TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, December 5, 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. *Public Hearing:* Request for Deviation from Town Resolution 2506-2010 and Variance Request X7E-134, 169 Wayside Road, Rollefson

2. *Public Hearing:* Application for amendment to Conditional Use Permit (CUP) X7D-30 for parcel merger and expansion of athletic fields with new track and artificial turf infill at 302 Portola Road, Woodside Priory School, and draft Initial Study/Mitigated Negative Declaration

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: November 7, 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: November 30, 2012

CheyAnne Brown
Planning Technician

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission (Board of Adjustment)

FROM: Tom Vlasic, Town Planner

DATE: November 29, 2012

RE: Request for Deviation from Town Resolution 2506-2010 and Variance Request X7E-134, Rollefson

Location

1. Address: 169 Wayside Road
2. Assessor's parcel numbers: 076-213-020
3. Zoning District: R1/1A (single family residential, one acre minimum parcel area)

Request, Background, Preliminary Board of Adjustment Review, ASCC Review

The December 5, 2012 meeting will be a public hearing on these requests for deviation and variances. The planning commission acts on the deviation and the commission, sitting as the board of adjustment, acts on the variance applications. For ease of reference, the report is directed to the planning commission, but the recommended actions distinguish between the commission and board of adjustment.

The deviation would permit an engineered solution to be applied to for repair and improvement of safety to a portion of the existing residence on the subject .705-acre property. In addition, the deviation would permit additions to the residence within the established building envelope. Due, however, to the extremely unique site conditions, both setback and height variances would be needed to make the proposed additions.

The project is shown on the following enclosed revised plan sheets, unless otherwise noted, dated 10/29/12 and been prepared by Banuazizi Associates Architects:

Sheet A-1, Proposed Partial Site Plan
Sheet A-1A, Proposed Partial Site Plan with Construction Staging Areas
Sheet A-2, Existing Floor Plans Demolition Plans
Sheet A-4, Proposed Garage Level Floor Plan
Alt.-1 and Alt.-2, (height reduction options – undated)
Sheet A-5, Exterior Elevations
Sheet LA1, Proposed Landscape Plan

These revised plans were prepared to address some preliminary review comments from both the planning commission and ASCC. Other plans and materials related to the project are listed and discussed in attached reports and communications.

On October 3, 2012 the planning commission conducted a preliminary review of the proposals. The ASCC conducted reviews on October 8, 2012 and November 12, 2012. At the November 12, 2012 meeting, the ASCC approved the architectural review application and the proposed concentration of floor area (i.e., over the 85% single building standard). The ASCC also supported the variance requests, subject to a height adjustment, and the deviation with the modification to the location of the proposed stitch piers to minimize construction impacts.

The following attached reports and materials describe the applications and design changes made through the above referenced review process.

- September 27, 2012 preliminary review staff report to the planning commission. This report was considered at the October 3, 2012 planning commission meeting and the minutes from the meeting are available on line. The report includes a number of documents relative to the deviation and variance and the technical reports from the project consultants and town geologist.
- October 4, 2012 staff report prepared for the October 8, 2012 ASCC meeting. Minutes from the 10/8 ASCC meeting are attached.
- November 8, 2012 staff report prepared for November 12, 2012 ASCC meeting. Minutes from the meeting are attached. With the report is new technical data supporting the relocation of the proposed row of stitch piers to minimize construction impacts and the materials also clarify the approach to construction including removal of the existing garage to a make way for access to the stitch pier work area. The town geologist, by email dated October 25, 2012, has advised that he has no geotechnical issue with moving the stitch piers and notes that this will help distance disturbance from the cheek channel. He added that his final formal peer review and approval letter on actual construction plans would be prepared when detailed construction plans are presented and, based on follow-up conversations with Mr. Sayre, he has advised that he has no additional concerns with the project at this time.

As noted above and stated in the minutes of the November 12, 2012 ASCC meeting, the proposed design has been modified pursuant to height Alternative 1 to reduce the height variance. The original proposal sought a 3.5-foot variance to the 28-foot limit, but with Alternative 1, this variance would be two feet. The ASCC rejected the Alternative 2, i.e., a reduction of the encroachment by two feet, because it would move the proposed upper level space closer to the Wayside Road frontage.

In addition to the above referenced and attached materials, the following communications have been received from neighbors and are generally supportive of the project and the manner in which the applicants are now managing this unusual property:

November 6, 2012 email from Andrew Zolopa and Annie Talbot, 154 Wayside Road
October 5, 2012 email from David Luce, 180 Wayside Road
October 3 and November 12, 2012 emails from Jen Hanley, 158 Wayside Road. (*Note: the comments in these communications were addressed with ASCC review and conditional approval of the architectural review project, including the condition for a detailed construction staging plan.*)
Memo from Bonnie Carter and Christopher Buja, 172 Wayside Road, received 11/16/12

Deviation Request

The September 27, 2012 staff report provides a detailed review of the deviation application and the proposed "engineered design" solution that the town geologist supports. Through the ASCC review process, the specifics of the "engineered design" were modified to move the stitch piers upslope to minimize construction impacts and allow for a less difficult construction process in terms of construction impacts and, as noted above, the town geologist supports the modified stitch pier location. Further construction details will need to be resolved as detailed building plans are pursued, but significant tree removal is not contemplated nor would significant grading be necessary for access, i.e., once the existing garage is removed, or stitch pier drilling. Thus, based on the initial review with the town geologist, including the analysis in the 9/27/12 staff report, and modified stitch pier location, we do recommend deviation approval subject to the final project plans and construction staging plans to be found acceptable by staff and the ASCC.

The above notwithstanding, during planning commission review, it was noted that under the *policy* table in Resolution 2506-210, it appears provision is not made for an engineered solution in a Pd area. We have reviewed the background on this matter and discussed the circumstances with the town geologist. We concur that the intent of the policy was not to allow for engineered solutions that were based on "mass grading" efforts, but that solutions like the subject proposal would be fully within the intent of the resolution policy. Thus, both the town planner and town geologist continue to support the deviation request, with the conditions noted above, and concur that the town policy table should be modified when possible to allow for an "engineered design" solution deviation in a Pd or other such restricted area when one can be designed that meets the safety standards in the resolution and intent of the policy, without the need for a major grading effort.

Conformance with Required Findings for Variance Requests

In order to grant the variance the board of adjustment must make findings in support of the requirements of Section 18.68.070 zoning ordinance (copy attached). The September 27, 2012 staff report provided a preliminary review of the project relative the required findings and the following comments provide an updated staff evaluation based on the review after the 10/3 commission meeting and development of the revised plans.

1. **Special circumstances.** As discussed in the attached materials, this is one of the most unusual developed parcels in town and this is in an area of unusual parcels. Most of the current improvements are within the required 50-foot front yard or 20-foot required north side setback areas. Additions on the south side, i.e., toward the area of free of setbacks, would be perched over the creek banks. The site is further constrained by geology and any changes can only be made subject to a deviation. Where the engineered solution is possible to fix the existing garage and allow for safe additions is in the required setback areas at the northern end of the parcel. Thus, assuming the deviation is approved to allow for the added floor area and other site improvements, as provided for in the ASCC architectural approval, then we believe special circumstances can readily be found.

2. **Practical difficulty or unnecessary hardship.** Without the variances, the applicants could not pursue the proposed changes to make existing site improvements safer, provide for needed covered parking, and correct conditions associated with the existing residence. Thus, not granting of the variances would appear to result in practical difficulty or unnecessary hardship.

3. **Preservation of Property Rights**. Being permitted to make the engineered design solution and enhancing the stability of the site for the planned improvements, subject to the ASCC architectural review conditions, would appear to be fully consistent with the preservation of the applicant's property rights.

4. **Injurious effect.** The proposed variances would not substantially change the scope of overall development on the property and would enhance the stability of the existing garage area. Further, pursuant to a carefully developed and executed construction staging plan, there should be no injurious effect from granting of the setback and height variances as requested and subject to the ASCC architectural review approval conditions.

5. **Grant of special privilege.** If the variance were denied, the applicant could not pursue the engineered design solution and eliminate existing deficiencies in the existing garage structure and make other changes to the safety and livability of the property and the single family residence on it. The residential use is consistent with the property's R1 zoning and, given all of the constraints that are imposed on the property, and the efforts that the applicant is pursuing to address them, we firmly believe that granting of the variance would not be considered a special privilege.

5. **Use conformity.** The proposed residential uses, assuming the deviation is approved, would be consistent with the residential use permitted in the R1 zoning district. Thus, the variance would not authorize a use not otherwise allowed for in this zoning district.

6. **Conformance with the purposes of the general plan and zoning ordinance.** If the Board of Adjustment can make the other required findings, it appears that the proposal can be found to be consistent with the general plan and zoning ordinance.

Environmental Impact

The project is categorically exempt from filing an environmental impact report pursuant to Section 15305(a) of the Town's CEQA guidelines, which addresses variances and exceptions not resulting in the creation of any new parcel.

Recommendations for Action

Unless information presented at the public hearing leads to other determinations, the actions presented below are recommended. The variance application should only be considered after action is taken on the requested deviation.

1. **Environmental Impact.** Move to find the project categorically exempt pursuant to Section 15305(a) of the town's CEQA guidelines.

3. **Deviation Request**. Recommend that the planning commission move to find the project consistent with the criteria to allow for deviations set forth in Resolution 2506-2010, as evaluated in the staff reports, and approve the deviation subject to the final construction plans being provided to the satisfaction of the town geologist and the final construction staging plans being to the satisfaction of the town geologist, town planner and ASCC.

3. **Variance Request.** Recommend that the board of adjustment move to make the required findings to grant the variance application for variances to height and setback

standards as evaluated in this staff report and approve the requested variances as shown on the plans listed under the "request" section of this report subject to the following conditions:

a. The variance shall run with the property. Any change in plans shall require a separate variance (unless the new plans are found to comply with all ordinance requirements).

b. Unless exercised through the issuance of a building permit and start of construction in conformance with that building permit, this variance shall expire within two (2) years from the effective date of the variance approval.

c. The variance shall comply with all conditions of ASCC approval granted on November 12, 2012. (*Note: these conditions account for the final height variance as shown Alternative 1 of the height reduction option sheet of the project plans.*)

TCV

attachments
encl.

cc. Planning Manager
Town Attorney
Mayor
Town Council Liaison
Town Administrator
ASCC
Applicant

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
Absent: Warr
Planning Commission liaison: McIntosh
Town Council Liaison: Aalfs
Town Staff: Town Planner Vlasic, Planning Technician Borck

Oral Communications

Oral communications were requested, but none were offered.

Note: Prior to consideration the following application, Hughes left the meeting noting that he would not participate, as he was a neighbor of the project site. Prior to his departure, however, the October 22, 2102 meeting minutes were approved as recorded at the end of these minutes.

Continued Review -- Architectural Review, Deviation and Variance X7E-134 Applications, 169 Wayside Road, Rollefson

Vlasic presented the November 8, 2012 staff report on the continuing review of these applications. He noted that the ASCC review was initiated on October 8, 2012 and, while generally supporting the proposals, the ASCC asked for some plan modifications and construction staging considerations. Vlasic advised that the revised plans now before the ASCC address the ASCC comments.

As a reminder, Vlasic also advised that the ASCC is the approving authority on the architectural review application and the planning commission acts on the deviation and variance requests. Vlasic also noted that since the 11/8 staff report was prepared one neighbor comment had been received from Jen Hanley, 158 Wayside Road, and copies of this email were made available to ASCC members.

ASCC members considered the staff report, background provided with it, and the following revised plan sheets, unless otherwise noted, dated 10/29/12 and prepared by Banuazizi Associates Architects:

Sheet A-1, Proposed Partial Site Plan
Sheet A-1A, Proposed Partial Site Plan with Construction Staging Areas
Sheet A-2, Existing Floor Plans Demolition Plans
Sheet A-4, Proposed Garage Level Floor Plan
Alt.-1 and Alt.-2, (height reduction options – undated)
Sheet A-5, Exterior Elevations
Sheet LA1, Proposed Landscape Plan

Also considered were the following materials provided in support of the revised application and/or were submitted with the original application and are still part of the project plans:

- October 29, 2012 transmittal letter
- October 16, 2012 Letter from BAGG Engineers relative to the revised stitch pier locations
- Plan sheets, unless otherwise noted, dated 9/4/12 prepared by the project architect:

  Sheet A-0, Cover Sheet
  Sheet C-1, Topographic Survey Plan, McCloud and Associates, 7/8/11
  Sheet A-3, Proposed Floor Plan
  Sheet A-6, Sections
  Septic System Repair Plan, S.R. Hartsell, REHS
- Materials and Colors Sheet, received March 21, 2012
- Cut sheets for wall mounted and pendant lights received March 21, 2012 (copies attached)
- Completed Build It Green Existing Home Checklist, March 21, 2012. The checklist targets 75 points for the project.

Mr. Rollefson and Mr. Banuazizi presented the plans to the ASCC. They also presented a revised colors board dated November 12, 2012. Vlasic noted that the revised board, while generally consistent with town light reflectivity values (LRV), included an off-white trim color that was not consistent with the LRV limit of 50%. The applicant advised that the trim color would be modified to meet the 50% limit.

Public comments were requested, but none were offered. ASCC members found the architectural review plans generally acceptable as presented and supported the variance requests, with the Alternative 1 height adjustment as recommended in the staff report. Members also concurred that the findings to permit concentration of floor area could be made as evaluated in the staff reports.

Following discussion, Clark moved, seconded by Koch and passed 3-0 approval of the architectural review application and support for the variance application subject to the following conditions to be addressed, unless otherwise noted, to the satisfaction of a designated ASCC member prior to release of building permits:

1. The height shall be consistent with Alternative 1 on the height option plan sheet.

2. The 11/12/12 color and materials board shall be modified to include a trim color that conforms to the town's LRV limits.

3. A final comprehensive staging plan shall be provided to ensure that the staging and stitch pier work are fully coordinated, including the first step, which would be removal of the existing garage structure and securing of the area around the trees to the extent possible to protect them from the pier drilling operations. In addition, an arborist shall be involved to ensure any necessary tree mitigation measures are implemented.

4. The exterior lighting plan shall be modified to identify a different wall mounted fixture that is shielded and directs light down.

5. The 'basement" area "decommissioning" of floor area shall be to the satisfaction of the town planner based on review of building permit plans and final planning inspection to ensure the decommissioning is completed as committed to with the plans.

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Tom Vlasic, Town Planner

DATE: November 8, 2012

RE: Agenda for November 12, 2012 ASCC Meeting

4b. CONTINUED REVIEW -- ARCHITECTURAL REVIEW, DEVIATION AND VARIANCE X7E-134 APPLICATIONS, 169 WAYSIDE ROAD, *ROLLEFSON*

The ASCC considered these applications on October 8, 2012 and, while generally supporting them, asked for some plan modifications and construction staging considerations. The plans have been modified to address most of the ASCC comments. Revised plans, and supporting materials are listed below. For background and reference, attached are the October 4, 2012 staff report prepared for the October 8, 2012 ASCC meeting and the minutes of the 10/8 meeting.

As a reminder, the ASCC is the approving authority on the architectural review application and the planning commission acts on the deviation and variance requests. At the 10/8 meeting, the ASCC found the setback variance requests generally acceptable, but requested more data on landscaping and a few other matters discussed below. Some concern was expressed over the requested height variance. Plans have been modified to reduce the scope of height variance request and two options provided for ASCC reaction.

In response to ASCC comments, the following enclosed revised plan sheets have been submitted and, unless otherwise noted, are dated 10/29/12 and have been prepared by Banuazizi Associates Architects:

Sheet A-1, Proposed Partial Site Plan
Sheet A-1A, Proposed Partial Site Plan with Construction Staging Areas
Sheet A-2, Existing Floor Plans Demolition Plans
Sheet A-4, Proposed Garage Level Floor Plan
Alt.-1 and Alt.-2, (height reduction options – undated)
Sheet A-5, Exterior Elevations
Sheet LA1, Proposed Landscape Plan

In support of the revised application, the following attached materials have been submitted:

- October 29, 2012 transmittal letter

- October 16, 2012 Letter from BAGG Engineers relative to the revised stitch pier locations

The following information submitted in support of the original architectural review request is still part of the application, but not enclosed. Copies of the materials will be available for reference as needed at the 11/12 ASCC meeting:

- Plan sheets, unless otherwise noted, dated 9/4/12 prepared by the project architect:

  Sheet A-0, Cover Sheet
  Sheet C-1, Topographic Survey Plan, McCloud and Associates, 7/8/11
  Sheet A-3, Proposed Floor Plan
  Sheet A-6, Sections
  Septic System Repair Plan, S.R. Hartsell, REHS

- Materials and Colors Sheet, received March 21, 2012
- Cut sheets for wall mounted and pendant lights received March 21, 2012 (copies attached)
- Completed Build It Green Existing Home Checklist, March 21, 2012. The checklist targets 75 points for the project.

Also attached for reference is a November 6, 2012 email from neighbors Andrew Zolopa and Annie Talbot, generally supporting the request.

The following comments, 1-5, are offered on the specific items that needed to be addressed based on the specific bullet point items in the attached minutes from the October 8, 2012 ASCC meeting. Item 6 is relative to the ASCC suggestion that options for lowering height be considered.

1. **Color and materials concerns noted in the staff report**. Members concurred that the project should adhere to town policies regarding limits on color reflectivity. The applicants have advised that they fully intend to meet all town policies relative to color and color reflectivity standards. They, however, have focused attention on the other issues, particularly the stitch pier locations, landscaping and decommissioning of lower level basement space and have asked that a condition of approval be that final colors be identified to the satisfaction of a designated ASCC member prior to issuance of a building permit. Staff concurs with this request.

2. **Consideration of moving the stitch pier row upslope of the redwood trees to minimize construction impacts**. The plans have been modified to move the location of the proposed stitch piers uphill as explained in the attached October 16, 2012 letter from BAGG Engineering. The town geologist has advised that he has no issue with the adjustments subject to his review of final details for construction staging. The BAGG letter, however, does set forth directions for drill rig location and also notes that some minor field adjustments may be needed to ensure piers are located to minimize potential tree impacts. The site map with the BAGG letter and the revised site plans show the new proposal for pier locations.

3. **Development of detailed construction staging plan, with particular attention to work needed for and impacts of the stitch piers installation**. Sheet A-1A identifies contractor staging areas. While the areas can be easily accessed, a final

comprehensive staging plan will be needed with the building permit to ensure that the staging and stitch pier work are fully coordinated, including the first step which would be removal of the existing garage structure and securing of the area around the trees to the extent possible to protect them from the pier drilling operations. In addition, an arborist should be involved to ensure any tree mitigation measures that may be needed can be implemented.

4. **Development of a front yard landscape plan**. The landscape plan is presented on Sheet LA1. It is intended to fill in gaps in existing landscaping and replace non-native materials along the parcel frontage. All planting is shown on the parcel and not in the public right of way. There is also considerable tree cover that would remain.

5. **Revision of the exterior lighting plan to, in particular, reduce and clarify the scope of proposed front yard lighting**. The proposed lighting is shown on plan Sheet A-1. Cut sheets for the wall mounted and pathway lights are attached. The previously proposed driveway entry columns with lights have been eliminated and only five path lights are proposed in addition to the five wall mounted lights. The wall-mounted fixtures would have "sand blasted" glass and can each accommodate three light bulbs. The maximum wattage should be identified and consideration should be given to dark-sky or other more sustainable light fixtures. Otherwise, the scope of lighting does not seem excessive considering the dark conditions along this Wayside Road parcel.

6. **Options for lowering of proposed building height**. The options for height adjustment are shown on an untitled sheet in the plan set. Alternative 1 shifts the ridge to the west to allow for a one foot lowering of the height and Alternative 2 not only shifts the ridge to the west, but the entire upper level moving the upper level three feet closer to the street frontage. The original proposal and two alternatives all conform to the 34-foot maximum height limit. The original variance request was to exceed the 28 foot limit on the down hill side by roughly 3.5 feet. Alternative 1 would exceed the limit by two feet and Alternative 2 by one foot. Since all would still need a variance, we believe that Alternative 1 addresses the 10/8 ASCC suggestions in a positive manner. We do not support moving the upper portion of the building closer to Wayside Road as this would increase the front yard encroachment while not substantially changing the views from the down hill side. Further, given the site limitations and constraints, we conclude that Alternative 1 is a minor encroachment above the height limilt.

In addition to the above, we have inspected the 'basement" area with the project architect and the proposed "decommissioning" of floor area. The area will be returned to "crawl space" storage and mechanical areas with no internal access or heating and has ceiling heights of 7.5 feet or less. Thus, it would not be considered as floor area and we will do a final planning inspection to ensure the decommissioning is completed as committed to with the plans.

Prior to acting on the architectural review request or forwarding any comments to the planning commission on the variance application, ASCC members should consider the above comments and any new information that may be provided at the November 12, 2012 meeting.

Oct. 29, 2012

Applicant: Matt and Donna Rollefson
169 Wayside Road
Portola Valley, Ca.

Project: 169 Wayside Road
Portola Valley, Ca.

Resubmittal: Modifications to the following Documents; shown as 

A-1 Partial Site Plan,
Site lighting
Stich pier relocation plan

A-1A Contractor's Staging areas

A-2 Note referencing to removal of air duct diffusers and temp. control device

A-4 modification to an area from garage to basement(crawl space),
area is open to outside.

---- Alt # 1 & Alt # 2 for building's North Elevation

A-5 Original Elevation Sheet (No Changes shown)

LA1 Added landscaping along the Wayside Road

BAGG ENGINEERS
▶ Geotechnical ▶ Geoenvironmental ▶ Special Inspection

October 16, 2012
BAGG Job No: MOHSE-01-01

Mr. Matt Rollefson
c/o Banuazizi Architects
652 Bair Island Road
Redwood City, CA 94063

Attention: Mohsen Banuazazi, AIA

Geotechnical Consultation
REVISED STITCH PIER LOCATIONS
Proposed Garage Remodel
169 Wayside Road
Portola Valley, California

Dear Mr. Banuazizi:

Transmitted herewith is our geotechnical consultation letter updating the location of the proposed stitch piers for the captioned project in Portola Valley, California. Our original recommendations for the stitch pier wall location were presented in our letter dated July 10, 2012 based on the geologic report dated June 12, 2012, prepared by Sadek Derrega, Consulting Engineering Geologist.

It has now been determined that then proposed stitch piers in our letter of July 10, 2012 interfere with the existing redwood trees and the drilling contractor has informed us that the drilling rig would be restricted by the existing trees. We have therefore adjusted the location of the stitch piers to reduce the possibility of damaging the trees while maintaining the original purpose and scope of the piers to help improve slope stability as previous proposed.

The new pier locations, as shown on the attached Plate 1, Site Plan – Revised Stitch Pier Locations, have now been staggered to avoid the existing trees. The attached site plan also

shows the location of the drilling rig. Note that there is a possibility that the location of one or more piers may have to be adjusted by one or two feet due to field conditions.

Thank you for the opportunity to be of service on this project. Please do not hesitate to contact us, should you have any questions or comments.

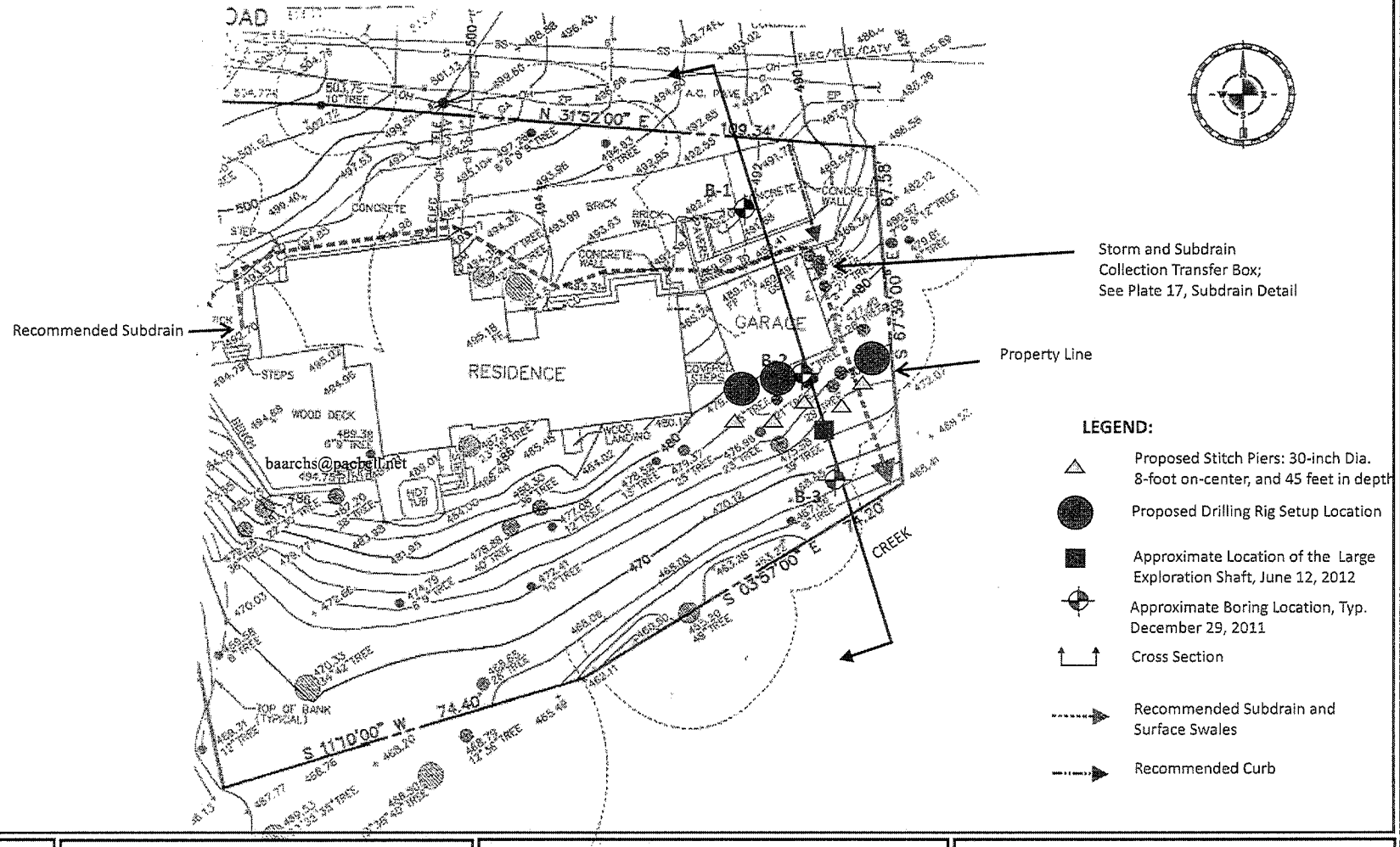
Very truly yours,

BAGG Engineers

Bruce Gaviglio
Senior Geotechnical Engineer

Attachment: Plate 1, Revised Site Plan

BEG/dcl/jvz/sd
Distribution: 4 copies addressee
Electronic copy to Mr. Rollefson, Mr. Banuazizi, and Mr. Derrega



Base Map: *Topographical Survey Plan, 169 Wayside Road, A.P.N. 076-213-020, Portola Valley, San Mateo County, California*, Drawing Number 3500-TOPO, Sheet 1 of 1, prepared by McCleod and Associated, dated July 6, 2011.

PROPOSED GARAGE REMODEL
169 WAYSIDE ROAD
PORTOLA VALLEY, CALIFORNIA

BvGG ENGINEERS

SITE PLAN — REVISED STITCH PIER LOCATIONS

DATE:	SCALE:	JOB NO:	PLATE:
October 2012	1" = 20'	MOHSE-01-01	1

Subject: FW: application for addition/remodel 169 Wayside
Date: Tuesday, November 6, 2012 10:16 AM
From: Carol Borck <cborck@portolavalley.net>
To: "Tom Vlasic (vlasic@spangleassociates.com)" <vlasic@spangleassociates.com>, Carter Warr <carter@cjwarchitecture.com>, Craig Hughes <craig@hughes-family.org>, Danna Breen <pvlily@aol.com>, Jeff Clark <jmcarch@sbcglobal.net>, Megan Koch <megankoch@kochfamilyoffice.com>, Alex VonFeldt <alex_vonfeldt@yahoo.com>, Chip McIntosh <arthurmcintosh@earthlink.net>, Denise Gilbert <denisegilb@att.net>, Leah Zaffaroni <azaffa@mac.com>, Nate McKitterick <nate.mckitterick@dlapiper.com>
Conversation: application for addition/remodel 169 Wayside

Below is email just received from neighbor on the proposed project.

Carol

-----Original Message-----
From: Andrew Zolopa [mailto:azolopa@stanford.edu]
Sent: Tuesday, November 06, 2012 10:03 AM
To: TownCenter
Cc: TownCenter
Subject: application for addition/remodel 169 Wayside

Dear Planning Commission,

We are writing this letter in support of The Rollesfson's application for a remodel/addition to their home at 169 Wayside Road. We believe their plans to improve their home are a positive for the neighborhood and Town and hope they will receive approval to move forward with their project.

We understand that there is some concern that has been raised about the height of the proposed addition over the existing garage. On this point we remain neutral and defer to the professionals on the commission, planning department and the owner's architects to come up with a workable plan that meets everyone's needs/concerns.

Sincerely,

Andrew Zolopa & Annie Talbot
154 Wayside Road

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: None
Town Council Liaison: Aalfs
Town Staff: Town Planner Vlasic, Planning Technician Brown, Interim Planning Manager Padovan

Oral Communications

Oral communications were requested, but none were offered.

Prior to discussion of the following item, Chair Hughes left the ASCC meeting. He advised that as a neighbor of the property he would not participate in project discussion.

Architectural Review, Deviation and Variance X7E-134 Applications, 169 Wayside Road, Rollefson

Vlasic presented the October 4, 2012 staff report on these applications filed in support of proposed house additions and site changes for the subject .705-acre Wayside Road property. He noted that the deviation and variance applications, project site conditions, including vicinity map, and house addition proposals are discussed in detail in the September 27, 2012 report to the planning commission.

ASCC members considered the staff reports and the following plans dated September 4, 2012 prepared by Banuazizi Associates Architects:

Sheet A-0, Cover Sheet
Sheet C-1, McCloud and Associates, 7/8/11
Sheet A-1, Proposed Partial Site Plan
Sheet A-2, Existing Floor Plans Demolition Plans
Sheet A-3, Proposed Floor Plan
Sheet A-4, Proposed Garage Level Floor Plan
Sheet A-5, Exterior Elevations
Sheet A-6, Sections
Sheet LA1, Proposed Landscape Plan
Septic System Repair Plan, S.R. Hartsell, REHS

Also considered were the following information provided by the applicant in support of the architectural review request:

Materials and Colors Sheet, received March 21, 2012
Cut sheets for entry column, wall mounted and pendant lights received March 21, 2012
Completed Build It Green Existing Home Checklist, March 21, 2012

In addition to the above, ASCC members considered the comments from the October 3, 2012 planning commission meeting summarized in the 10/4/12 staff report and the October 5, 2012 email form David Luce, 180 Wayside Road, in support of the applications.

Mr. Rollefson and project architect Mohsen Banuazizi presented the proposal to the ASCC. They distributed copies of revised Sheet A-1, with clarifications on exterior lighting and also eliminating the proposed driveway entry columns with lights. It was noted that exterior lights would include wall mounted, pendant and recessed fixtures. In response to a question regarding wall plate heights, it was noted that the garage height was nine feet to accommodate transition from the apron and the upper area would have an eight-foot plate height. It was also clarified that a detailed landscape plan would be provided for the front yard area to address the neighbor comments noted in the staff report.

Public comments were requested, but none were offered. Thereafter the ASCC discussed the project and concluded that the proposed concentration of floor area and setback variances appeared appropriate given site conditions and constraints. Warr and other ASCC members did share concerns over the proposed height variance and suggested that options to lower the height be explored.

Concern was also expressed over the need for a detailed construction-staging plan to ensure that the work on the slope stabilization would not cause additional problems. Warr suggested that consideration be given, if possible, to locating the line of stitch piers up slope, perhaps closer to the garage, to make the construction process easier and, hopefully, avoid impacts on the larger redwood trees downslope of the garage.

Following discussion, ASCC members and the applicant concurred that project review should be continued to the October 22, 2012 ASCC meeting to address the following matters:

- Color and materials concerns noted in the staff report. Members concurred that the project should adhere to town policies regarding limits on color reflectivity.

- Consideration of moving the stitch pier row upslope of the redwood trees to minimize construction impacts.

- Development of detailed construction staging plan, with particular attention to work needed for and impacts of the stitch piers installation.

- Development of a front yard landscape plan.

- Revision of the exterior lighting plan to, in particular, reduce and clarify the scope of proposed front yard lighting.

Following discussion, project consideration was continued to the October 22, 2012 regular ASCC meeting.

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Tom Vlasic, Town Planner

DATE: October 4, 2012

RE: Agenda for October 8, 2012 ASCC Meeting

5d. ARCHITECTURAL REVIEW, DEVIATION AND VARIANCE X7E-134 APPLICATIONS, 169 WAYSIDE ROAD, *ROLLEFSON*

These applications have been filed in support of proposed house additions and site changes for the subject .705-acre Wayside Road property. The deviation and variance applications, project site conditions, including vicinity map, and house addition proposals are discussed in detail in the attached September 27, 2012 report to the planning commission. The proposals are shown on the following enclosed plans dated September 4, 2012 prepared by Banuazizi Associates Architects:

Sheet A-0, Cover Sheet
Sheet C-1, McCloud and Associates, 7/8/11
Sheet A-1, Proposed Partial Site Plan
Sheet A-2, Existing Floor Plans Demolition Plans
Sheet A-3, Proposed Floor Plan
Sheet A-4, Proposed Garage Level Floor Plan
Sheet A-5, Exterior Elevations
Sheet A-6, Sections
Sheet LA1, Proposed Landscape Plan
Septic System Repair Plan, S.R. Hartsell, REHS

The following information has been provided in support of the architectural review request:

Materials and Colors Sheet, received March 21, 2012 (copy attached with color descriptions, actual "color" board to be available at ASCC meeting.
Cut sheets for entry column, wall mounted and pendant lights received March 21, 2012 (attached)
Completed Build It Green Existing Home Checklist, March 21, 2012. The checklist targets 75 points for the project.

As noted in the September 27th report to the planning commission, the ASCC is also being asked to make findings to permit over 85% of the permitted floor area to be

concentrated in the single largest structure. The subject request seeks to place 95% of the permitted floor area in the single largest, and only residential building on the property. The constraints impacting the parcel are discussed in the report to the planning commission and the findings that must be made to permit the proposed concentration of floor area are attached (zoning ordinance section 18.48.020) and evaluated below.

The following comments are offered to assist the ASCC address the architectural review application and offer comments on the variance application. The deviation is a matter for planning commission review and action, and the key issues with it are the construction access, grading and staging operations, and details for these have yet to be provided.

1. **Overview, Planning Commission consideration**. An overview of the plans, site conditions, constraints, and the proposal for slope stabilization is contained in the attached report to the planning commission. The report was prepared for the October 3rd preliminary planning commission review (see next section). Included in the report are discussions of floor area, height, yard setback conditions and a preliminary evaluation of the proposed yard setback and height variances. The report includes tentative conclusions in support of the deviation and variance requests. With deviation approval the maximum calculated floor area for the site is possible, but this also reflects necessary floor area reductions as a result of the Pd slope stability designation over most of the property.

   As evaluated in the commission report, the proposed house additions and floor area adjustments are focused in the area of the existing northeast side "garage." This is the area where the slopes are to be stabilized to achieve the safety factors associated with an "engineered design" solution as allowed for in town's geologic safety resolution. Further, due to existing site conditions, the only area where the garage and new upper level living space can be safely located is mostly in the 50 foot required front yard setback area. Further, due to the steep slopes under the existing house, and need to accommodate driveway access to the new garage, a slight extension over the 28-foot height limit is proposed and this is the subject of the requested height variance.

2. **Planning Commission October 3, 2012 preliminary review**. At the October 3rd meeting, the commission received public comments on the deviation and variance proposals and offered preliminary reactions. The following is a summary of the public and commission comments:

   Public. The only public comment received was the attached October 3, 2012 email from Jen Hanley, 158 Wayside Road. The comments note parking, including construction parking, landscaping and lighting.

   Planning Commission. Commissioners appreciated the constraints impacting options for site improvements and were generally supportive of the applicant's efforts to solve site problems. Concerns were expressed over potential construction impacts and more construction staging and process data were requested relative to the findings needed both for the deviation and variance. Further, commissioner Zaffaroni noted that her view on the variance would be influenced by neighbor input as to potential impacts of the additions, and commission Chair Von Feldt suggested

that the plans be reconsidered if possible to eliminate the need for the height variance. Also, the commission has asked for more data on the proposed "decommissioning" of living area in the existing lower level of the house. This will be developed based on town floor area and building code provisions and such data will be provided to the commission when the project is returned to the commission for public hearing.

3. **Findings needed to support request to concentrate more than 85% of the permitted floor area in the single largest structure**. To permit the concentration of 95% of the floor area in the single largest building the ASCC must make the findings set forth in attached zoning ordinance Section 18.48.020. Only one of the findings needs to be made under subsection A. In this case, the site is constrained by geology and steep slopes and the permitted floor area is significantly reduced due to geology and slope factors. Thus, it appears that both findings A2. and A3. could be made. While there will be some added height with the proposed living area over the garage, the height should not impact distant views from neighboring parcels, but it will be more present to those traveling along Wayside Road. In any case, with color controls, we believe the findings can be made to support the concentration of floor area, and the applicant will be considering options to address planning commission comments on the height variance matter.

4. **Architectural and design considerations**. Given the circumstances discussed above and in the report to the planning commission, there are very few options for house additions on this property that would be supported by a slope stabilization effort. The plan is to maintain the existing traditional Ranch style of architecture with the proposed house additions and remodeling, including horizontal wood siding, asphalt shingle roofing and paned windows and shutters. Dormer features are proposed to break up the roof form over the garage.

   (With the proposed addition, the height over the existing garage roofline would be increased by roughly 8 feet and this height is approximately 3.5 to 4 feet higher than the roof line of the main house that would not be changed with the project. We have asked that the new ridgeline over the garage area be modeled at the site for ASCC consideration.)

   Finishes included a dark charcoal asphalt shingle roof matching the existing roof, wood siding painted a medium warm gray tone, with a light reflectively value (LRV) that appears slightly over the 40% policy limit and off white trim, with a LRV well over the 50% policy limit. The shutters are to be almost a black tone and well under the 50% LRV limit for trim.

   Assuming the variance and deviation proposals are approved, we would recommend that the final color palette be adjusted to conform to town LRV standards and this should include specifications for garage door finish and all trim elements, including the trellis feature over the garage and new front entry elements.

5. **Landscaping, fencing and entry features**. No new fencing is proposed and, in general, the landscape concepts shown on LA1 appear consistent with town standards and policies. At the same time, the ASCC should consider the comments in the neighbor's 10/3 email relative to the need for more planting along the road

frontage. Also, the driveway paver finish should also be identified to the satisfaction of the ASCC.

The proposed low wall and columns with lights to identify the driveway limits, and that extend into the front yard area, are not consistent with town standards or guidelines and should be eliminated from the plans. We have advised the project architect of this matter.

The main landscape concern is to protect existing site trees from the impacts of the slope stabilization project and a detailed, comprehensive construction plan needs to be provided to the satisfaction of town staff and the ASCC. This plan should be developed prior to the time the planning commission is asked to complete action on the deviation request as commented on in the attached September 26, 2012 report from the town geologist and focused on during the discussion at the 10/3 commission meeting.

6. **Exterior lighting**. The lighting data on the plans is incomplete and a more complete lighting plan is to be presented by the project architect at the October 8th ASCC meeting.

7. **"Sustainability" aspects of project**. Pursuant to town green building requirements, this proposal, when first filed, was considered an "elements" project. Under the mandatory Build It Green (BIG) GreenPoint provisions, a total of 25 points would be required. A checklist was completed that targets 75 points, but that was prior to development of the most recent plans. While the attached March 21, 2012 report from Carol Borck evaluates the original checklist, the checklist should be updated based on the most recent plans. Further, when building permit drawings are provided, it may be that this project would no longer fit the "elements" category and that there could be the need for a higher level of BIG compliance. This will be monitored by staff and appropriate adjustments made prior to release of any building permits.

Prior to acting on the architectural review request or forwarding any comments to the planning commission on the variance application, ASCC members should consider the above comments and any new information that may be provided at the October 8, 2012 meeting.

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Tom Vlasic, Town Planner

DATE: September 27, 2012

RE: Preliminary Review, Request for Deviation from Town Resolution 2506-2010, and Variance Application X7E-134, 169 Wayside Road, Rollefson

Requests, Background

This is a preliminary review of the subject requests for planning commission approval of a deviation from Town Council Resolution 2506-2010 (Resolution) and height and setback variances. The requests would permit remodeling of and additions to the existing house on the subject 30,714 sf (.705 acres) parcel. A copy of the Resolution is attached for reference and the attached vicinity map shows the parcel location on Wayside Road, immediately uphill of Valley Presbyterian Church and mostly within the channel of Bull Run Creek.

For several months the property owner has been in discussions with the town planner and town geologist on how best to deal with existing site problems and house deficiencies that were a result of construction initiated before town incorporation and development of contemporary town zoning provisions and policies and standards relative to safety from geologic hazards. Also, portions of the existing house, including some of the lower, southeast side, level and existing northeast side bedrooms were converted to living space inconsistent with current town codes and standards. The northeast side bedrooms are located in what appears to have been the original garage and, thus, there is no covered parking on the site as required by zoning standards.

The applicant desires to correct these existing problem area, and obtain covered parking to meet current standards. However, since most of the parcel, including the areas of existing house improvements, is located in a slope area designated Pd on the town's map of land movement potential and most of the existing house is within the front yard 50 foot setback area, the desired improvements can only occur with planning commission approval of a deviation from the Resolution provisions and a setback variance. The variance also seeks relief from the height standards of the zoning ordinance due to the steep slopes under te house.

The first hurdle was for a geotechnical investigation to be developed that would support either a change to site slope designations or a deviation. In this case, these investigations led to the "Recommendations for the Repair of Potential Landslide," as set forth in the

attached July 16, 2012 letter, with attachments, from BAGG Engineers. This letter report and the attachments, including the June 14, 2012 letter from Sadek M. Derrega, PG, CEG, consulting engineering geologist, contain a slope stability analysis based on the proposed landslide repair. That report data and analysis have allowed the town geologist to conclude, as explained in his attached September 26, 2012 report, that the proposed construction of garage with upper level living space and floor area connections to the main house would meet the criteria for an "Engineered Design" solution as defined in the Resolution (Section X., page 9). With such an "Engineered Design," and planning commission deviation approval, the property can "achieve the floor area allowed under Chapter 18.48 of the Zoning Ordinance." The Resolution notes that each such application will be evaluated on a case-by-case basis. For this proposal, as noted above, variances would also be needed.

The project is shown on the following enclosed plans dated September 4, 2012 prepared by Banuazzi Associates Architects:

Sheet A-0, Cover Sheet
Sheet C-1, McCloud and Associates, 7/8/11
Sheet A-1, Proposed Partial Site Plan
Sheet A-2, Existing Floor Plans Demolition Plans
Sheet A-3, Proposed Floor Plan
Sheet A-4, Proposed Garage Level Floor Plan
Sheet A-5, Exterior Elevations
Sheet A-6, Sections
Sheet LA1, Proposed landscape Plan
Septic System Repair Plan, S.R. Hartsell, REHS

In addition to the deviation and variance requests, the proposal also requires architectural review approval by the ASCC and the ASCC is tentatively scheduled to consider the project at its October 8th regular meeting. In this case, the ASCC must also make findings to permit over 85% of the permitted floor area to be concentrated in the single largest structure. The subject request seeks to place 95% of the permitted floor area in the single largest, and only residential building on the property. Given the steep slopes above Bull Run Creek, pattern of existing development, necessary street access and limitations imposed by geology, including impact on floor area allowances, and need to provide required covered parking, it appears that making the required findings should be possible. Nonetheless, this will need to be considered and acted on by the ASCC. The results of the ASCC review will be available for planning commission reference when it finally considers the deviation and variance requests, which likely will be noticed for a November commission meeting.

Parcel Description

The Resolution provides that any deviation must be for a "legal parcel" with "legal structures." The enclosed topographic survey map shows the "legal" boundary of the subject .705-acre property. It is located in the R-1/1A (One acre minimum) zoning district. The parcel existed prior to town incorporation and the existing residence with northeast side garage was constructed prior to town incorporation. The time frame for conversion of the garage to living area and other house lower level changes is not recorded in town files that we've reviewed. As noted above, however, the intent of the project is correct these conversions and bring the house with the proposed additions into conformity with current town standards. In any case, it appears that the structures meet the "legal" test of the

Resolution and any issues with the conversions inside the structures would be resolved with the project.

The topographic survey also shows how the steep slopes of the property limited the initial building site and options of any improvements. Access is from Wayside Road on the northwest side where acceptable driveway grades are possible. To the south and west of the existing house, access, parcel use and even foot access is severely constrained by very steep slopes and significant trees. On the creek side, the house is essentially perched over the creek channel.

The original, now converted, garage on the northeast side of the house had street access, but this was modified over time with concrete walls and other changes. The plans would eliminate the existing barriers to garage access and make other improvements to accommodate grades needed for vehicle parking in the garage. The plans include some low walls and pillars and walls along the edge of the driveway; but these, as proposed, don't meet current fence ordinance or entry feature standards. We will be working with the applicant and project design team through the ASCC review process to correct the items.

As noted on proposed site plan, Sheet A-1, the existing house and "garage" are within the 50-foot front yard setback area required for parcels in the one-acre minimum zoning district. It is also noted that the garage extends to within 11 feet of the side parcel line, whereas a minimum 20-foot setback is required. The "proposed" garage site, however, is at the footprint of the existing "garage" and is the area defined for the proposed Engineered Design solution.

As noted, the parcel is along Bull Run Creek. This is not one of the creeks identified in the Creek Setback ordinance. Thus, no special creek setback is required in this case.

Preliminary Evaluation of the Deviation

As referenced above, the applicant has had his consultants conduct considerable investigation to support the plans to stabilize the site for the garage and upper level living space. The work and proposed site repair have resulted in a project that the town geologist has concluded meets the definition of "Engineered Design" as set forth in the Resolution. The Resolution notes that such designs can, however, require significant grading and access by drilling equipment, trucks, etc., and therefore each request needs to be reviewed under the deviation criteria, with particular attention to minimize impacts on native terrain, vegetation and neighboring properties. The criteria are discussed further below.

With an Engineered Solution, the permitted FA for the parcel can be pursued. In this case, with the Pd designation the total allowed floor area is 3,539 sf and the total proposed with the project is 3,430 sf. This will be achieved with the new garage and space above it and with "decommissioning" of existing lower level space to reduce living area exposure in the existing house. While the existing house will be upgraded with the project to meet current building and fire codes, it can't be stabilized as is now planned for the "garage" area. Thus, the intent is to reduce living area in the house and move it to the area of stabilized slope, i.e., with the Engineered Design."

The Resolution also provides that the Engineered Design does not change the Pd slope stability designation for the site. As a result, there is no increase in possible floor area. If

the .705-acre site did not have a Pd designation, the possible floor area would likely be between 4,000 and 4,500 sf.

The above comments address many of the criteria listed on pages 12 and 13 that the commission must consider in granting a deviation. In summary, the following comments are offered relative to the criteria:

1. State-of-the-art structural/geotechnical standards. This is discussed in the attached reports that have been the basis for the Engineered Design found acceptable by the town geologist. The town geologist will be at the planning commission meeting to answer questions on the project.

2. Limitations on final product and construction process. As noted in the report from the town geologist, we need details for the construction process, staging, etc. to ensure minimum impacts as called for in the Resolution.

3. Control of drainage to minimize off site impacts. Again, final detailed construction plans for drainage control need to be prepared and reviewed.

4. Septic system interference. The enclosed septic system plan was prepared by to meet current San Mateo County Health Department standards. We understand that the applicant has had the plan reviewed and approved by his geotechnical consultant and has shared it with the health department. We did receive the attached August 15, 2012 email from the health department noting that the stabilization work will not interfere with the proposed septic system.

5. Relocation of the structure to a more stable area. Essentially the entire property is designated PD, thus relocation to a more stable area is not possible.

6. Stabilization of the moving ground. The proposal is to modify slope conditions under the garage area to achieve stabilization as an Engineered Design.

7. Improvement of safety. The proposed improvements would substantially improve the safety of site conditions over the existing situation. This includes both relative to the slope stabilization and improving "code" conditions in the existing residence.

8. Avoiding risk to adjoining properties. There appears to be limited risk to adjoining properties, but this will depend on the details for project construction as called for above and in the report from the town geologist.

9. Reasonable demonstration that the structure is a legally existing structure. While there are questions associated with the legality of the some of the structural conversions, the house and "garage" buildings appear to have been constructed "legally." Again, considerable effort is being pursued with this project to correct the existing problems, stabilize the site to accommodate the planned garage side additions, and upgrade the existing house to current building and fire code standards.

Based on the foregoing, we conclude the requested deviation could be supported, but a number of conditions would need to be clarified. A final recommendation will be prepared for consideration by the planning commission after ASCC project consideration and further staff review and interaction with the applicant on the items noted above.

Preliminary Evaluation of Variance Requests

As discussed above, the proposed garage with upper level living space will take place in the 50-foot required front yard setback area. Further, the addition between the garage and house will also mostly be in the front setback, see plan sheet A-1 for specific encroachments. The plans also face constraints due to slope and height restrictions. While the project can adhere to the 34-foot maximum height limit it does not fully meet the 28-foot limit for heights above adjacent existing grade. This is demonstrated on Sheets A-5 and A-6. Specifically, on the downhill side of the two-story addition, the height over existing grade would be approximately 29-31 feet, or 1-3 feet over the height limit. Wall plate heights are at 8 feet thus lowering of walls is not likely an option to lower the overall height. Further, the garage floor must be at a level for reasonable vehicle access and control of drainage, so it also likely can't be lower.

The finding needed for the planning commission, sitting as the board of adjustment, to grant a variance are contained in attached zoning ordinance section 18.68.070. Based on the factors impacting this site it appears that there are exceptional and extraordinary circumstances that don't generally impact parcels even in this complex Wayside Road area. This includes geology, creek channel, parcel shape and slopes, and location of reasonable, and accessible building site. Further, relative to the height of the space over the garage, it is a reflection of the need to place the space on a stabilized location. Moving this space to a location in the building envelope or where height might not be an issue would require significantly more site disturbance for stabilization.

Given the above, it appears that there would be practical difficulty to improve site conditions without the variance and this could result in unnecessary hardship for the property owner. Tentatively, we believe the other variance finding could be made, but the nature of the specific findings will depend on addressing construction issues, and the outcome of the normal ASCC design review process.

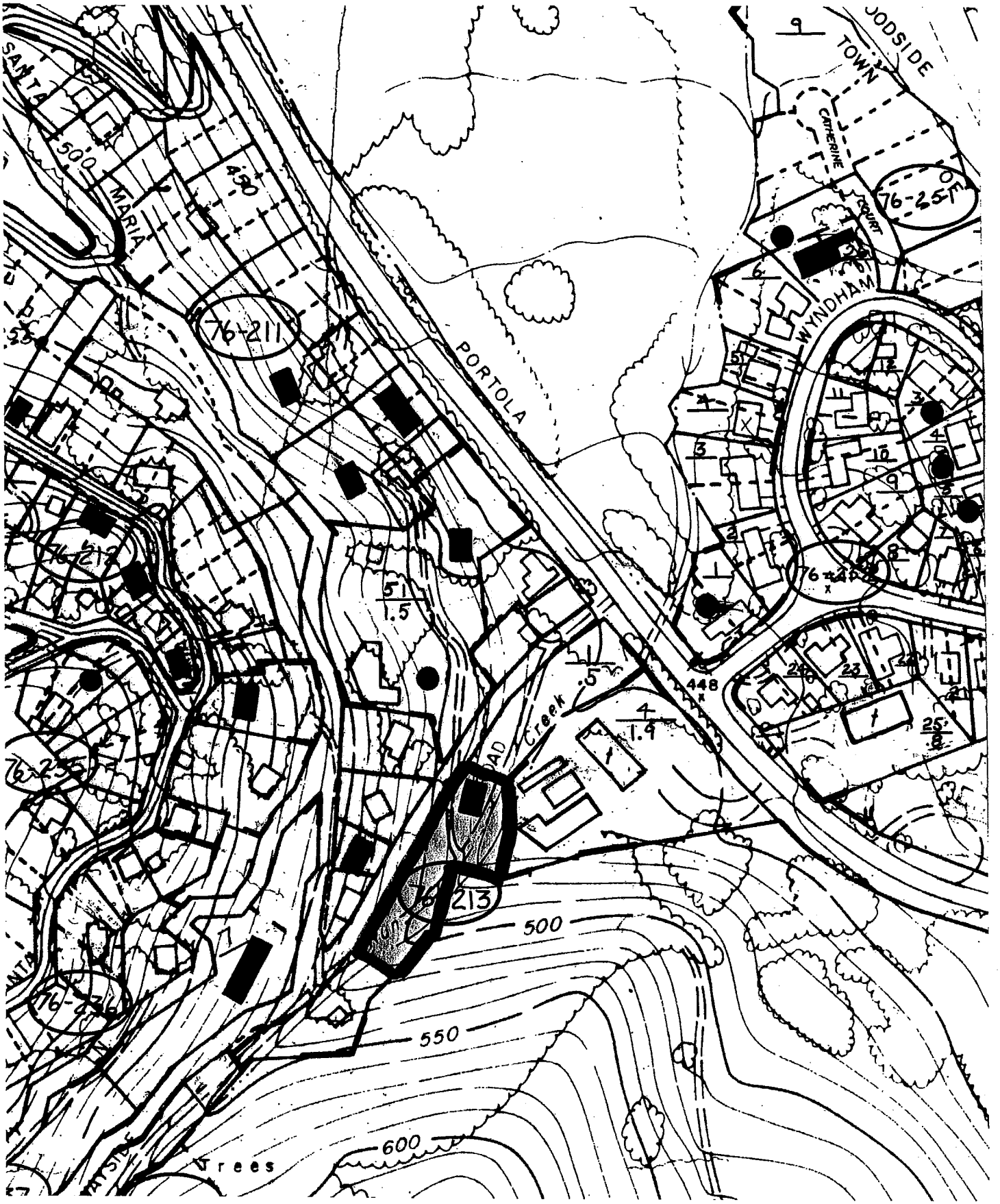
Next Steps

Planning commissioners should receive any public input that may be offered and then provide any preliminary comments on the requests. Project processing will then continue with ASCC review and further staff evaluation. It is likely that the formal hearing on the deviation and variance matter would then be scheduled for a November planning commission meeting.

TCV

encl.

cc. Steve Padovan, Interim Planning Manager
Ted Sayre, Town Geologist
Nick Pegueros, Town Manager
John Richards, Town Council Liaison
Matt Rollefson, Applicant



Vicinity Map

Scale: 1" = 200 feet

Deviation and Variance X7E-134 Applications, Rollefson

169 Wayside Road, Town of Portola Valley

September 2012

July 16, 2012
BAGG Job No: MOHSE-01-00

Mr. Matt Rollefson
c/o Banuazizi Architects
P.O. Box 962
Menlo Park, CA 94026

RECOMMENDATIONS FOR THE REPAIR OF POTENTIAL LANDSLIDE
Proposed Garage Remodel
169 Wayside Road
Portola Valley, California

References:

1. Geotechnical Engineering Investigation, Proposed garage Remodel,, 169 Wayside Road, Portola Valley, California, by BAGG Engineers, dated January 31, 2012 (File Number: MOHSE-01-00).

2. Geologic and Geotechnical Peer Review, Rollefson Deviation, 169 Wayside Road, Town of Portola Valley, California, by Cotton Shires and Associates, Inc., dated April 18, 2012.

3. Landslide Subsurface Investigation and Engineering Geologic Observations and Conclusions Made along the Rear of the Rollefson Residence Located at 169 Wayside Road, Portola Valley, California, by Mr. Sadek M. Derrega, Consulting Engineering Geologist, dated June 12, 2012.

Dear Mr. Rollefson:

This letter report presents the results of our engineering analysis and recommendations for improving the factor of safety against slope movements during a design-level seismic event at 169 Wayside Road in Portola Valley, California.

Background

BAGG Engineers performed a geotechnical engineering investigation at the subject site and proposed a geotechnical investigation report dated January 31, 2012 (Reference 1). BAGG concluded that the new garage structure can be satisfactorily supported on drilled pier

foundations. The report mentions that the Town of Portola Valley geologic map zones the garage in the "Pd" area defined as "Unstable, unconsolidated material commonly more than 10 feet in thickness, on moderate to steep slopes; subject to deep landsliding". However, the borings drilled at the site did not reveal the presence of any slide material. The results of stability analysis performed on the subsurface model prepared on the basis of the soil/rock conditions encountered in the soil borings drilled at the site indicated that the site slopes were stable under static and seismic conditions.

Cotton Shires and Associates (CSA) peer reviewed BAGG's report and did not agree with the geologic model presented. They then recommended that a Certified Engineering Geologist should investigate the site and identify geologic conditions that could potentially impact the residential expansion project. They mentioned "if there is a significant potential for a site map modification, then a comprehensive subsurface exploration program may be warranted to develop a basis for proposed changes to the Town's Ground Movement Potential Map. If there does not appear to be a good basis for a map modification, then the configuration of site earth materials should be investigated, characterized, and explained from a geologic perspective as they relate to foundation design consideration for the proposed project."

As requested by CSA, BAGG Engineers retained the services of Mr. Sadek Derrega, a consulting engineering geologist, who met with Mr. Ted Sayre and developed a subsurface exploration program which involved excavation of a hand-dug shaft between BAGG's B-2 and B-3 borings extending to 37.5 feet below the ground surface (bgs). The northeast wall of the shaft was cleaned with a hand pick and the soil/rock conditions exposed along the shaft wall were logged by Mr. Derrega and reviewed by Mr. Sayre prior to backfilling the shaft. Mr. Derrega split the subsurface conditions encountered in the shaft into following three units:

Unit 1 – 0 to 4 feet, consisting of dark brown sandy lean clay with yellowish brown, gravel sized sandstone fragments that appeared moist with very stiff to hard consistency.

Unit 2 – 4 to 24.5 feet, consisting of light reddish brown sandy lean clay matrix that supported yellowish to tan siltstone and sandstone fragments measuring up to about 1.5 feet across. The sandstone and siltstone fragments appeared as an open-framework lacking consistent point-to-point contact and were generally observed to be supported by the noted clayey matrix.

Unit 3 – 24.5 feet and the bottom of excavation (37.5 feet), consisting of sand- and gravel-sized sandstone and siltstone fragments in a clayey matrix. The sandstone and siltstone fragments in this unit appeared sub-rounded to rounded, better sorted than Unit 2, with a weak and

subdued sense of imbrications and less mottling. The sand- and gravel-sized fragments within this unit appeared to form a close-framework with prominent point-to-point contact of the bedrock-derived fragments.

Groundwater was encountered at an approximate depth of about 27.5 feet bgs.

Our engineering geologist concluded that the upper 24.5 feet represent a relatively old slope instability that occurred in older and elevated alluvial terrace deposits. His conclusion was based partly on the absence of competent bedrock and the chaotic, open-framework nature of the clayey matrix supporting variable-sized fragments in addition to the lack of geologic structure and size sorting coupled with sub-angular bedrock fragments. The lack of a basal failure plane may be due to increased moisture content at the time of failure and the fluidity of the failing granular flow.

Computer Model for Stability Analysis

Using a depth of 24.5 feet at the shaft location as one point of the failure surface and connecting it to the bottom of the creek as the second point, the approximate configuration of the failure surface was drawn on the slope cross-section. The strength of the failure surface was estimated by performing a series of stability analyses and using the friction angle corresponding to the one resulting in a static factor of safety slightly higher than 1, thus indicating that the slope is stable under static conditions but would likely undergo some displacement during a seismic event. Using the procedure described above, the strength parameters of the slide plane material were estimated to consist of a friction angle of 19 degrees with no cohesion.

The computer model assumed the weak soil layer to be about 3 to 4 feet thick (at the bottom of Unit 2) with the failure surface located within the weak soil layer. The geometry of the failure surface used in the computer model roughly matched the one approximated by our consulting engineering geologist.

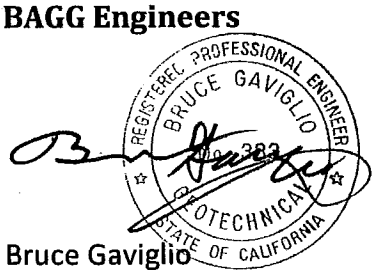
The stability analysis was performed using a computer program CGI-SSAP developed by Dr. Mohammed Ashour for West Virginia Department of Transportation. This program allows the evaluation of the stability of the slopes along with the determination of the optimal locations, size, and length of the stitch piers. The computer program provides depth versus deflection, shear force, and moment plots which can be used for structural design of the stitch piers.

The seismic stability analysis was performed using a horizontal acceleration of 0.25g corresponding to 15 cm of movement based on the slope screening method as recommended in Special Public Publication 117A. A safety factor of 1.2 was used as acceptance criteria for seismic stability of the slope with stitch piers. The stability analysis indicated that 30-inch diameter and 45 feet deep piers with a center to center spacing of 8 feet, located very close to the exploration shaft will provide the required static and seismic safety factor against slope failure. The proposed locations of the piers are shown on Plate 1 (attached).

Drilled pier and grade beam foundations will provide satisfactory support for the new garage. Drilled, cast-in place, reinforced concrete piers should be a minimum of 24 inches in diameter, embedded, and derive skin friction support from the firm native soils/bedrock below any backfill soil that may be present. The garage should be supported on 12 foot long drilled piers designed using an allowable skin friction support of 500 pounds per square foot (psf), excluding the upper two-feet.

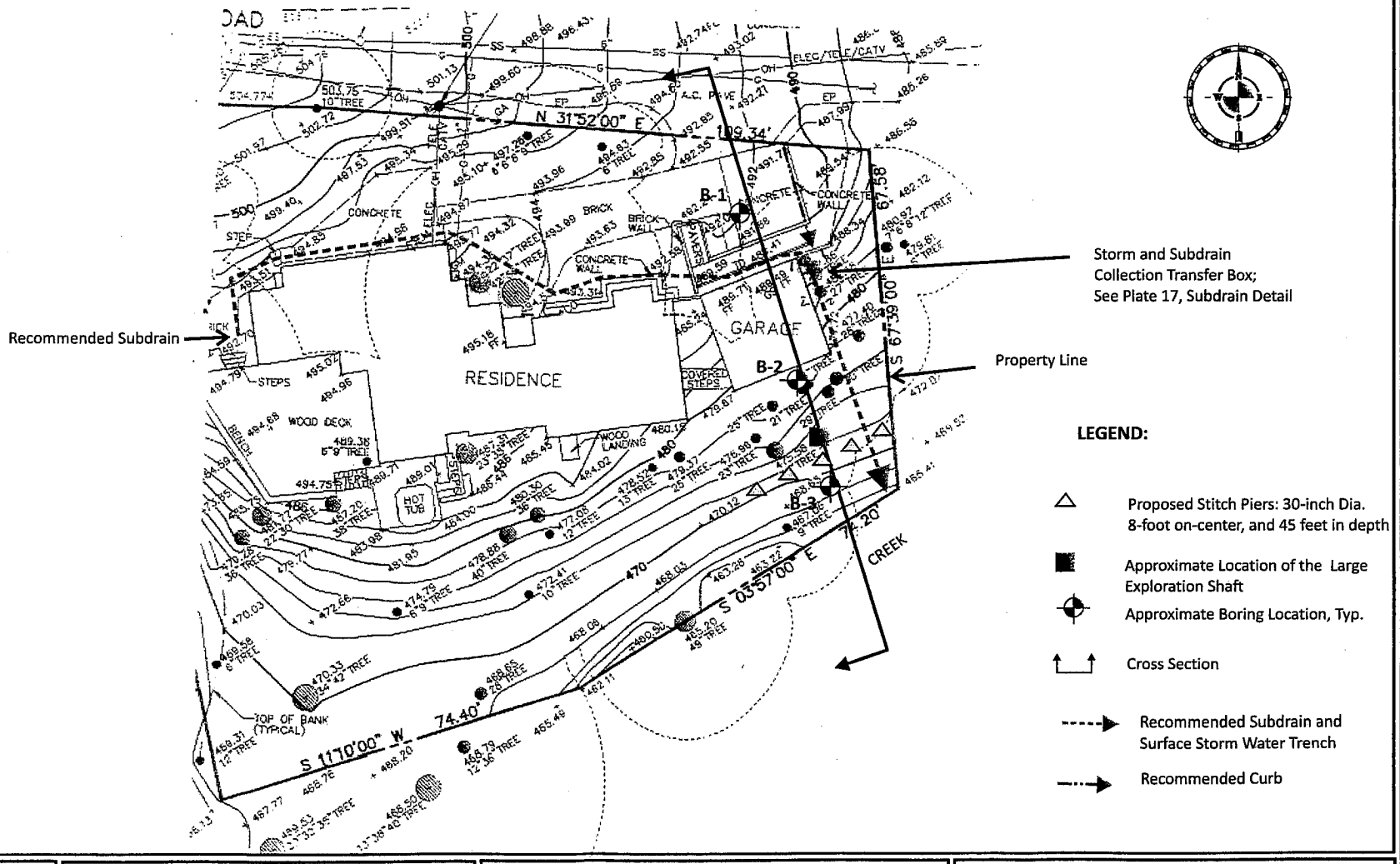
Thank you for the opportunity to perform these services. Please do not hesitate to contact us, should you have any questions or comments.

Very truly yours,
BAGG Engineers



Bruce Gaviglio
Senior Geotechnical Engineer

BEG/dcl/jvz/sd
Distribution: 4 copies addressee
Electronic copy to Mr. Rollefson, Derrega and Banuazizi



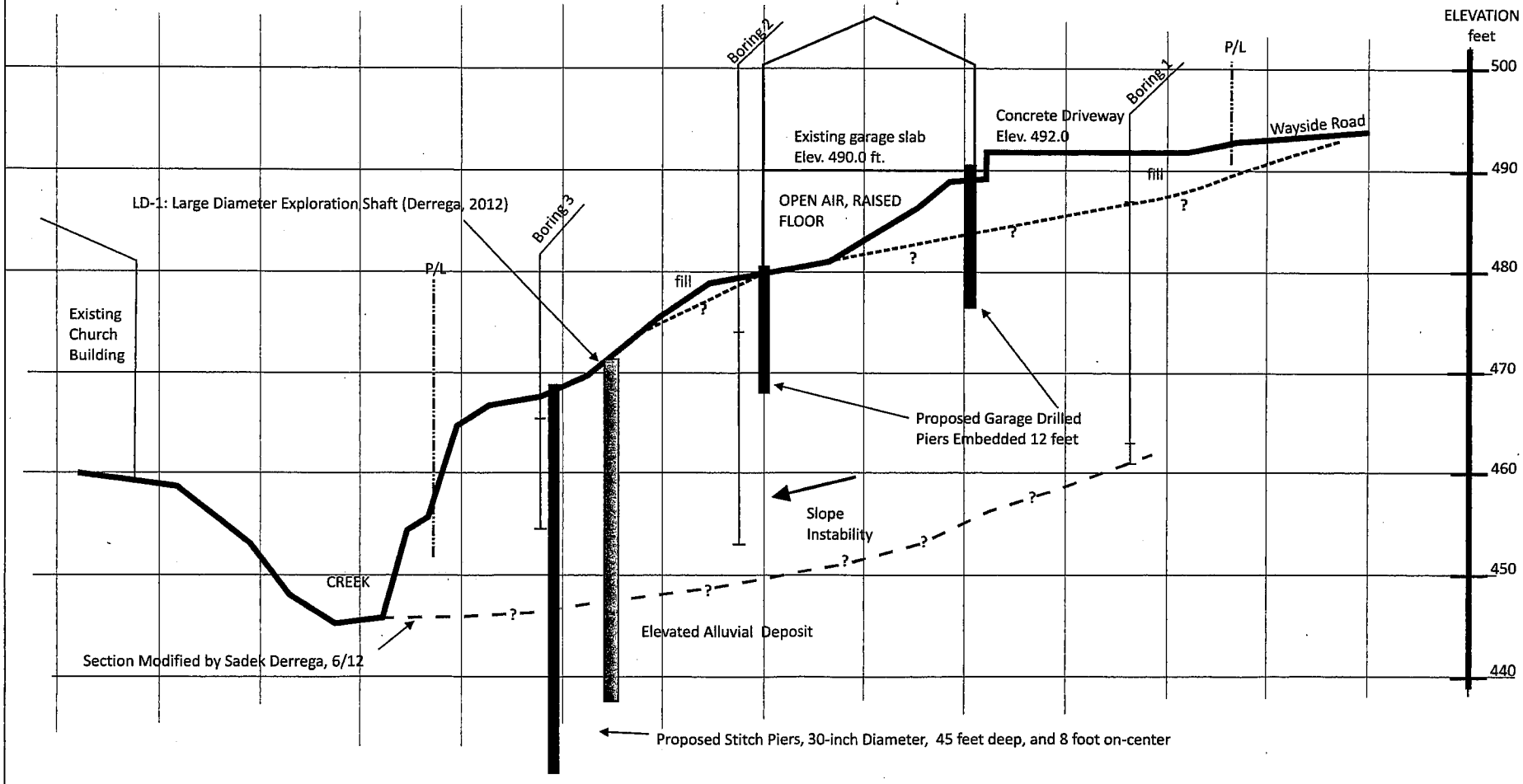
Base Map: *Topographical Survey Plan, 169 Wayside Road, A.P.N. 076-213-020, Portola Valley, San Mateo County, California*, Drawing Number 3500-TOPO, Sheet 1 of 1, prepared by McCleod and Associated, dated July 6, 2011.

PROPOSED GARAGE REMODEL
169 WAYSIDE ROAD
PORTOLA VALLEY, CALIFORNIA

BvGG ENGINEERS

SITE PLAN — PROPOSED STITCH PIERS

DATE:	SCALE:	JOB NO:	PLATE:
July 2012	1" = 20'	MOHSE-01-00	1



Base Map: *Topographical Survey Plan, 169 Wayside Road, A.P.N. 076-213-020, Portola Valley, San Mateo County, California*, Drawing Number 3500-TOPO, Sheet 1 of 1, prepared by McCleod and Associated, dated July 6, 2011.

PROPOSED GARAGE REMODEL
169 WAYSIDE ROAD
PORTOLA VALLEY, CALIFORNIA

BvGG ENGINEERS

REVISED IDEALIZED CROSS SECTION

DATE:	SCALE: H&V	JOB NO:	PLATE:
July 2012	1" = 10'	MOHSE-01-00	2

June 14, 2012
File No. Rollefson Residence

Mr. Matt Rollefson
169 Wayside Road
Portola Valley, California 94028
matt@rollefson.com

SUBJECT: Landslide Subsurface Investigation and Engineering Geologic Observations and Conclusions Made along the Rear of the Rollefson Residence Located at 169 Wayside Road, Portola Valley, California

Dear Mr. Rollefson:

This letter report is intended to present you with a summary of the results of the subsurface landslide investigation performed at the aforementioned address. The subsurface investigation was performed to address preliminary review comments made by Mr. Ted Sayre of Cotton Shires and Associates, Inc. (CSA [reviewing Engineering Geologist for the Town of Portola Valley]) as part of their technical peer review of a geotechnical report, which was prepared by Bay Area Geotechnical Group (BAGG) for the planned Garage expansion. The noted BAGG report was titled *Geotechnical Engineering Investigation, Proposed Garage Remodel 169 Wayside Road, Portola Valley, California* and dated January 31, 2012 (File No. Mohse-01-00).

Background and Scope of Work

The BAGG investigation included drilling three soil borings, two of which (B-2 and B-3) were advanced along the rear of the existing garage to approximate respective depths of 26 and 13.5 feet below the ground surface. The borings were drilled along the east-facing slope separating the subject garage from the channel of Bull Run Creek. CSA prepared a Ground Movement Potential Map, dated September 2012, where they showed the subject garage to be situated within an area labeled as "pd", which they defined as: *unstable, unconsolidated material, commonly more than 10 feet in thickness, on moderate to steep slopes; subject to deep landsliding.*

The reviewing Engineering Geologist voiced concern that the small diameter borings drilled may need to be supplemented with additional subsurface exploration to provide additional subsurface information that would be helpful to characterize the subsurface conditions along the rear of the garage.

During a meeting with Mr. Ted Sayre at the Town Hall on May 15th, 2012, the Consulting Engineering Geologist (Mr. Sadek Derrega) suggested the excavation of a hand-dug shaft between BAGG's B-2 and B-3 to an approximate depth of 25 to 30 feet to help provide semi-continuous exposure of the geologic conditions and features. The noted depth would mark the height difference between the ground surface elevation where the shaft was proposed and the bottom of the creek channel. If a landslide occurred along the east-facing slope, its base would be expected to daylight no deeper than the bottom of the creek channel.

The scope of work included a limited review of the above-referenced BAGG geotechnical report, a meeting with the reviewing Engineering Geologist, review of the Town's geologic and ground movement maps prepared by CSA in September 2010, the excavation and logging of a hand-dug shaft measuring 2x3 feet in plan view about 15 feet downslope of BAGG's Boring B-2, discussions and input form Mr. Ted Sayre during his site visit, and the preparation of this letter report summarizing the observed geologic conditions and features within the shaft excavation.

It is important to note that this letter was specifically prepared to help characterize the subsurface conditions along the east-facing slope separating the subject garage from the creek channel. This letter report does not provide geotechnical conclusions and recommendations pertaining to seismic design parameters or grading, foundation, and drainage recommendations. Its sole intent is to provide a geological model for the project Geotechnical Engineer (BAGG) so that they can develop geotechnical recommendations for the planned remodeling of the subject garage. Furthermore, this letter is not intended to provide a discussion pertaining to the seismicity or the local and regional geologic setting of the site beyond what is discussed herein.

Subsurface Exploration

The large diameter shaft was hand-dug by Soil Stability Construction (SSC) of San Jose, California. It was excavated to an approximate depth of about 37.5 feet below the ground surface and braced with wood lagging intermittently its entire depth. The northeast wall of the shaft was cleaned with a hand pick to remove smear and logged by the Consulting Engineering Geologist at a scale of one inch equals 2 feet. The wooden bracing was not extracted and the excavation was backfilled in lifts and mechanically compacted by SSC after Mr. Ted Sayre was provided the opportunity to access the excavation and view the encountered geologic exposures. The shaft was hand dug because larger drill rigs could not gain access to the slope portion along the rear of the existing garage.

Subsurface Conditions

The uppermost 4 feet consisted of dark brown sandy lean clay with yellowish brown, gravel-sized sandstone fragments that appeared moist with very stiff to hard consistency (Unit 1 on the attached log).

Between 4 and about 24.5 feet below the ground surface (Unit 2 on the attached log), the shaft excavation revealed light reddish brown sandy lean clay matrix that supported yellowish to tan siltstone and sandstone fragments measuring up to about 1.5 feet across. The clayey matrix appeared heavily mottled with gray clay and the sandstone fragments appeared fresh and displayed a surrounding whitish weathering rhine along their rims. The sandstone and siltstone fragments appeared to be derived from the Tertiary Butano formation and their roundness varied from subrounded to subangular with individual cobbles displaying angular edges, as if sheared. The sandstone and siltstone fragments appeared as an open-framework lacking consistent point-to-point contact and generally were observed to be supported by the noted clayey matrix.

Unit 2 appeared chaotic lacking bedding planes, systematic layering, size sorting, or imbricated gravels except at near 16 feet below the ground surface where a relatively thin band of laminations was observed, which dipped between 15 and 20 degrees towards the northeast. However, the chaotic nature of Unit 2 was observed and logged above and below the noted laminations.

Between 24.5 feet and the bottom of the excavation at about 37.5 feet below the ground surface (Unit 3 on the attached log), the sand and gravel content increased significantly while the clay and cobble content decreased. The sand- and gravel-sized sandstone and siltstone fragments appeared subrounded to rounded, better sorted, with a weak and subdued sense of imbrication and less mottling. Furthermore, the sand- and gravel- size fragments appeared to form a closed-framework with prominent point-to-point contact of the bedrock-derived fragments.

Groundwater was encountered at an approximate depth of about 27.5 feet below the ground surface and appeared to be emanating from the southeast corner of the shaft excavation. Repeated pumping of the groundwater was required to allow for increasing the depth of the excavation and its subsequent logging.

Engineering Geologic Discussion and Conclusions

Based on the above discussion and the observed features, it appears that the upper 24.5 feet (Units 1 and 2 on the log) represent a relatively old slope instability that occurred in older and elevated alluvial terrace deposits. This is indicated by the absence of competent bedrock and the chaotic, open-framework nature of the clayey matrix supporting variable size fragments in addition to the lack of geologic structure and size sorting coupled with subangular bedrock fragments. The lack of a basal failure plane may be due to the increased moisture content at the time of failure and the fluidity of the failing granular flow.

The uppermost 4-foot soil section (Unit 1 on the log) is interpreted as a soil horizon that has developed in-place after the slope failure occurred indicating a relatively old age of the mass. No features indicative of recent movement or reactivation were observed in the immediate vicinity of the project.

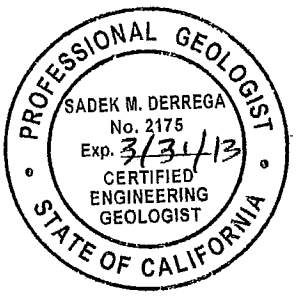
Below the 24.5-foot depth (Unit 3 on the log), the observed features such as the noted size sorting, weak and subdued sense of imbrication, point-to-point contact of the rounded sand and gravel-sized fragments, the lack of a clayey matrix supporting floating chaotic bedrock fragments are interpreted to be in-place old alluvial terrace deposits.

Immediately downslope of the existing project and along the creek channel banks, conditions resembling those noted within Unit 2 were observed. Several hundred feet up the creek channel, in-place competent yellowish brown Butano formation sandstone bedrock that appeared laminated and well bedded was observed along the creek channel. The sandstone bedrock was interbedded with siltstone and it trended about 5 degrees to the east of north and displayed an associated dip of about 40 degrees to the southeast.

CLOSURE

I appreciate the opportunity to be of service on your project and trust that this letter report provides you with the needed information at this time. If you have any questions or require additional information, please contact the undersigned at (209) 466-3818.

Sincerely,



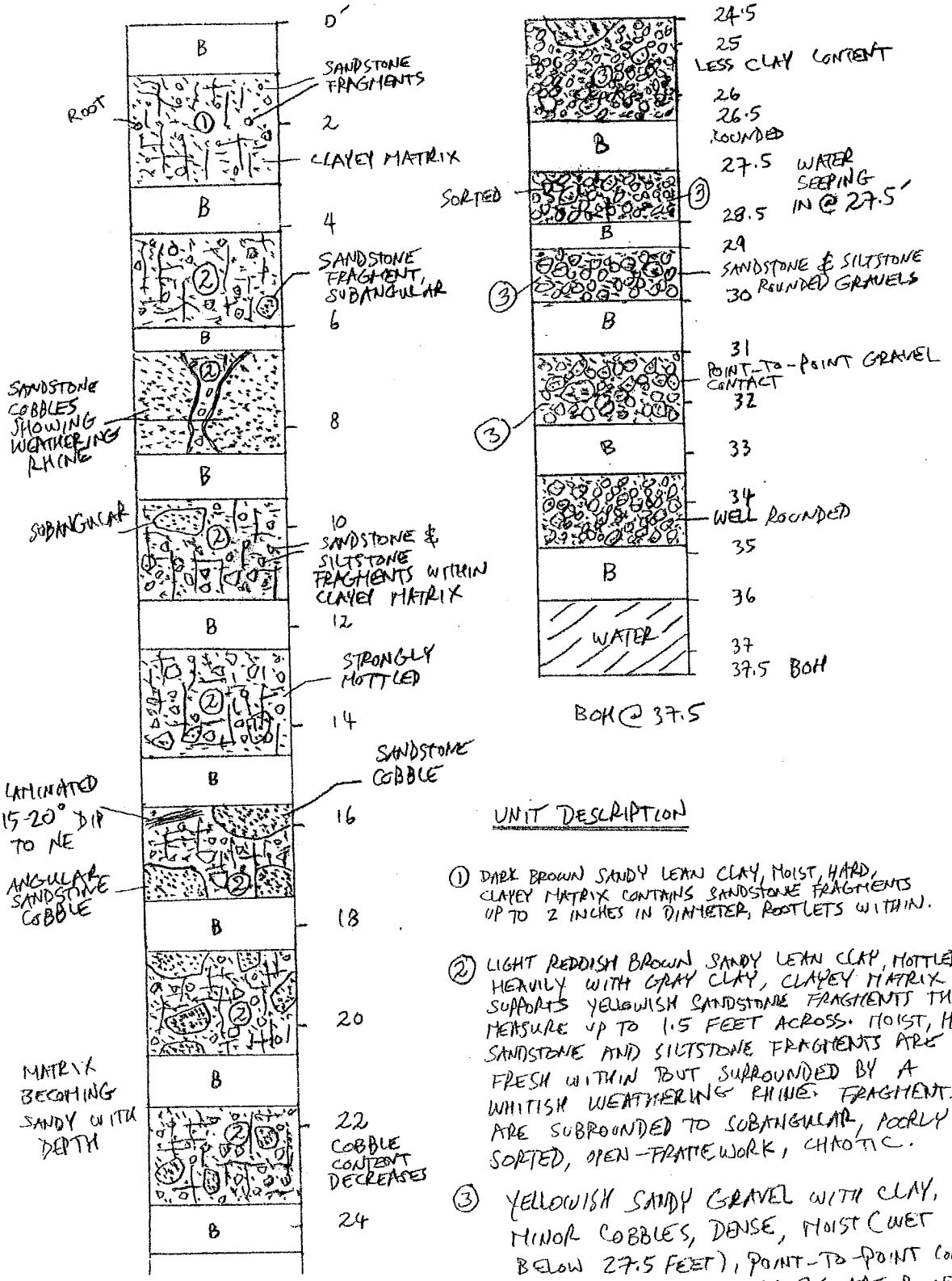
Sadek M. Derrega, PG, CEG
Consulting Engineering Geologist

Cc:

Mr. Mohsen Banuazizi, Banuazizi & Associates: baarch@pacbell.net
Mr. Ted Sayre, Cotton Shires & Associates, Inc.

6/8/2012

LD-1 N85E



UNIT DESCRIPTION

① DARK BROWN SANDY LEAN CLAY, MOIST, HARD, CLAYEY MATRIX CONTAINS SANDSTONE FRAGMENTS UP TO 2 INCHES IN DIAMETER, ROOTLETS WITHIN.

② LIGHT REDDISH BROWN SANDY LEAN CLAY, MOTTLED HEAVILY WITH GRAY CLAY, CLAYEY MATRIX SUPPORTS YELLOWISH SANDSTONE FRAGMENTS THAT MEASURE UP TO 1.5 FEET ACROSS. MOIST, HARD, SANDSTONE AND SILTSTONE FRAGMENTS ARE FRESH WITHIN BUT SURROUNDED BY A WHITISH WEATHERING RHINE. FRAGMENTS ARE SUBROUNDED TO SUBANGULAR, POORLY SORTED, OPEN-FRAMEWORK, CHAOTIC.

③ YELLOWISH SANDY GRAVEL WITH CLAY, MINOR COBBLES, DENSE, MOIST (WET BELOW 27.5 FEET), POINT-TO-POINT CONTACT, CLOSED FRAMEWORK, GRAVELS ARE ROUNDED, SORTED, LESS MOTTLING.

B: WOODEN BRACING
LD-1: LARGE DIAMETER EXCAVATION
BOH: BOTTOM OF HOLE

• LOG OF HAND-DUG EXCAVATION
• 169 WAYSIDE ROAD, PORTOLA

COTTON, SHIRES AND ASSOCIATES, INC.
CONSULTING ENGINEERS AND GEOLOGISTS

September 26, 2012
V5052A

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

SUBJECT: **Supplemental Geotechnical Peer Review**
RE: Rollefson, Deviation/Variance
169 Wayside Road

At your request, we have completed a supplemental geotechnical peer review of the requested Deviation/Variance for construction of additional living space and other residential improvements at the subject property using:

- Recommendations for the Repair of Potential Landslide (letter-report) prepared by BAGG Engineers, dated July 16, 2012;
- Landslide Subsurface Investigation (letter-report) prepared by Sadek Derrega, dated June 14, 2012;
- Geotechnical Investigation (report) prepared by BAGG Engineers, dated January 31, 2012; and
- Architectural Plans (10 sheets, various scales) prepared by Banuazizi Associates Architects, revised September 4, 2012.

In addition, we have reviewed pertinent technical documents from our office files.

DISCUSSION

We understand that the applicant proposes to rebuild the existing garage with a new second-story bedroom, construct additions between the garage and main residence, modify the existing basement, complete various landscape improvements, and repair the existing septic leachfield system. Granting of a Deviation is requested to allow intended construction within a "Pd" zone (potential deep landsliding). In our

previous project geotechnical peer review (letter dated April 18, 2012), we recommended that supplemental site subsurface exploration be completed to characterize geologic conditions and provide a basis for the development of potential engineering design solutions.

SITE CONDITIONS

The subject property is characterized, in general, by gentle to precipitous (approximately 40 to 200 percent inclination) east- to southeast-facing hillside topography. Grading for existing residential improvements has resulted in a cut and fill building pad. A concrete retaining wall up to 3 feet high supports the fill adjacent to the driveway and garage area. Precipitous to vertical (approximately 150 percent to vertical inclination) creek embankment slopes are located approximately 30 feet east of the proposed improvements. Creek banks display shallow sloughing and erosional scars. Drainage is generally characterized by sheetflow directed to the east where it is intercepted by the creek channel.

According to the Town Geologic Map, the subject property is underlain, at depth, by bedrock materials of the Butano Formation (i.e., sedimentary bedrock consisting of interbedded sandstone, siltstone and potentially expansive claystone). The bedrock is overlain by mapped colluvial or alluvial deposits. According to the Town Movement Potential Map, the existing residence is located within an "Pd" zone, which is defined as "*unstable, unconsolidated material, commonly more than 10 feet in thickness, on moderate to steep slopes, subject to deep landsliding.*" The northeastern portion of the property is located within a "Sun" zone, which is defined as: "*unconsolidated granular material (slope wash, alluvium) on level ground and gentle slopes; subject to settlement and soil creep; liquefaction possible at valley floor sites during strong earthquakes.*" A small area within the southeastern portion of the property it is located within an "Ms" zone, which is defined as "*moving shallow landslides, commonly less than 10 feet in thickness.*" The active San Andreas fault is located approximately 950 feet northeast of the project site.

Recent site geologic and subsurface investigation has revealed the presence of old landslide materials beneath the garage/bedroom site extending to a depth of 24 feet. Such materials are consistent with the existing "Pd" movement potential designation.

CONCLUSIONS AND RECOMMENDED ACTION

The most significant geotechnical concern with regard to the proposed construction is the addition of a new bedroom living space above the garage in an area of confirmed existing "Pd" ground movement potential conditions. The Project Geotechnical Consultant has proposed an engineering solution for the garage and

bedroom that includes construction of a row of stitch piers with a minimum depth of 45 feet (30-inch diameter) to stabilize ground in this area.

We concur that recommended design measures appear adequate to provide slope stability at the bedroom over garage portion of the project and for the area of the connecting structure between the existing residence and garage. We conclude proposed design measures constitute an "engineering solution" (as defined by the Town) for the above indicated portions of the project. At this time we have not received plans that depict the extent of site disturbance that would be associated with proposed stitch pier installation, or measures that would be utilized to prevent siltation of the creek channel associated with nearby construction. The disturbance area and siltation mitigation design measures should be clarified prior to detailed deliberation of the design concept.

LIMITATIONS

This supplemental geotechnical peer review has been performed to provide technical advice to assist the Town with its 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:kd

Carol Borck

From: Stanley Low <slow@smcgov.org>
Sent: Wednesday, August 15, 2012 9:14 AM
To: Carol Borck
Subject: 169 Wayside Rd.

Hello Carol:
The proposed piers in the lower portion of the property will not interfere with the septic system. The piers and septic system are located in different parts of the property.

Stan Low, REHS IV
Land Use Specialists
San Mateo County Environmental Health
2000 Alameda de las Pulgas, Suite 100
San Mateo, CA 94403
(650) 372-6202 and (650) 363-1820

RESOLUTION NO. 2506 - 2010

(This resolution amends, supersedes and replaces Resolutions 500-1974, 545-1974, 591-1975, 791-1979, 1331-1990 and 2279-2006)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING AND ADOPTING "GEOLOGIC MAP" AND "GROUND MOVEMENT POTENTIAL MAP" AND ESTABLISHING LAND USE POLICIES FOR LANDS SHOWN ON SAID MAPS

WHEREAS, the Town Council on May 8, 1974, adopted Resolution No. 500-1974, A Resolution of the Town of Portola Valley Approving and Adopting the "Geologic Map" and the "Movement Potential of Ground Map", and Establishing Land Use Policies for Lands Shown on Said Maps; and

WHEREAS, the Town Council has determined that it is necessary to control or prevent development on geologically hazardous areas in order to protect the health, safety and welfare of Town residents; and

WHEREAS, said Resolution 500-1974 was heretofore amended by Resolutions 545-1974, 591-1975, 791-1979 1331-1990, and 2279-2006; and

WHEREAS, it has been found that combining these resolutions into a single resolution will facilitate application; and

WHEREAS, it has been determined that additional guidance is required with respect to Repairs, Alterations, and Reconstruction of existing structures in areas of Unstable Ground; and

WHEREAS, the Town finds that in existing neighborhoods, the Town needs to allow some modifications to existing legal structures in order to reduce risks to health and safety in those neighborhoods; and

WHEREAS, the Town has updated the "Geologic Map" and updated and relabeled the "Ground Movement Potential of Undisturbed Ground Map" as the "Ground Movement Potential Map," both dated May 2010.

NOW THEREFORE, The Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows:

1. This Resolution does amend, supersede and replace Resolutions 500-1974, 545-1974, 591-1975, 791-1979, 1331-1990, and 2279-2006.

2. The Town makes the following findings and adopts the following:

I. BACKGROUND

The Town Council of the Town of Portola Valley remains committed to the importance of utilizing geologic information in decisions made by the Town. The Town Council is aware of the existence of major areas of active and recent landslides in the community as well as the presence of the San Andreas Fault System, a fault system considered active and potentially dangerous. Events within the history of the Town have demonstrated that landslides and the San Andreas Fault System can and have destroyed structures including buildings, roads and other improvements both within the Town and nearby areas. Such failures pose a threat to persons and property. In order to protect the Town, residents, buildings and infrastructure from damage from these geologic hazards, the Town Council finds it in the public interest to not allow new development on Unstable Ground. Therefore, in order to protect the public interest and further the goals of the Safety Element of the General Plan of the Town, the Town Council finds it appropriate and necessary to adopt this Resolution.

Geologic maps have been prepared by the Town based on the study of aerial photographs, field investigations, and other available geologic studies. These maps portray geologic conditions with considerable accuracy. Given this level of data, the Town Council finds it appropriate to adopt these maps as policy, and to have them serve as guidelines for administering the affairs of the Town and to modify them from time to time as better information becomes available. It is the Town Council's intention that these maps and related land use policies be employed as guides in all Town decisions to which they are relevant and shall be adhered to unless modifications to the geologic maps or Deviations are permitted as provided for herein.

II. PURPOSE

The purpose of this Resolution is to protect the public interest by seeking to avoid the many adverse impacts that can result from the failure of structures and infrastructure on Unstable Ground. Following are some of the adverse impacts the Town Council seeks to avoid:

1. Injury or death to occupants of a structure.

2. Failures of electrical and gas facilities in a structure resulting in fires that can endanger occupants as well as surrounding properties.

3. Damage to public and private infrastructure, including water lines, sewer lines, gas lines and communication lines resulting in costs to responsible agencies.

4. Demands on fire, police, medical and other emergency personnel thus incurring costs to the public.

5. Physical damage to natural drainage courses and storm drains resulting in adverse impacts on surrounding properties.

6. Physical impact on adjoining properties by encroachment of landslide material and structures.

7. A negative impact on property values and an adverse impact on the reputation of the Town, both of which are contrary to the public interest.

8. Concurrent damage to structures in the event of an earthquake thereby causing an overload on emergency service capabilities.

9. Failure of roads resulting in damage to abutting properties and impeding the passage of emergency vehicles for fire, police, and medical personnel.

10. Failure of water tanks that can result in the sudden release of water causing damage to properties below as well as reducing or eliminating the availability of water for emergency use.

11. Abandonment of properties damaged by earth movement and the attendant negative impacts associated with abandoned properties including without limitation: lowered property values, increased fire hazard, and an attractive nuisance.

III. OBJECTIVES

1. To help prevent decisions that might unduly jeopardize persons or private or public property as a result of geologic hazards.

2. To establish a set of geologic maps that will serve as a consistent basis for reviewing applications before the Town and various other Town actions.

3. To establish policies for land uses to be permitted in different geologic settings.

4. To allow and encourage the improvement of the overall safety of existing structures.

5. To ensure that development projects are consistent with the goals and provisions of the General Plan, such as contained in the Safety Element and Sections 1010 and 2103 that call for minimizing development on unstable land, exposure of people and improvements to physical hazards such as earthquakes and landslides, grading, and disturbance to natural surroundings, vegetation and scenic vistas.

IV. DEFINITIONS

The following definitions are established for the purposes of this Resolution:

Alteration and Repair. Alterations and Repairs occur when construction costs do not exceed 50% of the Appraised Value of a building.

Appraised Value. Appraised Value is the market value of a structure secured by the applicant and reviewed and accepted by Staff. If damage has occurred, the Appraised Value shall be the estimated market value of the building immediately prior to being damaged. Staff may waive the appraisal if Staff believes information submitted is sufficient for making a determination.

Deviation. A Deviation is an approval of a project in a category shown on Table 1 as "N," "No (not permitted)". Deviations are limited to legally existing structures on legally existing parcels.

Engineered Design. An Engineered Design requires a thorough geotechnical investigation and appropriate soil, foundation and structural measures to provide a safe, stable foundation and development. An Engineered Design shall result in a safety factor of a minimum of 1.5 under static conditions for all geotechnical aspects of the Engineered Design.

Ground Movement. Earth movement including without limitation all types of landsliding. Ground Movement expressly does not include house settlement unrelated to landsliding or earth shaking from seismic activity that does not cause earth displacement.

Reconstruction. Reconstruction occurs when construction costs exceed 50% of the appraised value of a building.

Staff. Staff includes, but is not limited to: Town Geologist, Town Engineer, Building Inspector and Town Planner.

Unstable Ground. Unstable Ground as referred to in this Resolution is earth that has a potential for Ground Movement.

V. APPLICABILITY

This Resolution shall be used in all decisions of the Town Staff, Committees, Commissions and the Town Council where geologic considerations are relevant. It shall, in particular, be employed in applications required under the following regulations:

1. Zoning Ordinance
2. Subdivision Ordinance
3. Site Development Ordinance
4. Building Code

VI. GEOLOGIC MAPS

The adoption, maintenance and modification of geologic maps shall be as set forth below:

Adoption

The following maps are adopted as the official geologic maps of the Town of Portola Valley and may be revised from time to time to reflect modifications approved by the Planning Commission:

1. "Geologic Map," 1"=500', 9/18/73; revised 11/26/75, Town Council Resolution 591- 1975; subsequent revisions approved in accordance with the provisions of this Resolution and filed with the Planning Commission.

2. " Movement Potential of Undisturbed Ground' 1"=500', 9/18/73; revised 11/26/75, Town Council Resolution 591-1975; subsequent revisions approved in accordance with the provisions of this Resolution and filed with the Planning Commission.

Maintenance of Maps and Records

1. The Town Geologist shall be responsible for maintaining complete background and action information on all modifications to the maps.

2. The Town Geologist shall be responsible for seeing that all changes approved by the Planning Commission are posted to the maps within 30 days after approval of such changes.

Modification of Maps

It is recognized that these maps are based on a certain level of geologic information and that further study may permit their improvement; therefore, the following procedures are available for modification of the maps:

1. In the course of reviewing any application wherein this Resolution is used as a guide in reviewing the geology, the Planning Commission may, after recommendation from the Town Geologist, modify the map(s) if it determines, based upon evidence before it, that such modification(s) is warranted.

2. In instances where no application is involved, a land owner or his authorized representative may file a request for modification with the Planning Commission Secretary and the Planning Commission may, after recommendation from the Town Geologist, modify the map(s) if it determines, based upon evidence before it, that such modification is warranted.

3. The Town Geologist may at any time submit a written recommendation to the Planning Commission for modification of the maps and the Planning Commission may modify the maps if it determines, based on evidence before it, that such modification is warranted.

4. When an applicant requests a modification of the maps, the request shall include a geologic review of the site by a geologist employed by the applicant at the applicant's expense and such review shall include evaluation as to why the geologist believes the request is appropriate and consistent with Town geologic policies. The Town Geologist may waive the need for such review if data are already available to support the request. The Town Geologist shall review the request and submit recommendations to the Town Planner. The Town Planner shall review the request and submit a written report to the Planning Commission with recommendations.

5. A request for a proposed modification shall be considered by the Planning Commission at a noticed public meeting. Notices shall be sent to property owners within 300 feet of the subject property at least 10 days prior to the public meeting. Approval of a map modification shall be by Resolution of the Planning Commission.

6. When a modification is approved, a written report shall be prepared by the Town Planner indicating the nature of the change, reasons therefore, and such report shall be filed along with the report of the Town Geologist and Resolution with the Planning Commission. A copy of the report shall be placed in the parcel file for the affected property.

<u>Effect of Engineered Designs and Engineering Solutions on the Geologic Maps</u>

When an Engineered Design or an engineering solution as provided for on Table 1 is approved, the Geologic Map and Ground Movement Potential Map shall not be changed since the maps are defined as reflecting undisturbed ground.

VII. LAND USE POLICIES - MOVEMENT POTENTIAL MAP

The land use policies shown on Table 1 shall be adhered to. These policies have been established on the premise that, in future actions, the Town wants to avoid to the maximum extent possible failures of ground due to earth movement that would endanger persons or public or private property. Where land uses that are under consideration by an approving authority are not listed on Table 1, the approving authority shall use the policies in Table 1 as a guide insofar as is possible. Land stability categories on Table 1 are based on undisturbed ground.

When acting on applications for development that are in categories marked "Y", the approving authority shall consider a report from the Town Geologist prior to taking action unless the Town Geologist determines that a report is not required.

When acting on applications for development in categories marked "Y*" or "N*", the approving authority shall consider a written report from the Town Geologist prior to taking action. The approving authority may refer an application in categories marked "Y*" to the Planning Commission for action. Applications for development in categories marked "N*" shall be referred to the Planning Commission for action.

Development in categories marked "N" is not permitted, except for projects pertaining to legally existing structures on legally existing parcels. Such projects shall be processed in accordance with the provisions for land use policies as set forth in Sections IX - XIV of this Resolution.

TABLE 1

Stability	Map Symbol			Buildings			Utilities	Water Tanks
		Public	Private	¼ Ac	1 Ac	3 Ac		
Most	Sbr	Y	Y	Y	Y	Y	Y	Y
	Sun	Y	Y	Y	Y	Y	Y	Y
	Sex	Y*	Y	Y*	Y	Y	Y	Y*
	Sls	Y*	Y*	N*	Y*	Y*	Y*	N*
	Ps	Y*	Y*	N*	Y*	Y*	Y*	N*
	Pmw	N*	N*	N*	N*	N*	N*	N*
	Ms	N*	N*	N	N	N	N	N
	Pd	N	N	N	N	N	N	N
	Md	N	N	N	N	N	N	N
	Pdf	N	N*	N	N	N	N	N
Least	Pf	Y*	Y*	(Sec. 18.58.030 of Zoning Ord.)			N*	N*

Map symbols are shown on the map, "Movement Potential of Undisturbed Ground." Acreage figures for houses are for the individual parcel area for each house.

Legend:	Y	Yes (permitted)
	Y*	The land use would normally be expected to be permitted, provided the geologic data and/or engineering solutions are favorable; however, there will be instances where the use will not be appropriate.
	N	No (not permitted)
	N*	The land use would normally be expected to not be permitted; however, there may be circumstances where geologic data, engineering solutions, and an assessment of on-site and off-site impacts acceptable to the Planning Commission will permit the use.
	S	Stable
	P	Potential movement
	M	Moving
	br	Bedrock within three feet of the surface
	d	Deep landsliding, 10 or more (feet in depth
	df	Debris flow
	ex	Expansive shale interbedded with sandstone
	f	Primary ground rupture and displacement along active faults.
	ls	Ancient landslide debris
	mw	Mass wasting on steep slopes, rockfalls and slumping
	s	Shallow landsliding or slumping, less than 10 feet in depth
	un	Unconsolidated material on gentle slopes

VIII. LAND USE POLICIES - EARTHQUAKE FAULTS

Construction of new buildings, modification of existing buildings and replacement of damaged buildings in earthquake fault setbacks are addressed in the Zoning Ordinance in Section 18.58.030, Special building setback lines along earthquake faults, Section 18.46.050, Repair, reconstruction or replacement of involuntarily damaged buildings in earthquake fault setbacks, and Section 18.46.051, Repair, alteration and remodeling of buildings in earthquake fault setbacks.

IX. LAND USE POLICIES - GENERAL PROVISIONS FOR ALL DEVIATIONS

Deviations from the land use policies of Table 1 shall be considered in deliberations on the associated applications or other Town actions and may be approved, conditionally approved or denied by the approving authority. Deviations will be allowed only for legally existing structures on legally existing parcels. It is anticipated that Deviations will only be approved when it is clearly demonstrated to the approving authority that such Deviations will not unduly

jeopardize human safety, public property or private property, and will be consistent with the provisions of the General Plan, including those requiring that development be guided to reduce the exposure of people and improvements to physical hazards such as earthquakes and landslides.

Nothing in this Resolution shall be interpreted as authorizing anything in contradiction to any other Town policy or regulation, including, without limitation, all Town ordinances, building codes, and all zoning ordinance restrictions including but not limited to floor area requirements.

X. LAND USE POLICIES - DEVIATIONS FOR BUILDINGS EMPLOYING AN ENGINEERED DESIGN

Deviations from Table 1 may be approved by the Planning Commission for Engineered Designs for legally existing buildings on legally existing parcels or the replacement of legally existing buildings whether or not the building has been damaged by land movement. When an Engineered Design is approved for a building, the building can be permitted by the Planning Commission to achieve the floor area allowed under Chapter 18.48 of the Zoning Ordinance. Each building will be evaluated on a case-by-case basis and can be limited by the "Criteria for Approval of Deviations" and other applicable regulations. Deviations will not be allowed that involve the conversion of a non-dwelling to dwelling unit, as dwelling unit is defined in the zoning ordinance.

While Engineered Designs can involve various viable engineered means that result in a stable foundation, the preferred solution is the extension of piers into stable and sufficient bedrock. Grading solutions whereby compacted fill is placed on top of bedrock are discouraged due to the potential for alteration of natural terrain and removal of vegetation.

Since Engineered Designs can require significant grading and access by drilling equipment, excavation equipment and trucks, they can cause substantial environmental damage unless they are carefully controlled. Accordingly, each request wherein an Engineered Design is proposed shall be reviewed with respect to the "Criteria for Approval of Deviations" and with particular attention to the minimization of impact on native terrain, vegetation and neighboring properties.

Approval: Planning Commission

XI. LAND USE POLICIES - DEVIATIONS FOR BUILDINGS NOT EMPLOYING AN ENGINEERED DESIGN

Deviations from Table 1 may only be allowed for legally existing buildings on legally existing parcels. This provision allows for Repairs, Alterations, Reconstructions, and Additions that will improve the overall safety of existing

buildings. Deviations will not be allowed that involve the conversion of a non-dwelling to a dwelling unit, as dwelling unit is defined in the zoning ordinance.

Deviations are listed below in two sections. Section A. concerns buildings on Unstable Ground that have not been damaged by Ground Movement. Section B. concerns buildings on Unstable Ground that have been damaged by Ground Movement. All Deviation requests must be evaluated against the "Criteria for Approval of Deviations."

If an applicant under categories A. or B. below, desires to modify the footprint, floor area or height of a building beyond that necessary to improve the foundation and structural stability, the application shall be referred to the Planning Commission with a Staff recommendation. The Planning Commission can allow increases in floor area of up to 25% of an original building that exists or that existed prior to being damaged or demolished and related changes in design. Once a permit is issued for a building, subsequent modification(s) may not in total exceed the 25% limitation. The limitations on buildings do not prevent changes in architectural details.

A. Buildings on Unstable Ground that Have Not Been Damaged by Land Movement.

1. Buildings may be Altered or Repaired under the following provisions:

Limitation: Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required commensurate with the slope of the alteration or repair.

Approval: Staff

2. Buildings may be Reconstructed if involuntarily damaged by causes other than Ground Movement under the following provisions:

Limitation: Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required. Consideration shall be given to relocation of the building to a more geologically stable area on the parcel if feasible.

Approval: Staff

3. Buildings may be Reconstructed voluntarily by the owner under the following provisions:

Limitation: Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required. Consideration shall be given to relocation of the building to a more geologically stable area on the parcel if feasible.

Approval: Staff

4. Additions on stable ground to buildings on Unstable Ground may be permitted under the following provisions:

Limitation: Existing building footprint, weight, floor area and heights may not be modified other than as necessary to improve the foundation and increase the structural safety of, the building or as approved by the Planning Commission. The foundation for the addition must be an Engineered Design. Particular attention shall be given to the method of attachment of the addition to the existing building. Improvements to the existing building's structural stability and foundation are required in order to help minimize the potential for structural failure. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. (Total floor area of the existing building and Addition shall not exceed that allowed by Chapter 18.48 of the Zoning Ordinance.)

Approval: Planning Commission

B. <u>Buildings on Unstable Ground that have been Damaged by Ground Movement.</u>

1. Buildings may be Repaired or Altered under the following provisions:

Limitation: Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building or as approved by the Planning Commission. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required commensurate with the scope of the repair or alteration.

Approval: Planning Commission

2. Buildings may be Reconstructed under the following provisions:

Limitation: It is envisioned that this type of Deviation request will be extremely rare. Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building or as approved by the Planning Commission. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required and the engineered building must be the safest possible for the site. In all cases, when feasible, the building shall be founded on stable bedrock in whole or in part. In addition, it must be demonstrated that the building is sufficiently structurally braced to minimize the potential of building damage in the event of future Ground Movement and that in the event of future Ground Movement there is no significant risk to occupants or increased risk of damage to surrounding properties. The request will be given additional scrutiny pursuant to the "Criteria for Approval of Deviations."

Approval: Planning Commission

XII. LAND USE POLICIES - DEVIATIONS FOR ROADS, UTILITIES AND WATER

The approving authority relative to roads, utilities, water tanks, similar infrastructure and other structures, such as retaining walls, shall follow the provisions of Table 1 as part of the normal review and approval process. The approving authority, may, however, grant Deviations from the table if it deems such Deviations would not adversely affect the existing site and stability of the structure. Proposed Deviations shall be evaluated against the applicable criteria listed under "Criteria for Approval of Deviations" as well as other criteria employed by the approving authority.

Whenever a Deviation is being considered by the Town with respect to roads, utilities, water tanks and similar infrastructure, the approving authority shall request and consider a report from the Town Geologist in addition to reports from other Town Staff.

XIII. CRITERIA FOR APPROVAL OF DEVIATIONS

The approving authority shall evaluate all applications for Deviations against the following criteria. The degree of compliance with the criteria shall be commensurate with the scope of the project as determined by the approving authority. Findings must be made with respect to each criterion for all Deviations.

1. Use of state-of-the-art structural/geotechnical standards taking into account the underlying geology.

2. Limitation and control of the final project and construction process, including grading and the use of excavation equipment, drilling equipment and trucks, so as to minimize impacts on the natural characteristics of the site.

3. Control of drainage to minimize on site and offsite adverse impacts.

4. Demonstration that the improvements do not interfere with existing, or proposed, septic tanks and drainfields and that the septic system complies with applicable public health standards.

5. Relocation of a structure to a more stable area on the property if feasible when undertaking Reconstruction of a building and associated infrastructure.

6. Stabilization of actively moving ground when deemed necessary and feasible.

7. Improvement of the overall safety of a structure and site over the safety of the structure and site that existed prior to making improvements. Improvements shall address problems related to the geologic stability of the site, but can address other factors, for example, improvements in fire safety.

8. Avoidance of imposing a risk to adjoining properties.

9. Reasonable demonstration that the structure is a legally existing structure.

XIV. DEVIATION REQUEST - APPLICATION AND PROCESSING

1. A request for a Deviation shall describe the exact nature of the Deviation on a form provided by the Town.

2. The request shall indicate how and to what extent the project conforms to each of the items listed under the "Criteria for Approval of Deviations." It is anticipated that all applications will include a report by an engineering geologist on behalf of the applicant unless the Town Geologist indicates to Staff that such information is not needed.

3. Each Deviation application shall be noticed to property owners within 300 feet of the subject property at least 10 days prior to any action being taken by the approving authority.

4. A record of the Deviation shall be prepared by the Town Planner, filed with the Planning Commission and placed in the parcel file for the property involved.

XV. APPEALS

Applicants or interested parties can appeal Staff decisions to the Planning Commission and Planning Commission decisions to the Town Council.

XVI. EFFECT OF RESOLUTION

This Resolution amends, supersedes and replaces Resolutions 500-1974, 545-1975, 591- 1975, 791-1979, 1331-1990, and 2279 – 2009.

PASSED AND ADOPTED this 22 day of September, 2010.

By: _____
Mayor

ATTEST:

_____
Town Clerk

ORDINANCE REQUIREMENTS FOR GRANTING OF VARIANCES
Town of Portola Valley

In order to grant a variance the board of adjustment must make findings in support of the requirements of Section 18.68.070 (zoning) of the municipal code. The town attorney has advised that, for conformity with state law, these findings be considered by the board of adjustment assuming word deletions as follows:

> *18.68.070 Findings and decision. A.* The board of adjustment shall grant the requested variance in whole or in part, if from the facts presented in connection with the application, or at the public hearing, it appears and the board of adjustment specifies in its findings the facts which establish ~~beyond reasonable doubt~~:
>
> 1. That there are exceptional or extraordinary circumstances or conditions applying to the property involved or to the intended use of the property, that do not apply generally to other property or uses in the same district;
> 2. That owing to such exceptional or extraordinary circumstances the literal enforcement of the provisions of the title would result in practical difficulty or unnecessary hardship;
> 3. That such variance is necessary for the preservation of a ~~substantial~~ property right of the petitioner, possessed by other property in the same district;
> 4. That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity or in the district in which the property of the applicant is located;
> 5. That the granting of such variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district;
> 6. That the granting of such variance will be in harmony with the general plan and intent of this title and the general plan.
>
> *B.* If the facts do not establish that all of the six conditions set forth in subsection *A* of this section apply to the subject case, the board of adjustment will deny the requested variance.

Bonnie Crater
and Christopher Buja

172 Wayside
Portola Valley

To Planning Commission
Architectural & Site Control Commission

Re Construction at 169 Wayside

Dear Commission Members.

We are writing to express our enthusiastic support for the plans submitted by Donna & Rollie at 169 Wayside. They've graciously shared the plans and schedule : both look fantastic.

We look forward to your speedy approval. The finished project will be a great and welcome addition to the neighborhood.

Please call us if you have any questions.

Sincerely

Subject: FW: X7E-134 / ROLLEFSON
Date: Monday, October 8, 2012 9:30 AM
From: CheyAnne Brown <CBrown@portolavalley.net>
To: "Tom Vlasic (vlasic@spangleassociates.com)" <vlasic@spangleassociates.com>, Carter Warr <carter@cjwarchitecture.com>, Craig Hughes <craig@hughes-family.org>, Danna Breen <pvlily@aol.com>, Jeff Clark <jmcarch@sbcglobal.net>, Megan Koch <megankoch@kochfamilyoffice.com>
Conversation: X7E-134 / ROLLEFSON

All – please see below comments.
Thanks,
CheyAnne

From: TownCenter
Sent: Monday, October 08, 2012 9:17 AM
To: Carol Borck; CheyAnne Brown
Subject: X7E-134 / ROLLEFSON

Morning...forwarding on.

From: David Luce [mailto:davel180@gmail.com]
Sent: Friday, October 05, 2012 8:40 PM
To: TownCenter
Subject: X7E-134 / ROLLEFSON

Ref: Application X7E-134
Architectural review, deviation and variance application
169 Wayside road - Rollefson

Dear ASCC,
I have reviewed the referenced project with the Rollefsons and am writing to inform you that I fully support this project. I would be attending the October 8th ASCC meeting to voice my support in person; however, will be traveling on business at that time. Please feel free to contact me if you have any questions.

Thank you and best regards,
David B. Luce
180 Wayside Road
Tel: 851-1970

Carol Borck

From: Jennifer Hanley <jen@eeo-consulting.com>
Sent: Wednesday, October 03, 2012 6:14 PM
To: Steve Padovan; Carol Borck; CheyAnne Brown
Subject: 169 Wayside

Dear Planning Commission:

We live across the street from Rollie and Donna. They are considerate and nice neighbors. I just saw the plans for the first time on Tuesday to understand the scope of the project. My parents got to town today and we have plans to go to a concert, so I cannot make this meeting.

The setback/massing/height issues are addressed in the staff report; I just want to make sure that some issues are addressed that are not in the staff report that relate to the variance request:

1. The lack of setback means that there is little guest parking at that property currently. The restoration of the converted garage will relieve this to some extent (if it is used for parking), but attention might be given to construction parking and future parking along Wayside Road in front of the property. (Parking on Wayside used to be a problem with prior owners and renters at 169, but has not been since Rollie and Donna moved in).

2. Please consider landscaping in the front of the property up to the road itself (including in the road setback) in the application due to the proximity of the house and construction to the road. I'm not sure what landscaping is currently proposed. A few trees in front have been legally removed in the past few years and do increase the visibility of the home from our home and the road. We don't want to encourage fences and hedges – rather, just something that improves the appearance of the current front yard.

3. I assume the front part of the property will need a Town-compliant lighting plan.

Thank you for your consideration,

-Jen Hanley

158 Wayside Road

Subject: FW: 169 Wayside Rd
Date: Monday, November 12, 2012 3:48 PM
From: Carol Borck <cborck@portolavalley.net>
To: "Tom Vlasic (vlasic@spangleassociates.com)" <vlasic@spangleassociates.com>, Carter Warr <carter@cjwarchitecture.com>, Craig Hughes <craig@hughes-family.org>, Danna Breen <pvlily@aol.com>, Jeff Clark <jmcarch@sbcglobal.net>, Megan Koch <megankoch@kochfamilyoffice.com>
Conversation: 169 Wayside Rd

Comments from neighbor on project just received.

Carol

-----Original Message-----
From: Jennifer Hanley [mailto:jen@eeo-consulting.com]
Sent: Monday, November 12, 2012 3:42 PM
To: Carol Borck
Subject: 169 Wayside Rd

Hi, Carol.

Thanks for letting us know about this eve's ASCC meeting agenda. The only additional comment we have is that all lighting should all be downward-facing, including the 5 wall lighting fixtures (with 3 bulbs each?). That may be consistent the current lighting plan, but we don't have it to check.
Thanks!
Jen Hanley
158 Wayside Rd

Sent from my iPhone

MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Tom Vlasic, Town Planner
Karen Kristiansson, Principal Planner

DATE: December 5, 2012

RE: Application for amendment to CUP X7D-30 for parcel merger and expansion of athletic fields with new track and artificial turf infill at 302 Portola Road, Woodside Priory School, and draft Initial Study/Mitigated Negative Declaration

Planning Commission Public Hearing Process

The December 5 planning commission meeting will be the first formal public hearing before the planning commission on the Priory School's application for a parcel merger and an amendment to their use permit to allow installation of a new track with artificial turf infill. The hearing will also include consideration of the draft Initial Study/Mitigated Negative Declaration (IS/MND) that has been prepared for the project.

At this meeting, the planning commission should hear comments from members of the public on both the project and the draft IS/MND, and commissioners should also offer comments. The planning commission cannot take action on either the draft IS/MND or the project at this meeting as the noticed public review period on the IS/MND extends to January 4, 2013. Therefore, after presentation of public and planning commission comments, the public hearing should be continued to the regular January 16, 2013 planning commission meeting.

Ultimately, after the close of the public hearing on or after January 16, the planning commission would need to take two separate actions: 1) adoption of the IS/MND and 2) action on the proposed parcel merger and use permit amendment. Adoption of the IS/MND is required before the commission could approve, conditionally approve or deny the project.

Previous Consideration and Discussion

Both the planning commission and the ASCC have considered this project at a number of previous meetings, including:

- a joint field meeting at the Priory on February 1, 2011 to consider the original proposed project;
- discussion of the original project on February 15, 2011 at the ASCC;
- discussion of the original project on February 16, 2011 at the Planning Commission;
- informal consideration on June 6, 2012 by the Planning Commission of a revised project with a larger track and less artificial turf;
- a joint field meeting at the Priory on September 10, 2012 to consider site issues related to the revised project;
- discussion of site issues at the regular ASCC meeting on September 10, 2012;
- discussion of site issues at the regular Planning Commission meeting on September 19, 2012; and
- a joint field meeting with the ASCC on September 24 at Woodside Elementary School to view their natural and artificial turf fields.

The staff reports and minutes from all of those meetings are available online.

Proposed Project

The proposed project would merge the 1.3-acre former Rutherford/Gambetta ("Rutherford") parcel, now owned by the Priory, with the existing Priory land, remove the berm between the Rutherford parcel and the softball field, relocate the sewer line that is currently located within that berm, underground the utility lines that run along that berm, and install a regulation-sized track facility with 2.39 acres of artificial turf on the interior. With the parcel merger, the total Priory land covered by the CUP would be 50.4 acres.

Cut from the removal of the berm would be placed on the field and used to raise the track and field area by approximately 10 inches. None of the cut from the berm will be removed from the site. An additional 8 inches of specialized fill will be needed under the track and artificial turf infill for drainage and proper support of the track and turf, so the track and turf will have an elevation approximately 18 inches higher than the existing field.

The project is shown on the following enclosed plans:

Sheet A-1.2, Area Expansion/Lot Merger & Athletic Fields Improvements, 10/2/2012, prepared by CJW Architecture

Sheet A-1.3, Enlarged Plan of Merger Area, 11/5/2012, prepared by CJW Architecture

Sheet A-1.3A, Merger Detail, 9/4/2012, prepared by CJW Architecture

Sheet A-1.4, Merger Detail, 10/8/12, prepared by CJW Architecture

Sheet A-1.5, Grading Plan at Trail, 11/7/12, prepared by CJW Architecture

Sheet 1, Sewer Relocation - Context Plan, 8/12, prepared by BKF

Sheet 2, Sewer Relocation, 8/12, prepared by BKF

Sheet F-1, Drainage Map, Existing Conditions, 5/12, prepared by BKF
Sheet F-2, Drainage Map, Proposed Condition, 5/12, prepared by BKF
Sheet 3, Site Plan, 11/12, prepared by BKF

These plans include revisions and clarifications that respond to comments made at previous meetings. These include shifting the track slightly so that it is further away from Portola Road and also moving the softball field and backstop back towards the hill and away from the track. In addition, the plans now include undergrounding the utility line that runs along the berm. A drainage report, prepared by BKF, confirms that with the proposed drainage provisions, the project would be consistent with the Priory's town-approved Master Drainage Plan.

If the conditional use permit amendment is approved, a site development permit would eventually need to be processed for the grading and tree removal. More detailed grading and drainage plans would be submitted as part of that process.

Planning Commission Actions Needed

As noted above, the planning commission will need to take two actions on this project at its January 16 meeting or a subsequent meeting. First, the commission will need to adopt the Initial Study/Mitigated Negative Declaration. Second, the commission will need to act on the requested use permit amendment, including the lot merger. Each of these actions is discussed below.

Draft Initial Study/Mitigated Negative Declaration
A draft Proposed Initial Study/Mitigated Negative Declaration (IS/MND) has been prepared for the proposed project and has been released for public review and comment. The IS/MND was sent to the State Clearinghouse for review by state agencies, and information about the project and the availability of the IS/MND was also send to PG&E and the West Bay Sanitary District. Although the public comment period is only required to be 30 days, in this case the comment period was extended to 45 days because of the holidays and runs from November 21 through January 4.

The IS/MND was prepared by Pacific Municipal Consultants in consultation with the Town Planner's Office. The purpose of the IS/MND, as with all CEQA documents, is to reasonably document and disclose the potential environmental impacts of the proposed project so that the town can then make an informed decision about the project. The IS/MND addresses all of the topics required under CEQA. Below is a list of selected issues that have been mentioned at previous public meetings, with references to the sections and the key pages where those are discussed:

- Source and amount of sand (Project Description, see page 18)
- Air quality impacts from off-gassing from the artificial turf (Air Quality Section, see pages 57-59)
- Surface temperature problems (Air Quality Section, see pages 59-63)
- Impacts on greenhouse gas emissions (Greenhouse Gas Emissions Section; see pages 101-105)

- Hazardous materials impact from the artificial turf (Hazardous Materials Section; see pages 109-125)
- Drainage (Hydrology and Water Quality Section, see pages 132-134)

The IS/MND, as is required by state law, focuses on the proposed project's potential impacts on the existing physical environment. The main question the IS/MND is trying to answer is whether the project, as proposed, could have a significant impact on the environment. Based on the analysis presented, the IS/MND concludes that as long as the recommended mitigation measures are required, the project will not have a significant impact on the environment.

The task before the planning commission with regards to the IS/MND is to determine whether the document adequately and reasonably discloses the potential environmental impacts of the project. If so, the commission can act to adopt the IS/MND at its January 16 meeting. If not, the commission needs to provide guidance about what additional analysis would be needed. We have asked the environmental consultants to attend the December 5th meeting to hear comments and provide any responses to questions or comments that can be easily addressed. Likely, however, most comments would be addressed in written responses that would be made available with the staff report that will be prepared for the January 16, 2013 continued public hearing.

Some issues which have been raised at public meetings are outside the purview of CEQA and therefore are not discussed in the IS/MND. For example, members of the public have asked about a comparison of different types of playing field surfaces, and the applicant has provided some information as part of the application. However, this information is not discussed in the IS/MND because it does not relate to the question of whether the proposed project could have a significant impact on the environment. These questions do relate, however, to the question of whether the project is consistent with the town's general plan and particularly whether the project has minimal impact on non-renewable resources and water usage as discussed below.

Proposed Project: Lot Merger and Conditional Use Permit Amendment
In order to approve an amendment to a conditional use permit, the planning commission needs to make the seven findings listed below. No additional findings are required for the lot merger because it involves less than four lots. As a result, the lot merger can be acted on as part of the use permit amendment.

Findings required for the conditional use permit amendent:

1. The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.
2. The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.

3. The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.
4. The proposed use will not adversely affect the abutting property or the permitted use thereof.
5. The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.
6. The proposed use will be in harmony with the general purpose and intent of this title and the general plan.
7. When this title or the town general plan specifies that a proposed use shall serve primarily the town and its spheres of influence, the approving authority must find that it is reasonable to conclude, based on the evidence before it, that the proposed use will meet a need in the town and that a majority of the clientele of the proposed use will come from the town and its spheres of influence within the near future, normally no more than two years. In general, in making such finding, the approving authority shall, in addition to other information, explicitly take into consideration all similar uses in the town and its spheres of influence.

The proposed track and field would be constructed on an existing school campus located on a major arterial, and the school is already using much of the land for an athletic field. The provisions of the Priory's use permit control the amount of use for the field and related traffic, and these provisions would continue to apply to the proposed track and larger field. As a result, findings 1, 2, 3, 5 and 7 would appear to be fairly straightforward to make. Findings 4 and 6 are discussed below in more detail.

Finding 4: The proposed use will not adversely affect the abutting property or the permitted use thereof.

The project is located within the Priory campus and not directly adjacent to other uses. As a result, there should not be aesthetic impacts on abutting property associated with the basic changes, although concerns have been expressed over the visual conditions of an artificial surface and how these would impact the rural character, particularly along the Portola Road corridor. The potential impacts on rural quality are discussed further below.

Traffic and parking would be controlled under the existing use permit provisions and therefore should not increase. A neighbor raised the question of drainage at an earlier meeting on the project. The drainage report for the project indicates that the drainage improvements that are proposed as part of the project would improve storm drainage from the existing conditions and be fully consistent with the approved drainage master plan for the school site. As a result, it does not appear that the proposed project would have any significant potential for adverse physical impacts on abutting properties.

Finding 6: The proposed use will be in harmony with the general purpose and intent of this title and the general plan.

The general purpose and intent of the zoning ordinance is stated in Section 18.02.020 of the Municipal Code. Section 1010 of the general plan states the general purpose and

intent of the general plan. Both of those sections are attached. The question has been raised at previous meetings as to whether having an artificial turf field could conflict with some of the community's goals. In particular, is having an artificial turf field inconsistent with the rural quality of the town and the natural beauty of the town? The general plan also calls for the town to guide development so as to "minimize the use of non-renewable energy resources, conserve water, and encourage energy conservation and the use of renewable energy sources." These three goals of the town's zoning ordinance and general plan are each discussed below in terms of the artificial turf.

The rural quality of the town

The general plan describes preserving the rural quality of the town as generally minimizing man-made features, noise and lighting and ensuring that development remains secondary to the natural features of the town. The key question is whether placing artificial turf on the track infill would be incompatible with this rural quality. The basic athletic field uses have been found to be an acceptable part of the Priory school facilities, particularly with the allowance for outside use of the facilities. Whether an artificial or natural turf is used, the athletic and outside uses would likely be the same, although it appears that the availability of the fields for uses would likely increase due to key drainage concerns being resolved.

The natural beauty of the town

This goal gets at the aesthetics of the proposed project. On the one hand, the proposed artificial turf has been designed to look as much like natural turf as possible, especially from a distance. The quality of artificial turf has improved over the years. The turf proposed at the Priory would not be permanently striped, which would help it to blend with the surrounding environment. On the other hand, there is a visible difference between artificial turf and natural turf, especially close up. The question related to this goal is whether the artificial turf would impact the natural beauty of the town and if an artificial surface is compatible with the basic provisions of the general plan seeking to preserve the natural elements of the town to the extent reasonably possible. It appears from the data presented and evaluated that drainage improvements and control of runoff need to be made for reasonable use of the athletic facilities with either a natural grass or artificial turf surface. Both will likely have some use limitations, but there should be more play time with an artificial surface for both the established Priory and outside uses as allowed for in the field use agreement with the town. In acting on the use permit, some decisions will need to be made that address the balance between the recreational needs of the community and the potential aesthetic and other impacts.

Minimal use of non-renewable energy resources and water

The CEQA analysis finds that artificial turf maintenance at the site would use much less water than natural turf, that no fertilizer or pesticides would be needed, and that the turf would not need to be mowed. However, the artificial turf needs to be manufactured, and the manufacturing process likely uses both water and non-renewable energy resources. In comparison, natural turf would not need to be manufactured, but the fertilizers and pesticides needed to maintain the natural turf would. Those processes also likely use both water and non-renewable energy resources. Researching and documenting all of these impacts would be time-consuming and difficult.

To summarize, the known facts appear to be as follows:

- Once installed, artificial turf uses less water than natural turf and no fertilizers or pesticides
- Once installed, artificial turf requires less maintenance than natural turf.
- The manufacture of artificial turf likely uses both non-renewable energy resources and water, as does the manufacture of fertilizers and pesticides. The amounts of water and non-renewable resources used in these manufacturing processes are not known and would be difficult to obtain.
- Any athletic field requires the use of non-renewable energy resources and water.

The question here is whether having an artificial turf field in particular is incompatible with the goal of having minimal use of non-renewable energy resources and water.

Next Steps

The next steps will be determined based on the comments made at the December 5 planning commission meeting and written comments received. The Priory, town staff and the environmental consultants will consider all of the comments in preparing the staff report and supporting materials for the January 16th continued public hearing. The report for the meeting will likely include specific recommendations for planning commission action, and these will be based on the input received at the public hearing and on the proposed IS/MND.

Attach./Encl.

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

General Purpose and Intent of the Zoning Code and General Plan

Zoning Ordinance Section 18.02.020

The zoning ordinance codified in this title is adopted to promote and protect the public health, safety, peace, morals, comfort, convenience and general welfare and for the accomplishment thereof is adopted for the following more particularly specified purposes:

A. To guide, control and regulate the future growth and development of the town in a manner consistent with the general plan;

B. To protect the established "rural" quality and the stability of private and public areas within the town and assure the orderly and beneficial development of such areas;

C. To prevent overcrowding the land and prevent undue congestion of population;

D. To maintain Portola Valley as a major open space preserve;

E. To obviate the menace to the public safety resulting from the locating of buildings, and the use thereof, and the use of land, in such manner as to cause interference with existing or prospective traffic movements on said streets;

F. To preserve and enhance the natural beauty of the town;

G. To provide adequate light, air, privacy and convenience of access to property;

H. To minimize silting of drains and drainage channels;

I. To secure safety from fire, inundation and other danger;

J. To protect the community against excessive storm water runoff, soil erosion, earth movement, earthquake, and other geologic hazards.

General Plan Section 1010

Major Community Goals

1010 The goals included below are general in nature and basic to the entire general plan. Goals related to specific aspects of the plan are stated in other appropriate sections. The plan is designed and intended to assist in achieving these major local goals:

1. To preserve and enhance the natural features and open space of the planning area because they are unusual and valuable assets for the planning area, the Peninsula and the entire Bay Area.

2. To allow use of the planning area by residents and others but to limit that use so that the natural attributes of the planning area can be sustained over time.

3. To conserve the rural quality of Portola Valley and maintain the town as an attractive, tranquil, family-oriented residential community for all generations compatible with the many physical constraints and natural features of the area. Rural quality as used in this plan includes the following attributes:

a. Minimal lighting so that the presence of development at night is difficult to determine, so that the subtle changes between day and night are easily discernible and so that the stars may be readily seen at night.

b. Minimal man-made noise so that the prevailing sense tends to be one of quiet except for the sounds of nature.

c. Man-made features which blend in with the natural environment in terms of scale, materials, form and color.

d. An overall impression of open space, natural terrain and vegetation, interrupted minimally by the works of people.

e. Narrow roads bordered by natural terrain and native vegetation.

f. Unobtrusive entrances to properties, primarily designed to identify addresses and provide safe access.

g. Minimal use of fencing except when necessary to control animals and children on properties and then of a design which is minimally visible from off-site.

h. The ability to maintain horses on private properties and to enjoy a trail system throughout the town.

i. Paths and trails that allow for easy access throughout the town.

j. Agricultural pursuits in appropriate locations.

4. To guide the location, design and construction of all development so as to:

    a. Minimize disturbances to natural surroundings and scenic vistas.

    b. Reduce the exposure of people and improvements to physical hazards such as earthquakes, landslides, fire, floods, traffic accidents and to provide evacuation routes for emergencies.

    c. Protect the watershed of the planning area.

    d. Ensure that projects complement and are subordinate to their natural surroundings.

    e. Minimize the use of non-renewable energy resources, conserve water, and encourage energy conservation and the use of renewable energy sources.

5. To protect, encourage and extend the use of native plant communities, grasses and trees, especially oak woodlands, because they reduce water usage and preserve the natural habitats and biodiversity.

6. To ensure that growth and development within the planning area is evaluated against required regional environmental standards.

7. To subject new developments with potential for adverse fiscal and other effects on the delivery of essential public services to an impact analysis to avoid unreasonable financial burdens on the town and other affected local governmental agencies and ensure the continued availability of essential public services.

8. To provide civic and recreation facilities and activities that are supported by the local citizenry and that encourage the interaction of residents in the pursuit of common interests and result in a strong sense of community identity.
9. To provide scenic roads, trails and paths to enhance enjoyment of the planning area and to increase convenience and safety.
10. To encourage the increased availability and use of public transportation and shared private transportation in connecting the town to regional shopping, employment and recreational areas and to the regional transportation network.
11. To provide for those commercial and institutional uses which are needed by the residents of Portola Valley and its spheres of influence on a frequently recurring basis and which are scaled to meeting primarily the needs of such residents. Commercial and institutional uses that meet the frequently recurring needs range from those that most residents of the town and its spheres of influence could be expected to use frequently, typically daily or weekly, to those that, while not frequented so often by most residents, still could be expected to be used primarily by residents of the town and its spheres of influence. Those uses that meet the more frequently recurring rather than occasional needs of the residents are preferred.
12. To limit growth in order to minimize the need for additional governmental services and thereby maintain and preserve the town's predominately volunteer local government, a government which fosters a sense of community.
13. To work with neighboring communities, when appropriate, to identify and develop solutions to interjurisdictional problems.
14. To ensure that development will produce a maximum of order, convenience and economy for local residents consistent with other stated goals and objectives.
15. To foster appreciation of the heritage of the planning area by encouraging the recognition and preservation of important historic resources.
16. To control the size, siting and design of buildings so that they, individually and collectively, tend to be subservient to the natural setting and serve to retain and enhance the rural qualities of the town.