

**Architectural and Site Control Commission** **November 11, 2013**  
**Special Site Meeting, 10 Sioux Way, Livingston and**  
**Regular Evening ASCC Meeting, 765 Portola Road, Portola Valley, California**

Chair Breen called the special site meeting to order at 4:11 p.m. at 10 Sioux Way.

**Roll Call:**

ASCC: Breen, Hughes, Koch, Ross  
ASCC absent: Clark (recused)  
Town Council Liaison: None present.  
Town Staff: Town Planner Vlasic, Assistant Planner Borck

Others\* present relative to the proposal for 10 Sioux Way:

Lori and Randy Livingston, applicants  
Killian O'Sullivan, project architect  
Nicholas Thayer, project landscape architect  
Judith Murphy, Conservation Committee  
Jane Bourne, Conservation Committee  
Edith Holland, neighbor  
Chris Schmidt, 20 Sioux Way  
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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.

**Preliminary Architectural Review for New Residence with Detached Shed, and Related Site Improvements, and Site Development Permit X9H-664, 10 Sioux Way, Livingston**

Borck presented the November 11, 2013 staff report on this preliminary review of the proposed new residence and proposed site improvements. She explained the preliminary review process and the focus of the site meeting.

ASCC members considered the staff report and the following plans:

Civil Plans, McLeod & Associates:

Sheet C-1, Topographic Survey, dated 10/4/13  
Sheet C-2, Preliminary Grading & Drainage Plan, dated 10/8/13  
Sheet C-3, Erosion Control Plan, dated 10/8/13

Landscape Plans, Late Afternoon Garden Design, 10/08/13:

Sheet L.1, Landscape Layout Plan  
Sheet L.2, Planting Plan  
Sheet L.3, Irrigation Plan

Architectural Plans, O'Sullivan Architecture, 10/08/13:

Sheet A0.1, Cover Sheet  
Sheet A1.1, Proposed Site Plan  
Sheet A1.2, Exterior House and Landscape Lighting Plan  
Sheet A1.3, Story Pole Plan  
Sheet A2.1, Proposed Floor Plan  
Sheet A2.2, Proposed Roof Plan  
Sheet A3.0, Proposed Exterior Elevations  
Sheet A3.1, Proposed Exterior Elevations

Sheet A3.2, Proposed Exterior Elevations  
Sheet A3.3, Proposed Exterior Elevations/Floor Plan of Shed

Also available for reference were the following materials submitted in support of the proposed plans:

- Outdoor Water Use Efficiency Checklist, 10/08/13
- Arborist Report by Urban Tree Management, Inc., 9/23/13
- Cut sheets for the proposed exterior and landscape lighting, received 10/08/13
- Colors and materials board, received 10/08/13, (to be presented at the 11/11/13 meeting and discussed below)
- “Exhibit A” – Plant Material Images, received 10/08/13, (will be available at the 11/11/13 meeting)
- “Exhibit B” – Landscape Material Images, received 10/08/13, (will be available at the 11/11/13 meeting)
- Build It Green Checklist, received 10/08/13, with 118 points proposed

Killian O’Sullivan and Nicholas Thayer presented the project proposal to the ASCC. They provided the background to the proposed design strategy to capture views and maintain privacy for both the subject property and the neighboring 20 Sioux property while working with the limitations of the site topography. Colors and materials for the structures and landscaping were presented, including a sample of the western red cedar siding, and details of the fence proposal were clarified. Thayer further discussed the re-grading of the lower slope and clarified that a majority of the toyons on the slope would need to be removed. However, it is the project goal to recreate the natural hillside and bring in various natives and drought tolerant species. It was also thought that the toyons may replace themselves with volunteer seeds currently in the ground. Concern was offered for the need to control invasive materials that will return on the slope with the earth disturbance and irrigation.

**Ms. Schmidt** indicated that she was happy with the proposed design.

After the site discussions, ASCC members agreed that they would offer preliminary comments on the proposal at the regular evening ASCC meeting. Members thanked the applicants and neighbor for participation in the site meeting. Thereafter, project consideration was continued to the regular evening ASCC meeting.

### **Adjournment**

The special site meeting was adjourned at 4:40 p.m.

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: Targ  
Town Council Liaison: Driscoll  
Town Staff: Town Planner Vlastic, Deputy Town Planner Kristiansson,  
Assistant Planner Borck

**Oral Communications**

Oral communications were requested, but none were offered.

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*Prior to consideration of the following request, Breen recused herself noting that she was conflicted in participating in the review due to landscape services she was providing to the applicants.*

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**Follow-up review for conformity with Conditions of Conditional Use Permit X7D-169, initial agricultural plans, 555 Portola Road, Spring Ridge LLC, Neely/Myers**

Vlastic presented the November 7, 2013 staff report on this review of the proposed initial agricultural plan for the meadow area of the subject site. He advised that ASCC review is called for under the terms of CUP X7D-169. He clarified that, at this time, the applicant is seeking ASCC approval of an initial, interim meadow area agricultural plan as called for in condition 7i of the approved CUP "terms and conditions."

The ASCC considered the staff report and the specific initial meadow area "agricultural plan" set forth in the October 22, 2013 letter from Dr. Neely and Ms. Myers. Simon Neely, representing the applicant, advised that he had no comments to offer beyond those presented in the staff report.

Public comments were requested, but none were offered.

ASCC members discussed the proposed interim plan and recognized that a more detailed plan with specific agricultural blocks would be presented after the planning commission concluded the current CUP amendment process. After discussion, Clark moved, seconded by Hughes and passed 4-0 approval of the proposed agricultural plan dated October 22, 2013 subject to the following conditions to be addressed, unless otherwise noted, to the satisfaction of a designated ASCC member prior to issuance of a building permit for the authorized agricultural building:

1. A more "forest green color" for the building siding shall be specified.
2. A detailed construction-staging plan shall be provided,

3. Updated impervious surface accounting shall be completed to the satisfaction of planning staff.

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*Following the above action, Breen returned to her ASCC position. Prior to consideration of the following matter, Ross recused himself noting he was conflicted as a neighbor to the project site.*  
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### **Architectural Review for house additions, 166 Crescent Avenue, Harding**

Vlasic presented the November 7, 2013 staff report on this request for approval of plans to add 897 sf to the existing 2,162 sf residence on the subject .35-acre Brookside Park neighborhood property. He noted that project consideration was originally scheduled for the October 28<sup>th</sup> meeting, but continued to allow for placement of story poles to model the project and that these poles were installed as requested by staff.

ASCC members considered the staff report and the following project plans, unless otherwise noted, dated September 18, 2013 and prepared by Patrick Perez, Architect:

- Sheet A0.0, Cover Sheet (with photo of existing house viewed from the street)
- Boundary and Topographic Survey, BGT Land Surveying, June 2004
- Sheet A0.1, (Existing) Site Plan
- Sheet A0.2, (New) Site Plan
- Sheet A0.3, Site Photos
- Sheet A1.1, (Existing) Floor Plan
- Sheet A1.2, Proposed Floor Plan
- Sheet A2.1, Sections
- Sheet A3.0, 3D Renderings
- Sheet A3.1, Exterior Elevations
- Sheet A3.2, Exterior Elevations
- Sheet A3.3, Exterior Elevations
- Sheet A3.4, Exterior Elevations

Reduced size plan sheets dated 9/5/13 prepared by the project architect:

- Page 1, Cover Sheet, Exterior (site) plan
- Page 2, General Exterior Plan
- Page 3, Planting Scheme
- Page 4, Exterior Lighting Plan
- Page 5, New Exterior Lighting Cut Sheet

Also considered were the following project materials:

- Two exterior materials sheets (“Front” and “Rear”), dated 9/5/13.
- Outdoor water use efficiency checklist, 9/13/13 (attached).
- Completed GreenPoint Rated, Single Family Checklist targeting 79 BIG points for the project.

Applicants Julie and Andrew Harding and project architect Patrick Perez presented the plans and proposals to the ASCC. They discussed the design intentions including sustainable elements and minimizing impacts on existing site conditions. They also stressed the desire to maintain a one story form and responded to comments in the staff report with the following clarifications:

- The existing driveway light post in the street right of way will be removed with the project.
- The garage doors will either have a natural wood finish matching the wood elements shown on the colors board or will be painted one of the two colors shown on the colors board.
- The existing yard fencing is to be preserved. There should be no need to remove it for construction access as there is a double wide gate in the fence at the back of the property with access to Cima Way.

Public comments were requested, but none offered. ASCC members briefly discussed the project and the clarifications offered by the applicants and project architects. Members were supportive and appreciative to the proposed design objective and project plans. After brief discussion, Koch moved, seconded by Clark and passed 4-0 approval of the project as clarified at the meeting subject to the following conditions to be addressed to the satisfaction of planning staff prior to issuance of a building permit:

1. The lighting plans shall be clarified to show removal of the existing driveway light post and to show all existing exterior lights to be preserved, with removal of any that do not meet current town lighting standards and policies.
2. Building permit plans shall be clarified to ensure that no lights are directed up into the clerestory area.
3. Final selection of finishes for the garage doors shall be specified.
4. A construction staging and vegetation protection plan shall be provided that addresses, among other things, construction parking and materials storage and includes specific provisions for protection of the 30" oak at the front corner of the garage and the screen plant materials along the southwestern property line common with 180 Crescent Avenue.

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*Following the above action, Ross returned to his ASCC position.*

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### **Architectural Review for Pool Cabana, 2 Oak Forest Court, Spetzler**

Borck presented the November 11, 2013 staff report on this proposal for a 268 sf pool cabana. She explained the review process, as outlined in the staff report, and the possible conditions of project approval. She clarified that the proposed cabana, due to its interior design, is considered a second unit under town zoning and policy standards. She discussed plan conformity with these standards.

ASCC members considered the staff report and the following project plans and additional information prepared by Fred Herring and received October 17, 2013:

- Cover Sheet, Image of House/Cabana Model
- Sheet 0, Existing Conditions, Site Plan/Data, dated 6/20/90
- Sheet 0.1, Existing Conditions, Floor/Pool Plans, dated 6/20/90
- Sheet 0.2, Existing Conditions, Floor Plan/Sections, dated 7/11/90
- Sheet 0.3, Existing Conditions, House Elevations, dated 7/11/90
- Sheet 1, Site Plan/Survey of Existing Conditions/Planting Plan

Sheet 2, Floor Plan/Site Section/East Side Elevation/Lighting  
Sheet 3, Exterior Elevations/Control Plans  
Sheet 4, Roof Plan, Building Detail Section  
Sheet 5, Build It Green Checklist  
Lighting cut sheets, received August 14, 2013

Project designer, Fred Herring, presented the project with reference to a model of the house and proposed cabana. He described the connection of the existing home's roof to the new cabana, how the cabana will be constructed and situated adjacent to the existing pool, and the walkway layout. He added that the existing driveway would easily accommodate the required additional parking space and that the height of the walkway walls would be designed with the intent that no railing would be required under the building code.

Public comments were requested, but none were offered.

ASCC members discussed the project and agreed that the design was creative and well-integrated with the site. Staff clarified in response to Clark that there were no special findings required concerning the proposed floor area for the site as regulated under the provisions of the Portola Glen Estates Planned Unit Development (PUD X7D-120).

After discussion, Ross moved to approve the project subject to the following conditions to be addressed to the satisfaction of planning staff prior to issuance of the building permit:

1. A detailed construction staging and tree protection plan shall be submitted that includes construction and protection recommendations by an arborist for the 22" oak tree and its roots.
2. A detailed site plan showing the driveway parking court and how it accommodates the required additional parking space for the accessory structure shall be submitted.

Koch seconded the motion, and the motion passed 5-0.

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*Prior to consideration of the following matter, Clark recused himself noting that he was conflicted in participating in the consideration of the Livingston project as he was the previous owner of the property.*

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### **Preliminary Architectural Review for New Residence and Site Development Permit X9H-664, 10 Sioux Way, Livingston**

Borck presented the November 11, 2013 staff report on this preliminary review of the proposed plans for a new residence and related site improvements. She reviewed the events of the afternoon site meeting and the comments offered at that meeting. (Refer to above site meeting minutes that include a listing of project plans and application materials.)

Lori Livingston, applicant, Killian O'Sullivan, project architect, and Nicholas Thayer, project landscape architect, were present to discuss the project with ASCC members.

Public comments were requested, but none were offered.

ASCC members then discussed the proposal and all agreed that overall their preliminary reactions were positive and that they found the project well thought out relative to site constraints and conditions. The following comments were offered for consideration by the project team:

1. **Exterior lighting.** The ASCC discussed exterior lighting concerns with the project team. O'Sullivan stated that the lights at the roof exterior were low voltage down lights and would be hidden by the rafters. He further clarified that the fixtures to be used in the covered deck will have shrouds directing light downward and that step lights have a grill faceplate to occlude the light. He noted that there would be no lighting in the proposed spa.

Koch raised concern over the amount of lighting at the storage shed, suggesting that at least one light could be eliminated. Commissioners also expressed concern about the amount of step lighting and lighting on the deck and requested that the project team reduce the amount of lighting for the project. Additionally, it was noted that if driveway lights are to be proposed, those located in the public right-of-way need to be eliminated and the switching should be indicated. Overall, it was recommended that multiple switching zones should be proposed for the site.

2. **Landscape planting and irrigation.** The plant list was supported; however, concern over the re-emergence of invasive materials on the lower slope as a result of earth disturbance and irrigation was expressed. It was noted that a plan for control of invasive materials would be needed. It was also suggested that no irrigation should be installed on the upper slope behind the building site and that all proposed planting and irrigation would need to be removed from the public right-of-way.

Following the sharing of comments and the preliminary review, project consideration was continued to the regular November 25, 2013 ASCC meeting.

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*Commissioner Clark returned to the dais.*

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### **Study session – Consideration of a draft policy for referring smaller projects to the ASCC**

Kristiansson presented the staff report for this study session item. She said that the zoning ordinance states in Section 18.02.040 that its requirements are minimums and that additional requirements may be applied if necessary. She noted that staff already consults with designated ASCC members on an ad hoc basis for unusual applications, and the draft policy statement is meant to standardize this process and provide guidance.

Kristiansson explained that the draft policy calls for staff to consult with a designated member under the circumstances spelled out in the policy statement, and that a project could then be approved, approved with conditions, or referred to the full ASCC for review. She advised that once the ASCC has considered the policy, the Commission can decide whether to revise it and discuss it again at a future meeting, or to forward it to the Planning Commission for their review.

In response to Commissioner Hughes, Assistant Planner Borck estimated that fewer than 10 projects per year would potentially be referred for review under this process. Commissioner Ross commented that this would be an intermediate process between staff review and full ASCC review, which could be helpful in both screening projects and crafting conditions.

Commissioners then discussed ways in which neighbors could be consulted as part of the process. Vlastic stated that noticing neighbors is an additional staff cost, so he would recommend that the applicant either change the project to avoid a potential issue or go through the full ASCC process. He clarified that the idea is to weed out the projects that need more consideration. The Commission also discussed the importance of construction staging, especially in small lot areas, and decided to change the fourth bullet point in the draft policy statement to also include related construction activities.

At the conclusion of the discussion, the ASCC chose to forward the draft policy statement to the Planning Commission with the construction staging revision made at the meeting.

### **Commission and Staff Reports**

Ross reported on his review of a minor sun tube addition for the project at 140 Corte Madera Road.

Kristiansson reminded ASCC members of the joint Town Council and Planning Commission study session on the housing element update program scheduled for November 13, 2013.

Koch advised she would be out of town and miss the regular November 25, 2013 ASCC meeting. Ross advised he would be out of town and miss the regular January 9, 2014 ASCC meeting. It was also noted that there would only be three ASCC members at the January 9<sup>th</sup> meeting because of Craig Hughes taking his position on the Town Council at the December 11, 2013 council meeting.

### **Minutes**

Hughes moved, seconded by Ross, and passed 5-0 approval of the October 28, 2013 meeting minutes with the correction of the typographical error for the word "In" on page 2, in the fifth line of the third bullet item from the bottom of the page.

### **Adjournment**

There being no further business, the meeting was adjourned at 8:50 p.m.

T. Vlastic