

Special Field Meeting, 25 Tagus Court, Sansbury & 152 Wayside Road, Hughes, and
Regular Evening Meeting 765 Portola Road, Portola Valley, California

Chairperson Chase called the special field meeting to order at 4:05 p.m. at 25 Tagus Court.

Roll Call:

ASCC: Breen, Chase, Eisberg, Gelpi, Schilling (Eisberg arrived at 4:15 p.m.)

Absent: None

Planning Commission Liaison: Breon

Town Council Liaison: Davis

Town Staff: Deputy Town Planner Vlastic, Planning Technician Borck

Others present relative to the Sansbury project:

Jim Sansbury, applicant

Bob Waterman, project landscape architect

Cecilla Beresford, 18 Tagus Court

Pat Anzinger, 10 Tagus Court

Robert Hess, 35 Tagus Court

Eric Shooter, 370 Golden Oak Drive

Architectural Review for detached Accessory Structures, Site Development Permit X9H-523 and Lot Line Adjustment X6D-199, 15 and 25 Tagus Court, Sansbury

Vlastic reviewed the comments in the September 9, 2004 staff report on this request. He noted that ASCC project review was initiated on August 23, 2004, and continued to the 9/13 site meeting to consider concerns raised by neighbors and ASCC members. Vlastic then reviewed the following project plans, unless otherwise noted, prepared by Waterman & Sun:

Sheet A1, Project Information and Notes, 7/19/04

Sheet A2, Site and Landscape Plan, 7/6/04

Sheet A3, Proposed Cabana Floor Plan (and Electrical), 7/6/04

Sheet A4, (Exterior Elevations), 7/6/04

Sheet A5, Sections A & B, 7/18/04

Sheet 1, Proposed Lot Line Adjustment, Lea & Sung Engineering, Inc., 6/21/04

Sheet C-1, Overall Grading and Drainage Plan, Lea & Sung Engineering, Inc., 6/14/04

Sheet C-2, Detailed Grading and Drainage Plan, Lea & Sung Engineering, Inc., 6/14/04

Jim Sansbury and Bob Waterman pointed out the taping and story poles installed to demonstrate the potential visual impacts of the project. They offered the following comments and clarifications:

- The initial site survey data was in error relative to the location of the existing fence along the eastern parcel boundary, i.e., the boundary common with the Merrick property at 360 Golden Oak Drive. Further, the first setting of story poles, based on the initial survey, showing the eastern end of the exercise structure was too close to the

property line. The poles were corrected and the additional story poles requested by the ASCC placed based on detailed site survey data provided by the project civil engineer.

- After the applicant had a chance to view the story poles and discuss them with the neighbor at 360 Golden Oak, it was determined that the entire project should be shifted six (6) feet to the west so that a minimum 22 foot setback would be maintained along the eastern parcel boundary.
- All new construction and vegetation impacts will take place on the east side of the fence that separates the existing parking area on 25 Tagus Court from the rear yard. The two redwood trees and eight cedar trees to be removed are all within this rear yard area. All of the trees and vegetation on the west side of the fence will remain.
- A revised lighting plan was presented responding to the comments offered at the 8/23 ASCC meeting.
- The drainage issues raised at the August 23 meeting were discussed with the Public Works Director at a site meeting and based on this meeting, he provided the comments contained in his 8/31/04 e-mail. The project civil engineer has revised these and concluded that some of the recommendations may not work given site and area conditions. These issues will be worked out with the public works director in developing a final drainage plan for the project.

With respect to the drainage issues, Vlasic recommended that the revised drainage plan be prepared and shared with the public works director and concerned neighbors prior to the time the lot line adjustment request is presented to the planning commission for action.

After inspecting site conditions, ASCC members and other present viewed the story poles from 15 Tagus Court. It was noted that the maximum height of the proposed ridgeline for the new structures was well below the finished floor elevation of the existing house on 15 Tagus Court. Waterman also reviewed the landscaping plans and pointed out the new native shrubs and trees proposed to be installed in the area between the new structures and 15 Tagus Court and along the adjusted property line.

During inspection of views from 15 Tagus Court, it was suggested that a darker roof color than used on the existing roof at 25 Tagus, might help further reduce potential visual impacts. Mr. Sansbury noted that "Hardi" slate roofing in the color used on the existing house was no longer available and that a different color, but in the same material, would have to be selected in any case. He stated he was agreeable to a somewhat darker color, but cautioned he would prefer not having a significant difference between roof colors as this would likely call more attention to the roof areas. Waterman further noted that the new landscaping proposed with the plans would provide significant screening of views from 15 Tagus Court, even to the roof areas of the proposed accessory buildings.

After considering views from 15 Tagus Court, ASCC members proceeded to the back yard area of 360 Golden Oak Drive. There the owners of the property, Mr. and Mrs. Merrick, joined them. The Merricks indicated support for the now proposed shifting of the planned structures an additional six feet from the property line. They, however, indicated some

remaining concerns with the potential impacts of the new buildings on their views and privacy, particularly with respect to use of their swimming pool terrace.

Waterman commented that during discussions with the Merricks it was agreed that vines would be planted to grow on the east elevation walls of the proposed structure. He noted that for this to occur, the wall surface would be changed from wood to stucco. In response to a question, he noted that this approach could also be pursued for the north walls to help them blend better into the site conditions and further minimize potential view impacts from 15 Tagus Court. Watermen commented that this is similar to the approach used on the walls on the Merrick house.

At the conclusion of the Sansbury site meeting, at approximately 4:55 p.m., it was agreed that review of the project should continue at the regular evening ASCC meeting. Chair Chase advised that the special field meeting would continue at 152 Wayside Road for review of the Hughes project as soon as ASCC members could convene at the site. Eisberg advised that due to personal commitments he would not be able to attend the Hughes site visit or the evening ASCC meeting.

Architectural Review for house additions and remodeling, and rebuilding of detached carport, 152 Wayside Road, Hughes

ASCC members Breen, Chase, Gelpi, and Schilling convened at the Hughes property at approximately 5:05 p.m. They were joined by deputy town planner Vlastic, applicant Craig Hughes and project designer Stan Field.

Vlastic presented the September 9, 2004 staff report on this proposal for substantial remodeling and architectural modification of the existing residence on the subject .69 acre property. He explained that the project would actually result in a reduction in the floor area on site and some reduction in house height and massing. He clarified, however, that there would be a rebuilding of an existing 480 sf carport, and that the rebuilt carport would be smaller, i.e., only 400 sf, than the existing structure. Vlastic also noted that the proposal includes a new architectural style for the house that would be a fairly dramatic change from the existing architecture. He then reviewed the existing and proposed improvements as shown on the following plans, unless otherwise noted, dated 7/26/04 and prepared by Stan Field Associates:

Existing Plan Sheets (all dated 5/13/04):

Sheet A1, Existing Site Plan
Sheet A2, Lower Ground Plan
Sheet A3, Dimensioned Upper Ground Plan
Sheet A4, Roof Plan
Sheet A5, E/W Elevations
Sheet A6, N/S Elevations

Proposed Plan Sheets:

Sheet A0, Title Page, 7/27/04
Sheet A1a, Site Plan
Sheet A2, Roof Plan
Sheet A3, Lower Ground Floor Plan

Sheet A4, Upper Ground Floor Plan
Sheet A5, N/S Elevations
Sheet A6, E/W Elevations
Perspective View From South
Perspective View From North

Vlasic also presented the proposed color board prepared by Mr. Field and received by the town on July 30, 2004.

Mr. Hughes and Stan Field reviewed site conditions and explained the proposed changes to ASCC members. They offered the following comments and clarifications:

- Some aspects of the plans are still being developed, including the design for a new canopy for the house entry. It is understood that the design will need to be limited to conform to zoning ordinance setback requirements and exception provisions for roof/eave overhangs. It was also noted that the plans would be corrected to ensure that the new entry pathway does not extend beyond the property boundary.
- The proposed rebuilt deck on the north side of the house will have somewhat less area. While the current site plans show the rebuilt deck extending somewhat over the property line, the plans will be corrected to ensure that the deck does not cross the property line or increase the extent of existing yard encroachments.
- A revised south elevation was presented showing the proposed, essentially flat roof, carport. It was noted that the carport would actually have a metal roof, similar to the zinc roof proposed for the house, installed with a central ridge and very low pitch to the sides. The sloped roof, however, would be hidden behind the proposed cedar board fascia.
- While the applicant and designer expressed understanding for the concerns expressed in the staff report regarding light spill from the large window area proposed on the east, i.e., Portola Road, elevation, it was noted that a number of large trees screen views from the road. It was also noted that the existing house has a large window area on the east side.

After discussing the plans, Mr. Hughes and Stan Field led ASCC members on a tour of site conditions and further explained how the proposed reconstruction compared to existing conditions. It was noted that the intent of the plans is to actually reduce the three dimensional scope of existing improvements, while making the house more functional for the owners and also achieving an more unique architectural style that is in harmony with site conditions. Mr. Field also provided samples of the proposed exterior materials as defined on the color board received 7/30/04.

Following site inspection, all ASCC members concurred that the proposed improvements were generally appropriate and in harmony with site and area conditions. It was agreed that project review should continue at the regular evening ASCC meeting.

Adjournment

There being no further business, the special site meeting was adjourned at 5:30 p.m. It was noted that the regular evening ASCC meeting would start at approximately 8:00 p.m. in the Historic School House at the town center. It was also noted that a special joint ASCC and Planning Commission meeting on the town center project would take place at 7:00 p.m. in the Historic School House at the town center.

Chair Chase called the special joint meeting with the planning commission to order at 7:00 p.m.

Roll Call:

ASCC: Breen, Chase, Gelpi, Schilling

Absent: Eisberg

Town Council Liaison: Davis

Town Staff: Deputy Town Planner Vlastic, Planning Technician Borck

Oral Communications

Oral communications were requested but none were offered.

Town Center Project -- Referral from Town Council

(Note: a special set of separate minutes were prepared on this special joint meeting and are not included with these regular meeting minutes of the September 13, 2004 ASCC meeting.)

Adjournment of Special Meeting

At approximately 9:10 p.m. the special joint meeting was adjourned. Chair Chase stated the regular ASCC meeting would continue as soon as those present only for the special joint meeting left the room.

Continuation of Regular ASCC Meeting

At 9:18 p.m., Chair Chase called the regular ASCC meeting to order. The following ASCC members, staff and liaisons were present:

ASCC: Breen, Chase, Gelpi, Schilling

Absent: Eisberg

Town Council Liaison: Davis

Planning Commission Liaison: Zaffaroni

Town Staff: Deputy Town Planner Vlastic, Planning Technician Borck

Oral Communications

Oral communications were requested, but none were offered.

Architectural Review for detached Accessory Structures, Site Development Permit X9H-523 and Lot Line Adjustment X6D-199, 15 and 25 Tagus Court, Sansbury

Vlasic presented the September 9, 2004 staff report on this request and reviewed the events of the afternoon site meeting. (Refer to above site meeting minutes, which include a complete listing of the project plans.) Vlasic advised that he had considered the issues discussed at the site meeting and, after the meeting, discussed an additional option with project designer Bob Waterman. This option would lower the proposed structures by cutting them into the site an additional two feet. Vlasic suggested that this might further reduce potential for visual impact, particularly in terms of the views from the pool terrace at 360 Golden Oak Drive.

Jim Sansbury and Bob Waterman were present and offered the following additional comments and clarifications to those presented at the site meeting:

- The option of cutting the proposed structures further into the site was considered, but based on the fact the Merricks seem satisfied with the revised plans and the additional earth movement and "off-haul" of dirt that would be needed, such additional grading is not desired. Alternatively, it is suggested that some additional build-up of earth be done along the east side of the fitness building. If two feet of dirt was placed against the east wall, tapering to the property line, planting could be installed and have a two feet added height. This would make the proposed screen planting more effective at the time of installation. In addition, the applicant is willing to install somewhat larger trees, for example 24 inch box size oaks, to ensure early screening of views.
- While some suggestions have been made to have a darker siding on the proposed structures, the applicant's desire is to have the siding the same color as the main house. At the same time, as noted at the site meeting, the applicant is agreeable to have the east as well as the north walls be stucco and vines planted to ensure the walls will blend in with the other proposed plantings. In time, the darker foliage will achieve a color that is well under the current reflectivity limits and, more important, have a texture and form that is in harmony with the more native landscaping proposed along the eastern and northern parcel boundaries. It was suggested the vines would be either Boston ivy or Ficus.
- The applicant is agreeable to a darker roof color as discussed at the site meeting.
- Based on the agreement reached with the Merricks for moving the proposed structures 6 feet to the west, a revised site plan will need to be prepared. This will have a somewhat modified pathway system and some minor grading and drainage adjustments.
- The revised lighting plan was discussed. It was noted that the previously proposed "up" lighting had been eliminated and that now, there was only one light at the entry doors. In response to a question, Waterman noted that the proposed downcast lights could be fitted with a top so that light would not be directed upward.

Public comments were requested, but none were offered.

ASCC members discussed the proposal and had differing options on the need for further cutting of the structures into the site or for the adding of dirt along the east side. For the most part, ASCC members found the plans acceptable with the modifications and adjustments proposed by the applicant at the site and evening meetings but noted that

revised plans would be needed to clearly and accurately show all of the proposed changes. Further, some remaining inconsistencies relative to the lighting plans were noted.

ASCC members also noted they could make the required second unit and accessory structure findings as evaluated in the August 19, 2004 staff report as long a deed restriction is recorded against the property as recommended in that staff report.

Following discussion, Gelpi moved, seconded by Schilling and passed 4-0 approval of the proposed plans subject to the following conditions to be addressed, unless otherwise noted, to the satisfaction of a designed ASCC member prior to issuance of a building permit or the start of site grading:

1. A revised grading plan shall be prepared to the satisfaction of the Public Works Director prior to the time the proposed lot line adjustment is presented to the planning commission for action.
2. The requirements set forth in the July 28, 2004 memorandum of the public works director and August 19, 2004 memorandum of the town geologist shall be adhered to. Further, the project shall conform to the requirements of the fire marshal and health officer.
3. The architectural review and site development permit approvals shall not become effective until the proposed lot line adjustment is approved by the planning commission and recorded to the satisfaction of the town attorney.
4. A deed restriction shall be recorded against the property to the satisfaction of the town attorney stating that modifications shall not be made to the accessory structures so as to create a second unit larger than 750 sf.
5. The site, grading and landscape plans shall be revised to show the proposed structures moved six feet to the west so that at least a 22 foot setback is maintained along the eastern property line. Further, the north and east elevations of the structures shall be stucco and vines shall be planted so as to grow to eventually cover the stucco surfaces.
6. A darker roof color than used on the existing main house shall be used on the new accessory structures.
7. The lighting plan presented at the 9/13 meeting, shall be revised to consistently identify proposed light fixtures and to reflect the revised pathway plan that results from the moving of the accessory structures called for in condition 5. Further, all wall mounted fixtures shall have a top to ensure light is directed down. Also, the proposed light switching patterns shall be defined.
8. The landscaping plan shall be revised to include at least one 24 inch box oak to be planted on the east side of the fitness structure.

In addition to the above conditions, ASCC members agreed that the applicant could, if he so desires, cut the proposed structures further into the site one to two feet, or add up to two feet of soil along the east side of the fitness structure. Members concluded, however that

such adjustment would be at the discretion of the applicant and should not be a condition of approval.

Architectural Review for house additions and remodeling, and rebuilding of detached carport, 152 Wayside Road, Hughes

Vlasic presented the September 9, 2004 staff report on this proposal for substantial remodeling and architectural modification of the existing residence on the subject .69 acre property. He also reviewed the events of the afternoon site meeting. (See above site meeting minutes, which include a complete listing of proposed project plans.)

Craig Hughes and Stan Field were present and offered the following additional comments and clarifications to those presented at the site meeting:

- The revised carport plan was formally presented to the ASCC and it was stated that the structure would have a footprint of 20 feet by 20 feet. In response to a question, it was noted that the rebuilt carport would be at least 12 feet from the closest, eastern property line whereas the existing carport maintains only a 4 foot setback. It was also noted that the rebuilt carport would be approximately two feet closer to the southern property line than the existing carport, but that a roughly 31 foot setback would still be maintained and that this is more than the minimum required 20 foot setback.
- A new entry canopy is planned that is not shown on the plans. As advised at the site meeting, it is understood that this will have to be designed to adhere to the eave encroachment limits of the zoning ordinance. Further, the canopy will be constructed of a frosted glass material.
- Photos of residences finished with materials similar to those shown on the proposed color board received 7/30/04 were displayed. Further, samples of many of the following proposed exterior materials were shared with ASCC members:
 - Recycled vertical cedar siding with a natural weathered finish
 - Douglas fir heavy timber framing with a natural stain finish
 - Pre-weathered composite zinc siding panels with cedar inlaid joints
 - Standing seam pre-weathered zinc roofing
 - Clear "low-e" glazing
 - Aluminum window frames with dark bronze anodized finish
 - Structural steel cross-bracing with a natural galvanized finish
- The proposed wall mounted light fixture cut sheet was reviewed. It was noted that the fixture was of a fully shielded design with light directed both down and up. It was noted that a louvered top could be added to minimize potential for spill of light above the fixture. It was requested, however, that one light proposed at the rebuilt deck have an open top. It was clarified that this deck area is well screened by vegetation and that one fixture with both up and down light spill would avoid the need for more light fixtures. It was also requested that one or two fixtures with both up and down spill be permitted on the west, uphill side of the house mainly to light the stairway and pathway areas. It was noted that due to screening provided by extensive tree cover and

the house, the area was dark and a shielded fixture with top and bottom light spill would allow for reasonable task lighting with a minimum number of fixtures.

- The existing driveway entry posts will be maintained, but the two post top lights will be removed. One new shielded light would be installed, as shown on the plans, in place of the two existing post top lights.
- Photos of the front of the existing house were presented to demonstrate the minimum amount of the house that is visible to Portola Road views. It was also clarified that there is no desire for major accent lighting in the entry staircase area along the house's east elevation. In response to a question, it was further clarified that lighting in the stair case area would be from above with shielded fixtures that would direct light to the stairs and that, otherwise; only minimal internal lighting was being considered for the entry area.

Public comments were requested, but none were offered.

ASCC members agreed that the project, including proposed exterior materials and colors, was appropriate for the site. Following brief discussion of lighting issues, Breen moved, seconded by Gelpi and passes 4-0 approval of the plans as presented 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:

1. A comprehensive drainage plan shall be prepared and implemented to the satisfaction of the Public Works Director.
2. A construction staging and tree protection plan shall be prepared and once approved implemented to the satisfaction of planning staff.
3. The building permit plans shall clarify the proposals for lighting within the entry stairway area. In particular, there shall only be down directed lights in this area and there shall be no accent wall lighting.
4. Complete carport plans shall be provided that are consistent with the clarifications offered at the ASCC meeting.
5. The exterior lighting plan shall be revised to show the proposed shielded wall mounted fixture with the optional louvered top. One deck and up to two west elevation fixtures may, however, be installed without the louvered top.
6. The proposed plans shall be revised to the satisfaction of the town planner to correct current problems associated with potential new yard encroachments and improvements shown crossing the property lines. Further, the details for the new entry canopy shall be specified to the satisfaction of the town planner for conformity with zoning provisions.
7. Complete impervious surface area calculations shall be provided to the satisfaction of the town planner.

Architectural Review, modification to existing detached accessory structure, 127 Ramoso Road, Bachler

Vlasic presented the September 9, 2004 staff report on this request for approval of plans to modify an existing structure, August 31, prepared by Tom Harvey, Architect:

- Sheet 1, Floor Plans, Site Plan
- Sheet 2, Proposed Elevation, Proposed Section
- Sheet 3, Existing Exterior Elevations

Also considered was the August 25, 2004 approval letter provided by the Westridge Architectural Supervising Committee (WASC) review.

Tom Harvey, project architect offered the following comments and clarifications:

- The one unshielded spotlight that exists on the east elevation of the structure will be replaced with a shielded light as recommended in the staff report. In addition, the applicant desires to replace the existing carriage style fixture at the lower, west side entry with a shielded, down cast light that would be mounted on the underside of the proposed expanded upper entry deck.
- The intent of designing the upper level addition to have an interior height of under 7 feet 6 inches is to avoid the area being considered living space or floor area so a new soils report could be avoided.

Public comments were requested, but none were offered.

Vlasic advised that the upper area would be considered floor area in terms of zoning ordinance provisions, but the matter of triggering a soils report would be up to the evaluation of the town's building official.

Following brief discussion, Schilling moved, seconded by Gelpi to make the required second unit and accessory structure findings, as evaluated in the staff report, and to approve the proposed plans 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:

1. A final exterior lighting plan shall be prepared that includes replacing the one unshielded spot light on the east elevation of the structure with a shielded light as recommended in the 9/9/04 staff report. In addition, details shall be provided for the applicants proposal to replace the existing carriage style fixture at the lower, west side entry with a shielded, down cast light that would be mounted on the underside of the proposed expanded upper entry deck.
2. Complete impervious surface calculations shall be provided to the satisfaction of the town planner.

3. A deed restriction shall be recorded to the satisfaction of the town attorney stating that the structure shall not be modified to internally connect the upper and lower levels or otherwise changed so as to create a second unit larger than 750 sf.

Approval of Minutes

Schilling moved, seconded by Gelpi and passed 3-0-1 (Breen), approval of the 8/23/04 meeting minutes as drafted.

Adjournment

There being no further business, the meeting was adjourned at 10:35 p.m.

T. Vlastic