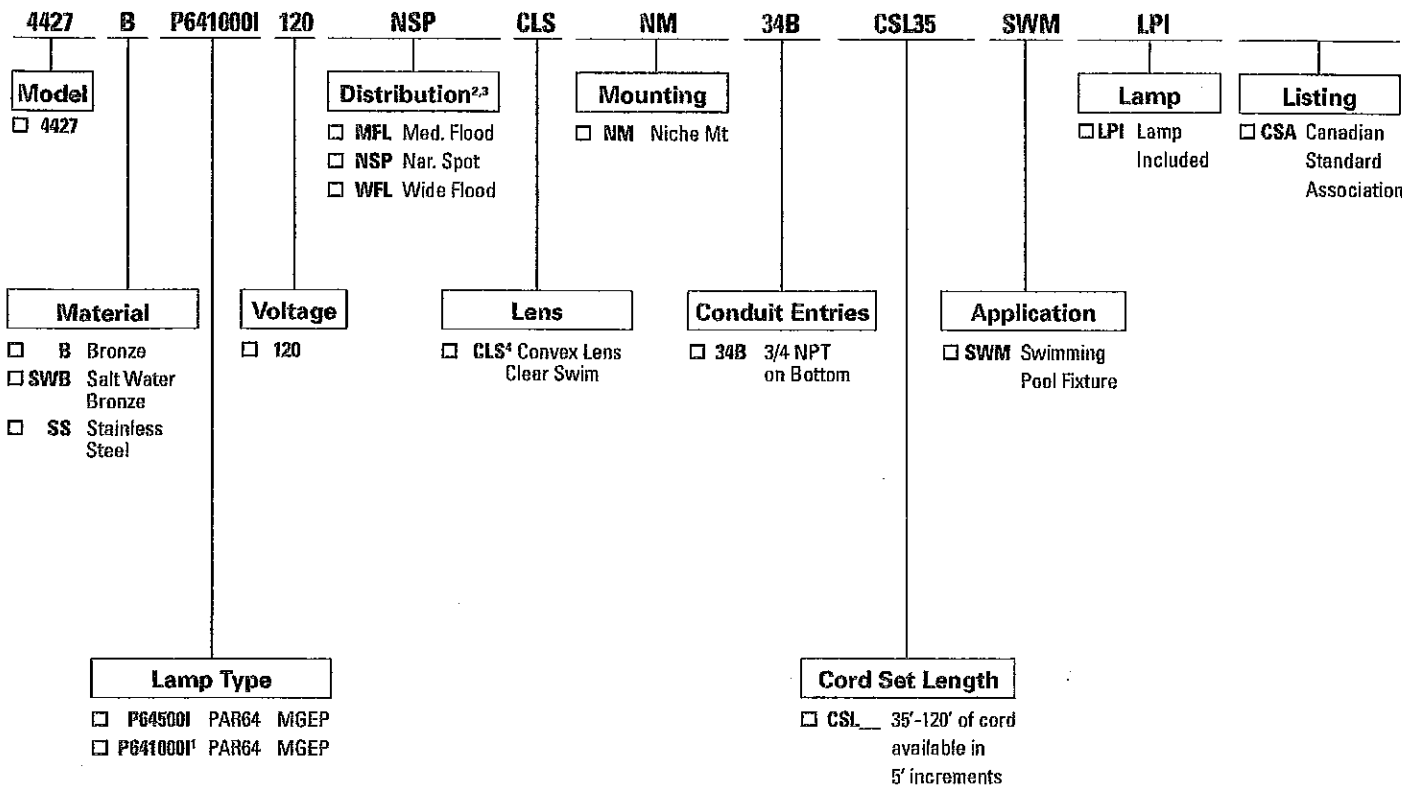


---



---

**EXAMPLE:**



**Notes:**

- <sup>1</sup> P641000I will be used if no lamp type is chosen.
- <sup>2</sup> Distribution only required if LPI is chosen.
- <sup>3</sup> Not all distributions are available with all lamps, check lamp manufacture's specifications.
- <sup>4</sup> CLS will be used if no lens option is chosen.

WESTRIDGE ARCHITECTURAL SUPERVISING COMMITTEE  
3130 Alpine Rd. # 288 PMB 164 Portola Valley CA 94028

Rusty Day, Chairman Walli Finch, Treasurer; Bev Lipman, Secretary  
George Andreini, Trails; and David Strohm

The Committee may be reached by mail at the above address or through:  
Bev Lipman 854-9199 [HYPERLINK "mailto:bevlipman@sbcglobal.net"](mailto:bevlipman@sbcglobal.net)  
[bevlipman@sbcglobal.net](mailto:bevlipman@sbcglobal.net) or Walli Finch 854-2274

August 8, 2012

Glenda Flaim, AIA  
Butler Armsden Architects  
2849 California Street  
San Francisco CA 94115  
[flaim@butlerarmsden.com](mailto:flaim@butlerarmsden.com)

Dear Glenda,

The Westridge Committee has reviewed plans dated 7/6/2012 prepared by Butler Armsden Architects for the Davisons' new house at 260 Mapache Drive. We also made a site visit to view the story poles and consider landscaping details.

Subject to the following concerns and questions, the proposed single-story design and landscape plan are acceptable to the Committee. Please provide an acceptable response to each of the following issues so we may decide whether to issue a final approval.

Exterior lighting. In general, the Committee discourages exterior lighting except to the extent required to ensure safety. We believe the number and intensity of exterior light sources proposed are both excessive and request that you revise the plan to minimize both the number of exterior lights and the intensity of lighting. For example, the lighting proposed in the parking area, the covered parking area and the pool are all excessive. In addition, exterior lights should be on manual control, not on a timer, and used only when necessary.

Roofing material. The proposed copper roofing panels provided with the plan appear to have a relatively high reflective sheen. We are concerned that this may create problems for some of your neighbors, particularly to the

south. Please advise what you will do to minimize or eliminate reflective glare from your roof.

Proposed fire pit. We don't approve of the proposed fire pit in the yard. As proposed, we believe it creates an unacceptable fire hazard to the neighborhood.

Excavations. The cut and fill calculations provided with the plan do not appear to be consistent with the volume of excavation we believe would be entailed by the proposed subsurface basement, garage and pool. We roughly estimate that a minimum of 1,200 cubic yards must be excavated for the basement and garage area and an additional 500 cubic yards for the pool. Please explain your calculations and please detail where and how you propose to dispose of the excavated soils.

Fencing. Please clarify the precise locations, extent and nature of fencing, particularly surrounding the proposed garden area. Note that our Westridge restrictions do not allow fences over 6 feet high.

Sight lines. We understand that you propose to remove the accessory structure currently located between the existing house and Mapache. Currently, the existing accessory structure serves to obstruct the view of the existing house and your story poles from Mapache, thus making it difficult to visualize the impact of your proposed plan and tree removals on sight lines from Mapache. We will want to review this with you during the ASCC site visit. Perhaps some of the small existing trees near the current house, if properly cared for, or additional plantings would enhance screening of the house from the road.

Landscaping and site lines. The landscaping plan is generally acceptable, subject to the following questions. We encourage removal of non-native pines and redwoods, and wish to confirm with you exactly what trees you propose to remove during the ASCC site inspection next Monday. Are all of the trees to be planted along Mapache Drive and along the driveway either *Quercus agrifolia* or *Quercus lobata*? What are the three new trees proposed along property line near the pool area? We are unfamiliar with the *Pinus pinea* (stone pine) proposed for the southeast corner of the property. Since it is

close to the property line, we would like more information about it, and we would like to know whether its location is acceptable to the neighboring property owners.

Sincerely,

Rusty Day, Chairman





# MEMORANDUM

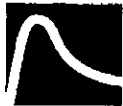
## TOWN OF PORTOLA VALLEY

---

TO: Carol Borck, Planning Tech  
FROM: Howard Young, Public Works  
DATE: 7/24/12  
RE: 260 Mapache Road

Site Development Grading, Drainage, and erosion Control plan comments:

1. All items listed in the most current "Public Works Site Development Standard Guidelines and Checklist" shall be reviewed and met. Completed checklist shall be submitted with building plans. Document is available on Town website.
2. All items listed in the most current "Public Works Pre-Construction Meeting for Site Development" shall be reviewed and understood. Document is available on Town website.



VC, Planner  
Davison  
PL011M

July 25, 2012  
V5162

TO: Carol Borck  
Planning Technician  
TOWN OF PORTOLA VALLEY  
765 Portola Road  
Portola Valley, California 94028

SUBJECT: **Geotechnical Peer Review**  
RE: Davison, Proposed New Residence  
SDP# X9H-640  
260 Mapache Drive

At your request, we have completed a geotechnical peer review of the Site Development Permit application for the proposed new residence using:

- Geotechnical Investigation (report) prepared by Murray Engineers Inc., dated April 19, 2012;
- Architectural Plans (12 sheets, various scales) prepared by Butler Armsden, dated July 6, 2012;
- Landscape Plans (9 sheets, various scales) prepared by Lutsko Associates, dated July 5, 2012; and
- Grading, Topographic, Erosion Control, and Septic Plans (7 sheets, various scales) prepared by Lea and Braze Engineering Inc., dated July 2, 2012.

In addition, we have reviewed pertinent technical documents from our office files and completed a recent site inspection.

DISCUSSION

The applicant proposes to construct a new residence with partial basement, attached garage and swimming pool in the same general vicinity as the existing residence. Other proposed site improvements include water features, a new septic leachfield system and various retaining walls. Provided earthwork quantities include approximately 40 cubic yards of cut and 145 cubic yards of fill. Access to the site is provided by a private driveway extending from Mapache Drive.

RECEIVED  
JUL 27 2012  
TOWN OF PORTOLA VALLEY

## SITE CONDITIONS

The subject property is located along a saddle of a northeast to southwest trending ridgeline with gentle to steep (approximately 8 to 40 percent inclination) north-, east- and south-facing hillside topography. Previous grading for the existing residence has resulted in a cut-fill pad in the southern portion of the property, which includes the existing residence and the proposed location for construction of the new residence. Associated fill prisms have moderately steep to steep (approximately 25 to 50 percent inclination) slopes. Cuts along the western portion of the existing building pad contain steep (approximately 50 percent inclination) slopes. Drainage at the site is generally characterized by sheet flow to the east, north and south.

The subject property is underlain, at depth, by sedimentary bedrock materials of the Whiskey Hill Formation (i.e., interbedded siltstone, claystone, and sandstone) and bedrock materials of Santa Clara Formation (i.e., interbedded conglomerate, sandstone, siltstone and claystone). These bedrock materials are locally overlain by colluvial soil and artificial fill materials. Indications of potentially expansive soils were noted during our recent site reconnaissance. According to the Town Ground Movement Potential Map, the eastern portion of the property is situated within an "Sbr" zone, which is defined as "*Level ground to moderately steep slopes underlain by bedrock within approximately three feet of the ground surface or less; relatively thin soil mantle may be subject to shallow landsliding, settlement, and soil creep.*" The northern portion of the property is classified as a "Sun" zone, which is defined as "*Unconsolidated granular material (alluvium, slope wash, and thick soil) on level ground and gentle slopes; subject to settlement and soil creep; liquefaction possible at valley floor sites during strong earthquakes.*" The southern portion of the property is classified as a "Sex" zone, which is defined as "*Unstable, unconsolidated material, commonly more than 10 feet in thickness, on moderate to steep slopes; subject to deep landsliding.*" A small portion in the western property is classified as a "Ps" zone which is classified as "*Unstable, unconsolidated material, commonly less than 10 feet in thickness, on gentle to moderately steep slopes subject to shallow landsliding, slumping, settlement and soil creep.*" The proposed location for the new residence is located approximately ½ mile northeast of the mapped active trace of the San Andreas fault zone.

## CONCLUSIONS AND RECOMMENDED ACTION

The proposed new residential is potentially constrained by undocumented fill materials, surficial soil creep, potentially expansive surficial soil and bedrock materials, and very strong seismic ground shaking. The Project Geotechnical Consultant has performed an investigation of the site and has provided geotechnical design

recommendations that are in general conformance with prevailing standards. The consultant has provided recommendations for supporting the new residence on a pier and grade beam foundation system and a mat slab foundation for the basement. We recommend approval of the Site Development Permit application from a geotechnical standpoint. The following should be performed prior to Building Permit approval:

1. Construction Development Plans - Swimming pool and residence structural plans should be submitted to the Town for peer review.
2. Geotechnical Plan Review - The applicant's geotechnical consultant should review and approve all geotechnical aspects of the development plans (i.e., site preparation and grading, site drainage improvements and design parameters for the swimming pool, foundations, and retaining walls) to ensure that their recommendations have been properly incorporated.

The Geotechnical Plan Review should be submitted to the Town for review and approval by the Town Staff prior to approval of building permits. The following should be performed prior to final (as-built) project approval:

3. Geotechnical Construction Inspections - The geotechnical consultant should inspect, test and approve all geotechnical aspects of the project construction. The inspections should include, but not necessarily be limited to: site preparation and grading, site surface and subsurface drainage improvements, and excavations for foundations prior to placement of steel and concrete.
  - The Geotechnical Consultant should inspect all basement excavations and pool shell excavations to assure that piers, footings, proposed swimming pool walls and retaining walls will bear on competent native materials.


The results of these inspections and the as-built conditions of the project should be described by the geotechnical consultant in a letter and submitted to the Town Engineer for review and approval prior to final (as-built) project approval.

**LIMITATIONS**


This geotechnical peer review has been performed to provide technical advice to assist the Town with discretionary permit decisions. Our services have been limited to review of the documents previously identified, and a visual review of the property. Our opinions and conclusions are made in accordance with generally accepted principles and practices of the geotechnical profession. This warranty is in lieu of all other warranties, either expressed or implied.

Respectfully submitted,

COTTON, SHIRES AND ASSOCIATES, INC.  
TOWN GEOTECHNICAL CONSULTANT



Ted Sayre  
Principal Engineering Geologist  
CEG 1795



David T. Schrier  
Principal Geotechnical Engineer  
GE 2334

TS:DTS:JN:kd

# WOODSIDE FIRE PROTECTION DISTRICT

## Prevention Division

4091 Jefferson Ave, Redwood City CA 94062 ~ [www.woodsidefire.org](http://www.woodsidefire.org) ~ Fire Marshal Denise Enea 650-851-6206

ALL CONDITIONS MUST MEET WFPD SPECIFICATIONS – go to [www.woodsidefire.org](http://www.woodsidefire.org) for more info

### BDLG & SPRINKLER PLAN CHECK AND INSPECTIONS

PROJECT LOCATION: 260 Mapache		Jurisdiction: PV	
Owner/Architect/Project Manager: Davison		Permit#: x9h-640	
PROJECT DESCRIPTION: new house			
Fees Paid: <input type="checkbox"/> \$YES <input checked="" type="checkbox"/> See Fee Comments Date:			
Fee Comments: Pd Ck# 2355 \$60.00 for ASRB 8/9/12			
<b>BUILDING PLAN CHECK COMMENTS/CONDITIONS:</b> 1. Must comply to Portola Valley Muni Code 15.04.020E for ignition resistant construction & materials Chapter 7 2010 CBC 2. Address clearly posted and visible from street w/minimum of 4" numbers on contrasting background. 3. Approved spark arrestor on all chimneys. 4. Install Smoke and CO2 detectors per code. 5. NFPA 13D Fire Sprinkler System to be installed. 6. 100' defensible space around proposed new structure prior to start of construction. 7. Upon final inspection 30' perimeter defensible space will need to be completed. 8. Fire truck turnaround must be included. *Resubmit under building dept. showing WFPD approved turnaround. Off street parking can not be designated in proposed turnaround. 9. Fire hydrant must be within 500' of structure measured on approved roadway route. *Resubmit under building department showing location and measured distance of nearest fire hydrant.			
Reviewed by: D. Enea		Date: 8/8/12	
<input checked="" type="checkbox"/> Resubmit		<input type="checkbox"/> Approved with Conditions	
<input type="checkbox"/> Approved without conditions			
Sprinkler Plans Approved: NO		Date:	Fees Paid: <input type="checkbox"/> \$350 <input type="checkbox"/> See Fee Comments
As Builts Submitted: -----		Date:	As Builts Approved Date:
Fee Comments:			
Rough/Hydro Sprinkler Inspection By: -----		Date:	
Sprinkler Inspection Comments:			
Final Bldg and/or Sprinkler Insp By: -----		Date:	

cc: planner  
applicant

ENVIRONMENTAL HEALTH  
SAN MATEO COUNTY



# LAND USE FIELD & DATA REPORT

465 County Center, Redwood City, CA 94063 • (650) 363-4305 • Fax (650) 363-7882  
www.smhealth.org/environ

APN # <b>077-040-110</b>	Record ID <b>SR10341</b>	Date <b>7/20/12</b>
Site Address <b>260 MAPACHE</b>		Owner
City <b>PV</b>	ZIP	Contractor
<p><i>Preliminary septic plans dated 7/2/12 from Lea &amp; Brage Engineering is inadequate. Need revised septic plans with soil percolation test results affixed onto plans. Additional review required when new plans are submitted.</i></p> <p><i>Please place application on hold.</i></p>		

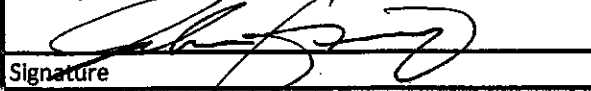
*Alan Ross*  
REHS

RECEIVED BY

# OUTDOOR WATER USE EFFICIENCY CHECKLIST

## To Be Completed by Applicant

I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance.

Signature: 

Date: 7.5.12

JUL 09 2012

## Project Information

Single Family  Multi-Family  Commercial  Institutional  Irrigation only  Industrial  Other: TOWN OF PORTOLA VALLEY

Applicant Name (print): John Gainey, Lutsko Associates landscape Contact Phone #: 415-920-2800

Project Site Address: 260 Mapache Dr. Portola Valley, Ca Agency Review

Project Area (sq.ft. or acre): 2.5 acres # of Units: # of Meters: (Pass) (Fail)

For a single-family project, or a single-family development project, enter this information on an average, per unit basis. For all other projects, input an aggregate value for the entire project.	Total Landscape Area (sq.ft.): 89,479	Tier 1 (1,000 - 2,500 sq.ft.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Turf Irrigated Area (sq.ft.): 993	Tier 2 (> 2,500 sq.ft.)	<input type="checkbox"/>	<input type="checkbox"/>
	Non-Turf Irrigated Area (sq.ft.): 88,486		<input type="checkbox"/>	<input type="checkbox"/>
	Special Landscape Area (SLA) (sq.ft.): 0		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Water Feature Surface Area (sq.ft.): 961		<input type="checkbox"/>	<input type="checkbox"/>

Landscape Parameter	Requirements	Project Compliance	(Pass)	(Fail)
Turf	Less than 25% of the landscape area is turf	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	All turf areas are > 8 feet wide	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	All turf is planted on slopes < 25%	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Turf	At least 80% of non-turf area is native or low water use plants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hydrozones	Plants are grouped by Hydrozones	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mulch	At least 2-inches of mulch on exposed soil surfaces	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irrigation System Efficiency	70% ETo (100% ETo for SLAs)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	No overspray or runoff	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irrigation System Design	System efficiency > 70%	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automatic, self-adjusting irrigation controllers	<input type="checkbox"/> No, not required for Tier 1 <input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Moisture sensor/rain sensor shutoffs	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	No sprayheads in < 8-ft wide area	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irrigation Time	System only operates between 8 PM and 10 AM	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Metering	Separate irrigation meter	<input type="checkbox"/> No, not required because < 5,000 sq.ft. <input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Swimming Pools / Spas	Cover highly recommended	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, not required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water Features	Recirculating	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Less than 10% of landscape area	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Documentation	Checklist	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Landscape and Irrigation Design Plan	<input type="checkbox"/> Prepared by applicant <input checked="" type="checkbox"/> Prepared by certified professional	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Budget (optional)	<input type="checkbox"/> Prepared by applicant <input type="checkbox"/> Prepared by certified professional	<input type="checkbox"/>	<input type="checkbox"/>
Audit	Post-installation audit completed	<input checked="" type="checkbox"/> Completed by applicant <input type="checkbox"/> Completed by certified professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# LEED for Homes Simplified Project Checklist

for Homes

Builder Name:	
Project Team Leader (if different):	
Home Address (Street/City/State):	260 MAPACHE DRIVE, PORTOLA VALLEY, CA 945

**Project Description:**

Building type: *Single detached*  
 # of bedrooms: 6

Project type: *Custom*  
 Floor area: 6507

Adjusted Certification Thresholds  
 Certified: 64.5  
 Silver: 79.5  
 Platinum: 109.5

JUL 09 2015  
 GOLD 79.5  
 TOWN OF PORTOLA VALLEY

Project Point Total		Final Credit Category Total Points					
Prelim: 80.59 maybe pts	Final: 0	ID: 0	SS: 0	EA: 0	EQ: 0	LL: 0	WE: 0
Certification Level: Prelim: Silver	Final: Not Certified	Minimum Point Thresholds Not Met for Final Rating					

date last updated :		Max Points		Project Points					
last updated by :				Preliminary	Final				
<b>Innovation and Design Process (ID)</b>		(No Minimum Points Required)		OR	Max	Y/Pts	Maybe	No	Y/Pts
<b>1. Integrated Project Planning</b>	1.1 Preliminary Rating	1	1	Y	0	0		0	
	1.2 Integrated Project Team	1	1	0	0	0		0	
	1.3 Professional Credentialed with Respect to LEED for Homes	1	1	0	0	0		0	
	1.4 Design Charrette	1	1	0	0	0		0	
	1.5 Building Orientation for Solar Design	1	0	1	0	0		0	
<b>2. Durability Management Process</b>	2.1 Durability Planning	Prereq	3	Y	0	0		0	
	2.2 Durability Management	Prereq	3	Y	0	0		0	
	2.3 Third-Party Durability Management Verification	3	3	0	0	0		0	
<b>3. Innovative or Regional Design</b>	3.1 Innovation #1	1	1	0	0	1		0	
	3.2 Innovation #2	1	0	0	0	1		0	
	3.3 Innovation #3	1	0	0	0	1		0	
	3.4 Innovation #4	1	0	0	0	1		0	
<i>Sub-Total for ID Category:</i>			11	7	1	0		0	
<b>Location and Linkages (LL)</b>		(No Minimum Points Required)		OR	Max	Y/Pts	Maybe	No	Y/Pts
<b>1. LEED ND</b>	1 LEED for Neighborhood Development	LL 2-6	10	0	0	10		0	
<b>2. Site Selection</b>	2 Site Selection		2	2	0	0		0	
<b>3. Preferred Locations</b>	3.1 Edge Development	LL 3.2	1	0	0	1		0	
	3.2 Infill		2	2	0	0		0	
	3.3 Previously Developed		1	1	0	0		0	
<b>4. Infrastructure</b>	4 Existing Infrastructure		1	1	0	0		0	
<b>5. Community Resources/ Transit</b>	5.1 Basic Community Resources / Transit	LL 5.2, 5.3	1	0	0	1		0	
	5.2 Extensive Community Resources / Transit	LL 5.3	2	0	0	2		0	
	5.3 Outstanding Community Resources / Transit		3	0	0	3		0	
<b>6. Access to Open Space</b>	6 Access to Open Space		1	0	1	0		0	
<i>Sub-Total for LL Category:</i>			10	6	1	0		0	
<b>Sustainable Sites (SS)</b>		(Minimum of 5 SS Points Required)		OR	Max	Y/Pts	Maybe	No	Y/Pts
<b>1. Site Stewardship</b>	1.1 Erosion Controls During Construction		Prereq	Y	0	0		0	
	1.2 Minimize Disturbed Area of Site		1	1	0	0		0	
<b>2. Landscaping</b>	2.1 No Invasive Plants		Prereq	Y	0	0		0	
	2.2 Basic Landscape Design	SS 2.5	2	2	0	0		0	
	2.3 Limit Conventional Turf	SS 2.5	3	3	0	0		0	
	2.4 Drought Tolerant Plants	SS 2.5	2	1	0	0		0	
	2.5 Reduce Overall Irrigation Demand by at Least 20%		6	0	0	6		0	
<b>3. Local Heat Island Effects</b>	3 Reduce Local Heat Island Effects		1	0	1	0		0	
<b>4. Surface Water Management</b>	4.1 Permeable Lot		4	3	0	0		0	
	4.2 Permanent Erosion Controls		1	1	0	0		0	
	4.3 Management of Run-off from Roof		2	0	0	2		0	
<b>5. Nontoxic Pest Control</b>	5 Pest Control Alternatives		2	2	0	0		0	
<b>6. Compact Development</b>	6.1 Moderate Density	SS 6.2, 6.3	2	0	0	2		0	
	6.2 High Density	SS 6.3	3	0	0	3		0	
	6.3 Very High Density		4	0	0	4		0	
<i>Sub-Total for SS Category:</i>			22	13	1	0		0	

## LEED for Homes Simplified Project Checklist (continued)

				OR	Max Points	Project Points			
						Y/Pts	Maybe	No	Y/Pts
<b>Water Efficiency (WE)</b> (Minimum of 3 WE Points Required)									
1. Water Reuse	1.1	Rainwater Harvesting System	WE 1.3		4	0	0	4	0
	1.2	Graywater Reuse System	WE 1.3		1	0	0	1	0
	1.3	Use of Municipal Recycled Water System			3	0	0	3	0
2. Irrigation System	2.1	High Efficiency Irrigation System	WE 2.3		3	3	0		0
	2.2	Third Party Inspection	WE 2.3		1	1	0		0
	2.3	Reduce Overall Irrigation Demand by at Least 45%			4	0	0	4	0
3. Indoor Water Use	3.1	High-Efficiency Fixtures and Fittings			3	0	1		0
	3.2	Very High Efficiency Fixtures and Fittings			6	0	4		0
Sub-Total for WE Category:					15	4	5		0
<b>Energy and Atmosphere (EA)</b> (Minimum of 0 EA Points Required)									
1. Optimize Energy Performance	1.1	Performance of ENERGY STAR for Homes		Prereq	34	Y			
	1.2	Exceptional Energy Performance				14	0		0
7. Water Heating	7.1	Efficient Hot Water Distribution			2	0	0	2	0
	7.2	Pipe Insulation			1	1	0		0
11. Residential Refrigerant Management	11.1	Refrigerant Charge Test		Prereq	1	Y			
	11.2	Appropriate HVAC Refrigerants			1	1	0		0
Sub-Total for EA Category:					38	16	0		0
<b>Materials and Resources (MR)</b> (Minimum of 2 MR Points Required)									
1. Material-Efficient Framing	1.1	Framing Order Waste Factor Limit		Prereq	1	Y			
	1.2	Detailed Framing Documents	MR 1.5		1	1	0		0
	1.3	Detailed Cut List and Lumber Order	MR 1.5		1	1	0		0
	1.4	Framing Efficiencies	MR 1.5		3	3	0		0
	1.5	Off-site Fabrication			4	0	0	4	0
2. Environmentally Preferable Products	2.1	FSC Certified Tropical Wood		Prereq	8	Y			
	2.2	Environmentally Preferable Products			8	7	0		0
3. Waste Management	3.1	Construction Waste Management Planning		Prereq	3	Y			
	3.2	Construction Waste Reduction			3	3	0		0
Sub-Total for MR Category:					16	15	0		0
<b>Indoor Environmental Quality (EQ)</b> (Minimum of 6 EQ Points Required)									
1. ENERGY STAR with IAP	1	ENERGY STAR with Indoor Air Package			13	0	0	13	0
2. Combustion Venting	2.1	Basic Combustion Venting Measures	EQ 1	Prereq	2	Y			
	2.2	Enhanced Combustion Venting Measures	EQ 1		2	2	0		0
3. Moisture Control	3	Moisture Load Control	EQ 1		1	0	1		0
4. Outdoor Air Ventilation	4.1	Basic Outdoor Air Ventilation	EQ 1	Prereq	2	Y			
	4.2	Enhanced Outdoor Air Ventilation			2	2	0		0
	4.3	Third-Party Performance Testing	EQ 1		1	1	0		0
5. Local Exhaust	5.1	Basic Local Exhaust	EQ 1	Prereq	1	Y			
	5.2	Enhanced Local Exhaust			1	1	0		0
	5.3	Third-Party Performance Testing			1	1	0		0
6. Distribution of Space Heating and Cooling	6.1	Room-by-Room Load Calculations	EQ 1	Prereq	1	Y			
	6.2	Return Air Flow / Room by Room Controls	EQ 1		1	1	0		0
	6.3	Third-Party Performance Test / Multiple Zones	EQ 1		2	2	0		0
7. Air Filtering	7.1	Good Filters	EQ 1	Prereq	1	Y			
	7.2	Better Filters	EQ 7.3		1	0	0		0
	7.3	Best Filters			2	2	0		0
8. Contaminant Control	8.1	Indoor Contaminant Control during Construction	EQ 1		1	1	0		0
	8.2	Indoor Contaminant Control			2	1	0		0
	8.3	Preoccupancy Flush	EQ 1		1	1	0		0
9. Radon Protection	9.1	Radon-Resistant Construction in High-Risk Areas	EQ 1	Prereq	1	Y			
	9.2	Radon-Resistant Construction in Moderate-Risk Areas	EQ 1		1	0	0		0
10. Garage Pollutant Protection	10.1	No HVAC in Garage	EQ 1	Prereq	2	Y			
	10.2	Minimize Pollutants from Garage	EQ 1, 10.4		2	2	0		0
	10.3	Exhaust Fan in Garage	EQ 1, 10.4		1	1	0		0
	10.4	Detached Garage or No Garage	EQ 1		3	0	0		0
Sub-Total for EQ Category:					21	18	1		0
<b>Awareness and Education (AE)</b> (Minimum of 0 AE Points Required)									
1. Education of the Homeowner or Tenant	1.1	Basic Operations Training		Prereq	1	Y			
	1.2	Enhanced Training			1	1	0		0
	1.3	Public Awareness			1	0	0		0
2. Education of Building Manager	2	Education of Building Manager			1	0	0		0
Sub-Total for AE Category:					3	1	0		0

**LEED for Homes Simplified Project Checklist**  
**Addendum: Prescriptive Approach for Energy and Atmosphere (EA) Credits**

*Points cannot be earned in both the Prescriptive (below) and the Performance Approach (pg 2) of the EA section.*

Energy and Atmosphere (EA)		(No Minimum Points Required)	OR	Max	Project Points		
				Points	Preliminary	Final	
				Max	Y/Pls. Maybe	No	Y/Pls
<b>2. Insulation</b>	2.1 Basic Insulation 2.2 Enhanced Insulation			Prereq 2	0	0	0
<b>3. Air Infiltration</b>	3.1 Reduced Envelope Leakage 3.2 Greatly Reduced Envelope Leakage 3.3 Minimal Envelope Leakage		EA 3.2	Prereq 2 3	0 0	0 0	0 0
<b>4. Windows</b>	4.1 Good Windows 4.2 Enhanced Windows 4.3 Exceptional Windows		EA 4.2	Prereq 2 3	0 0	0 0	0 0
<b>5. Heating and Cooling Distribution System</b>	5.1 Reduced Distribution Losses 5.2 Greatly Reduced Distribution Losses 5.3 Minimal Distribution Losses		EA 5.2	Prereq 2 3	0 0	0 0	0 0
<b>6. Space Heating and Cooling Equipment</b>	6.1 Good HVAC Design and Installation 6.2 High-Efficiency HVAC 6.3 Very High Efficiency HVAC		EA 6.2	Prereq 2 4	0 0	0 0	0 0
<b>7. Water Heating</b>	7.1 Efficient Hot Water Distribution 7.2 Pipe Insulation 7.3 Efficient Domestic Hot Water Equipment			2 1 3	0 0 0	0 0 0	0 0 0
<b>8. Lighting</b>	8.1 ENERGY STAR Lights 8.2 Improved Lighting 8.3 Advanced Lighting Package		EA 8.2	Prereq 2 3	0 0	0 0	0 0
<b>9. Appliances</b>	9.1 High-Efficiency Appliances 9.2 Water-Efficient Clothes Washer			2 1	0 0	0 0	0 0
<b>10. Renewable Energy</b>	10 Renewable Energy System			10	0	0	0
<b>11. Residential Refrigerant Management</b>	11.1 Refrigerant Charge Test 11.2 Appropriate HVAC Refrigerants			Prereq 1	0	0	0
<i>Sub-Total for EA Category:</i>				<b>38</b>	<b>16</b>	<b>0</b>	<b>0</b>



## TOWN OF PORTOLA VALLEY

### SECOND UNITS AND ACCESSORY STRUCTURES

Policy established by the Portola Valley Town Council, July 29, 1992

#### SECOND UNITS

The zoning ordinance of the town allows one second dwelling unit on parcels of one acre or larger. All second units are limited to 750 square feet and must meet all conditions set forth in the zoning ordinance. Problems have arisen in determining what constitutes a second unit. For instance, what is the difference between a second unit and a cabana? In order to administer this provision it is therefore necessary to set forth guidelines as to what constitutes a second unit as opposed to other normal accessory buildings. The guidelines contained in this policy statement are to be followed by town staff in administering the zoning regulations.

Features	Second Unit	Workshop, Studio, or Entertaining Room	Pool House or Cabana
Toilet	yes	yes	yes*
Wash basin (in bathroom)	yes	yes	yes*
Shower or tub	yes	no	yes*
Regular sink	yes	yes	no
Bar sink	yes	yes	yes
220 wiring	yes	yes	yes
More than one main room**	yes	no	no

\* All doors to bathroom facilities must be from outside of the building. Also, plumbing facilities must be located on the wall common with the rest of the building and arranged so as to make any construction of an internal doorway very difficult.

\*\* Baths, closets and other rooms in order not to be considered as a main room must each have a floor area less than 75 square feet.

#### ACCESSORY STRUCTURES

Potential problems exist if accessory structures (roofed and enclosed structures) are constructed with floor areas in excess of 750 square feet. Examples include pressures on the Town at a later date for conversion to a second unit (allowing the building to remain at the same size) or using a combination of rooms in one structure as a second unit in excess of 750 feet. While accessory structures larger than 750 square feet may be permitted, care will need to be exercised to minimize future problems. Therefore, if the ASCC determines in its reasonable judgment, that either of the following conditions exists, then it shall require that the accessory structure, or structures, be limited to a maximum of 750 square feet:

1. The configuration and relationship of portions of the proposed accessory structure are such that they can be converted or connected, without undue structural change or cost, to form a second unit that would be larger than 750 square feet.
2. Two separate accessory structures, one of which could be a conforming second unit, can be connected and the structures otherwise modified, without undue structural change or cost, to form a second unit that would be larger than 750 square feet.

A conforming 750 square foot second unit and an accessory building may be combined in one structure larger than 750 square feet if the ASCC finds that Condition 1 does not exist.

## CONSERVATION COMMITTEE COMMENTS – Preliminary, Revised

ADDRESS: 260 Mapache

DATE: September 29, 2012

### Planting plan:

We appreciate the potential of this landscaping plan for preserving a natural and satisfying view from the street. Preserving an oak woodland and planting only appropriate vegetation under these trees is excellent. No fence and a visible meadow will be a generous esthetic gift to the town.

### Trees:

There is a spectacular very old blue oak in excellent condition - (A) on the arborist report - that requires more than the usual protection from construction abuse. The construction of the home looks perilously close to this tree for its long health, especially because a basement will be excavated only 15 feet from its trunk and well within its canopy. The arborist report assures us the tree should not be damaged and lists in excellent detail the steps that must be taken to minimize damage to this tree. We especially emphasize that the cutting of the roots be done only in winter.

The other important Blue Oak (B) has proposed contouring adding soil above the root level and controlled by a retaining wall. The limited size of this root burial make this acceptable if the careful mitigation procedures specified are carefully followed. The recently submitted additional arborist report reassures us that the driveway outlined on the Impervious surface plan sheet (A0.1) that will cover 15% of the root zone and not threaten the tree. The currently specified chipseal is not permeable. Permeable pavement is always preferable under and near trees.

The requested removal of fruit trees, acacia and liquid amber is approved. We appreciate that the madrone among the acacias will be protected and preserved. In addition there is a eucalyptus on the west side among the acacia that would ideally come out; unfortunately, this turns out to be on neighboring property.

Redwoods are not protected in this non riparian zone and so may be removed.

We were concerned about the number of additional oak trees that were planned for the street side. We appreciate that there will now be only one Valley Oak.

Reportedly not on this property: There is a tightly spaced cluster of 6"-9" oaks close to the street that should be largely or entirely removed. There is a very stunted and misshapen redwood east of the entry drive that should be removed to preserve the health of an adjacent oak tree. There is another existing cluster of smaller oaks at the east entrance that needs thinning and a cluster of younger

pinus among the oaks to the east of the entrance that should be removed. Some of these are on a neighbor's property. Those that are on the Town right of way should be removed.

The LEED checklist gives a Y for the prerequisite of Non Invasive plants, but Stone Pines are highly flammable. Because the large old existing Stone Pines are such a feature of the property, we would not urge their removal, but we recommended that no new ones be planted, and appreciate the substitution of Valley Oak at the SW corner instead of another Pine.

We recommend removal of the linear row of pines along the south fence line.

Olive trees can be invasive and are on the Discouraged list. We appreciate plans specifying the fruitless, sterile variety.

#### Irrigation

The number of emitters on irrigation plan that extend far from the house has been appropriately reduced. We urge attention to greater water conservation measures. Care must be taken that the native trees on the property do not receive too much summer water to maintain their health.

#### Impermeable Surfaces

We recommend that impermeable surfaces be kept to a minimum. Crushed gravel paths should not have the binder that renders them impermeable.

#### Lighting

Exterior lights are now more appropriate in number.

***Conservation would like to attend site visit with ASCC after story poles are in place to more effectively evaluate the risks to the heritage tree and site disturbance from the large excavation.***

Judith Murphy, Chair, Conservation Committee

**Subject: FW: Davison Project, 260 Mapache**

**Date:** Tuesday, October 2, 2012 9:24 AM

**From:** Carol Borck <cborck@portolavalley.net>

**To:** "Tom Vlastic (vlastic@spangleassociates.com)" <vlastic@spangleassociates.com>

**Conversation:** Davison Project, 260 Mapache

**From:** rusty day [mailto:dukeandbarney@gmail.com]

**Sent:** Tuesday, October 02, 2012 9:14 AM

**To:** flaim@butlerarmsden.com

**Cc:** Carol Borck; Bev Lipman; Dave Strohm

**Subject:** Davison Project, 260 Mapache

Glenda,

Thank you for providing the Westridge Committee a copy of the revised plans for the Davison's project at 260 Mapache. You are certainly making substantial progress, and have addressed several of our earlier concerns. We still have some unresolved concerns and questions we would like to discuss with you regarding the latest revision:

1. Excavations. While the revised plans appear to provide totals for cut, fill and off-haul of excavated soils, they do not show how these figures were calculated, nor do they tie the total figures back to the proposed dimensions of the excavated spaces (pool, basement and garage). Please provide site maps showing the perimeter and depth of soils to be excavated, and the perimeter and depth of soils to be filled. Given the amounts you propose for excavation, we believe an additional review by and permit from the Town's Planning Commission may be required, but the Town will surely advise you about that.

In addition, the Westridge Committee would like a fuller description of the plan for staging and managing the off-haul of soils from the site. For example, how many truckloads over what period of time do you plan to use to off-haul soils? How will loading of soils and staging of trucks be managed and confined to the Davison's site so that trucks are not staged or parked along Mapache or any of the adjoining roadways?

2. Irrigation. The plans still appear to call for excessive irrigation of the site, particularly given the lot size and open space/native vegetation predominant in Westridge. The proposed irrigation pipe sizes and flow capacities of the current plans prompt us to ask what total water flow capacity you propose to install for irrigation of the site, and what volume of water/week or month do you propose to devote to irrigation? As the entire Westridge community is dependent on a finite, locally fixed storage capacity of water for fire prevention, we encourage residents to minimize irrigation, both to preserve the native character of the open space landscape and to ensure adequate supplies to fight wildland fire.

3. Exterior Lighting. We note and appreciate the reductions in exterior lighting made from the original plans but would still ask you to consider further reducing the exterior lighting in the covered parking area, southern porch and pool. Also, please specify what light fixtures are proposed above the exterior doorways. They do not appear to be listed in the schedule provided.

Please let me know whether you would like to meet or discuss any of this by phone.

Best regards,

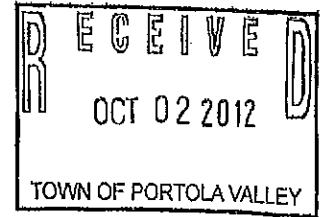
Rusty Day

Chairman, WASC



XC: planner  
BA arch

David & Jane Pejcha  
270 Mapache Drive  
Portola Valley, CA 94028  
(650) 799-1999  
pejcha@gmail.com



September 30, 2012

Portola Valley Planning Commission  
765 Portola Road  
Portola Valley, California

Dear Portola Valley Planning Commission:

We are writing a brief letter of support for the house plans for 260 Mapache Drive, as shared with us by Scott and Anne Davidson.

Based on the plans shared with us by the Davidsons on a number of occasions this summer, we believe their project shows respect for the natural look and feel of our area. Further, they and their advisors have made efforts to think about the potential impacts on our property and day-to-day experience, such as our views, exposure to noise, etc. – we appreciate their thoughtfulness.

We are available for any questions or further feedback on this topic at the above address or phone.

Best regards,

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right, both appearing to be the names David and Jane Pejcha.

David & Jane Pejcha

**Subject: Re: 260 mapache**

**Date:** Tuesday, October 2, 2012 12:24 PM

**From:** Glenda Flaim <flaim@butlerarmsden.com>

**To:** Carol Borck <cborck@portolavalley.net>

**Cc:** "Tom Vlasic (vlasic@spangleassociates.com)" <vlasic@spangleassociates.com>

**Conversation:** 260 mapache

Thank you Carol.

I have also attached another letter from the neighbors to the south at 15 Zapata Way.

Thank you,

Glenda Flaim, AIA, LEED AP Homes

Senior Associate

**Butler Armsden Architects**

2849 California Street

San Francisco, CA 94115

t 415.674.5554

f 415.674.5558

flaim@butlerarmsden.com

www.butlerarmsden.com <<http://www.butlerarmsden.com>>

CONFIDENTIALITY: This message may contain privileged and/or confidential information. It is for the exclusive use of the intended recipient(s). Any review, use, disclosure or distribution by other persons or entities is

prohibited. If you are not the intended recipient, please contact the sender by reply and destroy all copies of the original message. Thank you.

On Oct 2, 2012, at 12:16 PM, Carol Borck wrote:

Neighbor letter received today –

Carol

<davispn.pdf>

-----Original Message-----

From: Kristi Patterson <kristi\_patterson@yahoo.com>

To: Anne Davison <adavison1@aol.com>

Sent: Sun, Sep 30, 2012 8:26 pm

Subject: Note supporting your project

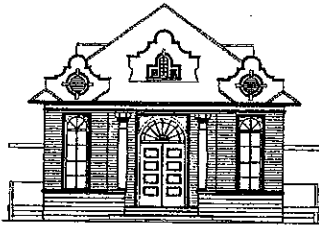
Dear Anne and Scott,

First of all we want to say thank you for including us in the very thoughtful planning exercise you have gone through for your new home and landscaping. We want you to know that we are completely comfortable, in fact, enthusiastic about the vision you have for your property. We have been fortunate to have worked with your landscape architect and have a high degree of confidence in his sensibility and believe that what you have in mind will be in keeping with the rural character we so love about Westridge.

Knowing that we are likely to be one of the neighbors most effected by your renovation, we want the town to know of our support for the plan you have shown us and are happy to convey that to them as needed.

Regards,

Kristi and Tom Patterson  
15 Zapata Way  
851-2475



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO:** Planning Commission  
**FROM:** Tom Vlasic, Town Planner  
**DATE:** October 11, 2012  
**RE:** Preliminary Review of Proposed Lot Line Adjustment X6D-213,  
Nebrig - Hall, 20 and 30 Granada Court

### Location

**Address:** 20 and 30 Granada Court (see attached vicinity map)  
**APNs:** 079-092-320 (20 Granada Court, Robert and Kimie Nebrig)  
079-092-310 (30 Granada Court, Kathryn Hall)  
**Zoning:** R-E/1A/SD-1a (Residential Estate/1 acre minimum parcel area/  
slope density combining district 1a)

### Request and, Reference Documents

This is a preliminary review of the subject proposed lot line adjustment. The proposal would transfer 1,810 sf (.04 acres) of lot area from 20 Granada Court to 30 Granada Court to correct an existing problem where low, landscape retaining walls and related landscape improvements serving 30 Granada Court extend across the common property boundary. The following enclosed plan describes the existing situation and was prepared by Lea & Braze Engineering, Inc.:

Sheet SU1--Sheet 1 of 1, Proposed Lot Line Adjustment, revised through 8/29/12

Attached is the Lot Line Adjustment (LLA) application received August 30, 2012 that includes the parcel maps and legal descriptions for the proposed adjusted parcel boundaries. The parcel areas before and after the proposed LLA would be as follows:

	<u>Existing Area</u>	<u>Proposed Area</u>
20 Granada Court	1.60 acres	1.55 acres
30 Granada Court	1.07 acres	1.10 acres

The change is very minor in terms of area and would have minimum impact on, for example, possible floor area or impervious surface area for either parcel. Further, with the change both properties would still be above the 1.0-acre minimum required in this zoning district.

## **Background and Preliminary Review**

Within roughly the past two years 30 Granada Court was purchased by the current owners and they proceeded to do site maintenance and improvements including some removal of brush and eucalyptus growth for fire safety. In the process of site maintenance and landscaping, they removed some underbrush and other vegetation on the lower slopes of 20 Granada Court and also made the landscape improvements across the parcel boundary that are the subject of this application. These improvements include the lawn area at elevation 748 and two low, stepped landscape retaining walls immediately northeast of the lawn that were installed with development of the lawn area.

Once the neighbors became aware of the work across the property boundary, they reviewed the issues and reached mutual agreement on the appropriate solutions. These included re-landscaping of the lower area on 20 Granada Court that has been implemented by the owner of 30 Granada Court. Further, they reached agreement on the form of the lot line adjustment as currently proposed for planning commission consideration.

During the course of site work, the town also reviewed the scope of site maintenance and determined that it did not require any town permits. Permits were, however, required for the house deck work now under way at 30 Granada Court.

The "lawn" pad that is the subject of the lot line adjustment is over 40 feet lower than the residential improvements on 20 Granada Court and is well removed from them in terms of access, distance (roughly 100 feet) visual relationships and maintenance considerations. The slope between the "pad" and the house on 20 Granada Court is very steep, in excess of 40%.

From the data on the plans, and site inspection, it is very clear that the area to be transferred to 30 Granada Court is far more related to this property than to 20 Granada Court. Further, the neighbors have fully reviewed the situation and Mr. Nebrig has informed staff that all aspects of the proposed lot line adjustment have been carefully considered by the neighbors and that they are "happy" with the design and fully supportive of it and that the proposed resolutions have ensured continuing and positive neighbor relationships. While we might prefer a somewhat more rational boundary line adjustment with fewer angle points, we appreciate the efforts that the neighbors have made to prepare a plan that meets their needs and, as the commission is aware, the scope of review for a lot line adjustment is very narrow as further discussed further below.

Pursuant to Section 17.12.020 of the subdivision ordinance, a lot line adjustment can be processed as an exception to the normal subdivision procedures. The main elements of processing are that the planning commission hold a noticed public hearing and that review and actions be confined to the commission's determination that the adjustment is in compliance with the zoning and building regulations, no easements or utilities are adversely impacted, and that the change will not result in a greater number of parcels than originally existed. Further, when approved by the commission, the adjustment must be reflected in a recorded deed or record of survey.

The following comments are offered relative to lot line adjustment provisions for the subdivision ordinance.

1. **Parcel areas, potential for subdivision.** The subject parcels are located within the R-E/1A/SD-1a zoning district. This residential estate district requires a minimum parcel area of 1.0-acre, with required parcel area increasing based on slope density zoning requirements. Before and after the lot line adjustments, both parcels would be above the required one-acre minimum parcel area, but neither would have more than 1.55 acres. Thus, there would be no change in potential for subdivision and neither parcel could be subdivided.
2. **Easements and Zoning provisions, building code provisions.** No easements would be impacted by the proposal. Further, the adjustment would correct the existing situation where the low landscape walls, 2 feet or less in height, and the lawn area "pad" would be located on the correct property. The landscape rock walls do not exceed the zoning ordinance height limits for walls or fences in the setback areas. Further, the walls are low and not of a height that would require a building permit. The main issue with them and the lawn pad is that they cross the common parcel boundary. It is also noted that both parcels are located in an area designated Sbr, i.e., stable bedrock, on the town's map of land movement potential.
3. **Town engineer/public works director review.** The public works director, and the engineering consultants to the director, reviewed the proposal relative to the technical aspects of the boundary lines shown on the proposed documents and legal descriptions. A minor change was made based on this review and the documents have been found to now be technically acceptable.


Thus, based on the foregoing, we believe that the lot line adjustment can be found to conform to the ordinance requirements.

#### **Environmental Impact Review, CEQA compliance**

A lot line adjustment project is categorically exempt from the California Environmental Quality Act (CEQA). Section 15305 of the CEQA guidelines specifically states a lot line adjustment is exempt when it does not result in creating any new parcel.

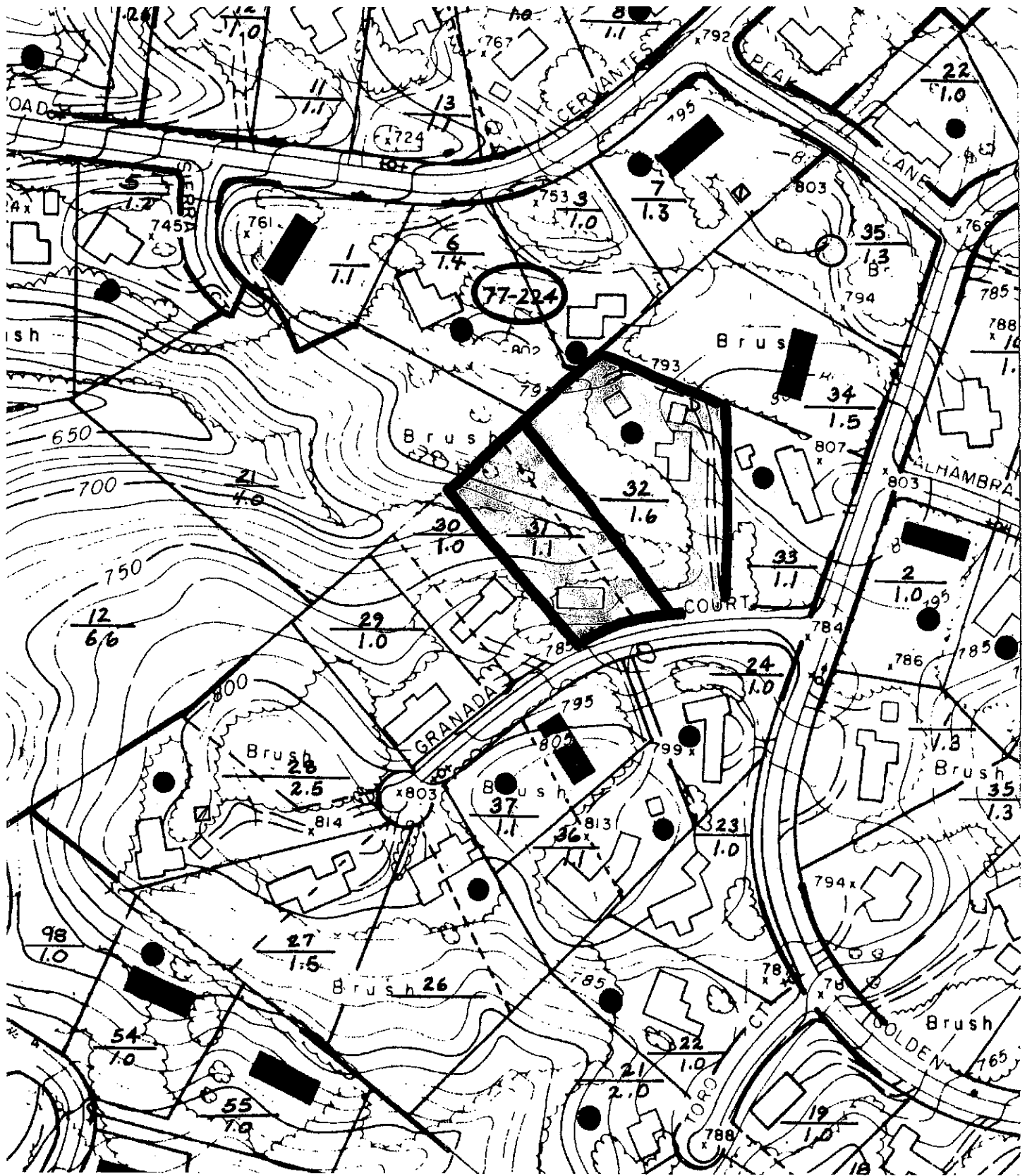
#### **Next Steps**

On October 17th the planning commission should consider the above matters and any other input that may be provided. Thereafter, commissioners should offer preliminary review comments as may be found appropriate. These will be considered as processing of the request continues, mainly through the ASCC review scheduled for the 10/22 ASCC meeting. Eventually, the matter will be set for formal public hearing before the commission, likely at the November 7, 2012 planning commission meeting.

TCV 

encl./attach.

cc. Steve Padovan, Interim Planning Manager  
Sandy Sloan, Town Attorney  
Howard Young, Public Works Director  
Nick Pegueros, Town Manager  
Applicants



**Vicinity Map**

Scale: 1" = 200 feet

**Lot Line Adjustment X6D-213 – Nebrig & Hall**

20 & 30 Granada Court, Town of Portola Valley

October 2012

X60-213

RECEIVED

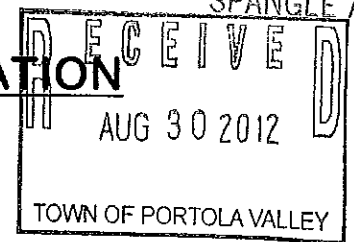
SEP 06 2012

# TOWN OF PORTOLA VALLEY

765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

SPANGLE ASSOC.

## LOT LINE ADJUSTMENT APPLICATION



1. Applicant's Representative:

- (a) Name: Robert Nebrig
- (b) Address: 20 Granada Ct Portola Valley Ca 94028
- (c) Telephone Number: (650) 851-0780

2. Parcel A (lot to be decreased in size): nebrig@pobox.com

- (a) Description: PORTION OF DOC. 2011-047670  
From 1.55 acres to 1.51 acres
- (b) Assessor's Parcel Number: 079-092-320
- (c) Name and Address of all Legal Owners: \_\_\_\_\_  
ROBERT A. AND KIMIE NEBRIG ES TRUSTEES OF THE NEBRIG  
20 GRANADA COURT  
PORTOLA VALLEY, CA 94028  
Family TRUST

3. Parcel B (lot to be increased in size):

- (a) Description: ALL OF DOC 2010-116868 AND A  
PORTION OF DOC. 2011-047670 1.1 acres to 1.14 acres
- (b) Assessor's Parcel Number: 079-092-310
- (c) Name and Address of all Legal Owners: \_\_\_\_\_  
KATHRYN W. HALL  
30 GRANADA COURT  
PORTOLA VALLEY, CA 94028

RECEIVED

SEP 06 2012

SPANGLE ASSOC.



4. Purpose and reasons for the proposed lot line adjustment:

Landscaping adjustment to  
increase lawn area for  
Halls - 30 Granada Ct

5. Attachments:

- (a) A written legal description and plat of the parcels as reconfigured, prepared by a California Registered Civil Engineer, qualified to perform surveys, or a licensed land surveyor.
- (b) Traverse closure for each proposed new parcel.
- (c) Two copies of a survey map showing:
  - (1) Existing and proposed lot lines.
  - (2) Lot dimensions (both existing and proposed).
  - (3) Existing structures, walls, fences, and improvements within the lots with dimensions between the proposed new lot lines and adjacent structures.
  - (4) Existing structures, walls, fences, and improvements on adjacent property within 20 feet of the subject parcels.
  - (5) The location of the top and toe of slopes, existing contours, grade breaks, drainage patterns, drainage devices, swales and gutters.
  - (6) All existing utilities and services, including, sanitary sewer laterals and cleanouts.
  - (7) Existing easements, rights-of-way, and all other encumbrances.
  - (8) The adjacent public street, curb and gutter, frontage improvements, utilities, and fire hydrants.

- (d) Verification of conformance (of reconfigured parcels) to the Town of Portola Valley Zoning Ordinance:
  - (1) Floor Area Ratio
  - (2) Lot Coverage
  - (3) Setbacks
  - (4) Frontage
  - (5) Slope Density
- (e) A current title report for each property affected.
- (f) A record of survey where necessary to comply with the requirements of the Land Surveyor's Act.
- (g) A \$1,600 filing fee.
- (h) A \$2,500 deposit for consultant's review.

We, the undersigned, certify that we are the owners of the property described above and that the foregoing facts and statements herewith submitted are in fact true and correct to the best of our knowledge and belief. We hereby submit this application and request that the common property line(s) between our adjacent lots be adjusted as described above and in accordance with the exhibits attached to this application.

Dated: 8/28/2012

Signature: Robert A. Nebzig  
 Typed or printed name and title:

Robert A. Nebzig Trustee of Nebzig Family Trust

Dated: 8/28/2012

Signature: Kimie Nebzig  
 Typed or printed name and title:

Kimie Nebzig Trustee of Nebzig Family Trust

Dated: 8/29/2012

Signature: [Handwritten Signature]  
 Typed or printed name and title:

Kathryn W. Hall

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Typed or printed name and title: \_\_\_\_\_

**Legal Description  
For Transfer Area**

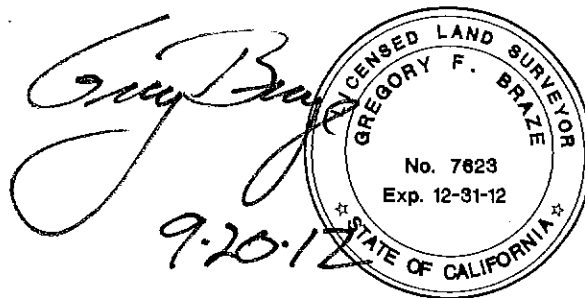
All that certain real property, situate in the TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, being a portion of the Lands of Nebrig as described in that certain Grant Deed recorded April 27, 2011 in Document No. 2011-047670, San Mateo County Records, as shown on the attached plat made a part hereof, more particularly described as follows:

**Commencing** at the most Western corner of said lands; thence along the Westerly line of last said lands, South 40°42'26" East, 174.14 feet to the **Point of Beginning**; thence leaving last said line and along the following three (3) courses:

1. South 85°56'41" East, 37.61,
2. South 61°39'32" East, 34.61 feet,
3. South 22°04'58" West, 43.94 feet to said Westerly line.

Thence along said Westerly line, North 40°42'26" West, 78.90 feet to the **Point of Beginning**.

Containing 0.04 acres, more or less.



RECEIVED

SEP 25 2012

SPANGLE ASSOC

**Legal Description  
For Lot Line Adjustment  
Parcel One**

All that certain real property, situate in the TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, being a portion of the Lands of Nebrig as described in that certain Grant Deed recorded April 27, 2011 in Document No. 2011-047670, San Mateo County Records, as shown on the attached plat made a part hereof, more particularly described as follows:

**Beginning** at the most Western corner of said lands; thence along the Northwesterly, Northeasterly, Easterly, Southerly and Westerly lines of said lands the following five (5) courses:

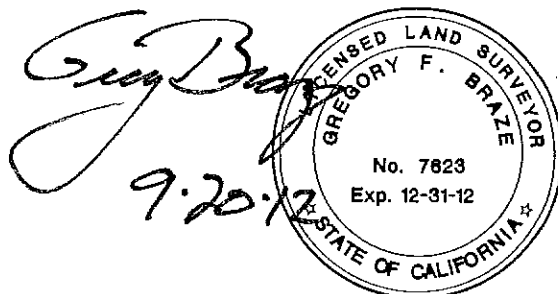
1. North 46°40'01" East, 156.00 feet,
2. South 71°06'34" East, 190.00 feet,
3. South 03°04'42" East, 303.20 feet to the beginning of a non-tangent curve to the left with a radius of 525.00 feet,
4. Along said curve, from a tangent bearing South 86°57'17" West, through a central angle of 08°44'22", a distance of 80.08 feet,
5. North 40°42'26" West, 99.90 feet.

Thence leaving last said Westerly line and along the following three (3) courses:

1. North 22°04'58" East, 43.94 feet,
2. North 61°39'32" West, 34.61 feet,
3. North 85°56'41" West, 37.61 feet to said Westerly line.

Thence along last said line, North 40°42'26" West, 174.14 feet to the **Point of Beginning**.

Containing 1.55 acres, more or less.



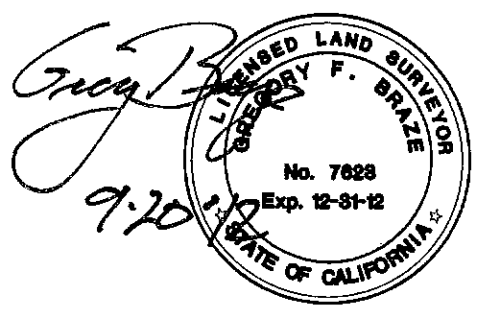
RECEIVED  
SEP 25 2012  
SPANGLE ASSOC.

RECEIVED  
SEP 25 2012  
SPANGLE ASSOC.

LARSON  
APN: 077-240-210

LARSON  
077-224-060

POINT OF  
COMMENCEMENT



LONDON  
079-092-300

POINT OF  
BEGINNING

LANDS OF NEBRIG  
DOC. 2011-047670  
APN 079-092-320

LANDS OF HALL  
DOC. 2010-116868  
APN 079-092-310

S40°42'26"E  
174.14'  
N40°42'26"W  
78.90'

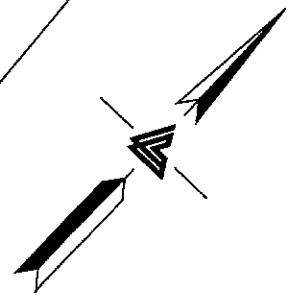
S85°56'41"E  
37.61'

S61°39'32"E  
34.61'

S22°04'58"W  
43.94'

TRANSFER AREA  
1,809 SQ.FT.  
0.04 ACRES

GRANADA  
COURT (50')



SCALE: 1" = 60'



LEA & BRAZE ENGINEERING, INC.

CIVIL ENGINEERS • LAND SURVEYORS  
BAY AREA REGION 2495 INDUSTRIAL PKWY WEST HAYWARD, CALIFORNIA 94545 (P) (510) 887-4086 (F) (510) 887-3019  
SACRAMENTO REGION 3017 DOUGLAS BLVD, # 300 ROSEVILLE, CA 95661 (P) (916) 966-1338 (F) (916) 797-7363  
WWW.LEABRAZE.COM

PLAT TO ACCOMPANY LEGAL  
DESCRIPTION FOR  
TRANSFER AREA  
GRANADA COURT  
PORTOLA VALLEY, CALIFORNIA  
SAN MATEO COUNTY

JOB #2120591

DRAWN BY: MT

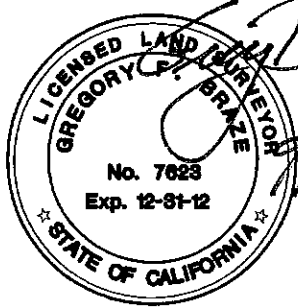
AUGUST 2012

LARSON  
APN 077-240-210

POINT OF BEGINNING

LARSON  
077-224-060

CHOI  
APN 077-224-030



LANDS OF HALL  
DOC. 2010-116868  
APN 079-092-310

LANDS OF NEBRIG  
DOC. 2011-047670  
APN 079-092-320

PARCEL ONE  
67,783± SQ.FT.  
1.55± ACRES

LOT 17  
41 MAPS 40

RECEIVED  
SEP 25 2012  
SPANGLE ASSOC

N85°56'41"W 37.61'

N61°39'32"W 34.61'

N22°04'58"E 43.94'

N40°42'26"W  
174.14'

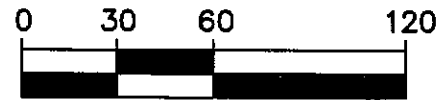
N40°42'26"W  
99.90'

LOT 16  
41 MAPS 40

GRANADA  
COURT (50')

R=525.00'  
L=80.08'  
D=08°44'22"

(TANGENT)  
S86°57'17"W



SCALE: 1" = 60'



LEA & BRAZE ENGINEERING, INC.

CIVIL ENGINEERS • LAND SURVEYORS

BAY AREA REGION  
2495 INDUSTRIAL PKWY WEST  
HAYWARD, CALIFORNIA 94545  
(P) (510) 887-4086  
(F) (510) 887-3019

SACRAMENTO REGION  
3017 DOUGLAS BLVD, # 300  
ROSEVILLE, CA 95661  
(P) (916) 966-1338  
(F) (916) 797-7363

WWW.LEABRAZE.COM

PLAT TO ACCOMPANY LEGAL  
DESCRIPTION FOR  
LOT LINE ADJUSTMENT PARCEL ONE  
20 GRANADA COURT  
PORTOLA VALLEY, CALIFORNIA  
SAN MATEO COUNTY

APN: 079-092-320

JOB #2120591

DRAWN BY: MT

AUGUST 2012

**Legal Description  
For Lot Line Adjustment  
Parcel Two**

All that certain real property, situate in the TOWN OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, being all of the Lands of Hall as described in that certain Grant Deed recorded October 6, 2010 in Document No. 2010-116868, San Mateo County Records along with a portion of the Lands of Nebrig as described in that certain Grant Deed recorded April 27, 2011 in Document No. 2011-047670, San Mateo County Records, as shown on the attached plat made a part hereof, more particularly described as follows:

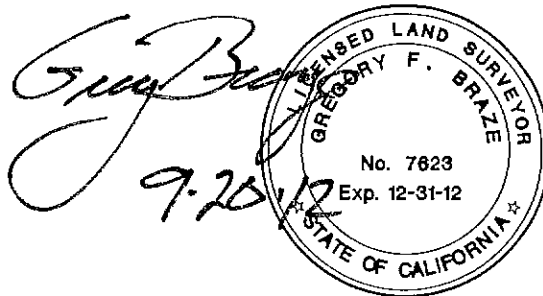
**Beginning** at the most Northern corner of said lands of Hall; thence along the Easterly line of last said lands, South 40°42'26" East, 174.14 feet; thence leaving last said line and along the following three (3) courses:

1. South 85°56'41" East, 37.61,
2. South 61°39'32" East, 34.61 feet,
3. South 22°04'58" West, 43.94 feet to said Easterly line.

Thence along said Easterly line and the Southerly, Westerly and Northwesterly lines of said lands of Hall, the following four (4) courses:

1. South 40°42'26" East, 99.90 feet to the beginning of a non-tangent curve to the left with a radius of 525.00 feet,
2. Along said curve, from a tangent bearing South 78°12'55" West, through a central angle of 16°35'20", a distance of 152.00 feet,
3. North 42°17'20" West, 292.82 feet,
4. North 46°40'01" East, 150.00 feet to the **Point of Beginning**.

Containing 1.10 acres, more or less.



RECEIVED  
SEP 25 2012  
SPANGLE ASSOC.

RECEIVED  
SEP 25 2012  
SPANGLE ASSOC.

LARSON  
APN 077-240-210 POINT OF BEGINNING

LARSON  
077-224-060

N46°40'01"E  
150.00'

PARCEL TWO  
48,228± SQ.FT.  
1.10± ACRES



*Gregory F. Braze*  
9/20/12

LANDS OF HALL  
DOC. 2010-116868  
APN 079-092-310

LANDS OF NEBRIG  
DOC. 2011-047670  
APN 079-092-320

LONDON  
079-092-300

N42°17'20"W 292.82'

S40°42'26"E  
174.14'

S85°56'41"E  
37.61'

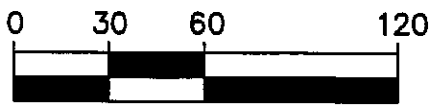
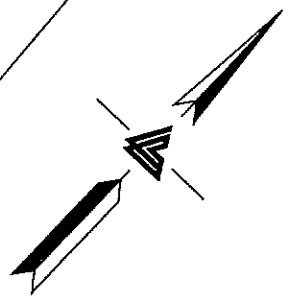
S61°39'32"E  
34.61'

S22°04'58"W  
43.94'

S40°42'26"E  
99.90'

R=525.00'  
L=152.00'  
D=16°35'20"

GRANADA COURT (50')  
(TANGENT)  
S78°12'55"W



SCALE: 1" = 60'



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS  
BAY AREA REGION 2495 INDUSTRIAL PKWY WEST HAYWARD, CALIFORNIA 94545  
SACRAMENTO REGION 3017 DOUGLAS BLVD, # 300 ROSEVILLE, CA 95661  
(P) (510) 887-4086 (P) (916) 966-1338  
(F) (510) 887-3019 (F) (916) 797-7363  
WWW.LEABRAZE.COM

PLAT TO ACCOMPANY LEGAL DESCRIPTION FOR  
LOT LINE ADJUSTMENT PARCEL TWO  
30 GRANADA COURT  
PORTOLA VALLEY, CALIFORNIA  
SAN MATEO COUNTY

APN: 079-092-310

JOB #2120591

DRAWN BY: MT

AUGUST 2012





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Planning Commission

**FROM:** Tom Vlastic, Town Planner  
Karen Kristiansson, Principal Planner

**DATE:** October 10, 2012

**RE:** Acceptance and Discussion of Portola Road Taskforce Report to the Planning Commission

### **Planning Commission Study Session**

At its October 10 meeting, the planning commission will hold a study session to discuss the Portola Road corridor taskforce report. The commission should consider the attached September 19, 2012 report from the taskforce, offer comments and reactions, and identify items that need more attention or clarification. Members of the taskforce have been encouraged to come to the study session to participate in the discussion. The next steps in the corridor plan process are discussed at the end of this memo.

### **Background**

To start the Portola Road corridor planning process, the town council created the Portola Road Taskforce and charged the group with defining the main goals for and issues related to the corridor plan. Taskforce members are all also members of other town committees or commissions, and each person discussed the corridor plan, goals and issues with those bodies and brought feedback back to the group.

The taskforce met three times, on May 15, June 6 and September 19. At the first two meetings (notes attached), taskforce members developed two overall goals for the corridor plus a secondary goal. Members also discussed how these goals could be implemented and identified several options that need further exploration and consideration. Based on these discussions, staff drafted a report summarizing the taskforce's discussions and initial conclusions. Taskforce members reviewed the report in draft form and were asked to

provide comments which were then incorporated into the report. At the September 19 meeting, the taskforce finalized the attached report.

### **Taskforce Report**

The taskforce report is intended to serve as a resource which the planning commission can use in developing the corridor plan. The recommendations in the report are not meant to be final but to serve as a framework for the work on the draft corridor plan. As work on the plan progresses, the ideas presented in the taskforce report will undoubtedly be refined and clarified, both from commission input and further involvement of taskforce members and the committees they represent. Public input, including that from landowners along the corridor, will also be sought and will be considered as work on the plan proceeds.

Taskforce members agreed on the main goals for the corridor and a number of policies that should be continued or initiated to implement those goals, as is explained in the attached report. Some issues, however, will need more discussion and study, including:

- Whether a bicycle lane should be designated along the corridor;
- Whether time limits should be established for non-conforming uses;
- Whether the town should initiate code enforcement activities against illegal fencing, landscaping and structures in the corridor;
- What the town can do to require utility companies and property owners to screen utility boxes or otherwise decrease their aesthetic impacts; and
- The possibility of undergrounding utility lines along Portola Road.

### **Next Steps**

Once the commission has discussed the report and identified any additional issues to be addressed, we will develop approaches for addressing the items that need further study. In some cases, such as the question of whether a bicycle lane should be designated along Portola Road, there may already be an ongoing process for investigating and moving forward. In other cases, staff research and commission discussion may be the best approach.

At the same time, staff can use the taskforce report and planning commission comments to begin assembling the draft corridor plan into a format similar to that of the other elements of the General Plan. We will start this process by assembling a detailed list of goals, objectives and plan proposals that will be presented to the planning commission and also shared with taskforce members so that they can offer additional input.

As work on the corridor plan progresses, additional committee input may be desired. In particular, the planning commission will likely want to circulate the draft plan to the committees for additional comments before the plan is set for public hearing. Also, the

commission may want to ask the taskforce to hold an additional meeting during the review of the draft plan to react to planning commission comments and questions. The bottom line here is that we want to ensure a very transparent and open process so that all interests continue to be considered and have influence, to the extent reasonably possible, on the final form and content of the draft plan.

KK

**Attachments**

- cc. Nick Pegueros, Town Manager
- Steve Padovan, Interim Planning Manager
- Portola Road Taskforce Members



# Portola Road Taskforce Report to Planning Commission

September 19, 2012

## Background and Overview

The Portola Road Taskforce was appointed by the town council to start the process of developing a plan for the Portola Road corridor. Each taskforce member also belongs to a town committee and was responsible for informing the committee about the discussions of the taskforce and bringing feedback from that committee back to the taskforce. Taskforce members are:

- Jeff Aalfs, Town Council
- Danna Breen, ASCC
- Judith Hasko, Trails & Paths Committee
- Leslie Latham, Bicycle, Pedestrian and Traffic Committee
- Nate McKitterick, Planning Commission
- Judith Murphy, Conservation Committee
- Gary Nielsen, Open Space Committee

The town planner's office coordinated the work of the taskforce. Meeting organization and facilitation, preparation of the meeting records, and drafting this report were done by Karen Kristiansson with input and oversight by Town Planner Tom Vlastic. Public Works Director Howard Young attended all taskforce meetings and provided information and assistance throughout the process. Steve Padovan, Interim Planning Manager, also attended the final taskforce meeting.

Work of the taskforce was framed by the "Draft Background Report: Portola Road Corridor," prepared by the town planner's office and previously presented to the planning commission. A copy of the report is attached for reference.

The taskforce was charged with the job of laying out the issues relative to the corridor and determining areas of agreement and disagreement, as well as items that need careful consideration. However, the taskforce was not meant to resolve all issues or develop a draft plan. Once the taskforce set the scene, the process was to move to the planning commission, where issues would be explored in more depth and the plan would be developed.

## Goals and Implementation Measures

During its first two meetings (minutes attached), the taskforce drafted three goals, two of which are related. All members participated in drafting the goals and agreed on the final wording of the goals. Taskforce members also discussed how to implement the goals and identified ideas that members

generally support and others which may need additional thought or analysis. At its third meeting, the taskforce reviewed a draft of this report to the planning commission, discussed comments and suggestions from the Trails and Paths Committee in particular, and finalized the report.

This taskforce report is organized around the goals, with the ideas for implementation listed under each one below. These ideas represent the various viewpoints on the taskforce and are presented to the planning commission as a starting place for the commission's discussion and consideration.

**Goal 1: Open and natural views, especially of the western hillsides, should be protected and improved wherever possible while preserving critical habitat and variety of experience for all users.**

Taskforce members agreed that the following actions should be taken to implement this goal:

***Open Space***

- The Open Space Committee should continue working to acquire properties that contain and enhance views of the western hillsides.

***Vegetation and Views***

- The town should thin and/or remove vegetation in the right of way in certain areas where the vegetation obscures views and opening those views would enhance enjoyment by various users. Clumps of vegetation of varying heights should be maintained, both to provide a varied experience and to preserve habitat along the corridor.
- The town should work with property owners on the western side of the road, especially including MROSD and the Sequoias, to thin and remove vegetation on their properties when the vegetation obscures views of the western hillsides and the meadow. This will involve selectively removing and trimming trees and bushes to open up certain views.
- The town should actively work to preserve and enhance current views along the corridor, consistent with Goal 1.

***Utility Lines and Structures along Portola Road***

- The Cable and Undergrounding Committee should look at the possibility of undergrounding along Portola Road.
  - In deciding whether undergrounding should be undertaken, the town should consider the cost, number, size, configuration and aesthetic impact of new above-ground cabinets and structures that might be needed to serve the undergrounded lines.
  - If undergrounding needs to occur in phases along the road rather than all at once, the places where utility poles are currently obstructing the trail should be the first priority, subject to technical and financial considerations. The second priority would be places where the utility lines affect the views of the western hillsides.

- The costs and benefits of undergrounding should be considered in light of the other improvements (such as widening shoulders and improving trails) that are also desired along the corridor.
- If possible, the town should require utilities and property owners to screen utility boxes and related equipment or develop other measures to decrease the aesthetic impact of these boxes.
- The town should review the regulations on legal nonconforming uses along the corridor and consider establishing time limits to phase these out.
- For illegal fencing, landscaping and structures in the corridor, the town should consider undertaking code enforcement activities, but only after weighing the costs and benefits.

**Goal 2a: Encourage more pedestrian, bicycle and equestrian use along the corridor, improve the experience for these users, and reduce local car trips.**

**Goal 2b: Create trails that are separate from the road, clearly delineated, and are optimized for use by different kinds of users.**

Taskforce members agreed on these two related goals, but did not always agree on the implementation measures presented below. Several of these issues will likely need more study, as is explained below.

***Parking along Portola Road***

- Parking should be discouraged along the shoulder of the road in a manner that is as unobtrusive as possible.
  - The solution may be different for different stretches of the road.
  - In some places, logs or rocks could be used next to the road to discourage parking.
  - Because of their aesthetic impact, signs should only be used to prohibit parking as a last resort if other measures are not sufficient, and then only along key stretches of the road. Signs prohibiting parking should not be placed along the length of the corridor.
- The town should explore using the churches' conditional use permits, or other town permit processes, to control parking along Portola Road.

***Widening shoulders along the road and/or creating a designated bicycle lane***

- The shoulders along Portola Road should be widened to provide wider and more consistent shoulders along the road, as long as doing so would not adversely impact the trail in those areas.
- Taskforce members felt that more study is needed to determine whether a formal bicycle lane should be designated along the road. The traffic committee is currently studying this issue, due to town council referral, and the trails and paths committee will provide recommendations to the traffic committee. The traffic committee's report will then be forwarded to the planning commission and/or town council.

### ***Trails and Trail Improvements***

- The taskforce supports the idea of having a multi-use corridor along Portola Road consistent with the Trails and Paths Element Diagram of the General Plan.
- The surface of the trail along Portola Road should be consistent with town trails standards.
  - In general, taskforce members felt that paving would be undesirable.
  - The possibility of having an improved pervious trail, with better drainage where needed, should be explored as a way to serve multiple uses, including equestrian uses.
- The town may need to acquire land or easements along or near the road in some places to allow for a better trail configuration and better connections.
- Some areas of the trail are in poor locations and should be prioritized for improvements. In particular, consider whether it is possible to move the following areas of the trail away from the road, by acquiring easements or other methods:
  - From the El Mirador property to Christ Church
  - In front of the White property (the Chilean Woodchopper's House) and the Jelich property
  - From Willowbrook to Georgia Lane
  - The area near the intersection of Willowbrook and Portola Road where the trail is up against the road.
- Consider improving surface quality and width consistency from Grove to the creek
- Trails north of Wyndham Drive are less used by pedestrians and could be improved for equestrians, but may not be appropriate for bicyclists
- Where the trail crosses the road, the nature of the crossings should be assessed for safe use by all users, and if necessary, improved.
- Having a trail along the corridor with varied width and elevation helps to preserve the rural character of the area.
- Improve connections from the trail along Portola Road to other trail systems, including by enhancing signage where appropriate to indicate these connections. Also, consider creating a connection through the El Mirador property and up into the trails in the hills.

### **Continuing Taskforce Input**

As the planning commission moves forward with the process of working on the draft Portola Road corridor plan, taskforce members will be informed of all meetings and will be sent copies of all drafts. Taskforce members will then be able to keep their committees informed of the progress of the plan and will also be able to bring feedback from the committees back to the planning commission. During this process, if the planning commission has any specific questions for the taskforce, an additional taskforce meeting could be convened.



# Portola Road Taskforce

## Meeting 1: May 15, 2012

### Attendance

Jeff Aalfs, Danna Breen, Judith Hasko, Leslie Latham, Nate McKitterick, Judith Murphy, Gary Nielsen, Howard Young, Tom Vlastic, Karen Kristiansson

### Meeting Summary

After reviewing the planning process and the role of the taskforce, the taskforce began by collectively identifying the most important items for the Portola Road corridor plan to address. The group then discussed these items and drafted three key goals for the plan. The notes below present each of these goals together with comments from the discussion related to that goal. A list of other issues that were discussed, but that don't relate directly to one of the goals, is provided at the end of the notes.

In addition to the goals, taskforce members agreed that the plan should include a longer-term vision for the corridor and should not be limited to what would appear to be feasible in the next few years. Even though achieving the vision may require dealing with significant challenges, having the vision in the plan will be helpful in providing guidance as the town moves forward.

Taskforce members also agreed to take the goals and items discussed at the meeting back to their representative committees to get their input. Comments from the various committees will be brought back to the taskforce's next meeting, which will be scheduled for the last week of May or the first week in June.

**Goal: Open and natural views, especially of the western hillsides, should be protected and improved wherever possible while preserving critical habitat and variety of experience for all users.**

- Hedge-like plantings, non-native plants and exotic/invasive species are specific problems.
- Meadow areas are historic in the valley but are being lost because of the way land is or is not managed.
- People need to see the land and the hillsides in order to be engaged and to encourage stewardship.
- Most open views are now from private property; vegetation is used to protect privacy.



- Plantings that line the corridor are inconsistent with the town's goals and plans. Public treatment of vegetation (hedges, etc.) along the road sets a model for this.
- On the other hand, vegetation along the road can also protect the experience for users from within a property or along a trail, by reducing road noise and visual intrusion for hikers, for example.
- Periodic openings and vegetation clusters provide variety in experience.
  - ⇒ Don't want a completely open roadside
  - ⇒ What are the most critical areas to open up for views?
  - ⇒ Want to clear more on the side with views and in places with more significant views that enhance the visual appreciation of the adjacent meadows and western hillsides.

**Goal: Encourage more pedestrian, bicycle and equestrian use by improving the experience to make people more comfortable.**

- Wider trails and shoulders are more comfortable.
- Issues are different for different users: need to find a balance among users.
- Separating the trail from the road is important.
- Crosswalks do not feel safe, although they meet all traffic standards.
- There are some hotspots, especially related to parking (MROSD, churches, road crossings, etc.).
  - ⇒ Can prohibit parking by putting up signs, but that has aesthetic impacts
  - ⇒ Can use logs, rocks & bushes to discourage parking
  - ⇒ Could paint "no parking" on the road in the shoulder although it probably wouldn't be enforceable without signs—would that help?
- It is physically possible for the town to put in bike lanes along the road, according to a report that has been prepared for the Public Works Department.
  - ⇒ Question is whether the town should
  - ⇒ Bike lane is only for bikes; shoulders can be used by walkers, runners, strollers, etc.
  - ⇒ If the town moves to a bike lane, a better trail separate from the road would likely be needed.
  - ⇒ Town could also widen the shoulders but not designate it as a bike lane.
- Signage may be needed for education.
- How do peletons fit? Town is working on relationships with groups.

**Goal: Create trails that are clearly delineated and that encourage use by different kinds of users.**

- Trails currently vary in quality and are often too muddy for runners in winter.
- Trails don't have to be uniform; dirt trails that widen and narrow reflect the rural character of the town.

- The trail along Portola Road should be appropriate for strollers, old folks with motorized tricycles and other similar users.
  - ⇒ Surface: should be smooth, but not asphalt paved
  - ⇒ Slope: not too steep
- Portola Road corridor is more of a “people-moving” space and the trail along the road should perhaps be more uniform—other trails can be more rural.
- Different users have different needs to be considered.
- There are places where the existing trail should ideally be re-routed.
- Trail should be separate from the road wherever possible.
- Connections to other trails should be improved, particularly links to MROSD trails and town trails to key local destinations.

#### **Other/Miscellaneous Concerns/Issues**

- Backyard gates that open onto Portola Road
- Illegal encroachments into the right of way
- Sewer pump station
  - ⇒ Smells, aesthetics, parking
  - ⇒ Possibility for the pump station to be removed by enlarging Georgia Lane facility
- Increased utility boxes along road
  - ⇒ PG&E now wants meter boxes at property lines
  - ⇒ CalWater wants backflow devices at property lines
  - ⇒ Can town control these?



# Portola Road Taskforce

## Meeting 2: June 6, 2012

### Attendance

Jeff Aalfs, Danna Breen, Judith Hasko, Leslie Latham, Nate McKitterick, Judith Murphy, Gary Nielsen, Howard Young, Tom Vlastic, Karen Kristiansson

### Meeting Summary

The meeting started with a review of the agenda, which was:

- Feedback from committees
- Review & refine goals
- Discussion of issues
- Next steps

The meeting closely followed this agenda. Discussion about each of these areas is summarized below.

#### *Feedback from Committees*

Judith Hasko had expressed concern before the meeting that the Trails Committee had not yet had a chance to discuss the corridor plan. Karen Kristiansson said that although another taskforce meeting is not planned, she would be able to get comments from the Trails Committee and make sure that they are incorporated into the report to the planning commission. In addition, taskforce members and committees will be able to continue to participate throughout the corridor planning process. Taskforce members will become liaisons between their committees and the corridor plan. Tom Vlastic added that the planning commission could potentially ask for another taskforce meeting in the future to address certain issues.

Leslie Latham reported that the Transportation Committee had focused on two issues: parking on Portola Road at Windy Hill and the possibility of widening Portola Road and/or putting in bicycle lanes. In terms of addressing the parking at Windy Hill, the committee felt that the town should start with small steps and increase efforts if those don't work. The first step could be a sign inside the Windy Hill parking lot informing people that overflow parking is available at town center. The Committee had concerns about using signs to prohibit parking. Howard Young said that signs would need to be installed every 150', but there may be alternatives to using signs for particular situations. Nate McKitterick added that church parking is another problem along Portola Road. Tom Vlastic mentioned that church parking is something the town could control through the churches' use permits.

In terms of bicycle lanes, the Transportation Committee felt that Portola Road should be widened where necessary to provide the minimum width needed for bike lanes but was split as to whether designated bicycle lanes should be installed. The advantages of putting in bicycle lanes include providing a consistent experience for bicyclists, sending a message about sustainability, and improving safety. The disadvantages include potentially increased liability for the town, creating the expectation for motorists that bicyclists would be restricted to the lane, and the aesthetic impact of the signs. Howard Young added that bicycle lane signs need to be installed every quarter-mile, so there would be eight along Portola Road. Danna Breen mentioned that she had heard studies that indicate that people behave more safely when there are more different types of users (motorists, bicyclists, equestrians, pedestrians) on and near the road. In general, people may be more careful if they see and expect to have to accommodate other types of users.

Gary Neilsen mentioned that, although the Open Space Committee won't be able to discuss this until their meeting on June 12, there are a few things he felt that the committee would likely support. One would be thinning vegetation to improve significant views. In some places, such as at Spring Down, however, some vegetation should be preserved because it screens trails and users from traffic. The important thing will be to provide openings here and there, and to get rid of hedges.

Judith Murphy reported that the Conservation Committee felt that views of the hillsides should be paramount and that vegetation should be removed, trimmed and otherwise thinned significantly to open up these views. The berm adds to the variety of the experience along the road, and removal might not be necessary or cost-effective. Underbrush under the big oaks should be removed; redwoods along and oaks in the meadow should be removed; and eucalyptus that have been taken down and are now regrowing should be removed. Clumps for habitat are desirable, but these should be strategically placed thick shrubs, not tall trees that obscure the western hillsides. The corridor should be planted mostly with native vegetation, which should not be planted in or thinned into straight lines. The town right of way should be kept scrupulously clear of invasive weeds, and the town has a responsibility to allocate the money needed to do this. The Conservation Committee would also support increased amounts of open space along the corridor.

Nate McKitterick said that he had discussed the corridor with the planning commission and they were looking forward to hearing from the taskforce.

Danna Breen discussed the ASCC's comments on the project, starting with the importance of not losing touch with the equestrian identity of the town. Paths should not be paved, but could reflect the diversity of the town. The ASCC also believes that trees should be removed to open views, and the commission would generally support approaches that would involve less signage. Removing non-native vegetation is also important. Tom Vlasic added that the ASCC commented that trail connectivity along Portola Road was also important and could help get kids to school. Lighting has become brighter with changes in technology, and this needs to be addressed.

### ***Review and Refine Goals***

The taskforce reviewed the three goals that were drafted at the last meeting and made some changes, as is shown below:

Goal 1: Open and natural views, especially of the western hillsides, should be protected and improved wherever possible while preserving critical habitat and variety of experience for all users.

Goal 2: Encourage more pedestrian, bicycle and equestrian use along the corridor, by improving the experience, and to make users people more comfortable.

Goal 3: Create trails that are separate from the road, clearly delineated, and that encourage are optimized for use by different kinds of users.

Taskforce members also agreed that Goal 3 is secondary to Goal 2. Goal 3 really talks more about ways to implement Goal 2. Goals 1 and 2 best present the overall vision for the corridor.

Goal 2 also relates to the desire to increase non-auto trips by residents. The corridor plan should perhaps reference this and the connection to the Sustainability Element, and the plan should reflect the town's desire to facilitate movement of residents along the corridor in order to decrease the use of autos for short, in-town trips.

### ***Discussion of Issues***

The taskforce discussed the issues and options that were raised in the background report on the corridor. Notes below are organized by issue.

#### *Trail conditions*

##### Multi-use corridor

The taskforce agreed that there should be a multi-use corridor along Portola Road. However, members felt that the surface of the trail could be an issue. Asphalt would not be supported and there could be problems with a hard-pack surface. Dirt generally works well except in wet weather. Some amount of mud may be acceptable, and perhaps drainage could be improved to help the dirt surface work better.

##### Trail improvements

Taskforce members felt that it would make sense to prioritize areas for improvement. Some areas that particularly need improvement are:

- From Morshead to Christ Church
- In front of the White property (the Chilean Woodchopper's House)
- From Willowbrook to the sewer station
- From Grove to the creek

In some places, the taskforce agreed that the town might need to be creative and seek licenses or easements, or perhaps buy land along the road. The town can also obtain easements to turn existing private trails into town trails, which could benefit both property owners and the town. These kinds of solutions should be considered for problem areas and to improve the trails system.

#### *Widening the road shoulders and/or creating a designated bicycle lane*

##### Widening the road

The road shoulders should be widened where needed to accomplish Goal 2. However, care should be taken that widening the road does not impact the trail along the road. Taskforce members agreed that they did not want to sacrifice the trail in order to widen the shoulders of

the road. Howard Young stated that, in the recent study which identified places where the road shoulders would need to be widened to meet the minimum width for bicycles, the wider shoulders would not eliminate the trail in any of those places.

#### Creating a designated bicycle lane

Taskforce members felt that more study is needed to determine whether a formal bicycle lane should be designated. There are advantages and disadvantages which need to be carefully weighed.

#### *Parking along the shoulders of Portola Road*

The taskforce agreed that parking should be discouraged along the road as unobtrusively as possible. Rocks or logs could be used in some places where appropriate. A sign in the Windy Hill parking lot directing people to overflow parking at town center would be a good place to start for that problem. Signs may be needed in some places on parts of the road, but should only be used as a last resort. Rather than prohibiting parking for the entire length of the road, it makes sense to prioritize places with regular problems. Occasional instances of parking along the road may be acceptable, but regularly parking along the road becomes a problem.

#### *Vegetation obscures views*

The town should thin vegetation in the right of way and should also work with MROSD and the Sequoias to thin vegetation on their properties. Other private property owners, particularly on the west side of the road, should also be encouraged to thin their vegetation and open views to the hillsides.

#### *Utility lines*

Taskforce members agreed that the Cable and Undergrounding Committee should look at the possibility of undergrounding along Portola Road once they have finished their study of Alpine Road. Poles that are in the middle of the trail should be the priority for removal, followed by poles that affect views of the hillsides. Care should be taken with the placement and number of above-ground utility cabinets and equipment associated with undergrounding.

#### *Fences and landscaping that is inconsistent with town policies*

Code enforcement should be undertaken for structures that affect views. There is no point in having codes if the town doesn't enforce them. However, the town should consider the costs and benefits before undertaking code enforcement activities. The town should also consider establishing time limits to eliminate legal non-conforming uses such as fences.

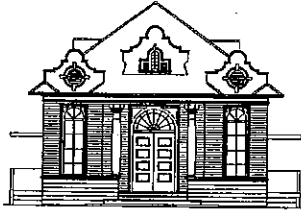
#### *Acquisition of open space*

The Open Space Committee has been working to acquire properties along Portola Road and will continue to do so. Task force members supported these efforts and also agreed that the town should consider acquiring some land for optimum trail creation.

#### **Next Steps**

Karen Kristiansson will put together notes from this meeting and get them out by the end of the week. She will get comments from Judith Hasko and Gary Neilsen after the meetings of the Trails Committee and the Open Space Committee. Using the information from those comments and the two taskforce meetings, Karen will then draft a report to the planning commission. She will send it out to taskforce

members by the end of next week, and members will then have two weeks to review the report and suggest changes. The revised report will then go to the planning commission for their July 18 meeting.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Planning Commission  
**FROM:** Tom Vlastic, Town Planner  
Karen Kristiansson, Principal Planner  
**DATE:** October 10, 2012  
**RE:** Zoning Ordinance Update Project Approach and Review of Residential Districts and Uses Organization

### **Planning Commission Study Session**

At its October 17 meeting, the planning commission will hold a study session on the zoning ordinance update project to discuss the project approach and organization of a possible zoning ordinance section on residential districts and uses. In May, the planning commission decided to proceed with the zoning ordinance update without using a subcommittee. This memo sets forth an approach that will hopefully allow the commission as a whole to work effectively on the zoning ordinance update. In addition, we provide an example of how this approach could work for one part of the zoning ordinance, both to demonstrate the approach and to get started.

### **Background**

One project in the planning program for this year (which will likely carry over into the next fiscal year) is to update the zoning ordinance. The zoning ordinance has been amended a number of times over the years, but has not been comprehensively reviewed since it was first adopted in 1965. As a result, the ordinance is somewhat chaotic in its organization and is complicated to use. Some regulations (such as height, setbacks, and floor area) are discussed in several places, and some areas are difficult even for town staff to locate readily and use efficiently. The intent is to reorganize the ordinance to make it easier to use and understand, while also resolving inconsistencies and clarifying the language as necessary.

We have started work on the update and have set the following goals for the project:

- To organize the ordinance in a way that will be more intuitive and easier to understand;



- To eliminate duplications and reduce the number of references to other sections of the ordinance; and
- To clarify and simplify the language in the zoning ordinance where necessary.

Substantive changes are not called for as part of this project. As the work proceeds, however, some areas may become evident where substantive changes would be appropriate. Any such areas will be documented. Changes that are fairly simple and uncontroversial could perhaps be addressed as part of this project, while other changes could be amended through a follow-on project.

### **Proposed Approach**

The zoning ordinance covers three main subject areas: 1) residential development; 2) office and commercial development; and 3) procedures and administration. We propose to tackle each of these subject areas separately, with two phases for each subject area. The first phase for each subject area will focus on organizational changes, while the second phase will focus on word-level changes. By separating these two types of changes, we will be able to first concentrate on the overall organization before getting into the exact wording for different sections. At the end of the project, we will review the revised zoning ordinance in its entirety for internal consistency and to double-check that all areas have been addressed appropriately. Only after that final review will the updated zoning ordinance be set for formal public hearing, consideration and action.

To summarize, we will move through the zoning ordinance in the following order:

1. Organization of sections related to residential development
2. Text related to residential development
3. Organization of sections related to commercial development
4. Text related to commercial development
5. Organization of sections related to procedures and administration
6. Text related to procedures and administration
7. Final review and check of whole revised zoning ordinance
8. Formal public hearings, consideration and actions to adopt the zoning ordinance

For the organizational review, the changes will be too substantial to show clearly using ~~strikeout~~ and underline. We will instead put in parentheses the section number of the existing zoning ordinance that is the source for each section. The only changes that will be made to the text will be those that are necessary to understand the new organization (for example, references to section numbers where those section numbers have changed). Those changes will be shown using ~~strikeout~~ and underline.

For the text review, we will then take the re-organized version and accept all of the changes. Next, we will use ~~strikeout~~ and underline to show all proposed changes to the text (other than the changes from the organizational review). The commission will then be able to focus on the text and how the document works as a whole.

We have discussed this approach and issues related to the proposed chapter on Residential Districts and Uses with the Town Attorney and anticipate working closely with her throughout the zoning ordinance reorganization process.

### **Residential Districts and Uses Organization**

To give you a sense of how this could work, we have prepared a reorganized version of one part of the residential section of the zoning ordinance, focusing just on the residential districts and the uses allowed in those districts. This reorganized version is attached, with the header "Proposed Organization." Rather than having separate chapters of the zoning ordinance for each of the residential districts, the revised version suggests a single chapter for all three residential districts. As a result, the reorganized version draws from Chapters 18.10, 18.12, 18.14, and 18.16 of the current zoning ordinance, all of which are attached with the header "Existing Organization." Chapter 18.36, which is referenced in those chapters, is also provided, although none of the text from Chapter 18.36 has been directly incorporated into the "Proposed Organization" document.

Providing one chapter for all three districts will help to ensure that uses are treated similarly in the districts. Where uses are treated differently, it will be clear that this is deliberate and not simply an oversight. As it is, the reorganization points out inconsistencies between the residential districts that will need to be discussed and addressed as part of the text revision for this section.

Another advantage of combining these sections is that currently, most of the regulations are set forth in the section on the R-E district. The sections for the other districts frequently reference language from the R-E district, which makes it more difficult to read and understand what is allowed in each of the other districts.

The "Existing Organization" version of the residential sections of the zoning ordinance includes some text that is shown in ~~strikeout~~ and some that is **highlighted**. The text in ~~strikeout~~ appears to be redundant and therefore would not be incorporated in the revised zoning ordinance but would be deleted. The text that is highlighted is not incorporated into the revised chapter that is being discussed on October 17, but would be incorporated into another part of the zoning ordinance. All other text in Chapters 18.10, 18.12, 18.14 and 18.16 has been incorporated into the "Proposed Organization" document that is attached.

### **Looking Forward**

Tentatively, the text revisions for the residential districts' establishment and uses will be brought to the commission in November. Once these have been completed, we will need to address the remaining zoning provisions for residential districts. We suggest doing this by creating a new zoning ordinance section for conditions and standards for residential zoning districts. This section would be brought to you either in November or December to consider its organization, in accordance with the approach described

above. The final step in revising the residential portion of the zoning ordinance would be to address the text issues for the conditions and standards. This can hopefully take place in January.

Cc: Nick Pegueros, Town Manager  
Steve Padovan, Interim Planning Manager  
Carol Borck, Planning Technician  
Sandy Sloan/Leigh Prince, Town Attorney

## CHAPTER 18.10 - RESIDENTIAL DISTRICTS: ESTABLISHMENT AND USES

### Sections:

- 18.10.010 - Purposes of regulations for residential districts.
- 18.10.020 – Establishment and intentions of residential districts
- 18.10.030 – Uses permitted in residential districts
- 18.10.040 – Second units
- 18.10.050 – Home Occupations
- 18.10.060 – Emergency Shelters

### **18.10.010 - Purposes of regulations for residential districts. (From 18.10.010)**

The purposes of regulations for residential districts are as follows:

- A. To control the density and distribution of population in conformance with the general plan;
- B. To provide for residential areas that will permit development of rural living accommodations;
- C. To regulate the development and use of residential areas in a manner that will minimize disturbance of the natural terrain and will preserve the inherent visual amenities and minimize problems of drainage, erosion, and earth movement;
- D. To provide for grouping or clustering of residential structures where appropriate in order to preserve the natural amenities and open space qualities of Portola Valley;
- E. To permit public and private facilities needed to serve residential areas;
- F. To permit and regulate institutions requiring a location in a residential area.

### **18.10.020 – Establishment and intentions of residential districts.**

The residential districts are formed with the following intentions:

- A. R-E Residential Estate District. The R-E district is intended to promote and encourage the establishment and maintenance of a rural environment suitable for family living with parcels of adequate size to accommodate single-family dwellings and, where appropriate, accessory equestrian facilities. *(From 18.12.010)*
- B. R-1 Single Family Residential District. The class of district is intended to promote and encourage the establishment and maintenance of a suitable environment for rural-urban family living on parcels of sizes adequate to accommodate single-family dwellings of differing characteristics, enhance privacy, preserve the visual amenities of existing open space to the maximum extent feasible, and preclude unwarranted reductions in parcel sizes. *(From 18.14.010)*

- C. M-R Mountainous Residential District. The M-R district is intended to promote and encourage the establishment and maintenance of a rural environment of single-family residences at very low densities consistent with its comparative remoteness within the planning area and the preservation of the unspoiled nature of the mountainous terrain. *(From 18.16.010)*

**18.10.030 – Uses permitted in residential districts.**

**A. Uses Permitted by Right and Uses Permitted with a Conditional Use Permit**

The following table shows which uses are permitted by right and which uses are permitted only with a conditional use permit in the residential districts. *(From 18.12.020 & 18.12.030; 18.14.020 & 18.14.030; 18.16.020 & 18.16.030)*

Use	R-E District	R-1 District	M-R District
Single-family dwellings, including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons	P	P	P
Public school when located in conformance with the general plan.	P	P	N
Other public building when located in conformance with the general plan.	P	N	N
Uses Permitted in Section 18.36.010	P	P	P
Temporary Uses Permitted in Section 18.36.030	P	P	P
Crop and tree farming and truck gardening, including sale of products grown exclusively on the premises;	C	N	C
Nurseries and greenhouses used only for the propagating and cultivating of plants, provided no retail sale be allowed;	C	N	C
The following when located on an arterial or expressway as shown on the general plan:			
1. Religious institution	C	N	N
2. Private noncommercial club or recreational facility	C	N	C
3. Private or parochial elementary or secondary schools	C	N	N

Use	R-E District	R-1 District	M-R District
4. Group living accommodations for senior citizens provided such facilities in the town shall not in total at any time provide accommodations for a greater number of occupants than the number estimated to be equivalent to the total demand generated by town residents for similar facilities, regardless of locations, during the ensuing ten-year period,	C	N	N
5. Boarding stables, subject to the provisions of the stable ordinance,	C	N	C
6. Nursery schools and day care centers;	C	N	N
Residential planned unit developments as regulated by Chapters 18.44 and 18.72	C	C	C
On parcels of ten acres or more, two single-family dwellings may be permitted and on parcels of one hundred acres or more three single-family dwellings may be permitted, provided that in each instance it is demonstrated to the satisfaction of the planning commission that were the land to be subdivided the requirements of the subdivision title could be met with the dwellings and accessory structures in the locations approved as a part of the conditional use permit;	C	N	C
Horticulture and grazing of cattle;	C	N	C
Wineries which include all or any combination of the following: <ol style="list-style-type: none"> <li>1. Growing of grapes,</li> <li>2. Importation of grapes for the purpose of establishing and sustaining a winery operated for the purpose of producing wine from grapes grown on the premises,</li> <li>3. Making of wine,</li> <li>4. Wholesale and retail trade of wine produced exclusively on the premises,</li> <li>5. Winery buildings and related structures;</li> </ol>	C	N	C
Publicly-owned park areas when located in conformance with the general plan.	C	C	N
Publicly-owned recreation or open space areas when located in conformance with the general plan.	C	C	C
Employee housing for qualified agricultural uses, as permitted under the California Public Housing Act (Health and Safety Code Section 17000 et seq.)	C	N	C

Use	R-E District	R-1 District	M-R District
Landscaping, open space, growing of plants and similar low intensity uses each of which is attendant to adjoining uses in the C-C district, provided such uses are not required to meet the requirements of Chapters 18.42 and 18.48 through 18.60	N	C	N
Uses permitted by Section 18.36.020	C	C	N

### B. Accessory uses

Accessory uses are those related secondary uses necessary or incidental, appropriate and subordinate to the operation and enjoyment of the principal use of the parcel or structure on which located in the districts where so authorized by the district regulations. No use in any district shall be permitted as an accessory use which is not qualified as set forth in this section, or which constitutes in effect a conversion of a principal use to one not permitted in that district. Accessory uses shall be permitted in the residential districts as shown in the following table: (From 18.02.110, 18.12.040, 18.14.040, and 18.16.040)

Accessory Use	R-E District	R-1 District	M-R District
The installation and operation of necessary facilities and equipment in connection with such schools and other institutions as are permitted in the respective district;	A	A	A
Recreation, refreshment and service buildings in public parks;	A	A	A
Required off-street parking spaces and required off-street loading spaces as regulated by this title;	A	A	A
Fences and walls subject to the height and area regulations of this title;	A	A	A
Hedges, trees, shrubs and other ornamental planting;	A	A	A
Horticulture;	A	A	A
Electric and communication service lines provided that all such lines are placed underground except where exempted in accordance with the procedure set forth in subsection B of Section 18.36.010	A	A	A

Accessory Use	R-E District	R-1 District	M-R District
Septic tanks and drainfields;	A	A	A
Antennas designed to receive television or microwave signals transmitted from satellite or terrestrial stations. Antennas with diameters exceeding four feet are subject to review by the architectural and site control commission as provided for by paragraph 6 of subsection A of Section 18.64.010	A	A	A
Tennis courts and paddle tennis courts, provided the sum of the maximum depth of cut and maximum height of fill for such facilities shall not exceed the following:  Parcel Area: Combined Cut and Fill Feet 1.0 acres or less: 8 1.2 acres: 9 1.4 acres: 10 1.6 acres: 11 1.8 acres or more: 12	A	A	A
Signs as permitted and regulated by Chapter 18.40	A	A	A
Equestrian facilities serving a single residential dwelling including stables, corrals, exercise rings, and the like, provided that (i) requirements of the stable ordinance, Chapter 6.12, shall apply, (ii) for a corral, the sum of the maximum depth of cut and maximum height of fill shall not exceed six feet and (iii) corrals and riding rings shall be set back a minimum of twenty feet from property lines.	A	N	A
The renting of rooms and/or the providing of table board in a dwelling as an incidental use to its occupancy as a dwelling, provided that not more than one paying guest is accommodated. Provided further that this shall not be construed as authorizing the establishment of any rest home, convalescent home, boarding home, or any other institution of a type which requires any state or local license, nor any other operation which tends to change the character of the property involved or of the neighborhood;	A	A	A
Private swimming pools, cabanas, tennis courts, and similar recreation facilities;	A	A	N
Private garages, carports, and parking areas;	A	A	A



Accessory Use	R-E District	R-1 District	M-R District
The sale of agricultural products grown on the premises, provided that no building or structure is maintained specifically for such purposes;	A	A	A
Household pets and domestic animals permitted by town ordinances;	A	A	A
Second units as regulated in Section 18.10.040 below	A	A	A
Home occupations as regulated in Section 18.10.050 below	A	A	A
Emergency shelters for up to 10 individuals only when located on a parcel with a conditional use for a religious institution, as regulated in Section 18.10.060 below.	A	A	A
Accessory uses as permitted by Section 18.36.040	A	A	A

**18.10.040 – Second units** (From 18.12.040.B)

Second units shall be permitted as an accessory use in all residential districts subject to the following provisions:

1. All provisions of Title 18 (Zoning) pertaining to this district prevail unless otherwise provided for in this subsection-B.
2. A second unit shall comply with all provisions of the site development and tree protection ordinance, set forth in Chapter 15.12
3. The parcel already contains an existing single-family dwelling or the second unit is being built simultaneously with a new single-family dwelling that will be the principal dwelling.
4. The second unit is attached to the principal dwelling, at the ground floor level or in a basement, and does not exceed a floor area of four hundred square feet. Second unit floor area is inclusive of any basement area, but exclusive of garage or carport area. Second units that are larger than four hundred square feet in floor area, that require a permit under Chapter 15.12, the Site Development and Tree Protection Ordinance, or that are located above the first story are subject to ASCC approval per Chapter 18.64
5. Whether attached or detached from the principal dwelling, the second unit floor area may exceed four hundred square feet subject to ASCC approval per Chapter 18.64. In such cases, however, the second unit floor area may not exceed seven hundred fifty square feet.
6. Second units up to 750 square feet may be created by converting space within an

existing home. When created within the first floor of an existing home, or including an addition or 400 square feet or less, such second units may be permitted solely with a zoning permit, and without review of the ASCC. However, staff at their discretion may refer an application to the ASCC if the application includes proposals for doors, windows or other exterior improvements that could potentially have a significant effect on the aesthetics of the structure.

7. The second unit complies with the definition of dwelling unit in Section 18.04.150
8. The second unit is served by the same vehicular access to the street as the principal dwelling and complies with off-street parking requirements for dwellings set forth in Section 18.60 except that parking spaces do not have to be covered, guest spaces are not required and tandem parking is permitted.
9. The second unit shall have the same address as the principal dwelling.
10. A second unit shall not exceed a height, as defined in Section 18.54.020, of eighteen feet with a maximum height of twenty-four feet. A second unit may be permitted to a height of twenty-eight feet and a maximum of thirty-four feet subject to ASCC approval per Chapter 18.64
11. The second unit shall have colors, materials and architecture similar to the principal dwelling. Architecture not similar to the architecture of the principal dwelling is subject to ASCC approval per Chapter 18.64
12. Color reflectivity values shall not exceed forty percent except that trim colors shall not exceed fifty percent. Roofs shall not exceed fifty percent reflectivity.
13. Exterior lighting on the structure shall not exceed one light fixture per entry door. Each fixture shall be fitted with only one bulb and the bulb wattage shall not exceed seventy-five watts incandescent light if frosted or otherwise diffused, or twenty-five watts if clear. Each fixture shall be manually switched and not on a motion sensor or timer. Path lights, if any, shall be the minimum needed for safe access to the second unit and shaded by fixtures that direct light to the path surface and away from the sky.
14. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines.
15. An application for a second unit shall be referred to the town geologist, director of public works, fire chief and, if dependent on a septic tank and drain field, to the county health officer in accordance with town policies.
16. An application for a second unit shall supply all information required by Section 18.64.040 A.1—13.

17. Second units on parcels with frontage on Portola Road or Alpine Road, both of which are identified as local scenic corridors in the general plan, are subject to ASCC approval per Chapter 18.64 to ensure consistency with the general plan.

**18.10.050 – Home Occupations** *(From 18.12.040.E)*

The conduct of an art or profession, the offering of a service, or the handcraft manufacture of products shall be permitted as an accessory use in all residential districts subject to the following conditions

1. Such occupations shall be conducted entirely by resident occupants.
2. The floor area used for such occupations shall not exceed that equivalent to one-fourth of the floor area of the main residence but shall not be more than four hundred square feet in any case.
3. No products shall be sold or stocked for sale other than those finished products which are produced on the premises.
4. There shall be no unusual external alteration of the dwelling to accommodate a home occupation, and the existence of a home occupation shall not be apparent beyond the boundaries of the parcel.
5. There shall be no show window, window display, or sign to attract customers or clients.
6. There shall be no emission readily discernible at the property lines of sound, vibration, odor, electrical interference, light, dust, waste, or other properties not normally associated with residential occupancies.
7. No motor power other than electrically operated motors shall be used in connection with a home occupation. The horsepower of any single motor shall not exceed one-half horsepower, and the total horsepower of such motors shall not exceed one horsepower.
8. Automobile, pedestrian or truck traffic attendant to such occupations shall not be other than on an infrequent or occasional basis, and shall not be significantly in excess of the normal amount required for residential uses in the district. Vehicles or equipment of types not normally accessory to a dwelling shall not be parked or stored in any exterior location.
9. In the case of a physician, surgeon, or dentist, the use shall be subordinate to the use of an office located elsewhere unless the practice is of such restricted nature as to involve only occasional visits by patients.
10. The uses permitted under this subdivision shall not include a commercial photo studio, beauty parlor or barbershop, or any similar service enterprise; or a music school, dancing school, business school, or other school of any kind with organized classes or similar activity;

**18.10.060 – Emergency Shelters** *(From 18.12.040.K)*

- A. Emergency shelters for up to 10 individuals only when located on a parcel with a conditional use for a religious institution, subject to a zoning permit. Architectural and Site Plan Review shall be required for the design of the emergency shelter unless the shelter is located within an existing structure, but no discretionary approval shall be required. Emergency shelters shall comply with the following standards:
1. Temporary shelter shall be available to residents for no more than 60 days. Extensions up to a total stay of 180 days may be permissible if no alternative housing is available.
  2. On-site management shall be provided during the hours of shelter operation.
  3. Emergency shelters may include common space for the exclusive use of the guests, and office and meeting space for the exclusive use of emergency shelter staff.
  4. Each shelter shall have a designated outdoor smoking area that is not visible from the street or from adjacent properties. The outdoor smoking area may be screened by vegetation.
  5. On-site parking may be provided as shared parking with the church use. If separate on-site parking is needed, the maximum amount required shall be 0.35 parking spaces per one bed plus one space per staff member on duty when guests are present.

## CHAPTER 18.10 - RESIDENTIAL DISTRICTS

### Sections:

18.10.010 - Purposes of regulations for residential districts.

### **18.10.010 - Purposes of regulations for residential districts.**

The purposes of regulations for residential districts are as follows:

- A. To control the density and distribution of population in conformance with the general plan;
- B. To provide for residential areas that will permit development of rural living accommodations;
- C. To regulate the development and use of residential areas in a manner that will minimize disturbance of the natural terrain and will preserve the inherent visual amenities and minimize problems of drainage, erosion, and earth movement;
- D. To provide for grouping or clustering of residential structures where appropriate in order to preserve the natural amenities and open space qualities of Portola Valley;
- E. To permit public and private facilities needed to serve residential areas;
- F. To permit and regulate institutions requiring a location in a residential area.

(Ord. 1967-80 § 1 (6500), 1967)

## CHAPTER 18.12 - R-E (RESIDENTIAL ESTATE) DISTRICT REGULATIONS

### Sections:

- 18.12.010 - Intention—Applicable regulations.
- 18.12.020 - Principal uses permitted.
- 18.12.030 - Conditional use permitted.
- 18.12.040 - Accessory uses permitted.
- 18.12.050 - Required conditions.

### 18.12.010 - Intention—Applicable regulations.

The R-E district is intended to promote and encourage the establishment and maintenance of a rural environment suitable for family living with parcels of adequate size to accommodate single-family dwellings and, where appropriate, accessory equestrian facilities. ~~Any parcel in an R-E district as established in accordance with Section 18.06.020, may be occupied by a principal use listed in Section 18.12.020 or, when authorized by the planning commission, by a conditional use as specified in Section 18.12.030, together with uses accessory to such principal use or conditional use as listed in Section 18.12.040. Use of any parcel is subject to:~~

- ~~A.— Provisions governing accessory uses set forth in Chapter 18.42~~
- ~~B.— Parcel area, open area, and bulk requirement set forth in Chapters 18.42 and 18.48 through 18.60~~
- ~~C.— Off-street parking requirements set forth in Chapter 18.60~~
- ~~D.— Provisions regulating nonconforming uses set forth in Chapter 18.46~~
- ~~E.— Required conditions set forth in Section 18.12.050~~
- ~~F.— Special building setback lines set forth in Chapter 18.58~~

### 18.12.020 - Principal uses permitted.

Principal uses permitted in the R-E district shall be as follows:

- A. Uses permitted by Section 18.36.010
- B. Single-family dwellings, including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons;
- C. Temporary uses permitted by Section 18.36.030
- D. Public school or other public building when located in conformance with the general

plan.

**18.12.030 - Conditional use permitted.**

The following uses shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72

- A. Uses permitted by Section 18.36.020
- B. Crop and tree farming and truck gardening, including sale of products grown exclusively on the premises;
- C. Nurseries and greenhouses used only for the propagating and cultivating of plants, provided no retail sale be allowed;
- D. The following when located on an arterial or expressway as shown on the general plan:
  - 1. Religious institution,
  - 2. Private noncommercial club or recreation facility,
  - 3. Not used,
  - 4. Private or parochial elementary or secondary schools,
  - 5. Group living accommodations for senior citizens provided such facilities in the town shall not in total at any time provide accommodations for a greater number of occupants than the number estimated to be equivalent to the total demand generated by town residents for similar facilities, regardless of locations, during the ensuing ten-year period,
  - 6. Boarding stables, subject to the provisions of the stable ordinance,
  - 7. Nursery schools and day care centers;
- E. Residential planned unit developments as regulated by Chapters 18.44 and 18.72
- F. On parcels of ten acres or more, two single-family dwellings may be permitted and on parcels of one hundred acres or more three single-family dwellings may be permitted, provided that in each instance it is demonstrated to the satisfaction of the planning commission that were the land to be subdivided the requirements of the subdivision title could be met with the dwellings and accessory structures in the locations approved as a part of the conditional use permit;
- G. Horticulture and grazing of cattle;
- H. Not used;
- I. Not used;

- J. Wineries which include all or any combination of the following:
  - 1. Growing of grapes,
  - 2. Importation of grapes for the purpose of establishing and sustaining a winery operated for the purpose of producing wine from grapes grown on the premises,
  - 3. Making of wine,
  - 4. Wholesale and retail trade of wine produced exclusively on the premises,
  - 5. Winery buildings and related structures;
- K. Publicly-owned park, recreation or open space areas when located in conformance with the general plan.
- L. Employee housing for qualified agricultural uses, as permitted under the California Employee Housing Act (Health and Safety Code Section 17000 *et seq.*).

**18.12.040 - Accessory uses permitted.**

Accessory uses permitted in the R-E district shall be as follows:

- A. Accessory uses, as permitted by Section 18.36.040 and Chapter 18.40
- B. One second unit on a parcel of one acre or larger subject to the following provisions:
  - 1. All provisions of Title 18 (Zoning) pertaining to this district prevail unless otherwise provided for in this subsection B.
  - 2. A second unit shall comply with all provisions of the site development and tree protection ordinance, set forth in Chapter 15.12
  - 3. The parcel already contains an existing single-family dwelling or the second unit is being built simultaneously with a new single-family dwelling that will be the principal dwelling.
  - 4. The second unit is attached to the principal dwelling, at the ground floor level or in a basement, and does not exceed a floor area of four hundred square feet. Second unit floor area is inclusive of any basement area, but exclusive of garage or carport area. Second units that are larger than four hundred square feet in floor area, that require a permit under Chapter 15.12, the Site Development and Tree Protection Ordinance, or that are located above the first story are subject to Architectural and Site Control Commission (ASCC) approval per Chapter 18.64
  - 5. Whether attached or detached from the principal dwelling, the second unit floor area may exceed four hundred square feet subject to ASCC approval per Chapter 18.64. In such cases, however, the second unit floor area may not exceed seven hundred fifty square feet.
  - 6. Second units up to 750 square feet may be created by converting space within



an existing home. When created within the first floor of an existing home, or including an addition of 400 square feet or less, such second units may be permitted solely with a zoning permit, and without review of the Architectural and Site Control Commission (ASCC). However, staff at their discretion may refer an application to the ASCC if the application includes proposals for doors, windows or other exterior improvements that could potentially have a significant effect on the aesthetics of the structure.

7. The second unit complies with the definition of dwelling unit in Section 18.04.150

8. The second unit is served by the same vehicular access to the street as the principal dwelling and complies with off-street parking requirements for dwellings set forth in Section 18.60 except that parking spaces do not have to be covered, guest spaces are not required and tandem parking is permitted.

9. The second unit shall have the same address as the principal dwelling.

10. A second unit shall not exceed a height, as defined in Section 18.54.020, of eighteen feet with a maximum height of twenty-four feet. A second unit may be permitted to a height of twenty-eight feet and a maximum of thirty-four feet subject to ASCC approval per Chapter 18.64

11. The second unit shall have colors, materials and architecture similar to the principal dwelling. Architecture not similar to the architecture of the principal dwelling is subject to ASCC approval per Chapter 18.64

12. Color reflectivity values shall not exceed forty percent except that trim colors shall not exceed fifty percent. Roofs shall not exceed fifty percent reflectivity.

13. Exterior lighting on the structure shall not exceed one light fixture per entry door. Each fixture shall be fitted with only one bulb and the bulb wattage shall not exceed seventy-five watts incandescent light if frosted or otherwise diffused, or twenty-five watts if clear. Each fixture shall be manually switched and not on a motion sensor or timer. Path lights, if any, shall be the minimum needed for safe access to the second unit and shaded by fixtures that direct light to the path surface and away from the sky.

14. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines.

15. An application for a second unit shall be referred to the town geologist, director of public works, fire chief and, if dependent on a septic tank and drain field, to the county health officer in accordance with town policies.

16. An application for a second unit shall supply all information required by Section 18.64.040 A.1—13.

17. Second units on parcels with frontage on Portola Road or Alpine Road, both of which are identified as local scenic corridors in the general plan, are subject to ASCC approval per Chapter 18.64 to ensure consistency with the general plan.

C. Equestrian facilities serving a single residential dwelling including stables, corrals, exercise rings, and the like, provided that (i) requirements of the stable ordinance, Chapter 6.12, shall apply, (ii) for a corral, the sum of the maximum depth of cut and maximum

height of fill shall not exceed six feet and (iii) corrals and riding rings shall be set back a minimum of twenty feet from property lines.

D. The renting of rooms and/or the providing of table board in a dwelling as an incidental use to its occupancy as a dwelling, provided that not more than one paying guest is accommodated. Provided further that this shall not be construed as authorizing the establishment of any rest home, convalescent home, boarding home, or any other institution of a type which requires any state or local license, nor any other operation which tends to change the character of the property involved or of the neighborhood;

E. Home Occupation. The conduct of an art or profession, the offering of a service, or the handcraft manufacture of products subject to the following conditions:

1. Such occupations shall be conducted entirely by resident occupants.
2. The floor area used for such occupations shall not exceed that equivalent to one-fourth of the floor area of the main residence but shall not be more than four hundred square feet in any case.
3. No products shall be sold or stocked for sale other than those finished products which are produced on the premises.
4. There shall be no unusual external alteration of the dwelling to accommodate a home occupation, and the existence of a home occupation shall not be apparent beyond the boundaries of the parcel.
5. There shall be no show window, window display, or sign to attract customers or clients.
6. There shall be no emission readily discernible at the property lines of sound, vibration, odor, electrical interference, light, dust, waste, or other properties not normally associated with residential occupancies.
7. No motor power other than electrically operated motors shall be used in connection with a home occupation. The horsepower of any single motor shall not exceed one-half horsepower, and the total horsepower of such motors shall not exceed one horsepower.
8. Automobile, pedestrian or truck traffic attendant to such occupations shall not be other than on an infrequent or occasional basis, and shall not be significantly in excess of the normal amount required for residential uses in the district. Vehicles or equipment of types not normally accessory to a dwelling shall not be parked or stored in any exterior location.
9. In the case of a physician, surgeon, or dentist, the use shall be subordinate to the use of an office located elsewhere unless the practice is of such restricted nature as to involve only occasional visits by patients.
10. The uses permitted under this subdivision shall not include a commercial photo studio, beauty parlor or barbershop, or any similar service enterprise; or a music school, dancing school, business school, or other school of any kind with organized classes or similar activity;

- F. Private swimming pools, cabanas, tennis courts, and similar recreation facilities;
- G. Private garages, carports, and parking areas;
- H. Signs as permitted and regulated by Chapter 18.40
- I. The sale of agricultural products grown on the premises, provided that no building or structure is maintained specifically for such purposes;
- J. Household pets and domestic animals permitted by town ordinances;
- K. Emergency shelters for up to 10 individuals only when located on a parcel with a conditional use for a religious institution, subject to a zoning permit. Architectural and Site Plan Review shall be required for the design of the emergency shelter unless the shelter is located within an existing structure, but no discretionary approval shall be required. Emergency shelters shall comply with the following standards:
  1. Temporary shelter shall be available to residents for no more than 60 days. Extensions up to a total stay of 180 days may be permissible if no alternative housing is available.
  2. On-site management shall be provided during the hours of shelter operation.
  3. Emergency shelters may include common space for the exclusive use of the guests, and office and meeting space for the exclusive use of emergency shelter staff.
  4. Each shelter shall have a designated outdoor smoking area that is not visible from the street or from adjacent properties. The outdoor smoking area may be screened by vegetation.
  5. On-site parking may be provided as shared parking with the church use. If separate on-site parking is needed, the maximum amount required shall be 0.35 parking spaces per one bed plus one space per staff member on duty when guests are present.

#### **18.12.050 Required conditions:**

**A. All permitted structures, except single-family dwellings and structures accessory thereto, shall be approved by the architectural and site control commission.**

**B. All stored vehicles, whether self-propelled or otherwise, shall be contained within a completely enclosed building or buildings, or otherwise screened from view so as, in the judgement of the architectural and site control commission, to be visually compatible with the surrounding area when viewed from nearby properties.**

**C. No vehicle, whether self-propelled or otherwise, which is designed or used for human habitation shall be:**

**1. Occupied for living, sleeping or cooking purposes; or**

**2. Parked in any open space for more than seven days, unless screened from view pursuant to subsection B of this section.**

D. Subdivisions of seven or more lots. All subdivisions consisting of seven or more lots must be developed as planned unit developments (PUDs) in accordance with Chapter 18.44 of this code.

E. Properties identified on the flood insurance rate maps shall comply with the provisions of Chapter 18.32.

F. Properties identified on the flood insurance rate maps shall comply with the provisions of Chapter 18.31.

G. All recycling and trash enclosures shall conform with the requirements set forth in Section 18.37.010.

## CHAPTER 18.14 - R-1 (SINGLE-FAMILY RESIDENTIAL) DISTRICT REGULATIONS

### Sections:

- 18.14.010 - Intention—Applicable regulations.
- 18.14.020 - Principal uses permitted.
- 18.14.030 - Conditional use permitted.
- 18.14.040 - Accessory uses permitted.
- 18.14.050 - Required conditions.

### 18.14.010 - Intention—Applicable regulations.

The class of district is intended to promote and encourage the establishment and maintenance of a suitable environment for rural-urban family living on parcels of sizes adequate to accommodate single-family dwellings of differing characteristics, enhance privacy, preserve the visual amenities of existing open space to the maximum extent feasible, and preclude unwarranted reductions in parcel sizes. ~~Any parcel in an R-1 district may be occupied by a principal use listed in Section 18.14.020 or, when authorized by the planning commission, by a conditional use listed in Section 18.14.030, together with uses accessory to such principal use or conditional use as specified in Section 18.14.040. Use of any parcel is subject to:~~

- ~~A.—The provisions governing accessory uses set forth in Chapter 18.42~~
- ~~B.—Parcel area, open area, and bulk requirement set forth in Chapters 18.42 and 18.48 through 18.60~~
- ~~C.—The off street parking requirements set forth in Chapter 18.60~~
- ~~D.—The provisions regulating nonconforming uses set forth in Chapter 18.46~~
- ~~E.—The required conditions set forth in Section 18.14.050~~
- ~~F.—Special building setback lines set forth in Chapter 18.58~~

### 18.14.020 - Principal uses permitted.

Principal uses permitted in the R-1 district shall be as follows:

- A. Uses permitted by Section 18.36.010
- B. Single-family dwellings, including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons;
- C. Temporary uses permitted by Section 18.36.020

- D. Public school when located in conformance with the general plan.

**18.14.030 - Conditional use permitted.**

The following uses shall be permitted only when a conditional use permit is granted therefor, as provided in Chapter 18.72

- A. Uses permitted by Section 18.36.020
- B. Residential planned unit developments as regulated by Chapters 18.44 and 18.72
- C. Landscaping, open space, growing of plants and similar low intensity uses each of which is attendant to adjoining uses in the C-C district, provided such uses are not required to meet the requirements of Chapters 18.42 and 18.48 through 18.60
- D. Publicly-owned park, recreation or open space areas when located in conformance with the general plan.

**18.14.040 - Accessory uses permitted.**

Accessory uses permitted in the R-1 district shall be as follows:

- A. Accessory uses as permitted in Sections 18.36.040 and Chapter 18.40
- B. Accessory uses permitted by subsections B, D, E, F, G, H, I, J and K of Section 18.12.040
- C. Household pets permitted by town ordinances.

**~~18.14.050 - Required conditions.~~**

~~Required conditions in the R-1 district shall be as follows:~~

~~A. Required conditions as stipulated by subsections A, B and C of Section 18.12.050~~

~~B. Conformance with the requirements set forth in Section 18.37.010~~

## CHAPTER 18.16 - M-R (MOUNTAINOUS RESIDENTIAL) DISTRICT REGULATIONS

### Sections:

- 18.16.010 - Intention—Applicable regulations.
- 18.16.020 - Principal uses permitted.
- 18.16.030 - Conditional use permitted.
- 18.16.040 - Accessory uses permitted.
- 18.16.050 - Required conditions.

### 18.16.010 - Intention—Applicable regulations.

The M-R district is intended to promote and encourage the establishment and maintenance of a rural environment of single-family residences at very low densities consistent with its comparative remoteness within the planning area and the preservation of the unspoiled nature of the mountainous terrain. ~~Any parcel in an M-R district, as established in accordance with Section 18.06.020, may be occupied by a principal use listed in Section 18.16.020 or, when authorized by the planning commission, by a conditional use as specified in Section 18.16.030, together with uses accessory to such principal use or conditional use as listed in Section 18.16.040. Use of any parcel is subject to:~~

- ~~A. Provisions governing accessory uses set forth in Chapter 18.42~~
- ~~B. Parcel area, open area, and bulk requirement set forth in Chapters 18.42 and 18.48 through 18.60~~
- ~~C. Off street parking requirements set forth in Chapter 18.60~~
- ~~D. Provisions regulating nonconforming uses set forth in Chapter 18.46~~
- ~~E. Required conditions set forth in Section 18.12.050~~
- ~~F. Special building setback lines set forth in Chapter 18.58~~

### 18.16.020 - Principal uses permitted.

Principal permitted uses in the M-R district shall be as follows:

- A. Uses permitted by Section 18.36.010
- B. Single-family dwellings, including residential care facilities for six or fewer persons, supportive housing for six or fewer persons, and transitional housing for six or fewer persons;
- C. Temporary uses permitted by Section 18.36.030

**18.16.030 - Conditional use permitted.**

The following uses shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72

- A. Uses permitted by subsections A, B, C, D(2), D(6), E, F, G, I, J and L of Section 18.12.030
- B. Publicly-owned recreation or open space areas when located in conformance with the general plan.

**18.16.040 - Accessory uses permitted.**

Accessory uses permitted in the M-R district shall be as follows:

- A. Accessory uses as permitted in Sections 18.36.040 and Chapter 18.40
- B. Accessory uses as permitted by subsections B, C, D, E, G, H, I, J and K of Section 18.12.040

**18.16.050 - Required conditions**

**Required conditions in the MR district shall be as follows**

- A. Required conditions as set forth in subsections A, B and C of Section 18.12.050**
- B. Conformance with the requirements set forth in Section 18.37.010**



## CHAPTER 18.36 - USES PERMITTED IN ALL DISTRICTS

### Sections:

18.36.010 - Principal uses.

18.36.020 - Conditional uses.

18.36.030 - Temporary buildings and uses.

18.36.040 - Accessory uses.

### 18.36.010 - Principal uses.

The following uses and facilities are permitted as principal uses in all districts, and the provisions of this title shall not prevent the construction, installation, maintenance or operation thereof:

- A. Public or private streets serving property in the district in which they are situated and the use of such streets for normal and usual street purposes.
- B. When used for public utility purposes, water or gas pipes, mains or conduits, electric distribution lines, communication lines, sewers or sewer mains and minor incidental appurtenances to any of the above. All electric transmission and/or distribution lines and all communication lines and all appurtenances thereto shall conform to the following:
  1. All new transmission, distribution and service lines for electricity and communication shall be installed underground.
  2. Existing overhead lines and appurtenances thereto may be replaced unless provided for otherwise in subsection B (5) and (6) below, as long as the lines are not enhanced. That is, the lines shall not have additional capacity to serve either the immediate vicinity or more distant areas.
  3. All new equipment appurtenant to transmission, distribution and service lines for electricity and communication shall be installed underground; however, pad-mounted transformers may be permitted if the planning commission finds there is no adverse visual effect from the public right-of-way, from a neighboring property or from within the property itself.
  4. When any program for improvement of streets is instituted by the town or by any other person having jurisdiction over any street improvements and such improvements require replacement, relocation, construction, reconstruction or alteration of lines, appurtenances thereto or parts thereof, such changes to the electric and communication lines and facilities shall conform to the provisions of this title for new lines and appurtenant equipment.
  5. Existing overhead electric service lines which provide service to an individual property may remain until such time as any of the following occur, at which time the lines shall be placed underground: the location of the service box is moved; the route of the overhead wires from the pole to the structure is changed, or the point where the wires attach to the structure is changed; or whenever a service is increased above a total of one hundred amperes.

6. Existing overhead communication service lines shall be placed underground whenever this title requires that existing overhead electric service lines be placed underground.

7. The undergrounding provisions for cable television transmission, distribution and service lines shall be established in the franchise ordinance adopted by the town.

8. Undergrounding of existing lines and related facilities on an applicant's property and within adjacent street rights-of-way, utility easements or other public property may be required in connection with zoning amendments, conditional use permits and variances.

9. The provisions of subsection B 1, 3, 4, 5, 6 and 8 hereof shall not apply in those cases wherein the planning commission determines that underground installation is not feasible or practicable and that there is no reasonable alternative location or design for the installation of underground electric or communication lines or appurtenances thereto. The planning commission may establish policies for the administration of this paragraph. Any person aggrieved by the decision of the planning commission may appeal from the decision to the town council.

#### **18.36.020 - Conditional uses.**

When a conditional use permit is granted therefor as provided in Chapter 18.72, the following uses and facilities are permitted in all districts as conditional uses:

- A. Major operating facilities of public utilities and other major utility installations when operating requirements necessitate a specific location in order to serve best the immediate vicinity or the town as a whole;
- B. Signs as permitted and regulated by Chapter 18.40
- C. The designation and development of buildings and sites determined to be of historical significance by the planning commission so as to render such buildings and sites available for public enjoyment;
- D. Wireless communication facilities that serve primarily the town and its sphere of influence and that conform to the provisions of Chapter 18.41 of this Title.

#### **18.36.030 - Temporary buildings and uses.**

The following uses or facilities are permitted in all districts as temporary uses:

- A. A voting place used in connection with a municipal or other public election;
- B. Structures and uses incidental to a construction operation, including temporary dwelling units that comply with subsection E. below, on the same or an adjoining parcel provided that such structures and uses are of a temporary nature and do not exist for a period longer than twelve months. Such time periods may be extended for structures and uses other than temporary dwelling units, by action of the Town Council;
- C. A festival, exhibit or other similar activity when of a noncommercial nature and sponsored by a group residing in the neighborhood, provided the total duration thereof

does not exceed fourteen days;

D. Signs as permitted and regulated by Chapter 18.40

E. Motor homes and travel trailers designed for human habitation are permitted as temporary dwelling units on residentially zoned parcels, provided each one complies with the following provisions:

1. Has less than three hundred twenty square feet of internal living area and measures less than eight feet in width and forty feet in length.
2. Is occupied by the owners of the principal dwelling who are unable to occupy the principal dwelling while it is being remodeled, because it is not suitable for occupancy.
3. Is connected to a sanitary sewer or an on-site septic system.
4. Is connected to an established power supply. A generator power supply is allowed only in an emergency situation (e.g., power outage during a storm).
5. May be placed in a required setback if the ASCC finds the unit would not impact neighboring properties more than would be the case if it were located in conformance with setbacks and that the location in the setback allows for a more appropriate overall construction staging plan.
6. Shall conform to a time limit set by the ASCC, but in no case more than one year. The ASCC approval shall indicate the anticipated starting date and the termination date. The actual starting date shall commence immediately when the temporary dwelling unit is brought on the site.
7. The applicant shall submit a description of the need for the temporary dwelling unit and how the unit would relate to any use of the principal dwelling during the project. This shall include an explanation of how the temporary dwelling unit could impact the timely completion of the construction project.
8. The applicant shall submit a construction staging plan that shows all aspects of the construction operation including any other temporary facilities such as a construction trailer or office. The plan shall demonstrate that there is adequate space and screening to accommodate the temporary dwelling unit and other normal construction uses and activities without undue burden on the neighborhood.
9. The applicant shall show compliance with the requirements of this section on plans submitted with the building permit for the remodeling project along with supporting information as required by this section. The ASCC shall approve all temporary dwelling units concurrently with approval of the proposed remodel of the principal dwelling. All requirements shall be met prior to issuance of the building permit.
10. The applicant shall post security approved by the town attorney in the amount of ten thousand dollars to guarantee removal of the temporary dwelling unit by the earlier of the termination date or ten days after the building official has approved occupancy of the principal dwelling ("removal date"). Additionally, if the temporary dwelling unit is not removed by the removal date, the applicant shall pay the town a

fine of two hundred fifty dollars for each day beyond the removal date.

11. The ASCC shall administer the provisions of this section. Neighbors shall be notified in accordance with Section 18.64.085

#### **18.36.040 - Accessory uses.**

A. An accessory use is a related minor use which is either (a) necessary to the operation or enjoyment of a lawful principal use or conditional use, or (b) appropriate, incidental and subordinate to any such use. No use in any district shall be permitted as an accessory use which is not qualified as hereinabove set forth, or which constitutes in effect a conversion of a principal use to one not permitted in that district. In addition to other uses meeting the qualifications set forth in this section, and subject to the limitations set forth in this title, the following accessory uses are permitted in all districts when located on the same parcel as the principal use:

1. The installation and operation of necessary facilities and equipment in connection with such schools and other institutions as are permitted in the respective district;
2. Recreation, refreshment and service buildings in public parks;
3. Required off-street parking spaces and required off-street loading spaces as regulated by this title;
4. Fences and walls subject to the height and area regulations of this title;
5. Hedges, trees, shrubs and other ornamental planting;
6. Horticulture;
7. Electric and communication service lines provided that all such lines are placed underground except where exempted in accordance with the procedure set forth in subsection B of Section 18.36.010
8. Outdoor illumination, with the following restrictions:
  - a. Outdoor illumination shall be the minimum intensity necessary to provide safety for pedestrians and other nonvehicular uses.
  - b. The source of light, that is the bulb or other source of direct illumination, shall not be visible from off the premises. Exceptions in which the bulb itself may be visible from off the premises are nonreflector bulbs of no greater than seventy-five watts incandescent light if frosted or otherwise diffused, or no greater than twenty-five watts incandescent light if clear. This section does not by itself limit the electrical power of indirect illumination. The term "incandescent light" as used in subsection A8b and c of this section refers to the light emitted by a standard incandescent bulb (not including spot, flood or similar special reflector bulbs).
  - c. The total electrical power of any single exterior light fixture visible from off the premises, irrespective of the number of bulbs the fixture can contain, shall not exceed seventy watts incandescent light if frosted or otherwise diffused, or not greater than twenty-five watts incandescent light if clear,

d. Outdoor illumination for night use of uncovered game courts, including but not limited to tennis, paddle tennis, and basketball courts, riding rings, and similar outdoor recreation facilities and areas, is prohibited;

9. Septic tanks and drainfields;

10. Antennas designed to receive television or microwave signals transmitted from satellite or terrestrial stations. Antennas with diameters exceeding four feet are subject to review by the architectural and site control commission as provided for by paragraph 6 of subsection A of Section 18.64.010

11. Tennis courts and paddle tennis courts, provided the sum of the maximum depth of cut and maximum height of fill for such facilities shall not exceed the following:

Parcel Area	Combined Cut & Fill Feet
1.0 ac. or less	8
1.2 ac.	9
1.4 ac.	10
1.6 ac.	11
1.8 ac. or more	12

B. This section shall apply to new construction or replacement of fixtures upon adoption, and to all installations after an amortization period of five years.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Planning Commission

**FROM:** Steve Padovan

**DATE:** October 17, 2012

**RE:** Review of Conservation Committee's Guidelines on Redwoods

### PROPOSAL

Request for the Planning Commission to review and comment on the guidelines developed by the Conservation Committee for the planting and removal of redwood trees within the Town. The Planning Commission's comments will then be forwarded to the Town Council for their consideration when they review the guidelines in November.

### BACKGROUND

On August 15, 2012, the Town received an application for a Site Development Permit for the Removal of Significant Trees from the Portola Ranch Association. The request was to remove four redwood trees, located adjacent to the Association's offices, ranging in size from 62 to 90 inches in circumference (a Site Development Permit is required for the removal of any redwood greater than 54 inches in circumference). The reasons stated for removal included continuing damage to plumbing, entry steps, sidewalks and walkways surrounding the office.

Site Development Permits for tree removal are reviewed by the Conservation Committee (CC) in accordance with Town policy. As such, the permit was placed on the next available CC agenda (August 28, 2012) for their review and action. Coincidentally, the committee had been discussing preliminary guidelines for the planting and removal of redwood trees at their previous July meeting. Therefore, the committee decided to discuss the guidelines in detail and formally approve them prior to taking action on the tree removal permit. Then, using the guidelines as a framework, the CC approved the removal of the four trees.

Upon review of the CC's decision, it was determined that any new guidelines affecting the Town's decision making bodies should be reviewed and approved by Town Council

and be subject to public review and comment. Therefore, staff recommended that the CC formally place the redwood guidelines on their September 25, 2012 agenda and open the item up for public review and comment. At the September 25<sup>th</sup> meeting, the CC received no public comments and approved the guidelines on an 8-1 vote. Following that decision, the redwood guidelines were scheduled for review by the Planning Commission and the ASCC (October 22<sup>nd</sup>) prior to review by the Town Council in November.

## **DISCUSSION**

As an advisory committee to the Town Council, the Conservation Committee is responsible for advising the Town Council, the Planning Commission and the ASCC on matters within its area of responsibility, including review and reporting on discretionary permits, providing general information or advice in writing or at public hearings, and recommending actions, including possible legislation. Committees are encouraged to develop and communicate to the Town Council recommendations under their purview that will enhance the quality of life for residents. The conservation of natural resources within the community is a primary goal of the Conservation Committee, therefore, any guidance on the planting and removal of significant trees in the Town is within their purview.

The draft guidelines identify three appropriate natural redwood habitats: along perennial streams, in sag ponds and seep areas, and along the western hillsides. It is within these habitats that the trees thrive without human intervention. Based on that information, the Committee determined that they would need a compelling safety reason to approve any removal of a redwood in the above mentioned natural habitats. The Committee also recommended that any redwoods planted in these appropriate natural habitats should be grouped together as that affords some protection for the trees during high winds.

Outside of those three redwood habitats, and encompassing the majority of the developed land in the Town, are oak woodlands, chaparral, grasslands and other dry land communities. In these areas, redwoods generally need to be artificially irrigated to stay healthy. The Committee decided that it is not appropriate to plant redwoods in these habitats. Furthermore, discouraging the use of redwoods in the dry land habitats is consistent with the low water and natural vegetation policies that the Committee supports.

In summary, the guidelines seek to protect heritage and significant redwood trees that are growing in their appropriate natural habitats and to allow for the removal or discourage the planting of redwoods in oak woodlands or other dry land communities.

## **RECOMMENDATION**

Staff recommends that the Planning Commission review and provide comments on the draft guidelines and forward those comments to the Town Council.

**ATTACHMENTS**

1. Draft of Conservation Committee's Approved Guidelines on Redwoods

c: Nick Pegueros, Town Manager  
John Richards, Town Council Liason  
Judith Murphy, Chair Conservation Committee



## **Conservation Committee's Approved Guidelines on Redwoods**

Sequoia sempervirens, coastal redwoods, are iconic California native plants, admirable trees essential to the PV landscape. Like most native plants, they have habitats where they are appropriate and will thrive naturally. It is the position of the Conservation Committee to protect heritage and significant sized trees that are growing in appropriate natural habitats where they thrive without human intervention.

The following locations are appropriate redwood habitats.

- 1) Along perennial streams.
- 2) In fog drip locations along the western hillsides.
- 3) In sag ponds and large seep areas.

The Conservation Committee would need compelling safety reasons to approve the removal of redwoods growing in appropriate habitats.

Humans can alter habitats in such ways as to allow almost any plant to grow, even if that species would not normally be found in the location. Redwoods require a constant supply of water in the summer. They do not grow naturally on the hills to the bay side of the fault valley in Portola Valley where fog drip is not common; this is the habitat for oaks woodlands and other dry land communities. Redwoods can only stay healthy and alive in these areas with the human intervention of summer watering. The Conservation Committee therefore discourages the planting of redwoods in locations outside of their native habitat. This policy is also consistent with the low water usage and appropriate natural vegetation communities policies that the committee encourages.

An insatiable appetite for water, particularly from fog drip, has resulted in *S. sempervirens* developing a shallow and very extensive root system. As a stand-alone tree and having no taproot, they are prone to topple in wind storms. That, evolutionarily speaking, resulted in this species developing a preference for the company of close neighbors. Their root systems are all intertwined and thereby provide the support needed to survive major windstorms that frequent the central and northern sections of the California coast lines. If someone is interested in planting a redwood in a suitable location, several of them should be grouped together. They can be closely spaced, as anyone who ever walked into an old growth native forest has observed.

Existing redwoods in Portola Valley that are not in these appropriate locations were planted in the past before the current understanding of sustainable appropriate plantings, view preservation and minimizing water use. As they grow these trees often cause problems with obstruction of neighbor's views and damage caused by encroachment of roots. Whether these trees should be removed requires a balancing of esthetic, safety and economic considerations. If homeowners and neighborhoods desire to remove existing redwoods planted in inappropriate locations, Conservation Committee has no objection, subject to appropriate permit review.

