

**Architectural and Site Control Commission** **March 25, 2013**  
**Special Site Meeting, 18 Redberry Ridge, Douglass, and**  
**Regular Evening ASCC Meeting, 765 Portola Road, Portola Valley, California**

Chair Breen called the special site meeting to order at 4:04 p.m. at 18 Redberry Ridge.

**Roll Call:**

ASCC: Breen, Clark, Hughes, Koch, Ross  
Absent: None  
Planning Commission Liaison: Von Feldt  
Town Council Liaison: Aalfs  
Town Staff: Town Planner Vlasic, Interim Planning Manager Padovan,  
Assistant Planner Borck

Others\* present relative to the Restoration Plans for 18 Redberry Ridge:

David Douglass, applicant  
Nannette LaShay, applicant\*\*  
Paul Kephart, Rana Creek Habitat Restoration  
Stefan Thuilot and Kim Yeo, project landscape architects  
Tom Carrubba, project architect  
George Salah, Lot 14 Redberry Ridge, Blue Oaks  
Judith Murphy and Jane Bourne, Conservation Committee  
Joy Elliott, Blue Oaks Homeowners Association  
Linda and Jerry Elkind, 14 Hawk View  
Dave Boyce, Country Almanac

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\*Others may have been present during the course of the site meeting but did not formally identify themselves for the record.

••Ms. LaShay joined the site meeting at approximately 5:10 at 14 Hawk View.

**Restoration and Remediation Plans, 18 Redberry Ridge, Douglass**

Vlasic presented the March 21, 2013 staff report on the subject request for ASCC approval of site/habitat restoration plans to mitigate for unauthorized tree and plant removal. He briefly reviewed the background on the matter and noted that the focus of the site meeting and ASCC review should be on the current status of the site and the efforts that would need to be implemented to complete appropriate site restoration and remediation. Vlasic advised that ASCC review is needed pursuant to the provisions of the site development ordinance and Blue Oaks PUD. He also commented that the town council is seeking ASCC recommendations relative to the time frame for habitat restoration and when it would be acceptable for the town to consider any plans from the property owner for residential site development. He explained that this is related to provisions in the code violation letter sent to Mr. Douglass by the town.

Vlasic stressed that the town manager and town council were dealing with the code violation matter and also any penalties that might be imposed relative to violations of the provisions of the open space easement. He noted that the ASCC review is not associated with the violation issues and is only to focus on the restoration and remediation plans.

Vlasic advised that after the property inspection, at the request of Mr. and Mrs. Elkind, the site meeting should continue at 14 Hawk View to consider views to the site from Portola

Valley Ranch properties. He added, that after this review, ASCC plan consideration should be continued to the regular evening ASCC meeting.

Paul Kephart, Rana Creek Habitat Restoration, presented the following restoration and remediation plans:

Draft Restoration Plan, 18 Redberry Ridge, Rana Creek, March 15, 2013  
Sheet L1.0, Existing Conditions, 3/15/13, Thuilot Associates  
Sheet L1.00, Irrigation Plan, Rana Creek, 3/15/13  
Sheet L2.00, Rana Creek, 3/15/13

Also available for reference were the following arborist's reports:

- Kiely Arborist Report dated August 8, 2012 prepared by the property owner's arborist and two supplemental reports from this arborist completed after the unauthorized tree and vegetation removal. These supplemental reports are dated January 10, 2013 and March 4, 2013.
- David Babby, Arbor Resources, peer review report dated March 8, 2013. It was noted that this report was prepared for the town as part of the town's review of this matter and basically concurs with the findings in the supplemental reports from the property owners' arborist.

Mr. Kephart and Mr. Thuilot led all present on an inspection of site conditions and explained the proposed restoration plans. They and Vlasic identified the conditions along the property's access panhandle, the extent of the disturbed area, and the limits for both the building envelope and open space easement area. Mr. Kephart described the current habitat conditions and the proposed restoration effort. During the course of the site discussion, the following comments and clarifications were offered:

- The time frame for planting presented in the 3/15 restoration plan and summarized in the staff report can be changed to include the understory and native grasses installed this spring at the same time as the tree planting. The property owner is willing to have the plants installed as soon as possible and is already under contract with Rana Creek to fulfill the plan implementation and five-year monitoring provisions, including temporary irrigation, removal of invasive materials, etc.
- The trimmed oaks are already sprouting significant new growth and understory planting is already responding vigorously as was expected and hoped for. There was minimal soil disturbance and the soil environment is in good condition for regrowth and new plantings. In response to a question, it was explained that none of the remaining stumps would be removed and that they would be allowed to re-sprout adding to the anticipated understory recovery.
- In response to a question, it was agreed that a madrone tree would be an appropriate addition to the restoration plan.
- In response to a question, it was noted that the plants to be used would either be from Rana Creek's nursery or from more local nursery sources and that only certified plants would be used and personally selected by Rana Creek staff to ensure appropriate integration with the native site conditions.

- It was stressed that while the current plan calls for some 48" box size oaks, these will likely be downsized to a maximum of 36" box size. This is the case because the smaller trees can more easily be planted and it is essential that the planting process cause as little impact on the site's topsoil conditions as possible. Further, over time, the smaller trees will survive and grow as well if not better than a larger box size. In any case, Rana Creek will fully oversee the selection and installation of the tree planting.
- All weed and invasive plant removal will be by hand and not mechanical equipment.
- While the number of replacement trees are a few less than the trees removed, they have been selected and located to ensure optimal planting and growth environments. More trees could be added, but this would not necessarily ensure more habitat restoration than would be achieved with the proposed number of trees.
- In response to a question, it was noted that while the Rana Creek contract is for only the disturbed area shown on the plans, it would be modified to include control/management of invasive materials over the entire Douglass property, including the access panhandle.
- In response to a question, it was noted that no signs of sudden oak syndrome (SOD) had been found on the site, but it was acknowledged that a full investigation of the bays and other trees downhill and to the north of the site had not been conducted. It was explained that this was not of major risk to the restoration area or site, but that Rana Creek would make necessary checks to ensure that any potential risk from SOD is assessed and protective measures taken as necessary. This would also include inspection and cleaning of any vehicles or equipment used in the planting, management or maintenance efforts.
- In response to a question, it was noted that the understory plants would be managed to ensure that they are in the best location to ensure survival. This includes the placement of new plants both for their best environment and ensuring the existing understory regrowth is protected with, for example, shade from new plantings.
- In response to a question, it was noted that the proposed temporary irrigation system could be easily relocated as necessary to accommodate any plans for house development within the building envelope.
- Relative to the trimming of the top of the bay trees in the open space easement north of the Douglass property, Kephart advised that while any cut main trunk extensions would likely not return, there would be extensive growth of a number of new leaders that would in time fill in much of the lost higher canopy.

Relative to time of regrowth and new growth, assuming all planting is installed this spring, Mr. Kephart advised that he felt confident that after six months there would be significant site recovery and restoration. He added that there would be Rana Creek reports completed after the planting and then after the first six months to ensure that recovery and restoration is proceeding as expected.

Public input was requested and the following comments offered (i.e., beyond the responses to questions provided above):

**George Salah** advised that there had been no disturbance or vegetation removal on the upper part of the site including most of the building envelope area and the area between the building envelope and his property boundary.

**Joy Elliott** advised that the HOA was reviewing the matter to determine what, if any, actions it wanted to take, beyond those of the town, to ensure proper site restoration.

**Linda Elkind** wondered about the mix of oak trees and if Blue Oaks might be added to the palette.

Vlasic advised that prior to any restoration work for the disturbed areas off of the subject property, i.e., on the adjacent Border's site and in the common Parcel A open space easement area, the neighbors and Blue Oaks HOA would need to grant approval for the off site work.

At approximately 5:00 p.m., the onsite inspection concluded and it was agreed that the field meeting would continue at 14 Hawk View as soon as ASCC members could convene at the site. Clark advised he had viewed conditions recently from the Elkind property and would not now continue to that site. Koch advised that she also could not join the continued meeting at 14 Hawk View.

At approximately 5:15 ASCC members Breen, Hughes and Ross convened at 14 Hawk View. They were joined by the following persons:

Linda and Jerry Elkind  
David Douglass  
Nannette LaShay  
Paul Kephart  
Stefan Thuilot and Kim Yeo  
Tom Carrubba  
Judith Murphy  
Joy Elliott  
Steve Padovan  
Carol Borck  
Tom Vlasic

From the rear deck of the Elkind home views were considered to 18 Redberry. Mr. and Mrs. Elkind provided photos showing the site during the unauthorized vegetation removal. They offered that considerable canopy screening views had been removed, but also advised that there were generally pleased to see the restoration effort now being proposed.

After the site meeting ASCC members thanked the applicants, others for their participation. Thereafter, ASCC project consideration was continued to the regular evening ASCC meeting.

### **Adjournment**

The special site meeting was adjourned at 14 Hawk View at 5:30 p.m.

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

**March 25, 2013**

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

**Roll Call:**

ASCC: Breen, Clark, Hughes, Koch, Ross  
Absent: None  
Planning Commission Liaison: Von Feldt  
Town Council Liaison: Aalfs  
Town Staff: Town Planner Vlastic, Interim Planning Manager Padovan  
Assistant Planner Borck

**Oral Communications**

Oral communications were requested, but none were offered.

**Continued Architectural Review for new Blue Oaks residence and Site Development Permit X9H-650, 6 Buck Meadow Drive (Lot 34), Strick**

Vlastic presented the March 21, 2013 staff report on the subject continuing project review. He discussed the input received during the preliminary review process, including the March 11, 2013 ASCC and planning commission site meeting and evening ASCC meeting. He then briefly discussed the preliminary review comments and the revised project plans, listed below, developed in response to the comments. Vlastic clarified, however, that the initial version of revised engineering plans were not fully responsive to ASCC directions and that a second revised set of grading plans had been submitted. Vlastic then shared these revised plans with ASCC members during his presentation of the project revisions proposed for ASCC architectural review approval.

ASCC members considered the following revised plan sheets and application materials, including the most recent revisions to the proposed grading plans:

**Architectural Plans, Bob Sieger, Revised March 15, 2013:**

Sheet 1, Title Page, Sheet Index, – Site Property Plan  
Sheet 2, Enlarged Site Plan/Grading Concepts  
Sheet C-2.1, Landscape Plan  
Sheet C-2.2, Landscape Specs/Details  
Sheet 3.1, Site Lighting Plan  
Sheet 4, Garage Level Floor Plan  
Sheet 5, Main Level Floor Plan  
Sheet 6, Upper Loft Plan

**Civil engineering plans, Clifford Bechtel and Associates, Revised 3/21/13:**

Sheet C-1.0, Grading, Drainage & Utility Plan  
Sheet C-1.1, Grading, Drainage & Utility Plan  
Sheet C-2.0, Erosion & Sediment Control & Staging Plan

Vlastic clarified that the application plans and supporting materials listed in the March 8, 2013 staff report and not shown as revised in the above list remain part of the application.

Anngi and Roland Strick and project architect Bob Sieger presented the revised plans to the ASCC. They explained the considerations given to the ASCC comments on the matter of the linear north side wall and their conclusion that the original design and landscaping reflected the best design effort to preserve the character of the north side meadow area. They also offered the following comments and clarifications.

- The madrone will be saved and protected as shown on the revised plans and this will be accomplished under the direction of the project arborist.
- The design for the street number sign shown on the original plans will be changed to be consistent with the sign post allowed for by the Blue Homeowners association.
- Options are being considered for the grass type of surface for the guest parking areas in north side meadow area. These include reinforced fiberglass grass mat or turf block planted with the town approved meadow seed mix.
- In response to a question, it was noted that the “off” time for the proposed garage light would typically be set to turn off at approximately 10:00 p.m.

Public comments were requested, but none were offered. ASCC discussed the revisions and found them generally acceptable. Members concluded that the plans did not need further adjustment relative to the north side linear wall, and Clark commented that the linearity would have been a greater issue to him if another house were in close proximity to the proposed house. He noted that in this case there is no house close by and that the separation from off site views was enhanced by the open space easement area and proximity to Buck Meadow Drive.

Members also discussed the photocell with off timer for the light at the garage. It was noted that typically the ASCC would not support a light on a photocell, but in this case with an automatic “off” timer, to avoid the light being triggered overnight or being on all night, i.e., as would be a potential with a manual switch, the plans were acceptable.

Following discussion, Koch moved, seconded by Hughes and passed 5-0 approval of the revised plans as clarified at the ASCC meeting, including the revised 3/21/13 grading plans. The action was taken with the understanding that the grading plans would need to be approved by the planning commission prior to any issuance of project permits.

In taking the action to approve the architectural review request, ASCC members specifically concurred their support for the grading plans and the balanced cut and fill grading project as now proposed for planning commission approval.

### **Architectural Review for Residential Additions and Remodeling, 25 Zapata Way, Duran**

Borck presented the March 21, 2013 staff report on this proposal for the approval of plans for the rebuilding of the master bedroom and the addition of 1,104 sf of living area to an existing 4,264 square foot, two-story residence on a 2.5 acre property in the Westridge subdivision area. She explained that the plans propose to demolish 300 square feet of the structurally failing and uninhabitable master bedroom on the western end of the upper level of the home. The master bedroom would then be rebuilt with the addition of an office and closet on the upper level and an exercise room on the lower level. She noted that the

project fully conforms to all zoning standards including yard setbacks, floor area, and height limits, and no special findings are needed by the ASCC relative to the proposal.

ASCC members considered the staff report and the following project plans, unless otherwise noted, prepared by Larry Steiner and dated (revised) March 4, 2013:

Sheet: A-1, Site Plan & General Notes  
Sheet: A-2, Basement Plan  
Sheet: A-3, First Floor Plan  
Sheet: A-4, Roof Plan  
Sheet: A-5, Exterior Elevations (north and south)  
Sheet: A-5, Exterior Elevations (west), dated 2/20/13  
Sheet: A-6, Building Section, dated 2/20/13

Also considered were the following project application submittal information:

- Color image of the existing house. It was noted that the photograph shows the existing creamy taupe board and batten siding with black framed windows and asphalt comp roofing. Plans indicate that the proposed addition will match existing colors and materials. Existing garage doors will be painted to match existing house siding.
- Color image of the existing stone surrounding the pool.
- Light fixture cut sheet for proposed wall mounted lights.
- Light fixture cut sheet for proposed recessed down lights.
- Approval letter from the WASC dated 2/22/13.
- Completed Build It Green Checklist with 41 points proposed (minimum 25 points required).

Mr. Duran was present to discuss his plans with the ASCC and advised he had nothing to add to what was presented in the staff report. In response to a question, however, he offered that he had removed yellow star thistle from the property and if there were other invasive materials he would seek help to identify them and also remove them. In addition, he noted that should a complete repainting of the house be needed with this project, he would be willing to consider a color change to be consistent with current town policies relative to color light reflectivity values. He stressed, however, that he did not envision a need for full repainting at this time.

Also in response to a comment, Mr. Duran clarified that existing exterior spot lights would be removed at the start of the project as they are mostly in the area of the proposed demolition.

Public comments were requested, but none were offered. Thereafter, Hughes moved, seconded by Koch and passed 5-0 approval of the project as proposed subject to the following conditions to be addressed, unless otherwise noted, with the building permit submittal to the satisfaction of planning staff:

1. The plans shall be revised to include removal of all exterior spot/flood lights.
2. If the project is modified to include repainting of the entire house prior to final building inspection sign-off for this addition project, then the repainting shall be with a color palette that is consistent with the town's color light reflectivity standards.
3. A construction staging and tree protection plan shall be submitted that includes protection for the existing redwoods adjacent to the driveway.

## **Review for Conformity with Conditional Use Permit (CUP) X7D-30 -- Plans for renovation of existing classrooms, 302 Portola Road, Woodside Priory School**

Vlasic presented the March 21, 2013 staff report on this proposal for ASCC review and approval of plans mainly for renovation of existing classroom space in two existing building clusters on the Priory school campus. He explained that renovations include the enclosure of 800 sf of existing roofed corridor space in one of the clusters, but all other changes occur within existing classrooms and all project areas are recognized on the schools CUP master plan approved by the town in 2005. Vlasic clarified, however, that since the proposals require building permits, they must be reviewed by the ASCC for conformity with the Priory's master plan CUP documents.

ASCC members considered the staff report and the proposed renovations and floor area additions as detailed on the 16 Sheet project plan set dated 3/7/13 and prepared by MK Think Architects. Also considered was a two page Materials Board received March 7, 2013 and prepared by the project architects. Vlasic clarified that proposed exterior renovations are to be with materials and finishes that essentially match all existing conditions and are consistent with the approved master plan provisions.

Tim Molak, Priory Head of School, and Steve Keller, project architect, presented the plans to the ASCC. In response to a question, it was noted that this proposal was scheduled for the summer period and would take roughly three months to complete, thus limiting the time period that the proposed construction directional signage would be in place.

Public comments were requested but none were offered. Thereafter, Hughes moved, seconded by Clark and passed 5-0 approval of the request as proposed.

## **Restoration and Remediation Plans, 18 Redberry Ridge, Douglass**

Vlasic presented the March 21, 2013 staff report and then summarized the events of the afternoon site meeting on the project. (Refer to above site meeting minutes that include a complete listing of the proposed site habitat restoration plans and materials.) He reminded the ASCC members that they are being asked to approve the habitat restoration plan and also advise the town council on the time schedule for installation of materials and when it might be appropriate for the town to release the code violation citation and allow for the property owner to pursue plans for residential development of the site.

Vlasic noted that once house plans are actually considered the ASCC would likely be in a better position to know if additional screen planting near or in the building envelope will need to be installed and that the sooner such planting can be installed the sooner the screen canopy could be in place.

Mr. Douglass, Ms. LaShay, Paul Kephart and Stefan Thuilot presented the plans to the ASCC and offered the following comments in addition to those shared at the site meeting:

- The Rana Creek five-year contract will be modified to include control of invasive plants over the entire site for the duration of the habitat restoration effort.
- The approval of the neighbors and HOA for the off site work will be sought.

- If the new plant materials are installed this spring, they should be well established in October, and it is recommended that the ASCC conduct a meeting at that time to verify that materials are in place and “thriving.” Hopefully, this will allow for the ASCC to recommend to the council that the property owner could proceed with the town review of plans for a new house project on the site.
- The restoration plans will be modified to reflect the clarifications offered at the site meeting and any other conditions the ASCC feels need to be addressed with the restoration effort. The property owner is fully committed to implement the site restoration plan as deemed necessary by the town under the guidance of Rana Creek professionals.
- Madrones will be incorporated into the revised plans as recommended at the site meeting.
- In response to a question, it was noted that deer protection would likely include use of temporary screens around plants.

Public comments were requested and the following offered:

**Linda Elkind, 14 Hawk View**, thanked the ASCC for conducting the site meeting and also thanked Mr. Douglass for the efforts being made for site restoration including the involvement of the “experts” from Rana Creek. She also submitted the photos shared at her house during the site meeting for consideration by the ASCC members not present at her home. She also expressed concern over future treatment of understory for fire protection and need for careful supervision during the long-term management process.

**Alex Von Feldt, planning commission liaison**, wondered about the “watershed” source for the seeds to be used in the restoration process. (Kephart advised it would either be the Rana Creek nursery or from a local “watershed” source.)

**Judith Murphy, conservation committee**, again expressed concern over potential SOD risk. (Kephart reiterated his comments from the site meeting and also discussed site soils conditions and how these factor into the resistance to SOD.)

ASCC members then discussed the plans and found them generally acceptable subject to the clarifications offered at the site and evening meetings. The following additional comments were offered:

- Support the idea of adding madrones to the proposed tree plantings and also use of the smaller size trees.
- The plantings should be installed as soon as possible with the hope that they will establish in the time frame anticipated by Rana Creek. This will permit the house plan process to proceed so that if additional screen planting is necessary it can also be installed relatively soon and managed by the site restoration team. In this way, the replacement of the anticipated screening can move ahead as quickly as possible.
- The plans need to include provisions for continuing erosion control and specifically provide for repair of the small slippages that are taking place on the swale slopes between the subject site and the Border’s property.

- Precautions to ensure protection from SOD need to be taken and incorporated into the plan documents.
- A conversation should be initiated with Acterra relative to local sourcing of plants and seeds.
- The plans should make provisions for some acorn planting in the fall of 2013.
- Detailed photo documentation should be initiated now and continue over the restoration and management period.

Mr. Douglass and Mr. Kephart concurred with the additional comments and suggestions offered by ASCC members.

Following discussion, Ross moved, seconded by Hughes and passed 5-0 approval of the proposed habitat restoration plan subject to following conditions to be addressed, unless otherwise noted, prior to the release of permits for the start of the restoration work:

1. The restoration plan shall be revised to the satisfaction of planning staff and a designated ASCC member to incorporate the clarifications and modifications as discussed and agreed to by the applicant at the site and evening ASCC meetings. This shall include the completion of all plantings during the spring period and provision for timely reports to the town by Rana Creek relative to the completion of planting and monitoring of site and plant conditions over the five-year period as set forth in the restoration plan.
2. A detailed planting schedule shall be provided with the revised plan setting forth by specific date when the irrigation system and plantings will be installed and the Rana Creek professionals to be on site to oversee the planting and other site restoration work. Contact data for the professionals shall be provided to town staff and the contact person or the property owner shall make the town aware of any necessary changes in schedule once a final schedule has been approved and authorizations for work granted.
3. A cash deposit or other surety shall be provided to the satisfaction of the town attorney, town planner, and public works director guaranteeing the plantings, including their maintenance and replacement, site erosion control, and covering all town costs associated with monitoring and oversight of the plan implementation process for the five year period set forth in the restoration plan. The surety shall be released upon town acceptance of the final Rana Creek monitoring report confirming that the restoration project has been completed consistent with the objectives set forth in the final restoration report documents.
4. At the second regular October 2013 ASCC meeting (i.e., October 28, 2013 or closest meeting to that date if the second October meeting has to be cancelled) the ASCC shall conduct a site inspection to determine if the plant materials have been established at the site and are "thriving" as anticipated in the Rana Creek report and the 3/25/13 presentations to the ASCC. Based on this inspection, the ASCC shall determine if a recommendation shall be forwarded to the town council relative to the code violation matter and timeframe to permit the property owner to pursue plans for residential site development with the town.

ASCC members concurred that if the October inspection confirms site conditions are acceptable and consistent with the basic objectives of the restoration effort, the ASCC would support allowing building plans to be processed so that judgments could be made relative to the need for early installation of additional, house plan specific, screen planting.

### **Conservation Committee Redwood Tree Guidelines**

Padovan presented the March 25, 2013 staff report on the matter and reviewed the February 20, 2013 proposed modified redwood tree guidelines as prepared by the Conservation Committee. He clarified that the ASCC should review and offer recommendations on the guidelines for consideration by the planning commission and that, after planning commission consideration, the town council would need to concur with the guidelines. It was noted that after such council concurrence, the guidelines would be added to the town's design guidelines document.

Judith Murphy, conservation committee chair, and Padavon discussed and clarified the proposed guidelines. Public comments were requested, but none were offered.

After discussion, ASCC members concurred that the guidelines were well developed and would be a positive addition to the town's design guidelines. Members also concurred that the guidelines would be of great help to residents in making decisions relative to planting and removal of redwood trees. The following suggestions were also offered to enhance the usefulness of the guidelines:

- The water demands of redwoods should be emphasized and clarified with data on the volume of water needed to sustain trees.
- Consider clarifying the comments relative to "inappropriate planting locations" to emphasize that redwoods should not be used to "defensively" screen views between properties because of their rapid growth characteristic and long-term larger view impacts. It was noted that in a number of recent cases, the selection of redwoods was made solely because of their rapid growth to hide or screen views and apparently without sufficient thought to the "appropriate planting locations" criteria as articulated in the proposed guidelines.

### **Commission and Staff Reports**

Vlasic reported on the planning commission's March 20, 2013 approval of the Priory's request for amendments to CUP X7D-30. He advised that the 3-2 action included allowance for the requested artificial turf. It was noted that the action might be appealed or called up for review by the town council.

Breen reported on her follow-up review for conditions compliance relative to the project approved for 40 Tagus Court.

### **Minutes**

Koch moved, seconded by Ross, and passed 5-0, approval of the March 11, 2013 meeting minutes with a correction to page 8. Specifically, the motion to approve the Woods project was corrected to show that the motion second was made by "Koch" and not "Clark."

## **Adjournment**

There being no further business, the meeting was adjourned at 9:35 p.m.

T. Vlastic