

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

**November 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, Ross

Absent: Koch

Planning Commission Liaison: McKitterick

Town Council Liaison: None

Town Staff: Town Planner Vlasic, 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, Clark recused himself noting that he was the previous owner of the property.*  
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**Continuing Review, Architectural Review for New Residence and Site Development Permit X9H-664, 10 Sioux Way, Livingston**

Borck presented the November 21, 2013 staff report on this continuing review of plans for residential development of the subject vacant 1.09-acre Arrowhead Meadows subdivision property. She noted that, overall, preliminary comments offered at the conclusion of the November 11<sup>th</sup> meeting were positive relative to the site plan and proposed design, but a number of comments were offered for further consideration.

Borck then reviewed the following revised plans and materials, including a November 18, 2013 transmittal letter from the project architect, and noted how they responded to the preliminary review comments:

Architectural Plans, O'Sullivan Architecture, 11/18/13:

Sheet A1.1, Proposed Site Plan

Sheet A1.2, Exterior House and Landscape Lighting Plan

Sheet A2.1, Proposed Floor Plan

Sheet A2.2, Proposed Roof Plan

Landscape Plans, Late Afternoon Garden Design, 11/18/13:

Sheet L.1, Landscape Layout Plan

Sheet L.2, Planting Plan

Sheet L.3, Irrigation Plan

Transmittal letter from Killian O'Sullivan, response to 11/11/13 ASCC meeting comments

Borck also noted that the following plans and materials considered at the 11/11 meeting are still part of the applications before the ASCC for action:

- 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
- Architectural Plans, O'Sullivan Architecture, 10/08/13:  
 Sheet A0.1, Cover Sheet  
 Sheet A1.3, Story Pole 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
- 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
- "Exhibit A" – Plant Material Images, received 10/08/13
- "Exhibit B" – Landscape Material Images, received 10/08/13
- Build It Green Checklist, received 10/08/13, with 118 points proposed

Applicants Lori and Randy Livingston were present with project architect Killian O'Sullivan and project landscape architect Nicholas Thayer. They offered they had not additional comments to offer on the revised plans and expressed their appreciation for staff's assistance through the project review process.

Following brief discussion of lighting issues, all ASCC members found the revised plans responsive to the preliminary review comments. The focus of lighting comments were on the proposed driveway lights and, after discussion, ASCC members concluded that the unusual conditions at the driveway intersection with Sioux Way supported the need for one but not two lower driveway lights.

After discussion, Hughes moved, seconded by Ross and passed 3-0 approval of the revised plans and supporting materials 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 revised to eliminate one of the two proposed lower driveway lights and the light shall be controlled by a switch at the house that has a manual on and automatic off, set to turn off after one hour.
2. All conditions set forth in the October 31, 2013 memo from the Public Works Director shall be complied with.
3. All conditions set forth in the October 28, 2013 letter from the Town Geologist (Cotton, Shires, and Associates) shall be complied with.
4. All conditions set forth in the October 14, 2013 memo from Woodside Fire Protection District shall be complied with.
5. All recommendations for grading and tree protection from the September 23, 2013 report from Urban Tree Management shall be complied with.

6. The irrigation plan shall be corrected so that no irrigation is proposed within the public right-of-way.
7. A construction staging and tree protection plan shall be submitted and approved prior to building permit issuance and, once approved, shall be implemented to the satisfaction of planning staff.

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

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### **Follow-up Architectural Review for photovoltaic and solar thermal roof-mounted panels for new residence, 3 Redberry Ridge, Evans**

Borck presented the November 21, 2013 staff report on this follow-up review for compliance with solar panel conditions set with original ASCC project approval on February 25, 2008. She noted the conditions focused on the panel finishes and also how the finishes might contrast with the final materials for the adjacent flat roof areas. She then discussed the following plans and materials submitted to address the solar panel conditions, prepared by Noel Cross, Architect, and, unless otherwise noted, dated November 5, 2013:

- Sheet A1.0a, Site Plan
- Sheet A5.0, South & West Elevation Plan
- Sheet A5.1, North & East Elevation Plan
- Sheet A5.2, North & East Elevation Plan, dated 7/24/13
- Sheet A6.0, Roof Plan

Also discussed and considered were the following application submittal materials received November 5, 2013:

- Sunpower Solar Panel cut sheet.
- Gull Industries Solar Pool Heating Collector cut sheet.
- Letter from Pat Gelsinger, 5 Redberry Ridge.
- Sample of roof gravel ballast.
- Sample of dark bronze paint for fascia board.

Eric Evans, applicant, and Noel Cross, project architect, presented the request to the ASCC. They discussed the roof and fascia board color samples and also presented color renderings of the project to help facilitate understanding of the current solar panel proposals. They also discussed the solar panel plan review and approval by the Blue Oaks homeowners association (HOA) and noted that the plans and materials currently before the ASCC have been modified to incorporate the requirement of HOA approval.

In response to a question from Clark, Cross advised that the scope of panels was determined based on a spreadsheet analysis of anticipated demand that also took into account site vegetation and potential for shading of panel areas.

Public comments were requested, but none were offered.

Following discussion, Hughes moved, seconded by Ross and passed 4-0 approval of the plans as presented.

**Follow-up review for compliance with conditions of approval, review of building permit plans for Faux Pine Colocation “Tree Antenna,” Priory School, 302 Portola Road, Conditional Use Permits X7D-132 (Verizon) and X7D-138 (AT&T)**

It was noted that, as presented in the November 21<sup>st</sup> staff report, while ASCC review of the subject building permit plans for the CUP required faux tree antenna was noticed for the November 25<sup>th</sup> meeting, all of the data needed to satisfy the approval conditions has yet to be provided. After requesting and receiving no public comments, follow-up review was continued to the regular December 9, 2013 ASCC meeting.

**Architectural Review for secondary access driveway gate, 330 Golden Hills Drive, Tri-State Capital, LLC**

It was noted that, as presented in the November 21, 2013 staff report, the applicant has requested that review of this request for replacement of an existing secondary access driveway gate with related fencing be continued to the regular December 9, 2013 ASCC meeting. Public comments were requested, but none were offered. Thereafter, project consideration was continued to the regular December 9, 2013 ASCC meeting.

**Commission and Staff Reports**

Breen reported on reviewing plans for additions and remodeling at 140 Westridge Drive and finding that the plans did not need to come to the full ASCC review, but that direction was provided to staff for review of specific items, including skylights.

Ross reported on his follow-up review relative to final lighting plans for 45 Prado Court and 260 Mapache Drive for conformity with ASCC approval conditions.

Clark reported on his follow-up review of the color for the agricultural building and construction staging plans for 555 Portola Road,

Hughes reported and staff also commented on the fact that as of January 1, 2014 the town’s current green building ordinance and Built It Green checklists cannot be used due to actions by the state relative to revisions to the state “green building” code. It was clarified that the town will need to seek new state approval of its own green building ordinance, as it did in the past, and that studies needed in support of the town’s request to the state will not be available until early in 2014.

Kristiansson reported on the planning commission’s 11/20 first study independent session on the 2014 housing element update program and that the commission would be conducting additional study sessions at its December 4<sup>th</sup> and 18<sup>th</sup> meetings. It was noted that the two December meetings would focus on the second unit housing programs. Planning Commission liaison McKitterick noted that ASCC input would likely be helpful on the matter of second unit programs and, after discussion, he noted that he might suggest the commission refer the possible second unit zoning ordinance changes to the ASCC for review and comment. ASCC members also requested that they receive the agendas for the housing element study sessions.

**Minutes**

Hughes moved, seconded by Ross, and passed 4-0 approval of the November 11, 2013 meeting minutes with the following abstentions noted for specific applications:

Preliminary Architectural Review, 10 Sioux Way, Clark abstaining  
Follow-up Review, CUP X7D-169, 555 Portola Road, Breen abstaining  
Architectural Review, 166 Crescent Avenue, Ross abstaining

### **Adjournment**

There being no further business, the meeting was adjourned at 7:58 p.m.

T. Vlastic