



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, March 19, 2014 – 7:30 p.m.
Special Joint Field Meeting (time and place as listed herein)
Council Chambers (Historic Schoolhouse)

SPECIAL JOINT ASSC/PLANNING COMMISSION FIELD MEETING

4:30 p.m. 18 Redberry Ridge Field meeting for preliminary consideration of plans for new residential development of this vacant 2.09 acre parcel. (Review to continue at Regular Meeting)

REGULAR AGENDA

Call to Order, Roll Call

Chairperson Gilbert, Vice-Chairperson Targ, Commissioners Hasko, McKitterick, and Von Feldt

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. Preliminary Consideration of Site Development Permit X9H-672 and Architectural Review for New House and Guest House, for 18 Redberry Ridge, Blue Oaks Lot #15, Douglass/LaShay Residence

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: March 5, 2014

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 Assistant Planner 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: March 14, 2014

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: Karen Kristiansson, Deputy Town Planner
DATE: March 13, 2014
RE: Preliminary Consideration of Site Development Permit X9H-672 and Architectural Review for New House and Guest House, for 18 Redberry Ridge, Blue Oaks Lot #15, Douglass/LaShay Residence

The Planning Commission and ASCC will hold a site meeting for preliminary review of this project starting at 4:30 pm on Wednesday, March 19. The site meeting will begin at the site at the end of Redberry Ridge in the Blue Oaks subdivision. After presentations by staff and the project design team, as well as inspection of site conditions, the meeting will continue at the Elkind residence at 14 Hawkview for consideration of views of the proposed development from this Portola Valley Ranch property.

The 3/19 meeting is for preliminary consideration of plans for new residential development of this vacant 2.09 acre parcel. As is discussed below, this project includes over 1,000 cubic yards of grading, and therefore the Planning Commission is the approving body for the site development permit. The Planning Commission preliminary review is noticed to continue at the regular evening meeting on 3/19, and a public hearing on the site development permit is tentatively scheduled for the Commission's regular May 7th meeting.

After the 3/19 meeting, the ASCC is scheduled to continue its preliminary review of the project at the March 24 regular ASCC meeting. Tentatively, the ASCC would complete action on the architectural review portion of the application at the regular 4/14 ASCC meeting and forward final recommendations to the Planning Commission for consideration at the Commission's hearing on the site development permit.

The following report was prepared to support the preliminary reviews of both the Planning Commission and the ASCC and therefore addresses both grading and the design elements of the proposal.

This parcel is a flag lot located at the end of Redberry Ridge, as shown on the attached vicinity map. The entrance to the lot is provided through a narrow panhandle located between 16 Redberry Ridge (Borders residence) and 19 Redberry Ridge (Salah residents). The building envelope is located on the flatter southern portion of the lot, and the land slopes down to the north from the building envelope. A private open space easement (POSE) is located on the east and north sides of the lot, and beyond this POSE is common

lot A, which is covered by an open space easement that benefits both the town and underlying Blue Oaks homeowners association (HOA) ownership. This lot is within the "Stonecrest Zone of Habitation" as set forth in the Blue Oaks Planned Unit Development (PUD) Statement.

The proposal is for a new 5,679 sf home with a 1,467 sf basement and a detached 531 sf detached second unit. The enclosed plans show a design that has already been revised to address concerns expressed by neighbors and the Blue Oaks Homeowners' Association. Specifically, the proposal has been modified to lower the east bedroom wing by 3' 6" and remove the clerestories closest to the Salah residence, particularly the master bedroom spa terrace. In addition, the driveway and auto court layouts have been changed so that none of the required parking is provided adjacent to the driveway in the panhandle area, but it is all now concentrated in the auto court area. These changes are discussed further below and will also be reviewed at the site meeting.

Story poles have been erected at the site and show the original proposed home heights and forms with orange tape, and the changes to the bedroom wing described above with green tape. As the project team will explain at the site meeting, some of the story poles also mark the locations of proposed terraces. In addition, the locations of the driveway and the retaining wall between the auto court/driveway and the Salah property will be marked for consideration at the site meeting.

The total volume of grading would be 1,520 cubic yards calculated according to the standards of the site development ordinance. This includes the 1,275 cubic yards indicated on the grading plan, as well as an additional 245 cubic yards of cut that would be needed to lower the bedroom wing as described above. Approximately 2,900 cubic yards of materials would be exported from the site, much of this for cutting of the proposed basement and guest house, and for excavation within the footprint of the house (areas where the cut does not count under the site development ordinance provisions).

The project is presented on the following enclosed plans dated 1/16/14 and prepared by Square Three Design Studios unless otherwise noted:

- Sheet A1.01, Project Data; Proposed Site Plan, dated 3/6/14
- Sheet A1.02, Proposed Partial Site Plan, dated 3/6/14
- Sheet A1.03, Proposed Partial Site Plan, dated 3/6/14
- Sheet C-1, Topographic Survey Plan
- Sheet C-2, Preliminary Grading, Drainage and Utility Plan
- Sheet C-3, Preliminary Grading and Drainage with Erosion Control Measures
- Sheet A2.01, Proposed Partial Main Level Floor Plan – Area A
- Sheet A2.02, Proposed Partial Main Level Floor Plan – Area B
- Sheet A2.03, Proposed Basement Plan
- Sheet A2.04, Proposed Guest Cottage Floor Plan and Roof Plan
- Sheet A2.05, Proposed Roof Plan
- Sheet A3.01, Proposed Exterior Elevations
- Sheet A3.02, Proposed Exterior Elevations
- Sheet A3.02A, Proposed Exterior Elevations, Original vs. Revised, dated 3/6/14
- Sheet A5.01, Proposed Building Sections
- Sheet A5.02, Proposed Building Sections
- Sheet A5.03, Proposed Building Sections
- Sheet LE0.0, Lighting Design Title Sheet

Sheet LE2.0, Basement and Guest Cottage Lighting Plan
Sheet LE3.0A, Main Floor Lighting Plan – Area A
Sheet LE3.0B, Main Floor Lighting Plan – Area B
Sheet L1.0, Landscape Overall Site, dated 3/6/14
Sheet L1.1, Existing Vegetation
Sheet L2.0, Layout Plan, dated 3/6/14
Sheet L2.1, Layout Plan Driveway, dated 3/6/14
Sheet L2.2, Layout Plan Notes, dated 3/6/14
Sheet L3.0, Irrigation Diagram, dated 3/6/14
Sheet L3.1, Irrigation Diagram Driveway, dated 3/6/14
Sheet L4.0, Planting Plan, dated 3/6/14
Sheet L4.1, Planting Plan Driveway, dated 3/6/14
Sheet L5.0, Landscape Lighting Plan
Sheet L5.1, Lighting Plan Driveway
Sheet L6.0, Driveway Elevations

In support of the plans and application, the following materials have been submitted:

- GreenPoint rated checklist (attached)
- Outdoor water use efficiency checklist, Thuilot Associates, dated 1/15/14 (attached)
- Geotechnical investigation by Romig Engineers, dated January 2013
- Landscape materials board, Thuilot Associates, received January 17, 2014 (attached)
- Architectural exterior color board, dated 1/16/14 (not attached; will be available at the meeting)
- Transmittal memo from Tom Carrubba, dated 3/10/14 (attached)
- Plan review letter from Rana Creek, dated 3/6/14 (attached)
- Letter report from Kielty Arborist Services, dated 3/4/14 (attached)
- Four color renderings, showing the original proposed bedroom wing and the revised bedroom wing, from the Salah terrace and from the rear side that faces Portola Valley Ranch. (attached)

Comments from the following members of the site development committee have also been received and are attached:

- Town Geologist (Cotton Shires), 1/31/14
- Fire Marshal (Denise Enea), 1/29/14
- Public Works Director (Howard Young), 3/11/14

The following comments are offered to facilitate the preliminary review process.

1. **Background, project description, siting, and compliance with Blue Oaks PUD requirements.** This lot was created as part of the Blue Oaks subdivision in 1988, which clustered residential lots in order to preserve roughly 186 acres under a conservation easement. The conservation easement includes much of Coal Mine Ridge as well as the steeper slopes above Los Trancos Road on the east side of Blue Oaks. As was indicated above, the Lot 15 building envelope is defined by a significant Private Open Space Easement (POSE) that extends to the open space easement over common lot A to the north and east. In addition, the subdivision approvals and Planned Unit Development (PUD) for the subdivision further define the building envelope and recognize that because of the cluster nature of the

development, area which is attributable to the lot in the common open space easement provides the majority of the open space area attributable to each lot.

The approved building envelopes for the lots in Blue Oaks were defined based on site constraints and the open space designated areas. Typically, the area allowed for building lots in Blue oaks is more limited than similarly sized parcels in the more conventional subdivision areas of town. Since the building envelopes are smaller and more concentrated, more grading and change is expected than would normally be expected on parcels where there is a larger building envelope and less open space restriction. This is the case for the proposed project.

Proposed development of the site would be concentrated in the southern portion of the building envelope (BE), on the higher and flatter portion of the site. In addition, the house has been located to avoid the trees on the northern portion of the site towards the conservation open space area, which is particularly important because of unauthorized clearing that has occurred on the parcel and the need to preserve the remaining trees, as is discussed further below. No trees would be removed as part of this project, and both the site restoration consultant Rana Creek and the project arborist have reviewed the plans and identified minor adjustments to the project to protect existing trees and ensure full consistency with the Town-approved and monitored restoration efforts (see attached letter reports). The project team has already incorporated several of these into the plan revisions and compliance with all of the recommendations would be required as a condition of any actions on the project.

The proposed residential development includes the main house with attached garage and basement oriented east-west and generally following the contours of the site. With the revisions to the structure in order to lower the eastern wing, the main house would all be at one level, with the eastern end cut into the site. Three terraces are located on the north side of the house and oriented toward the primary view corridor that was identified for the site under the PUD. A series of stairs and small vegetated terraces step down from the planting area outside the bedroom wing to the entrance of the guest house. The Blue Oaks PUD calls for homes in the Stonecrest zone to "hug" the ground and follow the form of the contours of the site, and this proposal appears to be consistent with this design guideline, particularly with the recent design revisions.

On the south side of the house, a retaining wall would extend approximately 66 feet along the line of the building envelope in order to create a level area for the parking area and auto court. It appears that this retaining wall would have a maximum exposed height on the north side of approximately seven to eight feet, but it should be noted that the civil sheets, and particularly the grading plan on Sheet C-2, have not yet been updated and still show the original proposal which included a shorter retaining wall and the guest parking located along the driveway access panhandle. The site plan on Sheet A1.02 shows the currently proposed retaining wall, parking area, and auto court. In addition, retaining walls along the southern side of the house allow the house to be cut into the site and for the basement to meet the building code's required light, ventilation and access requirements through the proposed light well.

The house has a contemporary architectural form with curved roof forms which could be seen as a concern given the PUD statement that design solutions should emphasize horizontal rather than vertical forms and that roofs should be flat or of low pitch. In this case, however, the flared roof has a relatively low pitch and the home does give an overall horizontal impression. In addition, the top elevation of the western portion of the home is well below the roof of the house behind it, so that the roof form will not be visually noticeable. At the eastern end of the home, the roof form allows for a lower roof between the Salah terrace and the northern secondary view corridor for that house, while at the same time allowing the bedroom wing of the proposed house to enjoy views to the east. These factors can be most clearly seen on the attached color rendering showing the "Revised proposed rear (north) exterior elevation." Both the garage and the guest house are proposed to have green roofs. This parcel is subject to, and the proposed project complies with, the single story height limits of 18 and 24 feet.

As was noted previously, the driveway extends down the panhandle of the lot between the neighboring properties. The parking shown in this area on the grading plan has been relocated to the auto court, which will allow for less impact on the manzanitas along the driveway alignment.

2. **Vegetation restoration status.** Unauthorized vegetation removal on the site, largely within the POSE area and extending to the open space area on common lot A, took place in late 2012/early 2013. This resulted in a restoration process that has been progressing under Town control since spring of last year. The ASCC last reviewed the restoration efforts on this parcel at their October 28, 2013 meeting (minutes attached). At that time, the ASCC called for additional planting and site management to the satisfaction of a designated ASCC member and town staff. That work has been completed and approved. The ASCC also recommended that the Town Council permit the property owner to proceed with town review of the plans for development of the parcel, so that the plans and any necessary screen planting could be considered in view of the restoration plans. The Town Council reviewed and approved the ASCC's recommendation at their meeting on January 8, 2014 (minutes attached).

One of the conditions of that approval states that *"no building permits should be released until the ASCC completes a site review in early to mid-spring 2014 that is supported by similar data developed for the October 28, 2013 site review. From this review, the ASCC would provide a final recommendation to the town council relative to the timing for actual release of permits to allow site development to proceed."* Rana Creek has provided the attached list of maintenance dates and activities and will be visiting the site to conduct their quarterly monitoring inspection, including taking photos of the restoration, on March 14.

The project team has indicated that the report from the March 14 inspection will be provided to staff prior to the March 19 site meeting. When received, this report will be posted on the Town's webpage for the March 19 meeting and also distributed to commissioners by email. In addition, John Wandke from Rana Creek will attend the March 19 field meeting. The ASCC will then be able to discuss and consider this information as part of their preliminary review on March 24.

3. **Blue Oaks Homeowners' Association (HOA) review.** The Blue Oaks HOA considered this project at their February meeting and expressed concern about the proposed location of required parking along the driveway in the panhandle. Concerns were also expressed about the potential impact of the project on the privacy and views from the adjacent terrace at the east side of the neighboring Salah property. In response, the project team has revised the plans to move the required parking to an enlarged auto-court area, and to lower the western wing of the house and remove the clerestory on the south elevation. The attached renderings show these changes to the western wing from two viewpoints, the first from the Salah terrace, and the second from the north side of the project facing towards Portola Valley Ranch. The revised plans have been submitted to the Blue Oaks HOA and will be considered at their next meeting.
4. **Site development committee review.** Comments from site development permit committee members on the project are attached and summarized below. However, it should be noted that the grading plan for the project needs to be updated to reflect the changes made in the driveway, auto-court, and western house wing areas to respond to comments from the Blue Oaks HOA. The site development committee will then need to determine whether any changes will be needed based on the revisions.

Public Works Director. The project was found acceptable with standard conditions of approval for site development work, plus a condition that the project must comply with all items recommended in the Kielty Arborist report dated March 4, 2014, with written verification to be provided by Kielty.

Town Geologist. The project was found acceptable, with the conditions that structural plans be developed incorporating the recommendations of the project geotechnical consultant, and that the applicant's cogeotechnical consultant review and approval all geotechnical aspects of the plans. Prior to issuance of a building permit, the structural plans and geotechnical plan review should be submitted to the Town for review by town staff and the Town Geologist.

Fire Marshal. The Fire Marshal reviewed the plans and found the driveway layout and the project in general acceptable with the conditions set forth on the review sheet.

5. **Floor area, impervious surface, and height limit compliance, Build It Green points, and outdoor water conservation.** The total proposed site floor area is at the floor area limit for the site of 6,210 sf, including the main house, the attached garage, and the guest house. The proposed impervious surface is 7,345 sf, which is well below the 12,000 sf limit for the property. As was stated previously, this parcel is subject to, and the proposed project complies with, the single story height limits of 18 and 24 feet.

The attached required Build It Green (BIG) GreenPoint rated single family checklist targets 219 points. For reference, the Town's Green Building Ordinance would require 221 points for the house as well as 25 points for the guest house, although it cannot currently be required. As you know, the Town began enforcing the 2013 CalGreen code in January, and staff will be working with the Town Council this spring to determine if a new green building code should be developed.

The completed outdoor Water Use Efficiency Checklist (attached) indicates that the project also complies with the town's Water Conservation in Landscaping Ordinance.

6. **Architectural design, exterior materials and finishes.** The site is within the "Stonecrest Zone of Habitation" of the Blue Oaks PUD. Homes in this zone are to "hug" the ground and follow the form of the contours of the site. In addition, design solutions should emphasize horizontal forms, and roofs should be flat or of low pitch. As was discussed above, this design does appear consistent with those criteria for architectural design.

In terms of exterior materials, the PUD calls for either natural stone or horizontal wood board siding. The materials and colors should harmonize with the building site and also minimize visual impacts. The "architectural exterior color board" that was submitted proposes use of the following:

- Horizontal wood siding of quarter-sawn western red cedar
- Exterior plaster (stucco) painted with Benjamin Moore "Norwich Brown"
- Horizontal board form concrete
- Wood eave decking of vertical grain fir
- Window cladding and expose steel of "dark bronze" anodized aluminum
- A brown single-ply membrane roof material

These materials and colors appear to be appropriate for the site and consistent with the intent set forth in the PUD.

One item that will need clarification is the surface for the driveway in the panhandle, which Sheet L2.1 identifies as "concrete/asphalt paving." The materials should be specified to the satisfaction of the ASCC.

In addition, the project landscape architect has submitted a "landscape materials board" consisting of colored photos. Some of the items pictured appear to be very light gray approaching white, such as the concrete paving and concrete steppers. Additional information or samples should be provided about the colors and finishes of these items so that their consistency with the Blue Oaks PUD and town standards can be assessed.

Finally, the landscape materials board shows a "metal and wood handrail," but some of the railings/guard rails shown on the elevations appear to be more vertical in nature. At the site meeting, the project team should clarify where railings will be placed and what materials will be used.

7. **Conformance with second unit and accessory structure regulations.** Second units are permitted in the Blue Oaks subdivision and allowed under the zoning ordinance on parcels of one acre or larger with the performance standards set forth in Section 18.12.040.B of the zoning ordinance (copy attached). This parcel is 2.09 acres, well over the one acre minimum parcel size. The parking requirement for Blue Oaks is set in the PUD and includes provisions for second units. Additionally, the design of the structure conforms to the design of the main house and otherwise appears to meet the second unit zoning requirements.

8. **Landscaping.** The proposed landscaping plans concentrate planting. Some additional planting extends north of the building envelope toward the restoration area; this planting consists primarily of dwarf coyote brush, California fescue, Pacific manzanita, and Lindheimer's muhly grass. Rana Creek has reviewed the landscaping plan and determined that, with incorporation of specified conditions, "the project as designed will be compatible with the ongoing habitat restoration and tree replacement activities" (see attached March 6, 2014 letter).

The project also proposes planting south of the building envelope between this project and the Salah property and residence. This planting includes some trees and shrubs to provide additional screen planting between the properties, which is consistent with the Blue Oaks PUD. However, the Blue Oaks PUD limits new trees to those listed in Appendix A of the PUD statement, and the three tree species proposed (strawberry trees, Chinese pistache, and water gum) are not on the approved tree list for the Stonecrest zone. The landscaping plan will therefore need to be revised to replace these trees with approved trees.

9. **Exterior lighting, skylights, clerestories, and interior light spill.** Exterior landscape lighting is shown on Sheets L5.0 and L5.1 and includes both path lights and down lights. In addition, lighting on the exterior of the house is shown on Sheets LE2.0, LE 3.0, and LE3.0B. Pictures of the features are provided on the sheets, and it appears that the proposed fixtures would be generally consistent with town standards. However, cut sheets also need to be submitted with information about the level of illumination provided by each fixture type and showing the colors and materials for each fixture.

In terms of the level of lighting, both the Blue Oaks PUD and the Town's Design Guidelines call for minimal lighting, with lighting to be provided for safety reasons. The proposed lighting appears to be generally consistent with this direction, although the level of lighting in the auto court may be somewhat high. This area includes three lights on the garage, seven path lights, and six wall lights in the retaining wall along the driveway entering the auto court. Also, while the amount of lighting for the guest house appears reasonable, the ASCC should consider whether the path and wall lights along the stairs and walkway to the guest house be placed on a separate switch.

The Blue Oaks PUD also states that lighting outside of the Building Envelope can be allowed "when it is demonstrated to the satisfaction of the ASCC that the lighting is necessary for safety." This project proposes seven light fixtures outside of the building envelope: six path lights along the driveway and one wall light in the retaining wall bordering the driveway. The ASCC will therefore need to determine that these light fixtures are necessary for safety.

The project includes both skylights and clerestories. The clerestories are shown on the elevations and in the color renderings, and the skylights are shown on Sheet 2.05, the proposed roof plan. The skylights are over the mud/pantry/storage room, three interior bathrooms, and the master closet. The skylights are located in rooms which are likely to be lighted only as needed, and the skylights themselves will not be visible from other properties. For both the skylights and the clerestories, the project team will need to confirm that any lighting near these elements will be downlights only.

The clerestories are located above the home's picture windows and are part of the overall glazing scheme for the home. Together, the windows and clerestories would maximize the view from the home and the amount of natural light reaching the interior of the home. There will be interior light spill from these elements at night, as there is from other homes in Blue Oaks as well as homes in Portola Valley Ranch.

Conclusion

The Planning Commission and ASCC should conduct the preliminary review, including the site visit, and offer comments, reactions and directions to assist the applicant and project design team to modify or clarify plans as may be necessary to allow for eventual final action by both commissions. In general, however, the plans appear to be carefully designed to respect the Blue Oaks PUD standards, and revisions have been made specifically to respond to neighbor and HOA input.

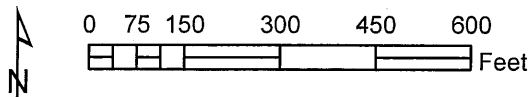
Enc.

Att.



Vicinity Map

Architectural Review and Site Development Permit, Douglass/LaShay



APN 080-241-150, 18 Redberry Ridge
 March 2014

GreenPoint Rated Checklist: Single Family

The GreenPoint Rated checklist tracks green features incorporated into the home. **A home is only GreenPoint Rated if all features are verified by a Certified GreenPoint Rater through Build It Green.** GreenPoint Rated is provided as a public service by Build It Green, a professional non-profit whose mission is to promote healthy, energy and resource efficient buildings in California.

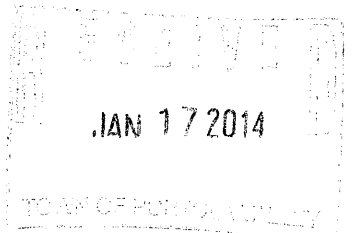
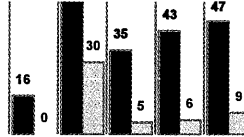
The minimum requirements of GreenPoint Rated are: verification of 50 or more points; Earn the following minimum points per category: Energy (30), Indoor Air Quality/Health (5), Resources (6), and Water (9); and meet the prerequisites A.2.a, H10a., J.2., N.1, and Q0.

This checklist accommodates the verification of mandatory CALGreen measures but does not signify compliance unless accepted by enforcing agency. All CALGreen measures within the checklist must be selected as "Yes" or "n/a" for compliance with GreenPoint Rated. Build It Green is not a code enforcement agency.

The criteria for the green building practices listed below are described in the GreenPoint Rated Single Family Rating Manual. For more information please visit www.builditgreen.org/greenpointrated



Total Points Targeted: 219



Single Family New Home 4.2 / 2008 Title 24

18 REDBERRY RIDGE		Points Achieved	Community	Energy	IAQ/Health	Resources	Water	Notes
A. SITE		Possible Points						
1. Protect Topsoil and Minimize Disruption of Existing Plants & Trees								
Yes	a. Protect Topsoil and Reuse after Construction	2	1				1	
Yes	b. Limit and Delineate Construction Footprint for Maximum Protection	1					1	
2. Divert/Recycle Job Site Construction Waste (Including Green Waste and Existing Structures)								
Yes	a. Required: Divert 50% (by weight) of All Construction and Demolition Waste (Recycling or Reuse) (CALGreen Code)	Y				R		
Yes	b. Divert 100% of Asphalt and Concrete and 65% (by weight) of Remaining Materials	2				2		
Yes	c. Divert 100% of Asphalt and Concrete and 80% (by weight) of Remaining Materials	2				2		
3. Use Recycled Content Aggregate (Minimum 25%)								
Yes	a. Walkway and Driveway Base	1				1		
No	b. Roadway Base	0				1		
Yes	4. Cool Site: Reduce Heat Island Effect On Site	1	1					
5. Construction Environmental Quality Management Plan, Duct Sealing, and Pre-Occupancy Flush-Out [*This credit is a requirement associated with J4: EPA IAP]								
Yes	a. Duct openings and other related air distribution component openings shall be covered during construction. (CALGreen code if applicable)	1			1			
TBD	b. Full environmental quality management plan and pre-occupancy flush out is conducted (Prerequisite is A5a)	0			1			
Total Points Available in Site = 12		10						
B. FOUNDATION		Possible Points						
≥30%	1. Replace Portland Cement in Concrete with Recycled Fly Ash and/or Slag (Minimum 20%)	2				2		
TBD	2. Use Frost-Protected Shallow Foundation in Cold Areas (CEC Climate Zone 1b)	0				2		
Yes	3. Use Radon Resistant Construction [*This credit is a requirement associated with J4: EPA IAP]	2			2			
TBD	4. Install a Foundation Drainage System [*This credit is a requirement associated with J4: EPA IAP]	0				2		
Yes	5. Moisture Controlled Crawlspace [*This credit is a requirement associated with J4: EPA IAP]	2			2			
6. Design and Build Structural Pest Controls								
Yes	a. Install Termite Shields & Separate All Exterior Wood-to-Concrete Connections	1				1		
TBD	b. All Plants Have Trunk, Base, or Stem Located At Least 36 Inches from Foundation	0				1		
Total Points Available in Foundation = 12		7						
C. LANDSCAPE		Possible Points						
85%	<i>Enter in the % of landscape area. (Projects with less than 15% of the total site area (i.e. total lot size) as landscape area are capped at 6 points for the following measures: C1 through C7 and C9 through C11.</i>							
Yes	1. Group Plants by Water Needs (Hydrozoning)	2				2		
Yes	2. Mulch All Planting Beds to the Greater of 3 Inches or Local Water Ordinance Requirement	2				2		
3. Construct Resource-Efficient Landscapes								
Yes	a. No Invasive Species Listed by Cal-IPC Are Planted	1				1		
Yes	b. No Plant Species Will Require Shearing	1				1		
Yes	c. 75% of Plants Are Drought Tolerant, California Natives or Mediterranean Species or Other Appropriate Species	3				3		
4. Minimize Turf in Landscape Installed by Builder								
Yes	a. Turf Shall Not Be Installed on Slopes Exceeding 10% and No Overhead Sprinklers Installed in Areas Less than 8 Feet Wide	2				2		
≤10%	b. Turf is Small Percentage of Landscaped Area (2 Points for ≤25%, 4 Points for ≤10%)	4				4		
Yes	5. Plant Shade Trees	3	1	1		1		
6. Install High-Efficiency Irrigation Systems								
Yes	a. System Uses Only Low-Flow Drip, Bubblers, or Sprinklers	2				2		
Yes	b. System Has Smart (Weather-Based) Controller (CALGreen code if applicable)	3				3		
Yes	7. Incorporate Two Inches of Compost in the Top 6 to 12 Inches of Soil	3				3		
8. Rain Water Harvesting System								
Yes	a. Cistern(s) is Less Than 750 Gallons	1				1		
Yes	b. Cistern(s) is 750 to 2,500 Gallons	1				1		
Yes	c. Cistern(s) is Greater Than 2,500 Gallons	1				1		
TBD	9. Irrigation System Uses Recycled Wastewater	0				1		
TBD	10. Submetering for Landscape Irrigation	0				1		
11. Design Landscape to Meet Water Budget								
Yes	a. Install Irrigation System That Will Be Operated at ≤70% Reference ET (Prerequisites for Credit are C1, and C2.)	1				1		
Yes	b. Install Irrigation System That Will Be Operated at ≤50% Reference ET (Prerequisites for Credit are C1, C2, and C6a or C6b.)	1				1		
TBD	12. Use Environmentally Preferable Materials for 70% of Non-Plant Landscape Elements and Fencing A) FSC-Certified Wood, B) Reclaimed, C) Rapidly Renewable, D) Recycled-Content E) Finger-Jointed or F) Local	0				1		

18 REDBERRY RIDGE

		Points Achieved	Community	Energy	IAQ/Health	Resources	Water	Notes
Yes	13. Reduce Light Pollution by Shielding Fixtures and Directing Light Downward	1	1					
Total Points Available in Landscape = 35		32						
D. STRUCTURAL FRAME & BUILDING ENVELOPE		Possible Points						
1. Apply Optimal Value Engineering								
TBD	a. Place Joists, Rafters and Studs at 24-Inch On Center	0				3		
Yes	b. Door and Window Headers are Sized for Load	1				1		
Yes	c. Use Only Cripple Studs Required for Load	1				1		
2. Construction Material Efficiencies								
TBD	a. Wall and Floor Assemblies (Excluding Solid Wall Assemblies) are Delivered Panelized from Supplier (Minimum of 80% Square Feet)	0				2		
TBD	b. Modular Components Are Delivered Assembled to the Project (Minimum 25%)	0				6		
3. Use Engineered Lumber								
Yes	a. Engineered Beams and Headers	1				1		
Yes	b. Wood I-Joists or Web Trusses for Floors	1				1		
Yes	c. Engineered Lumber for Roof Rafters	1				1		
Yes	d. Engineered or Finger-Jointed Studs for Vertical Applications	1				1		
Yes	e. Oriented Strand Board for Subfloor	1				1		
Yes	f. Oriented Strand Board for Wall and Roof Sheathing	1				1		
TBD	4. Insulated Headers	0	1					
5. Use FSC-Certified Wood								
TBD	a. Dimensional Lumber, Studs and Timber (Minimum 40%)	0				6		
≥90%	b. Panel Products (Minimum 40%)	3				3		
6. Use Solid Wall Systems (Includes SIPS, ICFs, & Any Non-Stick Frame Assembly)								
TBD	a. Floors	0				2		
TBD	b. Walls	0				2		
TBD	c. Roofs	0				1		
TBD	7. Energy Heels on Roof Trusses (75% of Attic Insulation Height at Outside Edge of Exterior Wall)	0	1					
8. Install Overhangs and Gutters								
Yes	a. Minimum 16-Inch Overhangs and Gutters	1				1		
Yes	b. Minimum 24-Inch Overhangs and Gutters	1	1					
9. Reduce Pollution Entering the Home from the Garage [*This credit is a requirement associated with J4: EPA IAP]								
Yes	a. Install Garage Exhaust Fan OR Build a Detached Garage	1			1			
Yes	b. Tightly Seal the Air Barrier between Garage and Living Area (Performance Test Required)	1			1			
Total Points Available in Structural Frame and Building Envelope = 39		15						
E. EXTERIOR		Possible Points						
Yes	1. Use Environmentally Preferable Decking	2				2		
Yes	2. Flashing Installation Techniques Specified and Third-Party Verified [*This credit is a requirement associated with J4: EPA IAP]	1				1		
TBD	3. Install a Rain Screen Wall System	0				2		
TBD	4. Use Durable and Non-Combustible Siding Materials	0				1		
TBD	5. Use Durable and Fire Resistant Roofing Materials or Assembly	0				2		
Total Points Available in Exterior = 8		3						
F. INSULATION		Possible Points						
1. Install Insulation with 75% Recycled Content								
Yes	a. Walls	1				1		
Yes	b. Ceilings	1				1		
Yes	c. Floors	1				1		
Total Points Available in Insulation = 3		3						
G. PLUMBING		Possible Points						
1. Distribute Domestic Hot Water Efficiently (Max. 5 points, G1a. is a Prerequisite for G1b-e)								
Yes	a. Insulate All Hot Water Pipes [*This credit is a requirement associated with J4: EPA IAP]	2	1			1		
TBD	b. Use Engineered Parallel Plumbing	0				1		
TBD	c. Use Engineered Parallel Plumbing with Demand Controlled Circulation Loop(s)	0				1		
Yes	d. Use Traditional Trunk, Branch and Twig Plumbing with Demand Controlled Circulation Loop(s)	3	1			2		
TBD	e. Use Central Core Plumbing	0	1			1	1	
2. Water Efficient Fixtures								
Yes	a. High Efficiency Showerheads ≤2.0 Gallons Per Minute (gpm) at 80 psi. (Multiple showerheads shall not exceed maximum flow rates) (CALGreen code if applicable)	3				3		
Yes	b. High Efficiency Bathroom Faucets ≤ 1.5 gpm at 60psi (CALGreen code)	1				1		
Yes	c. High Efficiency Kitchen and Utility Faucets ≤1.8 gpm (CALGreen code if applicable)	1				1		
Yes	3. Install Only High Efficiency Toilets (Dual-Flush or ≤1.28 Gallons Per Flush (gpf)) (CALGreen code if applicable)	2				2		
Total Points Available in Plumbing = 12		12						
H. HEATING, VENTILATION & AIR CONDITIONING		Possible Points						
1. Properly Design HVAC System and Perform Diagnostic Testing								
Yes	a. Design and Install HVAC System to ACCA Manual J, D, and S Recommendations (CALGreen code if applicable) [*This credit is a requirement associated with J4: EPA IAP]	4		4				
Yes	b. Test Total Supply Air Flow Rates [*This credit is a requirement associated with J4: EPA IAP]	1		1				
TBD	c. Third Party Testing of Mechanical Ventilation Rates for IAQ (meet ASHRAE 62.2)	0		1				
2. Install Sealed Combustion Units [*This credit is a requirement associated with J4: EPA IAP]								
Yes	a. Furnaces	2			2			
Yes	b. Water Heaters	2			2			
Yes	3. Install High Performing Zoned Hydronic Radiant Heating	2		1	1			
Yes	4. Install High Efficiency Air Conditioning with Environmentally Preferable Refrigerants	1	1					
5. Design and Install Effective Ductwork								
Yes	a. Install HVAC Unit and Ductwork within Conditioned Space	1		1				
Yes	b. Use Duct Mastic on All Duct Joints and Seams [*This credit is a requirement associated with J4: EPA IAP]	1		1				
TBD	c. Pressure Relieve the Ductwork System [*This credit is a requirement associated with J4: EPA IAP]	0		1				
Yes	6. Install High Efficiency HVAC Filter (MERV 6+) [*This credit is a requirement associated with J4: EPA IAP]	1			1			

18 REDBERRY RIDGE

		Points Achieved	Community	Energy	IAQ/Health	Resources	Water	Notes
Yes	7. No Fireplace OR Install Sealed Gas Fireplace(s) with Efficiency Rating >60% using CSA Standards [*This credit is a requirement associated with J4: EPA IAP]	1			1			
Yes	8. Install ENERGY STAR Bathroom Fans on Timer or Humidistat (CALGreen code if applicable)	1			1			
	9. Install Mechanical Ventilation System for Cooling (Max. 4 Points)							
TBD	a. Install ENERGY STAR Ceiling Fans & Light Kits in Living Areas & All Bedrooms	0		1				
Yes	b. Install Whole House Fan (Credit Not Available if H9c Chosen) (CALGreen code if applicable)	1		1				
TBD	c. Automatically Controlled Integrated System with Variable Speed Control	0		3				
	10. Advanced Mechanical Ventilation for IAQ							
Yes	a. Required: Compliance with ASHRAE 62.2 Mechanical Ventilation Standards (as adopted in Title 24 Part 6) [*This credit is a requirement associated with J4: EPA IAP]	Y			R			
TBD	b. Advanced Ventilation Practices (Continuous Operation, Sone Limit, Minimum Efficiency, Minimum Ventilation Rate, Homeowner Instructions)	0			1			
TBD	c. Outdoor Air Ducted to Bedroom and Living Areas of Home	0			2			
Yes	11. Install Carbon Monoxide Alarm(s) (or No Combustion Appliances in Living Space and No Attached Garage) [*This credit is a requirement associated with J4: EPA IAP]	1			1			
Total Points Available in Heating, Ventilation and Air Conditioning = 27		19						
I. RENEWABLE ENERGY			Possible Points					
Yes	1. Pre-Plumb for Solar Water Heating	1				1		
TBD	2. Install Wiring Conduit for Future Photovoltaic Installation & Provide 200 ft² of South-Facing Roof	0				1		
84.0%	3. Offset Energy Consumption with Onsite Renewable Generation (Solar PV, Solar Thermal, Wind) <i>Enter % total energy consumption offset, 1 point per 4% offset</i>	21		25				
Total Available Points in Renewable Energy = 27		22						
J. BUILDING PERFORMANCE			Possible Points					
	1. Building Envelope Diagnostic Evaluations							
Yes	a. Verify Quality of Insulation Installation & Thermal Bypass Checklist before Drywall [*This credit is a requirement associated with J4: EPA IAP]	1		1				
Yes	b. House Passes Blower Door Test [*This credit is a requirement associated with J4: EPA IAP]	1		1				
Yes	c. Blower Door Results are Max 2.5 ACH ₅₀ for Unbalanced Systems (Supply or Exhaust) or Max 1.0 ACH ₅₀ for Balanced Systems (2 Total Points for J1b. and J1c.)	1		1				
Yes	d. House Passes Combustion Safety Backdraft Test	1			1			
16%	2. Required: Building Performance Exceeds Title 24 (Minimum 15%) <i>(Enter the Percent Better Than Title 24, Points for Every 1% Better Than Title 24)</i>	32		≥30				
TBD	3. Design and Build Near Zero Energy Homes <i>(Enter number of points, minimum of 2 and maximum of 6 points)</i>	0		6				
No	4. Obtain EPA Indoor airPlus Certification <i>(Total 42 points, not including Title 24 performance; read comment)</i>	0			2			
Yes	5. Title 24 Prepared and Signed by a CABEC Certified Energy Plans Examiner (CEPE)	1		1				
	6. Participation in Utility Program with Third Party Plan Review							
TBD	a. Energy Efficiency Program [*This credit is a requirement associated with J4: EPA IAP]	0		1				
TBD	b. Renewable Energy Program with Min. 30% Better Than Title 24 (High Performing Home)	0		1				
Total Available Points in Building Performance = 45+		37						
K. FINISHES			Possible Points					
Yes	1. Design Entryways to Reduce Tracked-In Contaminants	1			1			
	2. Use Low-VOC or Zero-VOC Paint (Maximum 3 Points)							
Yes	a. Low-VOC Interior Wall/Ceiling Paints (CALGreen code if applicable) (<50 Grams Per Liter (gpl) VOCs Regardless of Sheen) [*This credit is a requirement associated with J4: EPA IAP]	1			1			
TBD	b. Zero-VOC: Interior Wall/Ceiling Paints (<5 gpl VOCs Regardless of Sheen)	0			2			
Yes	3. Use Low-VOC Coatings that Meet SCAQMD Rule 1113 (CALGreen code if applicable) [*This credit is a requirement associated with J4: EPA IAP]	2			2			
Yes	4. Use Low-VOC Caulks, Construction Adhesives and Sealants that Meet SCAQMD Rule 1168 (CALGreen code if applicable)	2			2			
TBD	5. Use Recycled-Content Paint	0				1		
	6. Use Environmentally Preferable Materials for Interior Finish							
	A) FSC-Certified Wood, B) Reclaimed, C) Rapidly Renewable, D) Recycled-Content or E) Finger-Jointed F) Local							
≥80%	a. Cabinets (50% Minimum)	3				3		
≥80%	b. Interior Trim (50% Minimum)	2				2		
≥50%	c. Shelving (50% Minimum)	1				2		
≥80%	d. Doors (50% Minimum)	2				2		
TBD	e. Countertops (50% Minimum)	0				2		
Yes	7. Reduce Formaldehyde in Interior Finish – Meet Current CARB Airborne Toxic Control Measure (ATCM) for Composite Wood Formaldehyde Limits by Mandatory Compliance Dates (CALGreen code if applicable) [*This credit is a requirement associated with J4: EPA IAP]	Y			0			
	8. Reduce Formaldehyde in Interior Finish - Exceed Current CARB ATCM for Composite Wood Formaldehyde Limits Prior to Mandatory Compliance Dates							
Yes	a. Doors (90% Minimum)	1			1			
Yes	b. Cabinets & Countertops (90% Minimum)	2			2			
Yes	c. Interior Trim and Shelving (90% Minimum)	1			1			
Yes	9. After Installation of Finishes, Test of Indoor Air Shows Formaldehyde Level <27ppb	3			3			
Total Available Points in Finishes = 27		21						
L. FLOORING			Possible Points					
≥75%	1. Use Environmentally Preferable Flooring (Minimum 15% Floor Area) A) FSC-Certified Wood, B) Reclaimed or Refinished, C) Rapidly Renewable, D) Recycled-Content, E) Exposed Concrete, F) Local. <i>Flooring Adhesives Must Meet SCAQMD Rule 1168 for VOCs.</i>	4				4		
Yes	2. Thermal Mass Floors (Minimum 50%)	1		1				
≥80%	3. Low Emitting Flooring (Section 01350, CRI Green Label Plus, Floorscore [*This credit is a requirement associated with J4: EPA IAP]	3			3			
Yes	4. All carpet and 50% of Resilient Flooring is low emitting. (CALGreen code if applicable)	Y						
Total Available Points in Flooring = 8		8						
M. APPLIANCES AND LIGHTING			Possible Points					
Yes	1. Install ENERGY STAR Dishwasher (Must Meet Current Specifications)	2		1		1		
	2. Install ENERGY STAR Clothes Washer							

18 REDBERRY RIDGE

		Points Achieved	Community	Energy	IAQ/Health	Resources	Water	Notes	
Yes	a. Meets ENERGY STAR and CEE Tier 2 Requirements (Modified Energy Factor 2.0, Water Factor 6.0 or less)	3		1			2		
TBD	b. Meets ENERGY STAR and CEE Tier 3 Requirements (Modified Energy Factor 2.2, Water Factor 4.5 or less)	0					2		
3. Install ENERGY STAR Refrigerator									
Yes	a. ENERGY STAR Qualified & < 25 Cubic Feet Capacity	1		1					
TBD	b. ENERGY STAR Qualified & < 20 Cubic Feet Capacity	0		1					
4. Install Built-In Recycling Center or Composting Center									
Yes	a. Built-In Recycling Center	1				1			
TBD	b. Built-In Composting Center	0				1			
5. Install High-Efficacy Lighting and Design Lighting System									
TBD	a. Install High-Efficacy Lighting	0		1					
Yes	b. Install a Lighting System to IESNA Footcandle Standards or Hire Lighting Consultant	1		1					
Total Available Points in Appliances and Lighting = 13		8							
N. OTHER			Possible Points						
Yes	1. Required: Incorporate GreenPoint Rated Checklist in Blueprints [*This credit is a requirement associated with J4: EPA IAP]	Y				R			
Yes	2. Pre-Construction Kick-Off Meeting with Rater and Subs	1	1						
Yes	3. Homebuilder's Management Staff are Certified Green Building Professionals	1	1						
4. Develop Homeowner Education									
Yes	a. Develop Homeowner Manual of Green Features/Benefits (CALGreen code if applicable) [*This credit is a requirement associated with J4: EPA IAP]	2		1			1		
Yes	b. Conduct Educational Walkthroughs (Prerequisite is N4a) [*This credit is a requirement associated with J4: EPA IAP]	1			1				
TBD	5. Install a Home System Monitor OR Participate in a Time-of-Use Pricing Program	0		1					
Total Available Points in Other = 6		5							
O. COMMUNITY DESIGN & PLANNING			Possible Points						
1. Develop Infill Sites									
Yes	a. Project is an Urban Infill Development	2	1			1			
No	b. Home(s)/Development is Located within 1/2 Mile of a Major Transit Stop	0	2						
No	2. Build on Designated Brownfield Site	0	3						
3. Cluster Homes & Keep Size in Check									
No	a. Cluster Homes for Land Preservation	0	1			1			
No	b. Conserve Resources by Increasing Density (10 Units per Acre or Greater)	0	2			2			
	c. Home Size Efficiency	0				9			
	i. Enter Average Unit Square Footage								
	ii. Enter Average Number of Bedrooms/Unit								
4. Design for Walking & Bicycling									
	a. Site Has Pedestrian Access Within 1/2 Mile of Community Services:								
	TIER 1: Enter Number of Services Within 1/2 Mile								
	1) Day Care 2) Community Center 3) Public Park 4) Drug Store								
	5) Restaurant 6) School 7) Library 8) Farmer's Market 9) After School Programs 10) Convenience Store Where Meat & Produce are Sold								
	TIER 2: Enter Number of Services Within 1/2 Mile								
	1) Bank 2) Place of Worship 3) Laundry/Cleaners 4) Hardware								
	5) Theater/Entertainment 6) Fitness/Gym 7) Post Office								
	8) Senior Care Facility 9) Medical/Dental 10) Hair Care								
	11) Commercial Office or Major Employer 12) Full Scale Supermarket								
	i. 5 Services Listed Above (Tier 2 Services Count as 1/2 Service Value)	0	1						
	ii. 10 Services Listed Above (Tier 2 Services Count as 1/2 Service Value)	0	1						
Yes	b. Development is Connected with A Dedicated Pedestrian Pathway to Places of Recreational Interest Within 1/4 mile	1	1						
No	c. Install Traffic Calming Strategies (Minimum of Two): - Designated Bicycle Lanes are Present on Roadways; - Ten-Foot Vehicle Travel Lanes; - Street Crossings Closest to Site are Located Less Than 300 Feet Apart; - Streets Have Rumble Strips, Bulbouts, Raised Crosswalks or Refuge Islands	0	2						
5. Design for Safety & Social Gathering									
Yes	a. All Home Front Entrances Have Views from the Inside to Outside Callers	1	1						
No	b. All Home Front Entrances Can be Seen from the Street and/or from Other Front Doors	0	1						
No	c. Orient Porches (min. 100sf) to Streets and Public Spaces	0	1						
TBD	d. Development Includes a Social Gathering Space	0	1						
6. Design for Diverse Households (6a. is a Prerequisite for 6b. and 6c.)									
Yes	a. All Homes Have At Least One Zero-Step Entrance	1	1						
No	b. All Main Floor Interior Doors & Passageways Have a Minimum 32-Inch Clear Passage Space	0	1						
Yes	c. Locate Half-Bath on the Ground Floor	1	1						
TBD	d. Provide Full-Function Independent Rental Unit	0	1						
Total Achievable Points in Community Design & Planning = 35		6							
P. INNOVATION			Possible Points						
A. Site									
1. Stormwater Control: Prescriptive Path (Maximum of 3 Points, Mutually Exclusive with PA2.)									
Yes	a. Use Permeable Paving for 25% of Driveways, Patios and Walkways	1	1						
No	b. Install Bio-Retention and Filtration Features	0	2						
Yes	c. Route Downspout Through Permeable Landscape	1	1						
Yes	d. Use Non-Leaching Roofing Materials	1	1						
Yes	e. Include Smart Street/Driveway Design	0	1						
TBD	2. Stormwater Control: Performance Path (Mutually Exclusive with PA1): Perform Soil Percolation Test and Capture and Treat 85% of Total Annual Runoff	0	3						
C. Landscape									
Yes	1. Meet Local Landscape Program Requirement	2					2		
D. Structural Frame & Building Envelope									
1. Design, Build and Maintain Structural Pest and Rot Controls									
TBD	a. Locate All Wood (Siding, Trim, Structure) At Least 12" Above Soil	0				1			
TBD	b. All Wood Framing 3 Feet from the Foundation is Treated with Borates (or Use Factory-Impregnated Materials) OR Walls are Not Made of Wood	0				1			
Yes	2. Use Moisture Resistant Materials in Wet Areas: Kitchen, Bathrooms, Utility Rooms, and Basements [*This credit is a requirement associated with J4: EPA IAP]	2		1	1				
E. Exterior									
≥25%	1. Vegetated Roof (Minimum 25%)	2	2	2					
G. Plumbing									

18 REDBERRY RIDGE

		Points Achieved	Community	Energy	IAQ/Health	Resources	Water	Notes
Yes	1. Greywater Pre-Plumbing (Includes Washing Machine at Minimum)	1					1	
TBD	2. Greywater System Operational (Includes Washing Machine at Minimum)	0					2	
TBD	3. Innovative Wastewater Technology (Constructed Wetland, Sand Filter, Aerobic System)	0					1	
TBD	4. Composting or Waterless Toilet	0					2	
TBD	5. Install Drain Water Heat-Recovery System	0		1				
TBD	6. Install a Hot Water Desuperheater	0		2				
H. Heating, Ventilation, and Air Conditioning								
TBD	1. Humidity Control Systems (Only in California Humid/Marine Climate Zones 1,3,5,6,7) [*This credit is a requirement associated with J4: EPA IAP]	0			1			
Yes	2. Design HVAC System to Manual T for Register Design	1		1				
K. Finishes								
TBD	1. Materials Meet SMaRT Criteria (Select the number of points, up to 5 points)	0				5		
N. Other								
TBD	1. Detailed Durability Plan and Third-Party Verification of Plan Implementation	0				2		
TBD	2. Educational Signage of Project's Green Features							
TBD	a. Promotion of Green Building Practices	0	1					
TBD	b. Installed Green Building Educational Signage	0	1					
	3. Innovation: List innovative measures that meet green building objectives. Enter in the number of points in each category for a maximum of 4 points for the measure in the blue cells. Points achieved column will be automatically fill in based on the sum of the points in each category. Points and measures will be evaluated by Build It Green.							
TBD	Innovation: Enter up to 4 Points at right. Enter description here	0						
TBD	Innovation: Enter up to 4 Points at right. Enter description here	0						
TBD	Innovation: Enter up to 4 Points at right. Enter description here	0						
TBD	Innovation: Enter up to 4 Points at right. Enter description here	0						
TBD	Innovation: Enter up to 4 Points at right. Enter description here	0						
Total Achievable Points in Innovation = 33+		11						
Q. CALIFORNIA CALGreen CODE			Possible Points					
Yes	Home meets all applicable CAL Green measures listed in above Sections A - P of the GreenPoint Rated Checklist.	Y	R					
<i>The following measures are mandatory in the CALGreen code and do not earn points in the GreenPoint Rated Checklist, but have been included in the Checklist for the convenience of jurisdictions.</i>								
<i>The GreenPoint Rater is not a code enforcement official. The measures in this section may be verified by the GreenPoint Rater at their own discretion and/or discretion of the building official.</i>								
Yes	1. CALGreen 4.106.2 Storm water management during construction.	Y						
Yes	2. CALGreen 4.106.3 Design for surface water drainage away from buildings.	Y						
Yes	3. CALGreen 4.303.1 As an alternative to prescriptive compliance, a 20% reduction in baseline water use shall be demonstrated through calculation	Y						
Yes	4. CALGreen 4.406.1 Joints and openings. Annular spaces around pipes, electric cables, conduits, or other openings in plates at exterior walls shall be protected	Y						
Yes	5. CALGreen 4.503.1 Gas fireplace shall be a direct-vent sealed-combustion type. Woodstove or pellet stove shall comply with US EPA Phase II emission limits	Y						
Yes	6. CALGreen 4.505.2 Vapor retarder and capillary break is installed at slab on grade foundations.	Y						
Yes	7. CALGreen 4.505.3 19% moisture content of building framing materials	Y						
Yes	8. CALGreen 702.1 HVAC system installers are trained and certified in the proper installation of HVAC systems.	Y						
Total Achievable Points in California Green Code = 0		0						
Summary								
Total Available Points in Specific Categories			35	96+	44	110	56	
Minimum Points Required in Specific Categories		50	0	30	5	6	9	
Total Points Achieved		219	16	78	35	43	47	

Project has met all recommended minimum requirements

- Total Project Score of At Least 50 Points
- Required measures
 - A3a 50% waste diversion by weight
 - H10a. Compliance with ASHRAE 62.2 Mechanical Ventilation Standards
 - J2 15% above Title 24
 - N1. Incorporate GreenPoint Rated Checklist into blueprints
- Minimum points in specific categories
 - Energy (30 points)
 - IAQ/Health (5 points)
 - Resources (6 points)
 - Water (9 points)

OUTDOOR WATER USE EFFICIENCY CHECKLIST

To Be Completed by Applicant

I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance.

Signature: [Signature]

Date: 1/15/2014

Project Information

Single Family Multi-Family Commercial Institutional Irrigation only Industrial Other

Applicant Name (print): THUILCT ASSOCIATES

Contact Phone #:

Project Site Address: 18 REDBERRY RIDGE, PORTOLA VALLEY, CA

Agency Review

Project Area (sq. ft. or acre): 91210 SF # of Units: — # of Meters: —

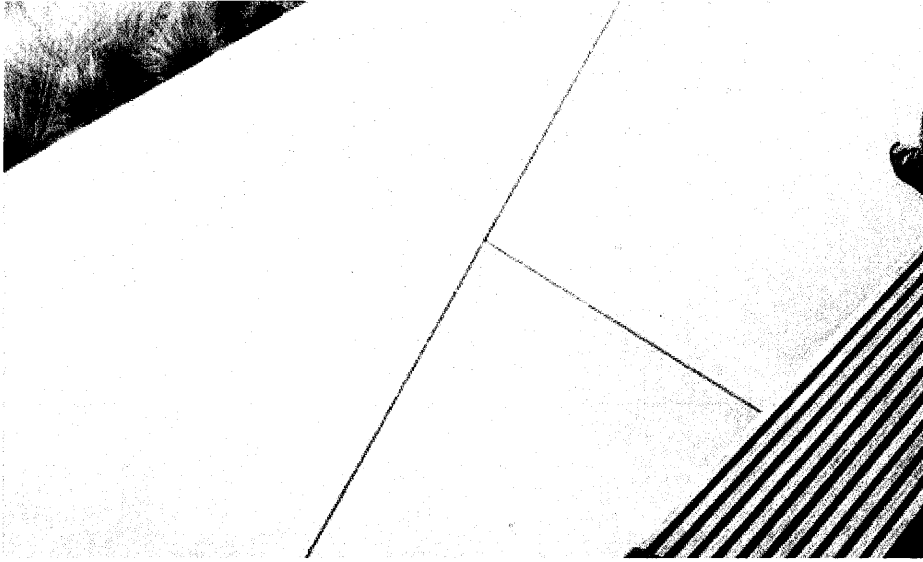
(Pass) (Fail)

For a single-family project, or a single-family development project, enter this information on a per-unit basis. For all other projects, input an aggregate value for the entire project.	Total Landscape Area (sq. ft.): <u>18400 SF</u>	<input type="checkbox"/> Tier 1 (1,000 - 2,500 sq. ft.) <input checked="" type="checkbox"/> Tier 2 (> 2,500 sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>
	Turf Irrigated Area (sq. ft.): <u>0</u>		<input type="checkbox"/>	<input type="checkbox"/>
	Non-Turf Irrigated Area (sq. ft.): <u>—</u>		<input type="checkbox"/>	<input type="checkbox"/>
	Special Landscape Area (SLA) (sq. ft.): <u>0</u>		<input type="checkbox"/>	<input type="checkbox"/>
	Water Feature Surface Area (sq. ft.): <u>170</u>		<input type="checkbox"/>	<input type="checkbox"/>

Landscaping Parameter	Requirements	Project Compliance	(Pass)	(Fail)
Turf	Less than 25% of the landscape area is turf All turf areas are > 8 feet wide All turf is planted on slopes < 25%	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Non-Turf	At least 80% of non-turf area is native or low water use plants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input type="checkbox"/>	<input type="checkbox"/>
Hydrozones	Plants are grouped by Hydrozones	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Mulch	At least 2-inches of mulch on exposed soil surfaces	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation System Efficiency	70% ETo (100% ETo for SLAs) No overspray or runoff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation System Design	System efficiency > 70% Automatic, self-adjusting irrigation controllers Moisture sensor/rain sensor shutoffs No sprayheads in < 8-ft wide area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, not required for Tier 1 <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation Time	System only operates between 8 PM and 10 AM	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Metering	Separate irrigation meter	<input type="checkbox"/> No, not required because < 5,000 sq ft <input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Pools / Spas	Cover highly recommended	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, not required	<input type="checkbox"/>	<input type="checkbox"/>
Water Features	Recirculating Less than 10% of landscape area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Documentation	Checklist Landscape and Irrigation Design Plan Water Budget (optional)	<input checked="" type="checkbox"/> Yes Prepared by appl cant <input checked="" type="checkbox"/> Prepared by certified professional Prepared by appl cant <input checked="" type="checkbox"/> Prepared by certified professional	<input type="checkbox"/>	<input type="checkbox"/>
Audit	Post-installation audit completed	<input type="checkbox"/> Completed by applicant <input checked="" type="checkbox"/> Completed by certified professional	<input type="checkbox"/>	<input type="checkbox"/>



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CONCRETE PAVING



MOTOR COURT PAVERS

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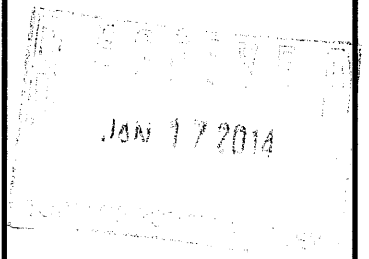
Architect:
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900 High Street, Suite 3
Palo Alto, California 94301

Civil:
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965 Center Street
San Carlos, CA 94070

Restoration:
RANA CREEK
10 Harris Court, Suite C-5
Monterey, CA 93940

**DOUGLASS
LASHAY
RESIDENCE**

18 Redberry Ridge
Portola Valley, CA 94028

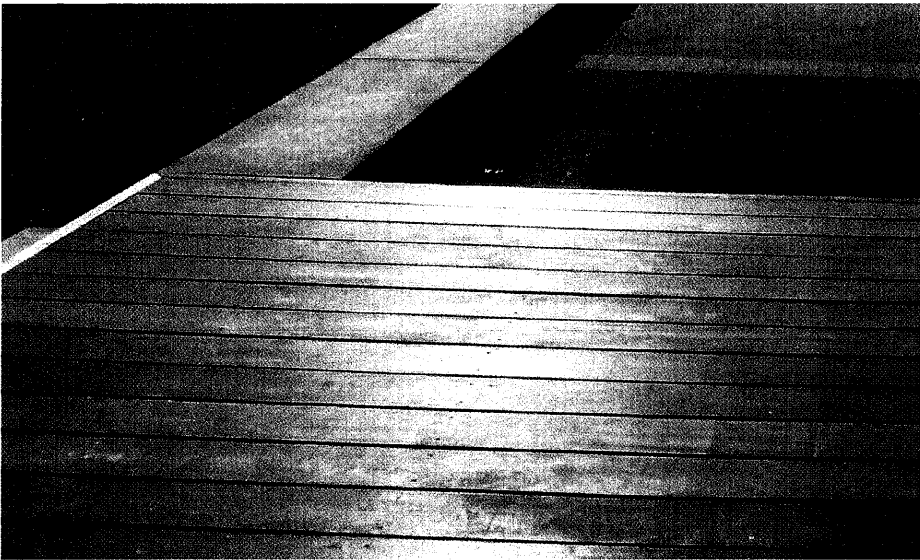


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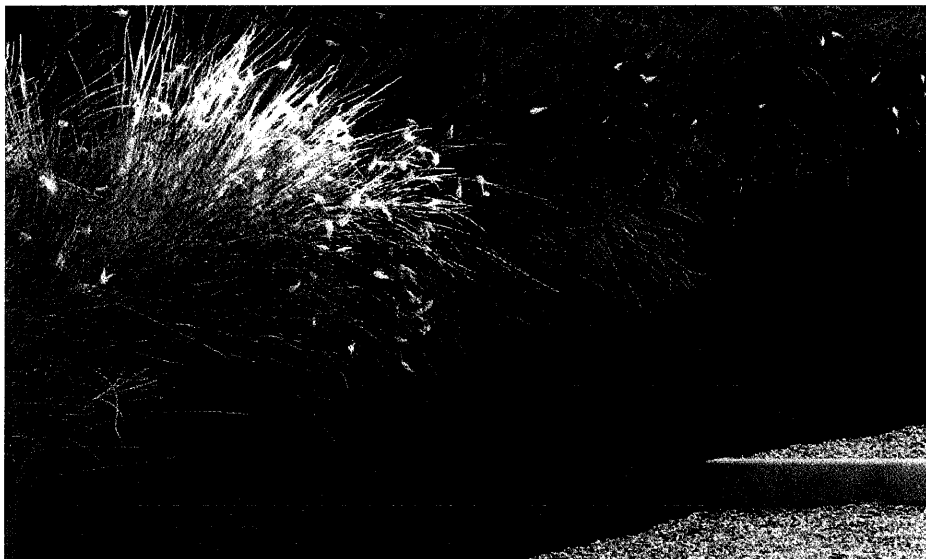
Civil:
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San Carlos, CA 94070

Restoration:
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Monterey, CA 93940

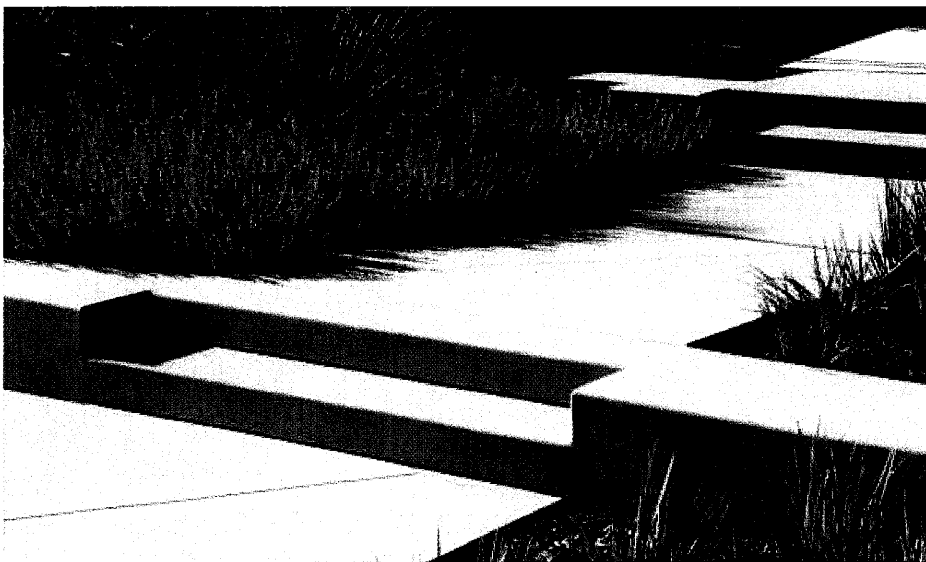
**DOUGLASS
LASHAY
RESIDENCE**

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Portola Valley, CA 94028

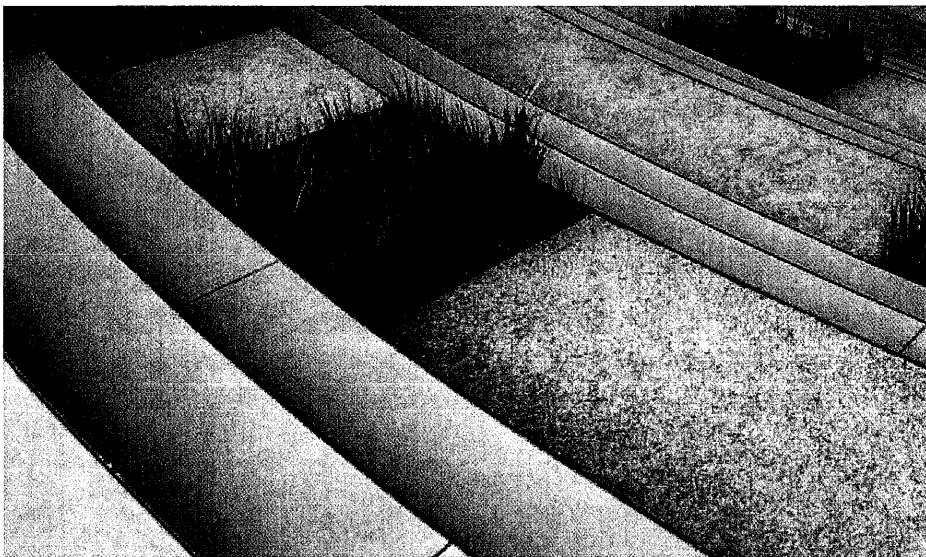
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CORTEN STEEL WALL



CONCRETE STEPS



CONCRETE STEPS AND DECOMPOSED GRANITE PAVING

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DOUGLASS LASHAY RESIDENCE

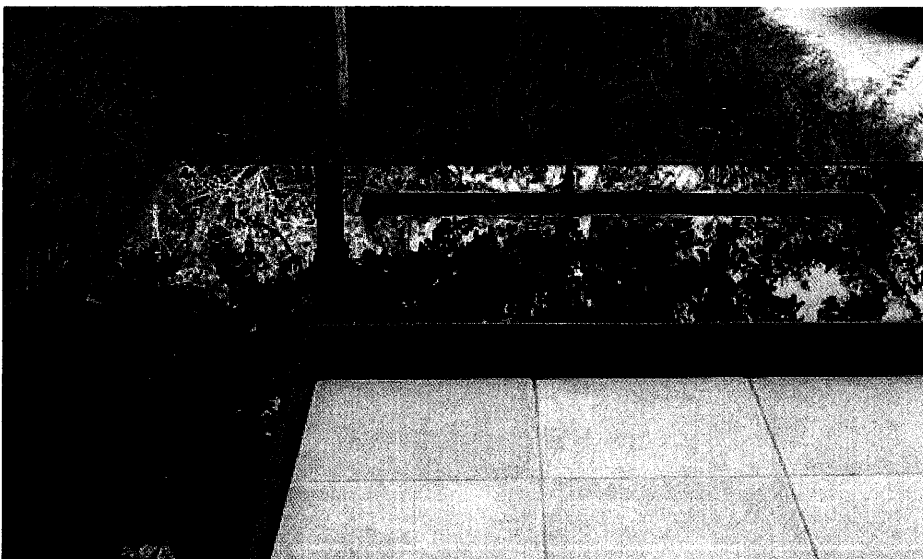
18 Redberry Ridge
Portola Valley, CA 94028

No.	Revision	Date

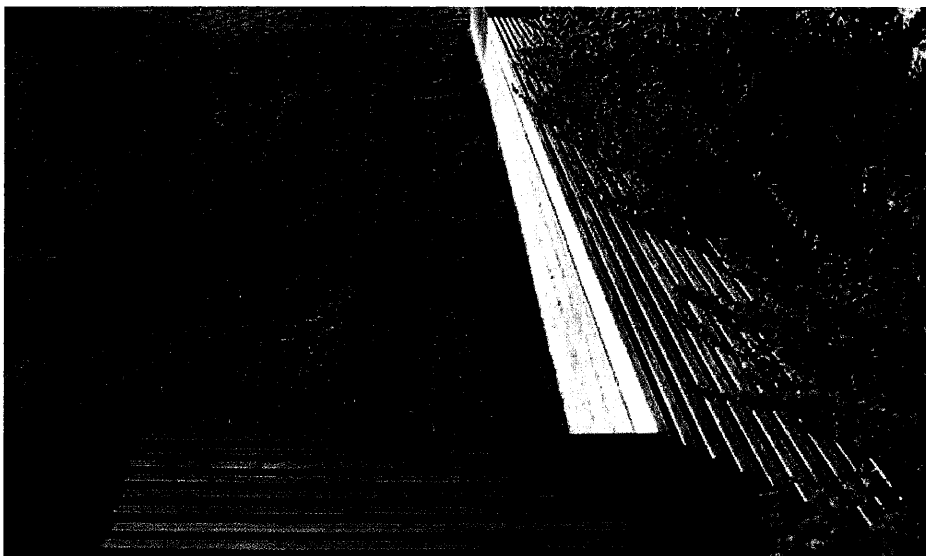
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STAINLESS STEEL WATER FEATURE BASIN WITH PATINA FINISH



IPE AND CONCRETE BENCH

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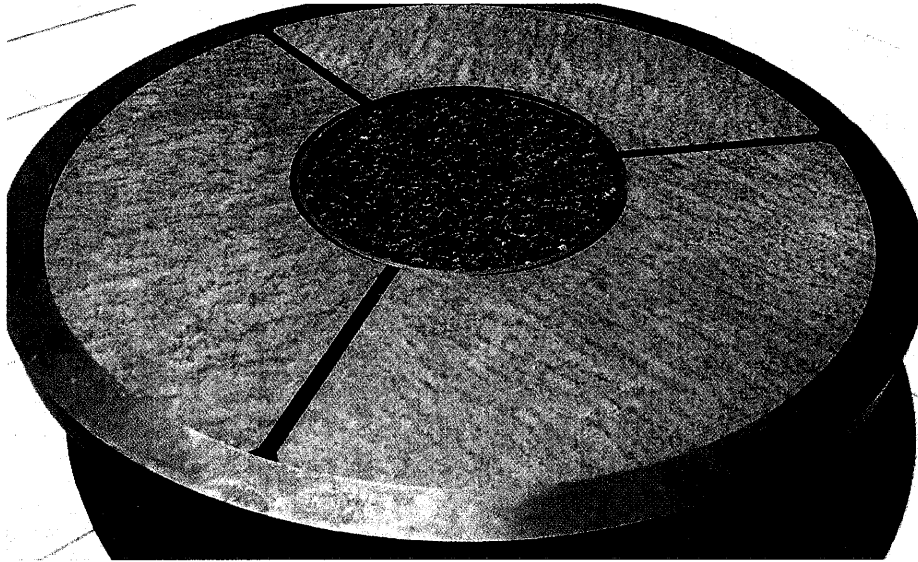
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STAINLESS STEEL AND BASALT FIREPIT

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No.	Revision	Date

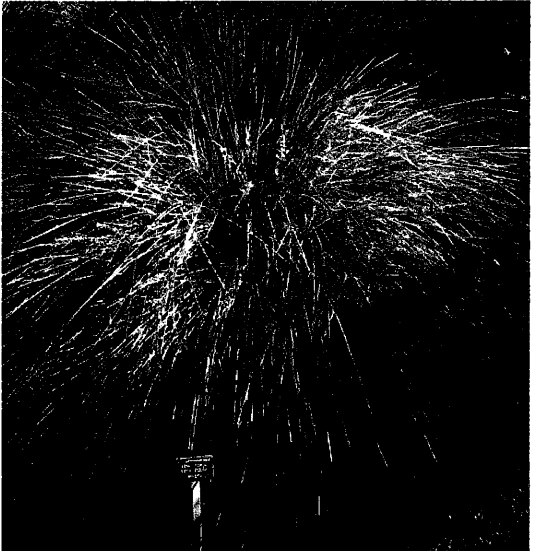
LANDSCAPE MATERIALS BOARD



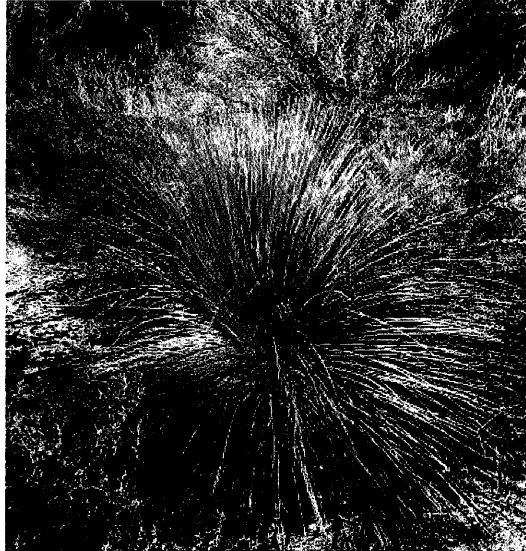
Ceanothus griseus horizontalis 'Yankee Point'
WILD LILAC



Teuchrium chamaedrys
WALL GERMANDER



Lomandra longifolia 'Breeze'
DWARF MAT RUSH



Dasyllirion quadrangulatum
MEXICAN GRASS TREE



Anigozanthos 'Orange Paw'
ORANGE KANGAROO PAW



Anigozanthos 'Pink Joey'
DWARF PINK KANGAROO PAW

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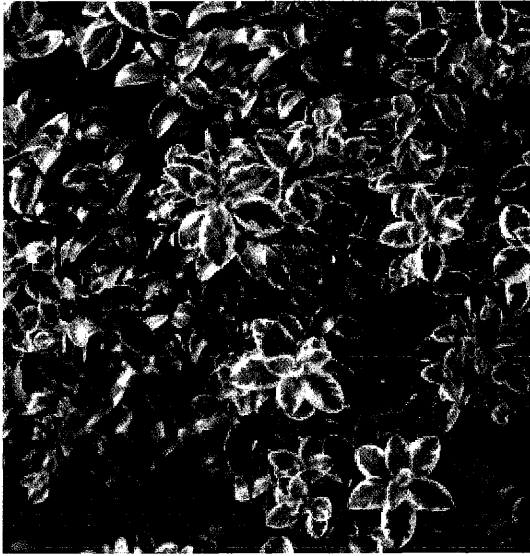
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Pittosporum tenuifolium 'Marjorie Channon'
PITTOSPORUM MARJORIE CHANNON



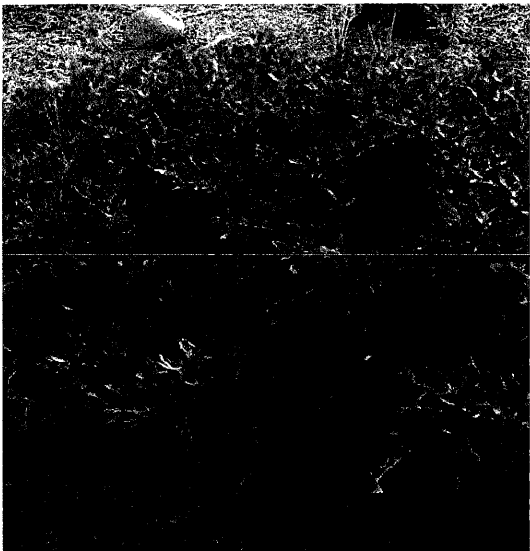
Asparagus densiflorus 'Myer'
ASPARAGUS FERN



Carex pansa
DUNE SEDGE



Agapanthus 'Tinker Bell'
LILY OF THE NILE



Baccharis pilularis 'Twin Peak'
DWARF COYOTE BRUSH 'TWIN PEAK'



Westringia fruticosa 'Morning Light'
COAST ROSEMARY

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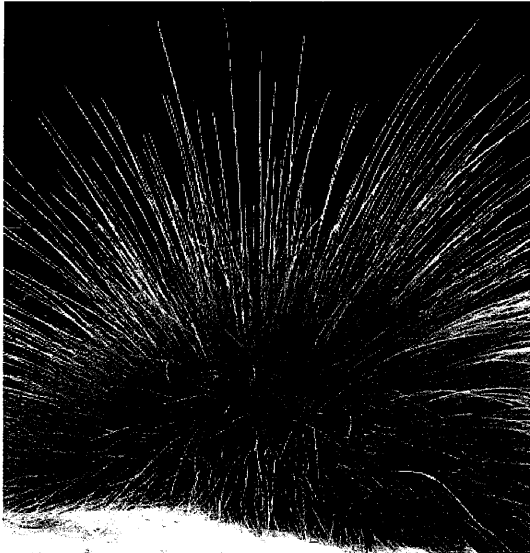
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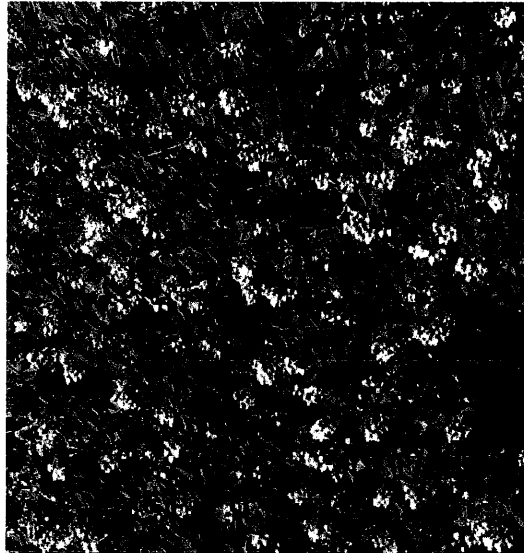
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No.	Revision	Date

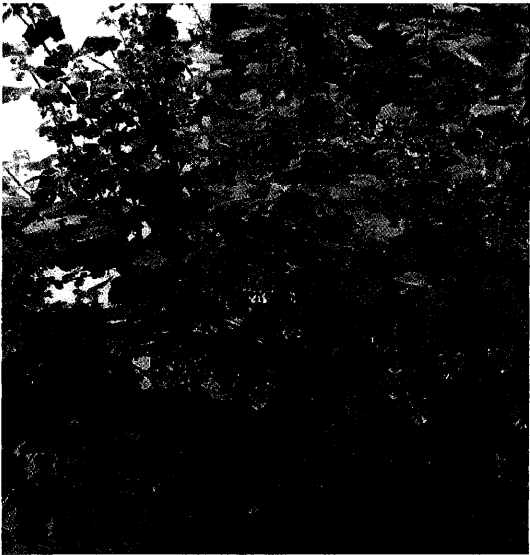
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Muhlenbergia dubia
PINE MUHLY



Arctostaphylos densiflora 'Sentinel'
SENTINEL MANZANITA



Ribes sanguineum
FLOWERING CURRENT



Hydrangea quercifolia
OAK LEAVED HYDRANGEA



Lantana montevidensis 'White'
TRAILING LANTANA



Rhamnus californica
COFFEEBERRY

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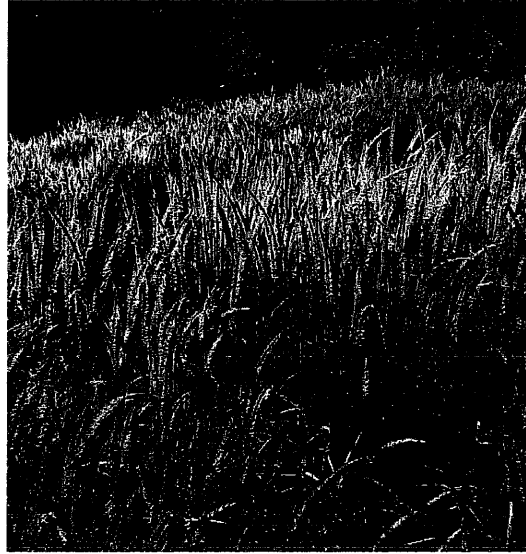
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No. Revision Date

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Bouteloua gracilis
BLUE GRAMMA GRASS



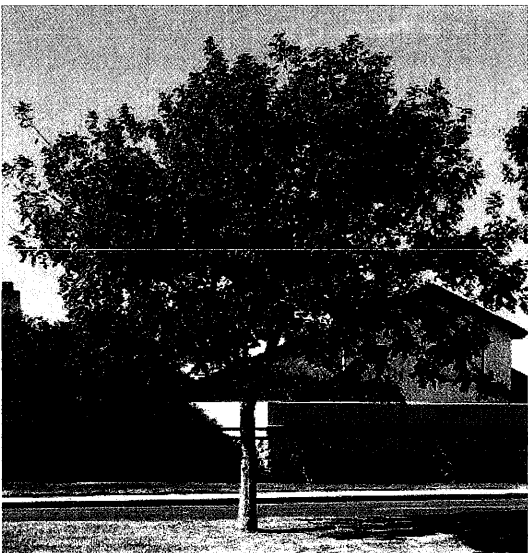
Pennisetum 'Fair Tails'
EVERGREEN FOUNTAIN GRASS



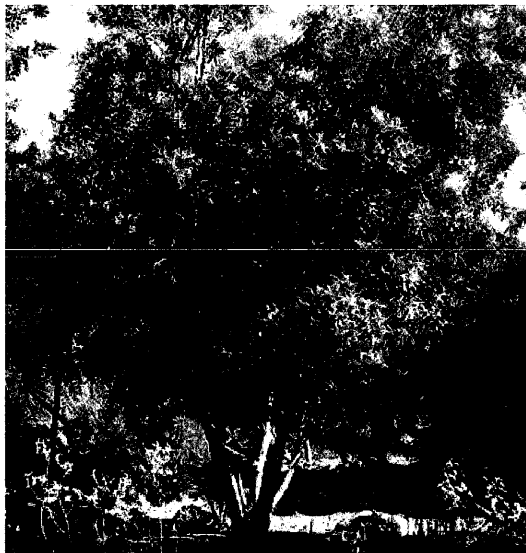
Festuca californica
CALIFORNIA FESTUCA



Sesleria heurfleriana
MEADOWN MOOR GRASS



Pistacia chinensis
CHINESE PISTACHE



Tristania laurina 'Elegant'
WATER GUM

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RESIDENCE**

18 Redberry Ridge
Portola Valley, CA 94028

No.	Revision	Date



set with the grade profile at the property line in the foreground, dashed. Drawing 2 depicts the original south elevation, as seen at grade along the south property line. Drawing 3 depicts the south elevation with the proposed lowered bedroom wing and omitted clerestory in Nanette's Office, as seen at grade along the south property line.

- (5) Revised Landscape drawing sheets relative to the revised parking layout. Per preliminary Town comment, the Plant List is updated to clarify APfa and ADfs. Per Rana Creek comment, *Pennisetum 'Fairy Tales'* was removed from the Plant List and replaced with *Lomandra Longifolia 'Sea Breeze'*.



10 Harris Court Suite C-5
 Monterey, CA 93940
 PH 831.659.3820
 FX 831.659.4851
 www.ranacreekdesign.com

March 6, 2014

Square 3 Design Group
 Mr. Tom Carrubba
 900 High Street
 Palo Alto, CA 94301

via e-mail

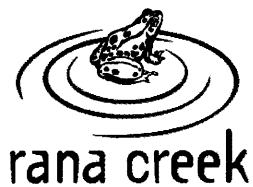
**RE: Plan Review
 18 Redberry Ridge, Portola Valley, California**

Dear Mr. Carrubba:

I have reviewed the initial plans for the proposed residential construction project at the above-referenced property. The purpose of the review is to evaluate civil, landscape, and architectural plans for compatibility with habitat restoration and tree replacement activities that are in progress on the property. The plan review included civil sheets C-1, C-2, C-3, landscape sheets L1.0, L2.0, L3.0, L4.0, L5.0, L6.0, and architectural sheets A1.01, A1.02, and A1.03. I am also in receipt of the letter from project arborist, Kevin Kielty, dated March 4, 2014.

After my initial review, I distributed comments to the design team on February 20, 2014. The design team has since provided resolution to each of my comments as summarized below:

Sheet	Rana Creek Comment	Design Team Response
C-2	A portion of the underground rainwater harvest tank area appears to be within the drip line of an existing live oak.	Move rainwater harvest detention units 5 feet further from the oaks in the upper grove (project arborist recommendation)
C-2, L2.2	The entire habitat restoration area needs to be protected from construction activities/crew with temporary fencing during construction. No staging of equipment or materials shall be permitted.	Will add note to Sheet C-2, L2.2 and appropriate architectural sheet(s).
Sheet L4.0	Evergreen fountain grass (<i>Pennisetum</i> 'Fairy Tails') is questionable. Although 'Fairy Tails' is a cultivar, this genus can be an invasive plant. Consider a different selection.	Replaced <i>Pennisetum</i> 'Fairy Tales' with <i>Lomandra longifolia</i> 'Sea Breeze'.



10 Harris Court Suite C-5
Monterey, CA 93940
PH 831.659.3820
FX 831.659.4851
www.ranacreekdesign.com

After incorporation of the Design Team Responses into the plans, the project as designed will be compatible with the ongoing habitat restoration and tree replacement activities. Rana Creek does not have any additional comments or concerns at this time. Please contact me at (831) 659-3820 x119 or jwandke@ranacreekdesign.com should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John Wandke". The signature is written in a cursive, flowing style.

John Wandke – Project Manager
Rana Creek Habitat Restoration

cc: Mr. David Douglass

Kielty Arborist Services

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650- 515-9783

March 4, 2014

Square Three Design Studios
Attn: Mr. Tom Carrubba
Palo Alto, CA 94301

Site: 18 Redberry Ridge, Portola Valley, CA

Dear Mr. Carrubba,

As requested on Wednesday, February 19, 2014, I visited the above site for the purpose of inspecting and commenting on the trees. On Monday March 3, 2014, I reviewed the plans with the architectural staff. A construction project is planned for this site and your concern as to the future health and safety of the trees has prompted this visit. On my visit I reviewed the latest civil plans C-2, dated January 13, 2014. The review of the civil plans is required as a condition of approval.

Observations:

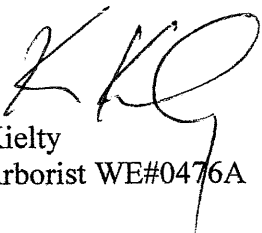
The civil plans are well drawn and include all trenching required to install drainage systems, water dissipaters and detention boxes. The drain lines and water detention in some locations will be within the driplines of protected trees. The dissipaters will be uphill and well away from some protected trees. Five detention storage units will be within the driplines of the upper grove of oaks. The closest of the containers are within 10 feet of the trunk of one of the oaks.

Summary:

The grading and drainage can be installed as drawn however hand digging will be required to install trenches within the driplines of protected trees. The natural grade of the property will allow for excellent water flow after the water is released from the dissipaters. The water will be released during the winter and spring rain events and I do not believe the released water will negatively impact the oaks below. Moving the detention units 5 feet further from the oaks in the upper grove will reduce chances of root loss.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,


Kevin R. Kielty
Certified Arborist WE#0476A



DASHED LINE INDICATES ORIGINAL
PROPOSED PROFILE & HEIGHT OF
EAST WING



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REVISED PROPOSED NORTHEAST VIEW FROM SALAH TERRACE

NANETTE LASHAY & DAVID DOUGLASS
18 REDBERRY RIDGE
LOT 15, BLUE OAKS P.U.D.
PORTOLA VALLEY, CA 94026



ORIGINAL PROPOSED NORTHEAST VIEW FROM SALAH TERRACE

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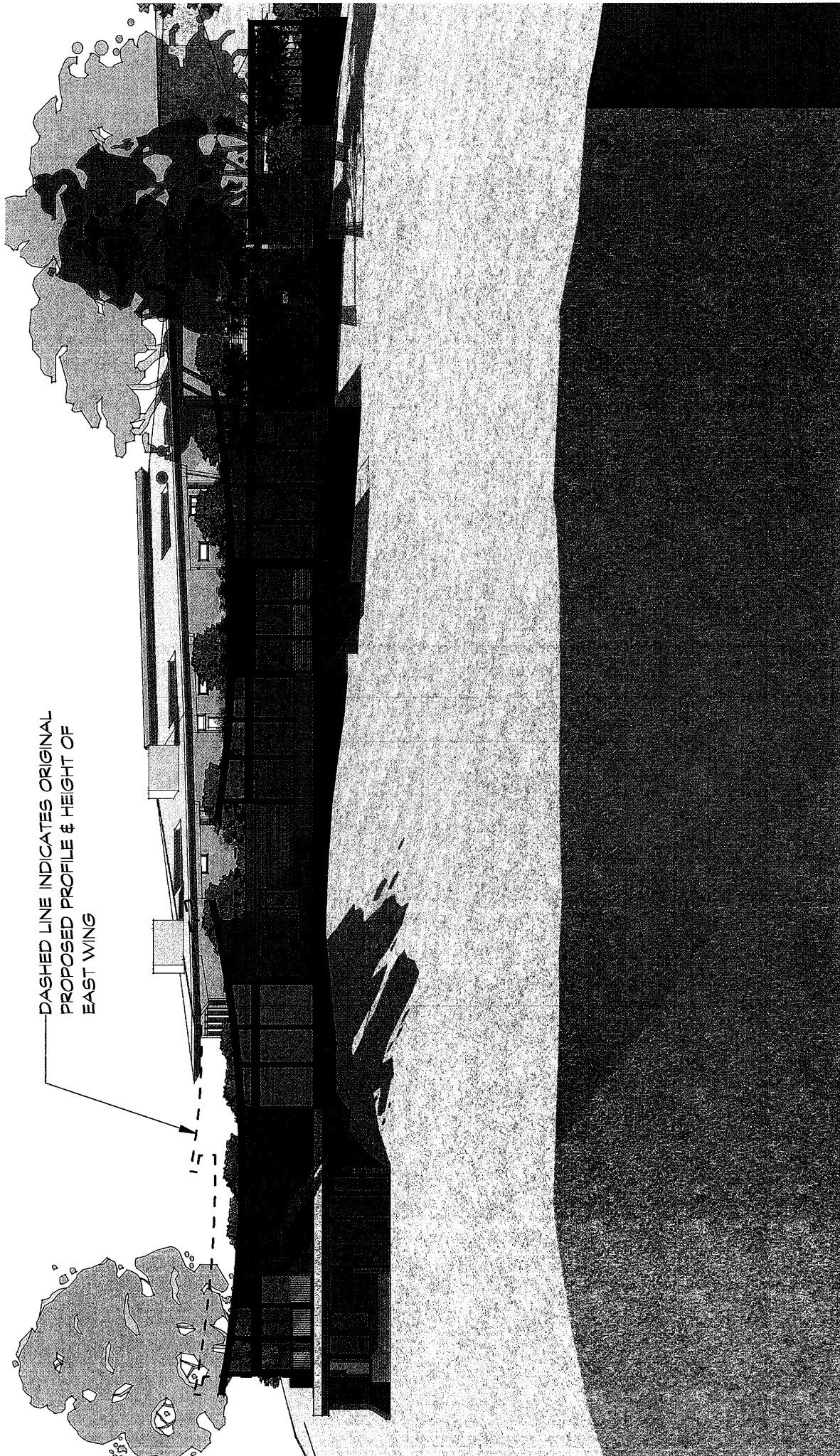
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palo alto, ca 94301

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18 REDBERRY RIDGE
LOT 15, BLUE OAKS P.U.D.
PORTOLA VALLEY, CA 94026



DASHED LINE INDICATES ORIGINAL
PROPOSED PROFILE & HEIGHT OF
EAST WING

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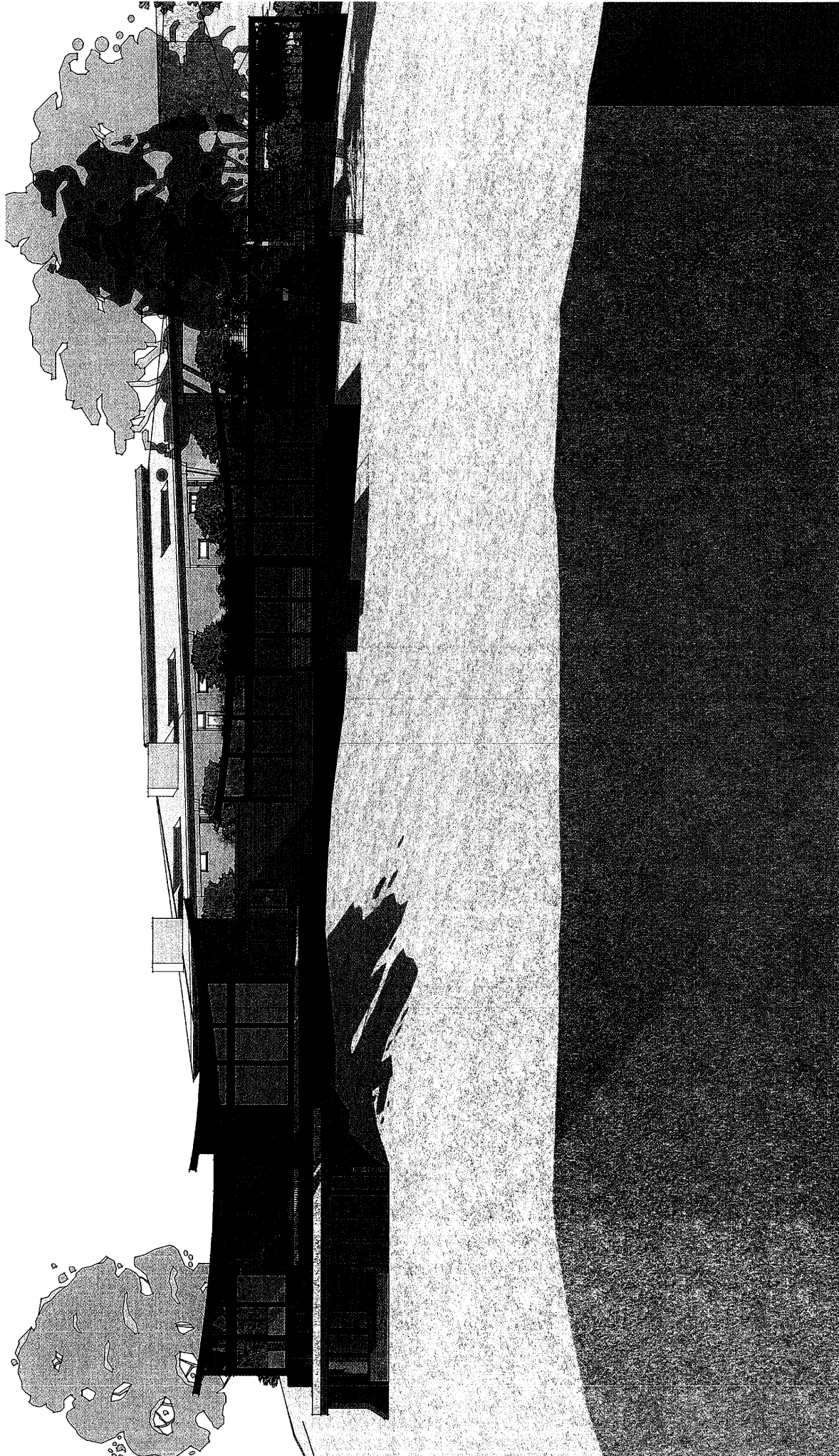
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REVISED PROPOSED REAR (NORTH) EXTERIOR ELEVATION

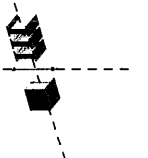
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ORIGINAL PROPOSED REAR (NORTH) EXTERIOR ELEVATION

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18 REDBERRY RIDGE
LOT 15, BLUE OAKS P.U.D.
PORTOLA VALLEY, CA 94028



XC: app
planner
Arch

January 31, 2014
V5054

TO: Carol Borck
Assistant Planner
TOWN OF PORTOLA VALLEY
765 Portola Road
Portola Valley, California 94028

FEB 03 2014

SUBJECT: **Geologic and Geotechnical Peer Review**
RE: Douglass - Lashay, Proposed Single-Family Residence
18 Redberry Ridge
Blue Oaks Subdivision Lot 14 - SDP# X9H-672

At your request, we have completed a geologic and geotechnical peer review of the Site Development Permit application for the new residential development using:

- Geotechnical Investigation (report), prepared by Romig Engineers, Inc., dated January 24, 2013;
- Preliminary Grading, Drainage, and Utility Plan, Topographic Survey, and Preliminary Grading and Drainage with Erosion Control Measures (3 sheets, 10- and 20-scale), prepared by MacLeod and Associates, dated January 13, 2014;
- Architectural Plans, Including Site, Floor, Basement, and Roof Plans, Elevations and Sections (14 sheets, various scales), prepared by Square Three Design Studios, dated January 16, 2014; and
- Landscape Plans, including Site, Irrigation, Lighting and Planting Plans, and Elevations (12 sheets, 8- and 16-scale), prepared by Thuilot Associates, dated January 16, 2014; and
- Lighting and Electrical Plans (4 sheets, various scales), prepared by Juarez Design, dated January 16, 2014.

In addition, we have reviewed pertinent technical documents from our office files, and performed a recent site inspection.

DISCUSSION

Based upon our review of the referenced documents, it appears that the applicant proposes to construct a one-story residence with basement, garage, detached guesthouse,

retaining walls, driveway, spa and associated improvements in the central portion of Lot 14 of the Blue Oaks subdivision. A new private driveway in the southwestern corner of the property will provide access from Redberry Ridge. Total grading quantities referenced on the Preliminary Grading and Drainage Plan reveal that approximately 3,110 cubic yards of earth material will be cut from the site, and 455 cubic yards will be placed as engineered fill, with 2,655 cubic yards exported from the site. Septic effluent is to be pumped via force main to the sanitary sewer in Redberry Ridge. Proposed drainage improvements include the installation of rainwater harvesting tanks, and a 55-foot long by 48-inch diameter stormwater retention pipe.

SITE CONDITIONS

The proposed building site is characterized by a gently inclined to moderately steep (5- to 10-degree inclinations), north-trending ridgeline with moderately steep to precipitous (up to 45-degree inclinations) slopes flanking the ridge to the east, and gentle to moderately steep (5- to 15-degree inclinations) slopes to the north and west. The proposed residence and driveway are to be constructed near the crest of the broad ridgeline. Site drainage is primarily characterized by radial drainage away from the ridge. A prominent, north-flowing incised drainage channel is located west of the building envelope, in the vicinity of the driveway. Proposed drainage discharge facilities are to be located along the west and north-sloping hillsides.

The Town Geologic Map indicates that the building site is underlain by sandstone bedrock materials of the Franciscan Complex. The Whiskey Hill Formation forms thin sandstone caps over Franciscan Complex sandstone and greenstone in the area. These bedrock materials are locally overlain by very thin surficial soil and colluvium in the vicinity of the residential site. Bedrock exposures were observed at the ground surface throughout portions of the site. The closest mapped trace of the active San Andreas fault is approximately 700 feet southwest of the proposed residential site.

CONCLUSIONS AND RECOMMENDED ACTION

The proposed residential development is potentially constrained by expansive surficial soil materials, surficial soil creep, and the susceptibility of the site to very strong to violent seismic ground shaking. The Project Geotechnical Consultant has performed an investigation of the site and has provided geotechnical design recommendations that, in general, appear appropriate for the identified site constraints. These recommendations include founding the at-grade portions of the proposed residence on a drilled pier and grade beam foundation system, and the basement on a reinforced concrete mat slab. Recommendations for the proposed guesthouse include a shallow spread footing foundation since the guesthouse is to be located on a building pad cut into the hillside. We do not have geotechnical objections to the proposed layout of the residential development.

Therefore, we recommend approval of the Site Development Permit application from a geotechnical standpoint. The following should be performed prior to approval of the Building Permit application from a geotechnical standpoint:

1. **Structural Plans** – Structural Plans should be developed that incorporate the recommendations of the Project Geotechnical Consultant.
2. **Geotechnical Plan Review** - The applicant's geotechnical consultant should review and approve all geotechnical aspects of the development plans (i.e., site preparation and grading, site drainage improvements and design parameters for foundations and retaining walls) to ensure that their recommendations have been properly incorporated.

The Structural Plans and Geotechnical Plan Review should be submitted to the Town for review and approval by the Town Staff and Town Geotechnical Consultant prior to approval of building permits.

LIMITATIONS

This peer review has been performed to provide technical advice to assist the Town with 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



John M. Wallace
Principal Engineering Geologist
CEG 1923



Patrick O. Shires
Senior Principal Geotechnical Engineer
GE 770

POS:JMW:st

xc: planner
arch
app.



WOODSIDE FIRE PROTECTION DISTRICT

Prevention Division

4091 Jefferson Ave, Redwood City CA 94062 ~ www.woodsidefire.org ~ Fire Marshal Denise Enea 650-851-6206

ALL CONDITIONS MUST MEET WFPD SPECIFICATIONS - go to www.woodsidefire.org for more info

BDLG & SPRINKLER PLAN CHECK AND INSPECTIONS

PROJECT LOCATION: 18 Redberry Ridge		Jurisdiction: PV	
Owner/Architect/Project Manager: Lashay & Douglass		Permit#: X9H-672	
PROJECT DESCRIPTION: New House			
Fees Paid: <input checked="" type="checkbox"/> \$YES <input checked="" type="checkbox"/> See Fee Comments Date: 1/29/14			
Fee Comments: CH# 3491 \$60.00 (planning review fee)			
BUILDING PLAN CHECK COMMENTS/CONDITIONS: 1. Must comply to PV Ordinance 15.04.020E for ignition resistant construction & materials, (cedar shingles not allowed on siding unless listed on Calif State Fire Marshal website for tested & approved ignition resistant materials. Eave vents & windows to comply with same requirement. This is for all new work. 2. Address clearly posted and visible from street w/minimum of 4" numbers on contrasting background. 3. Approved spark arrestor on all chimneys including outside fireplace. 4. Install Smoke and CO2 detectors per code. 5. NFPA 13D Fire Sprinkler System to be installed in house and guest house. 6. 100' defensible space around proposed new structure prior to start of construction. 7. Upon final inspection 30' perimeter defensible space will need to be completed. 8. Driveways over 350' will require at turnout midway up driveway and a FD Truck turnaround near the house. (www.woodsidefire.org) 9. Fire Hydrant located at the end of court. ***RESUBMIT*** Pending any major changes once permit number issued all should be approved by WFD.			
Reviewed by: M. Hird		Date: 1/29/14	
<input checked="" type="checkbox"/> Resubmit		<input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Approved without conditions
Sprinkler Plans Approved: -----		Date:	Fees Paid: <input type="checkbox"/> \$350 <input type="checkbox"/> See Fee Comments
As BUILTS Submitted: -----		Date:	As BUILTS Approved Date:
Fee Comments:			
Rough/Hydro Sprinkler Inspection By: -----		Date:	
Sprinkler Inspection Comments:			
Final Bldg and/or Sprinkler Insp By: -----		Date:	
Comments:			

xc - arch
app



MEMORANDUM

TOWN OF PORTOLA VALLEY

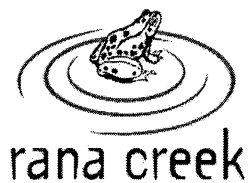
TO: Carol Borck, Assistant Planner
FROM: Howard Young, Public Works Director
DATE: 3/11/2014
RE: 18 Redberry Ridge - Douglas

Site Development Grading, Drainage, and erosion Control plan comments:

1. All items listed in the most current "Public Works Site Development Standard Guidelines and Checklist" shall be reviewed and met. Completed and signed checklist by the project architect will be submitted with building plans. Document is available on Town website.
2. All items listed in the most current "Public Works Pre-Construction Meeting for Site Development" shall be reviewed and understood. Document is available on Town website.
3. Any revisions to the Site Development permit set shall be highlighted and listed.

In addition:

4. All items recommended in the Kietly Arborist report dated March 4, 2014. Grading and drainage installations as it relates to vegetation/trees will be verified by Kietly with a written follow up report to the Town after installation and completion of the project. This report must be submitted as part of the normal final process to the Town prior to requesting final.



10 Harris Court Suite C-5
Monterey, CA 93940
PH 831.659.3820
FX 831.659.4851
www.ranacreekdesign.com

March 13, 2014

Ms. Karen Kristiansson
Principal Planner – Portola Valley ASCC
Spangle Associates
770 Menlo Avenue
Menlo Park, CA 94025

via e-mail

**RE: Summary of Restoration Maintenance Activities
18 Redberry Ridge, Portola Valley, California**

Dear Ms. Kristiansson:

Per your request, we have provided a cumulative summary of habitat restoration maintenance activities performed at the above-referenced property. Due to the drought conditions experienced this winter, the majority of maintenance activities involved supplemental irrigation of the restoration plantings. An update on the status of the restoration, including photographs, a summary of tree and shrub survival, and recommendations for spring 2014 maintenance will be provided in a forthcoming supplement to this memo.

Please contact me at (831) 659-3820 x119 or jwandke@ranacreekdesign.com should you have any questions.

Sincerely,

John Wandke – Project Manager
Rana Creek Habitat Restoration

enc: Habitat Restoration Maintenance Log

cc: Mr. David Douglass
Mr. Tom Vlasic

**Habitat Restoration Maintenance Log
18 Redberry Ridge, Portola Valley, CA**

Date	Task	Notes
5/20/2013	Completion of initial	habitat restoration installation
5/30/2013	Irrigation Labor	Irrigation of all plantings
6/13/2013	Irrigation Labor	Irrigation of all plantings
6/25/2013	Irrigation Labor	Irrigation of all plantings
7/2/2013	Irrigation Labor	Irrigation of all plantings
7/22/2013	Irrigation Labor	Irrigation of all plantings
7/27/2013	Irrigation Labor	Irrigation of all plantings
6/7/2013	Site Inspection	
8/8/2013	Irrigation Labor	Irrigation of all plantings
8/15/2013	Irrigation Labor	Irrigation of all plantings
8/21/2013	Site Inspection	
8/21/2013	Irrigation Labor	Irrigation of all plantings
8/31/2013	Irrigation Labor	Irrigation of all plantings
9/4/2013	Irrigation Labor	Irrigation of all plantings
9/11/2013	Irrigation Labor	Irrigation of all plantings
9/12/2013	Irrigation Labor	Irrigation of all plantings
9/16/2013	Irrigation Labor	Irrigation of all plantings
9/20/2013	Site Inspection	
9/24/2013	Irrigation Labor	Irrigation of all plantings
9/30/2013	Irrigation Labor	Irrigation of all plantings
10/11/2013	Irrigation Labor	Irrigation of all plantings
10/17/2013	Irrigation Labor	Irrigation of all plantings
10/21/2013	Irrigation Labor	Irrigation of all plantings
10/23/2013	Irrigation Labor	Irrigation of all plantings
10/25/2013	Site Inspection	
10/25/2013	Irrigation Labor, weed control	Irrigation of all plantings, weed control
10/28/2013	Site Inspection	Public meeting/site visit
11/5/2013	Irrigation Labor	Irrigation of all plantings
11/6/2013	Site Inspection	
11/6/2013	Additional planting, caging of live stumps, seeding, straw mulching, irrigation	Replacement madrones, toyon, 26 wire cages around woody shrub and tree stumps
11/7/2013	Additional planting, caging of live stumps, seeding, straw mulching, irrigation	Replacement madrones, toyon, 26 wire cages around woody shrub and tree stumps
11/22/2013	Irrigation Labor	Irrigation of all plantings
11/27/2013	Irrigation Labor	Irrigation of all plantings
12/10/2013	Irrigation Labor	Irrigation of all plantings
1/3/2014	Irrigation Labor	Irrigation of all plantings
2/3/2014	Irrigation Labor, repair	Repair frost damaged PVC pipe

- (6) Ratification of Warrant List: January 8, 2014 in the amount of \$141,545.30
- (7) Recommendation by Town Attorney: Adopt Ordinance Amending the Conflicts of Interest Code
 - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending the Appendix to Chapter 2.36 [Conflicts of Interest] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code (Ordinance No. __)
- (8) Recommendation by Town Manager: Approve First Amended Joint Exercise of Powers Agreement San Mateo Operational Area Emergency Services Organization

By motion of Councilmember Richards, seconded by Councilmember Hughes, the Council approved the Consent Agenda with the following roll call vote:

Aye: Councilmembers Derwin, Hughes and Richards, Vice Mayor Aalfs, Mayor Wengert

No: None

A second reading of the ordinance amending the Conflict of Interest Code will be on the Council's February 12, 2014 meeting agenda.

REGULAR AGENDA [9:29 p.m.]

- (9) Recommendation by Town Planner: Consideration of status of Site Restoration and request to allow property owner to process Architectural Review and Site Development plans for 18 Redberry Ridge

Mr. Vlasic referred to the January 8, 2014 staff report, indicating that the owner of the 18 Redberry Ridge property paid the fines associated with unauthorized clearing on his property and removal of significant trees and other vegetation in the Town's open space easement, developed a remediation plan in conjunction with the ASCC and has cooperated fully in the process. The ASCC did a follow-up review on the implementation of the remediation plan in October 2013, determined it was proceeding appropriately, made some recommendations that have been fundamentally completed and suggested that the Town Council allow the applicant to proceed with processing development of plans for the site so those plans can be considered in the context of the remediation plan.

The landscape consultant noted that a seeding has been performed, but it was not irrigated. If and when it starts to rain, those seeds should begin to germinate.

Mr. Vlasic said that if the Council concurs with the ASCC, no building permits would be processed or released until the ASCC comes back to the Council with a recommendation to do so and the Council agrees.

Councilmember Derwin asked whether Mr. Vlasic feels the concerns of the Elkins and others will be addressed; i.e., replacement of three madrone trees, erosion control, more screen planting and the ability of the Town to enforce a mandated restoration plan. Mr. Vlasic said that sureties and contracts are in place for Rana Creek to continue its work. He said the restoration plan is reasonable, but knowing what screening is needed can't be determined until some plans are in hand. He said the Elkins were interested in encouraging the toyon to come back, which is underway.

Councilmember Hughes said that inasmuch as he'd so recently come from the ASCC, the ASCC's recommendations for the Redberry Ridge property reflected his thoughts. In terms of background, he said the ASCC's position was that they wanted to see the house plans come forward to make sure the

ongoing restoration complements (rather than conflicts with) the placement of the house and its design. They also wanted several built-in hard checkpoints for ASCC to come in and review progress.

Councilmember Richards said he's pleased to see the matter come to such a successful conclusion, particularly considering the extent of the problem and the fact that 2013 was such a dry year. He said he favors moving ahead and processing the application. Mayor Wengert agreed.

Councilmember Richards moved to respond affirmatively to the ASCC request to allow the property owner to process Architectural Review and Site Development plans for 18 Redberry Ridge. Seconded by Councilmember Derwin, the motion carried 5-0.

- (10) Recommendation by Public Works Director: Authorize Town Staff to Submit Applications for San Mateo County Transportation Authority (TA) Grant Funding in 2014-15 and 2015-16 under the Measure A Pedestrian and Bicycle Program [9:38 p.m.]
- (a) Portola Road shoulder widening at Town Center and various sections of Portola and Alpine Roads
 - (b) Alpine Road shoulder widening at Arastradero Road
 - (c) Rectangular rapid flashing beacon for the crosswalk at Alpine Road and Golden Oaks Drive (West)

Mr. Young said that in mid-December 2013, the San Mateo Transportation Authority (TA) issued a call for projects, with applications due to the City/County Association of Governments (C/CAG) by January 17, 2014. The short timeframe, compressed even more by holiday time off, made it difficult to come up with the right projects to seek Council authorization for Mr. Pegueros to submit the appropriate applications and pass the requisite resolutions. However, working in conjunction with Committee members Kari Rust and Leslie Latham, recommendations for three projects were developed. Due to the time crunch, the recommendations are in draft form, Mr. Young said.

He showed Powerpoint slides to help illustrate each project:

Widening both shoulders of Portola Road at Town Center (Farm Road) and various other sections of Portola and Alpine Roads

Widening the westbound shoulder of Alpine Road at Arastradero Road. Mr. Young said the curve there is very narrow for bicyclists and debris falls on the road continuously. We're proposing a wider shoulder, plus a retaining wall of about 500 feet, similar to the retaining wall in front of Windy Hill parking lot on Portola Road.

Rectangular rapid flashing beacon for the crosswalk at Alpine Road and Golden Oaks Drive, right across from the Alpine Hills Swimming and Tennis Club. Mr. Young explained that these signs are not embedded in the pavement, but flash from button-activated signs mounted on either side of the crosswalk. Mr. Young said that at this point, the application is based on AC power, but they'd prefer a solar system if it works.

In addition to finalizing the applications, Mr. Young said it will take a lot of hard work to get petitions and letters of support together. Ms. Latham and Ms. Rust are working on that. Ms. Rust said they've already brought in about 300 signatures on petitions, and want to post a notice from the BP&TS Committee on the PV Forum to request statements of support, with a link to the Town website where residents could view the applications and contact BP&TS Committee members if they have any questions. In response to Mayor Wengert, Mr. Pegueros said the number of clicks required will be kept to the bare minimum necessary.

**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 4:00 p.m. at 18 Redberry Ridge.

Roll Call:

ASCC: Breen, Clark, Hughes, Koch, Ross

Absent: None

Town Staff: Town Planner Vlastic, Deputy Town Planner Kristiansson,
Assistant Planner Borck

Others* present relative to the 18 Redberry Ridge follow-up review:

Nanette LaShay and David Douglass, property owners

Paul Kephart and John Wandke, Rana Creek, environmental restoration consultants
to property owners

Kevin Kielty, arborist for property owners

Tom Carrubba, architect for property owners

Stefan Thuilot, landscape architect for property owners

Joy Elliott, representing Blue Oaks Homeowners Association

Jane Bourne, Marianne Plunder and David Eckstrom, conservation committee

Linda and Jerry Elkind, 14 Hawk View, Portola Valley Ranch

Joe and Carol Grundfest, 3 Coalmine View, Portola Valley Ranch

Bob McCowan, 6 Horseshoe Bend, Portola Valley Ranch

Bill Maston, architect for vacant Lot 13, 17 Redberry Ridge

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

**Follow-up review – Consideration of status of site restoration plan implementation
and recommendation to the town council on timeframe for processing of applications
for possible site development, 18 Redberry Ridge (Lot 15, Blue Oaks Subdivision),
Douglass**

Vlastic presented the staff report on this follow-up review of the site restoration plan approved by the ASCC on March 25, 2013. He noted that at the time of the plan approval, the ASCC set this follow-up site meeting to ensure that restoration plan implementation was proceeding as anticipated. Vlastic noted that based on the findings of the site meeting and any additional input at the regular evening ASCC meeting, ASCC members would need to consider the following actions:

1. Determine if restoration plan implementation is proceeding as expected with the March plan approval.
2. Based on determination of the status of plan implementation, the ASCC will need to advise the council if it is appropriate to allow the property owner to begin processing plan applications for residential development of the site.

In preparation for the meeting, it was noted that with the October 24th staff report, the following materials had been made available to ASCC members and others interested in the restoration effort:

- Final Restoration Plan, March 28, 2013, Revision 2, Rana Creek, with plan sheets L2.00, *Restoration Plan and Details*, and L1.00, *Irrigation Plan* and the 3/4/13 report from Kielty Arborist Services on the status of site trees
- April 3, 2013 letter from Rana Creek to Town Planner Vlasic with the contract for Rana Creek oversight of restoration plan implementation.
- April 9, 2013 letter from Rana Creek to Town Planner Vlasic relative to restoration plan clarifications.
- June 10, 2013 email from Town Planner Vlasic to June 7, 2013 site meeting participants, recording that as of the June site meeting all planting had been completed (with the list of plant materials provided) and the status of these plantings and also noting that the madrones had not survived and should be replanted in the Fall.
- One Year Restoration Monitoring Report, September 24, 2013, Rana Creek, with a 9/26/13 report from Kielty Arborist Services on the status of site trees.
- October 21, 2013 email from Linda Elkind with photo images of the site from her home at 14 Hawk View in Portola Valley Ranch. It was noted that with the email, Mr. and Mrs. Elkind have raised concern with the adequacy of the restoration effort and also the timing of any ASCC decision relative to allowing development applications to be processed for the property.

Vlasic advised that since the packet was distributed, one new communication had been received and distributed electronically to ASCC members. He clarified that this was a letter from the property owners responding to the comments in the 1/21 email from Mr. and Mrs. Elkind.

Vlasic also clarified that the site meeting provided the opportunity for the project restoration consultants to update the ASCC and others on the current status of the restoration effort.

Paul Kephart and John Wandke, Rana Creek, and Kevin Kielty, arborist, conducted the site inspections and presented the following information and clarifications relative to the status of the restoration efforts:

- The findings from the one-year monitoring report were reviewed and clarified with the site inspection. The oak moth problem was explained, the treatments made discussed, and start of recovering noted. It was stressed that Rana Creek representatives have been at the site weekly to monitor conditions and will continue to do so over the life of the five-year monitoring contract. In response to a question, it was noted that this monitoring includes hand weeding and removal of invasive materials over the entire property and not just the specific disturbed area.
- While it was hoped the three madrone trees would survive, the risk associated with their planting was understood and it was not a great surprise that they did not survive. The property owner is moving ahead to plant new madrones and make another attempt to have them take hold at the site. There is perhaps a better chance with a fall planting, but there is still risk and if the second attempt is not successful, then three oaks will be installed.
- As called for in the approved plan, roughly 1,000 understory "plug" plants were installed. This was an overplanting anticipating a 10-20% loss. Approximately 150 plants did not

survive and these can be replaced if desired by the town, but the remainder of the plants are doing well, and the restoration effort can continue to be successful as anticipated even if the overplanting loss is not replanted.

- There has been good success with re-sprouting of toyon and other understory stumps. It is suggested that these re-sprouting areas be pruned to encourage growth and then "fenced/caged" for protection from deer. It was noted that this would result in strong growth and recovery of the cut materials.
- In response to a question, it was noted that with a "good," i.e., normal winter of rainfall, significant growth was expected by new spring and that with two to three seasons, the restoration area would be dense with understory shrubs and ground cover. It was also noted that the live oaks are doing well and should add 2-3 feet of growth each year.
- Monitoring efforts include erosion control. It was noted that some additional erosion control planting and maintenance was needed in the swale along the boundary between the subject site and 16 Redberry Ridge, i.e., the Borders property. The environmental consultants advised they and the property owners will move ahead to added erosion control seeding and take other measures to control erosion in the swale area.

Public comments were requested. **Mr. and Mrs. Elkind** offered that they supported the suggested efforts for pruning and fencing/caging of the stumps showing signs of recovery. Several comments were offered by attendees recognizing that considerable time would be needed before the lost tree cover could be fully restored on the site and that additional screen planting with any house project would be needed.

At the conclusion of the site meeting, ASCC members agreed additional input should be received at the evening meeting and, after that, members would offer specific comments and conclusions as determined appropriate. Thereafter, Breen thanked all present for the participation in the field meeting and the follow-up review was continued to the regular evening ASCC meeting.

Adjournment

The special site meeting was adjourned at 4:50 p.m.

Regular Evening Meeting, 765 Portola Road, Portola Valley, California

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: None

Town Council Liaison: Driscoll*

Town Staff: Town Planner Vlastic, Deputy Town Planner Kristiansson,
Assistant Planner Borck

*Council liaison Driscoll arrived at approximately 9:15 p.m. and apologized for being late. It was noted, however, that prior to the meeting he had informed staff that due to a professional conflict he might be delayed in getting to the meeting.

Oral Communications

Oral communications were requested, but none were offered.

Follow-up review – Consideration of status of site restoration plan implementation and recommendation to the town council on timeframe for processing of applications for possible site development, 18 Redberry Ridge (Lot 15, Blue Oaks Subdivision), Douglass

Vlastic presented the October 24, 2013 staff report on this follow-up review. He discussed the background to the site restoration effort and then summarized the events of the afternoon site inspection meeting. (Refer to above site meeting minutes for a summary of the meeting and a complete list of the materials before the ASCC for consideration relative to this follow-up review.)

Nanette LaShay and David Douglass, property owners, Paul Kephart and John Wandke, Rana Creek environmental restoration consultants, Kevin Kielty, arborist, Tom Carrubba, architect, and Stefan Thuilot, landscape architect, were present to further discuss and explain the restoration efforts completed today. They emphasized the site meeting commitments to replanting of the madrone trees, erosion control, pruning and fencing/caging of the sprouting stumps and replacing the lost 10-20% overplanting of understory “plug” plants. They also offered the following comments clarifying the restoration effort and arguing in favor of allowing site and house design plans to proceed through the towns project review and permit processes:

- Decisions for any additional site screening associated with house plans can be made as the town’s normal design review process is pursued. This will allow for specific plant locations and selections to address view impact concerns.
- The town’s design review process would, if allowed to move ahead by the town council, take place over the first several months of 2014. There would be additional site meetings with this process giving additional opportunity for the ASCC to inspect site conditions and progress of restoration efforts.

- The Blue Oaks neighbors would prefer to get the construction done on Redberry Ridge, which has been subjected to construction impacts for some time.
- There is no practical advantage in delaying the review process as with it, likely additional screen planting can be installed sooner rather than later in anticipation of actual site development.
- In response to a question, both the project landscape architect and Rana Creek consultants advised that they would work together on the final house/site landscape plans to ensure compatibility with the ongoing restoration effort.
- Rana Creek will continue project management for the five-year contract period as noted in the staff report and mentioned at the site meeting.
- If the new planting of madrones is not successful, evergreen oaks will be installed for added screening, and the property owners are willing to add more evergreen oaks for screening with development of the specific house and site plans. And, again, with the planting of replacement madrones, the property owners are also willing to replace the 10-20% loss of over overplanted plug plantings.
- The toyon that could not be planted in the spring due to lack of nursery stock will be planted now assuming the stock is available.

Public comments were requested and the following offered:

Joe Grundfest, 3 Coalmine View, Portola Valley Ranch, discussed the restoration plan obligations of the property owners and offered his conclusion that since the madrone trees had not survived and not all of the understory plug plantings had survived the town required plan had not been fully implemented. He offered that since these obligations had not been fulfilled any action to allow for processing of development plans should be delayed until the approved plan is fully implemented. He also raised concerns over guarantees for longer-term plan implementation and the ability of the town to exercise oversight and mandate site restoration. He concluded that any action to permit processing of development plans was premature and should be tabled for at least one year.

Linda and Jerry Elkind, 14 Hawk View, Portola Valley Ranch, reviewed the concerns expressed in their email to the ASCC and expressed the position that the views from their property had been directly impacted by the unauthorized clearing. They referenced general plan provisions for protection of natural conditions and minimizing impacts of development. They also sought to ensure the three madrone trees would be replaced, supported the process of pruning and caging the sprouting stumps, particularly the toyon, and the addition of toyon, and stressed the need for more screen planting associated with any site development plans. They also worried about the ability of the town to enforce the mandated restoration plan.

Bob McCowan, 6 Horseshoe Bend, Portola Valley Ranch, expressed shock over the unauthorized site clearing and the length of time it will take for any reasonable replacement growth to be in place. He worried over potential visual impacts of the added development along Redberry Ridge and, particularly, potential for light spill from additional homes.

Joy Elliott, representing the Blue Oaks homeowners association (HOA), commented that all HOA members were well aware of the situation and status of the restoration effort. She stated that all supported replacement of the madrones and additional screening as found necessary with specific plans for site development.

At the request of the property owners, Vlastic reviewed the sanctions that they faced with the town-required mitigation and restoration efforts as discussed in the staff report. This included the \$75,000 fine, deposits to cover all staff work, and additional deposits for future work, as well as a \$65,000 surety that the town can access for completion of the restoration effort if needed. Vlastic also pointed out that in approving the restoration plan, the ASCC understood that the madrones might not survive and, therefore, the approved plan includes provisions for replacement. He noted too that the plug planting was "overplanted" with the plan with the understanding that there would likely not be a 100% survival rate.

Vlastic also noted that development in Blue Oaks along Redberry Ridge was specifically evaluated and accepted with project approval including the certified final environmental impact report. Vlastic explained that development along the ridge with houses, windows, etc., was accepted with the trade off being, in part, open space preservation below and above the house cluster area including the Coalmine Ridge open space easement.

Following public discussion and comments, ASCC members discussed the project and the following actions that were being requested of them:

1. Determine if restoration plan implementation is proceeding as expected with the March plan approval.
2. Based on determination of the status of plan implementation, advise the council if it is appropriate to allow the property owner to begin processing plan applications for residential development of the site.

ASCC members recognized the concerns expressed by those relative to the long time that would be needed for replacement of the lost canopy of trees, but also appreciated the scope and significance of the restoration efforts being made pursuant to the Rana Creek plan. Members also recognized existing contract and surety provisions for the continuing oversight of the site, including control of invasive materials over the entire property, by the environmental team and for necessary monitoring by town staff.

After discussion of concerns, issues, clarifications and findings from the afternoon site meeting, Ross moved, seconded by Hughes and passed 5-0 to make the following findings and recommendations to the town council.

1. The restoration effort is proceeding in line with the approved plan and is generally consistent with progress that the ASCC anticipated would be made by the scheduled October review date. This finding is reached subject to the following conditions to be addressed to the satisfaction of a designated ASCC member and town staff:
 - a. The following additional planting and site management shall be done this fall:
 - Replace the three madrone trees that have died.
 - Install some toyon as anticipated with the original plan.
 - Prune and cage/fence the sprouting stumps to encourage growth,
 - Install erosion control seeding in the swale between the subject and Borders properties.

- b. Once the additional work in "a" has been completed, Rana Creek shall notify the town and an inspection shall be made with the designated ASCC member to ensure planting and site maintenance provisions have been completed.
2. With the completion of the additional work called for in "1" above, the ASCC does recommend that the town council permit the property owner to pursue the process of town review of plans for residential development of the parcel. This recommendation is made subject to the following findings and conditions:
 - a. The property owners have assembled a "great" team to do the site restoration work and have committed to the plan approved by the ASCC.
 - b. With proposed house and site plans the needs for additional /specific screen planting can be identified and required with any approval of project plans. This can include early planting of materials so that they are established prior to house occupancy.
 - c. The ASCC house plan review process will provide the opportunity for additional ASCC and staff site reviews and monitoring of restoration conditions over the first quarter of 2014.
 - e. Any proposed landscape plans for the property shall be coordinated with Rana Creek to ensure they are fully compatible with the restoration planting efforts.
 - f. If plans are processed, no building permits should be released until the ASCC completes a site review in early to mid spring 2014 that is supported by similar data developed for the October 28, 2013 site review. From this review, the ASCC would provide a final recommendation to the town council relative to the timing for actual release of permits to allow site development to proceed.

In response to a question for clarification, the ASCC advised that they did not see the need for replacement of the lost "overplanting" of understory plug materials.

Continued Review -- Architectural Review of proposed residential additions, accessory structures, site modifications, Site Development Permit X9H-662, and Variance Request X7E-135, 3 Grove Court, Ciancutti

Vlasic presented the October 24, 2013 staff report on this continuing project review. He advised that based on reactions and input received at the October 14, 2013 ASCC and October 16, 2013 planning commission (i.e., Board of Adjustment) preliminary review meetings, the applicant and project design team developed plan revisions and additional application supporting information. Vlasic noted that the ASCC is now being asked to formally act on the architectural review and site development permit requests and forward any comments to the Board of Adjustment on the variance matters, tentatively to be the subject of a Board of Adjustment public hearing on November 6, 2013.

ASCC members considered the staff report and the following revised package listed below. It was noted that only the sheets highlighted in the staff report list were revised to address ASCC preliminary review input.

Architectural Plans, Jeffery Mahaney, Architect:
Sheet A1.0, Cover Sheet, 10/23/13
Sheet A2.1, Existing Site Plan, 8/27/13
Sheet A2.2, Proposed Site Plan, 10/23/13
Sheet A2.3, Proposed Landscape Plan, 10/23/13
Sheet A2.4, Proposed Irrigation Plan, 9/29/13

18.12.040 Accessory uses permitted.

Accessory uses permitted in the R-E district shall be as follows:

- A. Accessory uses, as permitted by Section 18.36.040 and Chapter 18.40
- B. One second unit on a parcel of one acre or larger subject to the following provisions:
 1. All provisions of Title 18 (Zoning) pertaining to this district prevail unless otherwise provided for in this subsection B.
 2. A second unit shall comply with all provisions of the site development and tree protection ordinance, set forth in Chapter 15.12
 3. The parcel already contains an existing single-family dwelling or the second unit is being built simultaneously with a new single-family dwelling that will be the principal dwelling.
 4. The second unit is attached to the principal dwelling, at the ground floor level or in a basement, and does not exceed a floor area of four hundred square feet. Second unit floor area is inclusive of any basement area, but exclusive of garage or carport area. Second units that are larger than four hundred square feet in floor area, that require a permit under Chapter 15.12, the Site Development and Tree Protection Ordinance, or that are located above the first story are subject to architectural and site control commission (ASCC) approval per Chapter 18.64
 5. Whether attached or detached from the principal dwelling, the second unit floor area may exceed four hundred square feet subject to ASCC approval per Chapter 18.64. In such cases, however, the second unit floor area may not exceed seven hundred fifty square feet.
 6. Second units up to seven hundred fifty square feet may be created by converting space within an existing home. When created within the first floor of an existing home, or including an addition of four hundred square feet or less, such second units may be permitted solely with a zoning permit, and without review of the ASCC. However, staff at their discretion may refer an application to the ASCC if the application includes proposals for doors, windows or other exterior improvements that could potentially have a significant effect on the aesthetics of the structure.
 7. The second unit complies with the definition of dwelling unit in Section 18.04.150
 8. The second unit is served by the same vehicular access to the street as the principal dwelling and complies with off-street parking requirements for dwellings set forth in Chapter 18.60 except that parking spaces do not have to be covered, guest spaces are not required and tandem parking is permitted.
 9. The second unit shall have the same address as the principal dwelling.
 10. A second unit shall not exceed a height, as defined in Section 18.54.020, of eighteen feet with a maximum height of twenty-four feet. A second unit may be permitted to a height of twenty-eight feet and a maximum of thirty-four feet subject to ASCC approval per Chapter 18.64
 - 11.

- The second unit shall have colors, materials and architecture similar to the principal dwelling. Architecture not similar to the architecture of the principal dwelling is subject to ASCC approval per Chapter 18.64
12. Color reflectivity values shall not exceed forty percent except that trim colors shall not exceed fifty percent. Roofs shall not exceed fifty percent reflectivity.
 13. Exterior lighting on the structure shall not exceed one light fixture per entry door. Each fixture shall be fitted with only one bulb and the bulb wattage shall not exceed seventy-five watts incandescent light if frosted or otherwise diffused, or twenty-five watts if clear. Each fixture shall be manually switched and not on a motion sensor or timer. Path lights, if any, shall be the minimum needed for safe access to the second unit and shaded by fixtures that direct light to the path surface and away from the sky.
 14. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines.
 15. An application for a second unit shall be referred to the town geologist, director of public works, fire chief and, if dependent on a septic tank and drain field, to the county health officer in accordance with town policies.
 16. An application for a second unit shall supply all information required by Section 18.64.040A.1 through 13.
 17. Second units on parcels with frontage on Portola Road or Alpine Road, both of which are identified as local scenic corridors in the general plan, are subject to ASCC approval per Chapter 18.64 to ensure consistency with the general plan.
- C. Equestrian facilities serving a single residential dwelling including stables, corrals, exercise rings, and the like, provided that (i) requirements of the stable ordinance, Chapter 6.12, shall apply, (ii) for a corral, the sum of the maximum depth of cut and maximum height of fill shall not exceed six feet and (iii) corrals and riding rings shall be set back a minimum of twenty feet from property lines.
- D. The renting of rooms and/or the providing of table board in a dwelling as an incidental use to its occupancy as a dwelling, provided that not more than one paying guest is accommodated. Provided further that this shall not be construed as authorizing the establishment of any rest home, convalescent home, boarding home, or any other institution of a type which requires any state or local license, nor any other operation which tends to change the character of the property involved or of the neighborhood.
- E. Home Occupation. The conduct of an art or profession, the offering of a service, or the handcraft manufacture of products subject to the following conditions:
1. Such occupations shall be conducted entirely by resident occupants.
 2. The floor area used for such occupations shall not exceed that equivalent to one-fourth of the floor area of the main residence but shall not be more than four hundred square feet in any case.
 3. No products shall be sold or stocked for sale other than those finished products which are produced on the premises.
 4. There shall be no unusual external alteration of the dwelling to accommodate a home occupation, and the existence of a home occupation shall not be apparent beyond the boundaries of the parcel.
 5. There shall be no show window, window display, or sign to attract customers or clients.
 - 6.

There shall be no emission readily discernible at the property lines of sound, vibration, odor, electrical interference, light, dust, waste, or other properties not normally associated with residential occupancies.

7. No motor power other than electrically operated motors shall be used in connection with a home occupation. The horsepower of any single motor shall not exceed one-half horsepower, and the total horsepower of such motors shall not exceed one horsepower.
 8. Automobile, pedestrian or truck traffic attendant to such occupations shall not be other than on an infrequent or occasional basis, and shall not be significantly in excess of the normal amount required for residential uses in the district. Vehicles or equipment of types not normally accessory to a dwelling shall not be parked or stored in any exterior location.
 9. In the case of a physician, surgeon, or dentist, the use shall be subordinate to the use of an office located elsewhere unless the practice is of such restricted nature as to involve only occasional visits by patients.
 10. The uses permitted under this subdivision shall not include a commercial photo studio, beauty parlor or barbershop, or any similar service enterprise; or a music school, dancing school, business school, or other school of any kind with organized classes or similar activity.
- F. Private swimming pools, cabanas, tennis courts, and similar recreation facilities.
- G. Private garages, carports, and parking areas.
- H. Signs as permitted and regulated by Chapter 18.40
- I. The sale of agricultural products grown on the premises, provided that no building or structure is maintained specifically for such purposes.
- J. Household pets and domestic animals permitted by town ordinances.
- K. Emergency shelters for up to ten individuals only when located on a parcel with a conditional use for a religious institution, subject to a zoning permit. Architectural and site plan review shall be required for the design of the emergency shelter unless the shelter is located within an existing structure, but no discretionary approval shall be required. Emergency shelters shall comply with the following standards:
1. Temporary shelter shall be available to residents for no more than sixty days. Extensions up to a total stay of one hundred eighty days may be permissible if no alternative housing is available.
 2. On-site management shall be provided during the hours of shelter operation.
 3. Emergency shelters may include common space for the exclusive use of the guests, and office and meeting space for the exclusive use of emergency shelter staff.
 4. Each shelter shall have a designated outdoor smoking area that is not visible from the street or from adjacent properties. The outdoor smoking area may be screened by vegetation.
 5. On-site parking may be provided as shared parking with the church use. If separate on-site parking is needed, the maximum amount required shall be 0.35 parking spaces per one bed plus one space per staff member on duty when guests are present.

(Ord. 2011-390 § 4, 2011; Ord. 2003-354, § 1, 2003; Ord. 2003-352, § 1, 2003; Ord. 2001-338 § 6 (part), 2001; Ord. 1991-263 §§ 4, 5, 1991; Ord. 1988-242 § 2 (Exh. A) (part), 1988; Ord. 1979-166 § 20 (part), 1979; Ord. 1969-99 § 4, 1969; Ord. 1967-80 § 1 (6501.33), 1967)

DRAFT UNAPPROVED MINUTES

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, MARCH 5, 2014,
SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Gilbert called the Planning Commission meeting to order at 7:30 p.m. Ms. Kristiansson called the roll.

Present: Commissioners Judith Hasko, Nate McKitterick and Alexandra Von Feldt; Vice Chair Nicholas Targ; Chair Denise Gilbert

Absent: None

Staff Present: Karen Kristiansson, Deputy Town Planner
Leigh Prince, Town Attorney
Jeff Aalfs, Vice Mayor and Council Liaison

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

Chair Gilbert said Commissioners would address Item 2 first, followed by Item 1, which would include discussion of the draft site inventory, the best practices material that was received, and the summary of proposed Housing Element programs.

(2) State Density Bonus Law (SDBL) and Draft Implementation Ordinance: Presentation by Town Attorney [7:48 p.m.]

As indicated in her February 27, 2014 memorandum, Ms. Prince explained that compliance with the SDBL is required regardless of whether a jurisdiction enacts an implementation ordinance, but enacting an ordinance would provide an opportunity to establish application requirements related to processing requests to utilize SDBL and allow the Town to take advantage of a streamlined Housing Element review.

The ordinance also would specify how compliance with SDBL would be implemented, but it would not create any additional incentives to develop affordable housing beyond those that exist in state law. Applicants must satisfy certain threshold requirements in order to take advantage of SDBL, among which are:

- A minimum development of five or more housing units, or 35 or more senior housing units
- An agreement to restrict a certain percentage of the housing units for lower-income residents (10% moderate or low income; 5% very low income)

Every year, the State updates county-specific income limits. For instance, San Mateo County's 2013 amounts show moderate income of \$123,600 for a family of four and \$98,900 for a family of two. Ms. Prince said most of those who would be eligible are working people.

If a developer qualifies for a density bonus in terms of the percentage of affordable housing units, the density bonus would be a percentage dictated by the SDBL, California Government Code Section 65915, from 5% to 35%. The lower the income level, the greater the density bonus, she said, although the rate for senior housing is a flat 20%. In response to a question, Ms. Prince explained that a developer with a senior housing project of 40 units could get eight bonus units.

Although there are no proposals at this time, Ms. Prince said that under existing zoning and Town regulations, there are four sites in Portola Valley which could meet the threshold of development of five or more housing units. Any of them would require a conditional use permit (CUP) amendment to develop housing, and none of them would allow more than one unit per acre: The El Mirador Ranch (approximately 25 units), Springridge (approximately 29 units over 229 acres), Stanford Wedge (approximately 20 units) and the Fogarty property (approximately 10 units over 240 acres). If a Williamson Act contract were to be put in place over any of these

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properties, it would limit the use to agriculture, Ms. Prince explained, and thus there would be less potential for developing housing.

As an example, Ms. Prince said that if a developer were to come in with a 10-unit housing proposal for the Fogarty property that provided 10% moderate-income units, one of the 10 would have to be a moderate-income unit. That would entitle the developer to a 5% density bonus, and rounding up (per SDBL) would mean a total project of 11 units – which would still be less than one unit per acre.

According to Ms. Prince, the law dictates the number of incentives to which a developer would be entitled, up to a maximum of three incentives:

- One incentive for 10% low or moderate-income units or 5% very low
- Two incentives for 20% low or moderate-income units or 10% very low
- Three incentives for 30% low or moderate-income units or 15% very low

Ms. Prince also explained that an SDBL incentive can be:

- A relaxation in site development standards that results in an identifiable financially sufficient and actual cost reduction for the developer;
- A modification of a zoning code or design requirement; or
- Approval of mixed use.

In addition, a developer could propose an incentive, she said. There is generally a process by which the specific incentives are determined, but the choice isn't always negotiable. The implementation ordinance would require the developer to submit a pro forma showing that the requested incentive(s) offsets the cost of the affordable housing to the extent that it makes it possible. While developers can propose any incentives, Commissioners could recommend that the ordinance be structured to encourage developers to use certain incentives by pre-approving those incentives and not requiring submittal of a pro-forma to receive those incentives. This is the approach Palo Alto took when it passed its density bonus ordinance last month.

SDBL also entitles the developer to waivers, which are requests to modify a standard that would physically preclude construction of a project as designed, such as setbacks, building coverage, etc. A modification of a standard in proportion with the density bonus utilized would be considered a waiver, Ms. Prince said, so perhaps it makes sense to reduce setbacks 10% to physically make the project possible (a waiver); anything beyond that could be considered an incentive. Incentives and waivers are similar, she explained. An incentive *may* be a reduction in site development standards; a waiver *is* such a reduction. A financial incentive such as a fee credit would not be considered a waiver in this context, though, because charging or reducing a fee would not affect whether the project is physically possible.

The SDBL also specifies that a requested incentive may be denied for any of three reasons:

- It is not necessary to provide affordable housing;
- It would have a specific adverse impact on public health, safety or the physical environment or historic property, as demonstrated in an Environmental Impact Report or similar document; or
- It is illegal.

Only the last two of these reasons may be grounds for denying a waiver request.

Responding to Commissioner McKitterick, even if the Town doesn't adopt this ordinance, Ms. Prince said a developer would be entitled to the same incentives, waivers and density bonus, without doing all the homework entailed in the application that the ordinance would require. Another benefit of adoption would be establishing a clear structure of the process for both the developer and the Town.

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Commissioner Hasko asked for clarification of proposed Section 18.17.050 of the ordinance. Ms. Prince said when an incentive would trigger a discretionary approval (such as a variance from a setback requirement) or an amendment to the Zoning Code or General Plan, the Town could provide the incentive with no discretionary approval or amendment. However, if the base project *without the incentive* requires any of these actions, the Town would retain the discretion to make or not make the required findings to approve the base project.

Commissioners discussed the clarity of Section 18.17.070 and the best way to ensure that the affordable units are built. Commissioner McKitterick noted that other jurisdictions refuse to issue occupancy permits for the market rate units until the developers build the affordable units. He said the affordable unit construction could be subject to a phasing plan. Vice Chair Targ said that sounded reasonable, because denying occupancy permits outright until the affordable units are finished would have to be covered in the ordinance, and some developers might be able to complete a project only on a house-by-house basis. Ms. Prince said she would work on the language to address these concerns.

Susan Dworak, Alpine Road, served on the Ad Hoc Affordable Housing Committee. She said it's been her understanding that the Town doesn't need to build affordable housing to meet its state obligation; if that's the case, why do we need this ordinance? Chair Gilbert responded that the ordinance would not give developers any more than they would be entitled to without it, but with it, the Town would benefit from the streamlined Housing Element review. In response to Commissioner Von Feldt, Ms. Kristiansson clarified that the streamlined review applies to most of the Housing Element and should limit the number and type of comments from the state, but the state does review the programs.

Jon Silver, Portola Road, said that as he understands it, adopting an implementing ordinance would allow the Town to do this our way. Although he said that he does not like it when the State steps in, he said that it makes sense to take appropriate action when they do.

Chair Gilbert said the proposed ordinance would go to the Planning Commission for a public hearing on April 2, 2014, then to the Town Council, with approval planned for before the Housing Element is submitted to the State.

- (1) Continued Housing Element Study Session: Review and discuss draft site inventory and outline of potential changes to housing programs [8:05 p.m.]

Chair Gilbert stated that the Commission would discuss this agenda item in three separate parts, starting with the draft site inventory, then moving to the letter with suggested best practices, and finally concluding with a discussion of the potential housing element programs.

Ms. Kristiansson presented the draft site inventory as discussed in and attached to her memorandum of February 27, 2014. She said that the inventory follows the format used in the 2009 update and was prepared with the streamlined review in mind. She said the inventory begins with a discussion of the various limitations that affect or could affect development, a section that is substantially the same as it was in 2009, and she noted that staff hopes to update the maps that show faults, seismic hazard areas, steep slopes and other physical limitations.

The draft also includes the "Inventory of Land Suitable for Residential Development in Portola Valley," which lists parcels by Assessor's Parcel numbers and shows the associated zoning and density districts, allowable density, General Plan designation, acreage, new unit capacity, infrastructure capacity and environmental constraints. This section shows the remaining vacant and largely vacant sites in Town. Ms. Kristiansson said these sites would be for market-rate, above moderate-income single-family housing, although the inventory includes the Stanford Wedge, which could also be developed under the Affiliated Housing program.

The ensuing Analysis of Suitability for Development section includes a discussion of anticipated new market-rate homes for above moderate-income households, which is projected based on current and recent rates of construction. This section also includes projections of housing for moderate-income households and below, which would be provided through three programs:

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- Inclusionary Housing, which at this time includes only the Sausal Creek development (five market-rate senior units and one below market-rate (BMR) low-income unit)
- Affiliated Housing at the Priory (three low-income, four moderate-income units and four above moderate-income units)
- Second Units, fulfilling the remainder of the Town's Regional Housing Needs Assessment (RHNA) requirement; Ms. Kristiansson said the site inventory assumes that second-unit production could increase from an average of 5.3 units annually to 6.5 – a rate of about one unit each year

Chair Gilbert requested clarification of the sites marked “not used” on the table. Ms. Kristiansson explained that the table is based on 2009 information, and some of the lots have since been developed. They will be removed from the 2014 draft, but the numbers have not yet been updated.

Chair Gilbert also referred to two sets of figures in Ms. Kristiansson's memorandum (page 2). The first estimates of the number of housing units that could be provided during the upcoming Housing Element cycle (a total of 90 units), but the list that follows indicates that these programs would be expected to yield what adds up to 95 units. Chair Gilbert asked whether the discrepancy is because the first list does not include the five market-rate Sausal Creek units, and Ms. Kristiansson confirmed this.

The Site Inventory section also includes draft maps of affiliated housing sites and the parts of town where second units are allowed. Ms. Kristiansson said the second units map also shows where second units have been permitted, because that information has been requested in the past. In order to avoid any confusion, that information would likely be omitted from the final housing element that the Town will submit to the state.

Commissioner Von Feldt questioned the above moderate-income category showing there are as many as 26 vacant sites in Town for single-family homes (memorandum page 13). Ms. Kristiansson said there actually are more than 30 lots according to the site inventory. The construction rate is currently 3.2 new homes per year, she added, which is slightly down from what was projected in the 2009 Housing Element update.

Regarding the Potential Areas for Second Units map, Chair Gilbert asked whether the areas within dotted lines are deemed unsuitable for second units because they're not allowed. Ms. Kristiansson said yes, and the map will be changed to make that clear.

Ms. Dworak asked whether the maps in the agenda packet would be available online. Ms. Kristiansson said they are already online, both from the Minutes & Agendas page for the Planning Commission (in the agenda packet for tonight) and from the Building & Planning tab to the meetings list on the “Planning for Housing in Portola Valley” page. In response to follow-up questions, Ms. Dworak was advised:

- That the Fogarty property is depicted on the Exhibit 7 map (areas 72-79 and 81-82 on the far southern portion of the map), but there is no current proposal for development on the property; and
- That the state requires the Housing Element to include an inventory of sites where additional housing is possible under Town regulations, regardless of whether development has been proposed for a location.

Commissioner Von Feldt said that it's great that the Town will be able to meet its RHNA obligation with some room to spare by largely relying on programs that have worked in the past, and thus have time to develop longer-range solutions. Commissioner Hasko agreed. Vice Chair Targ, who said the SDBL presentation was very helpful in articulating the advantages of passing a density bonus ordinance, added that we've determined what we have to do in a methodical manner.

Housing Element Policy Best Practices [8:23 p.m.]

Chair Gilbert said although some of the material doesn't pertain to Portola Valley and some is already in place here, the *Housing Element Best Practices* document (dated February 21, 2014) was attached to the staff report in case it includes anything Commissioners want to highlight and discuss. The document is a joint effort of the

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Housing Leadership Council of San Mateo County, the San Francisco Organizing Project/Peninsula Interfaith Action, and the Greenbelt Alliance.

Aside from what is not applicable and what has been addressed already,

Ms. Kristiansson said that the Town has already considered a number of the items listed, including second units, inclusionary housing, and state density bonus law. While the list includes many items that would not be applicable or appropriate in Portola Valley, there are some that the Town could examine in developing its longer term vision for housing. These include a housing overlay zone and adjusting site and building regulations. Chair Gilbert said that Community Land Trusts (CLTs) also might be something to pursue at some point. CLTs are ways to hold title to land that's been designated for affordable housing. Vice Chair Targ said the document is a useful catalog of available tools.

Commissioner Hasko referenced recommendations in the letter in the context of the Commission's earlier SDBL discussion. She said that although density bonuses may sound scary, they are consistent with the market-based strategies that the Ad Hoc Affordable Housing Committee favored.

Mr. Vincent asked about the purpose of the document and whether the Town would be adopting it as part of the housing element work. Chair Gilbert clarified that the best practices document would not be adopted but was provided only for information and as a comprehensive overview of various tools the Town might consider.

Ms. Dworak said she wanted to emphasize something that came up several times during Ad Hoc Affordable Housing Committee meetings and on other occasions: the importance of carefully examining any programs, because they may not be as wonderful as they may sound and because they've worked elsewhere doesn't mean they'd be successful in Portola Valley.

Potential 2014 Housing Element Programs [8:31 p.m.]

Ms. Kristiansson noted that her February 27, 2014 memorandum (page 5) lists seven potential programs for the 2014 Housing Element Update based on the discussions at and direction from the Planning Commission to date. The Planning Commission has reviewed three of these programs in depth and identified potential changes to those programs (Inclusionary Housing, Affiliated Housing, and Second Units). Three others (Shared Housing, Fair Housing, and Energy Conservation and Sustainability) were in the 2009 Housing Element and would likely carry over to 2014 with few changes, if any. The seventh program would be a new one to provide the suggested vision component: Explore Future Housing Needs and Potential Housing Programs.

She also noted that the list does not include a density bonus program, because moving ahead with the Density Bonus Ordinance would make it unnecessary to continue this program from the 2009 Element.

Vice Chair Targ drew attention to a paragraph in the staff report that references the Planning Commission's deciding ". . . that the Town should explore the possibility of allowing Affiliated Housing on commercial properties, with no more than one housing unit per parcel." He said he didn't recall agreeing to that limitation, and noting that some large properties may well be able to accommodate more than one unit. Commissioner McKitterick agreed. The Commission agreed to strike the last clause.

Commissioner Hasko requested a refresher on HIP Housing's Shared Housing program. Ms. Kristiansson said that HIP Housing is a nonprofit agency that provides this program to connect people who are willing to share their homes with others who are looking for a place to live and would be willing to share someone's home. In some cases, the person could also assist the homeowner with tasks such as grocery shopping. Because she "matches" do not provide housing units, they do not assist with meeting RHNA obligations. In response to Commissioner Hasko asking whether Portola Valley's relationship with HIP Housing involves anything more than publicizing its programs, Ms. Kristiansson said that publicity is the main component as far as she knows. The Town does already provide information about the program on its website, and once the Housing Element 2014 draft is complete, the Town is planning to update its housing webpages and will likely expand the information offered on Shared Housing as part of that process.

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For the Second Unit program summary, Chair Gilbert said that the Commission had discussed the idea that floor area bonuses for the larger second units on 2+ acre lots might be considered if second-unit production doesn't reach the numbers anticipated.

Public comments were requested but none were offered.

Ms. Kristiansson said that in addition to the public hearing on the Density Bonus Ordinance, the full text of the programs for the Housing Element draft would come back to the Planning Commission for review at its April 2, 2014 meeting, and the demographic sections should also be ready by then. The complete draft is on track to be finished, as scheduled, in May 2014.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:40 p.m.]

Chair Gilbert said that she has information about what's on the agenda for the League of California Cities' annual "Planning Commissioners Academy" conference, which will be held March 26-28, 2014, at the Marriott San Francisco Airport Waterfront Hotel in Burlingame, and she would be happy to share that information with other commissioners.

APPROVAL OF MINUTES [8:41 p.m.]

Commissioner Von Feldt moved to approve the minutes of the December 18, 2013 Planning Commission meeting, as amended. Seconded by Commissioner McKitterick, the motion carried 4-0-1 (Hasko abstained).

Commissioner McKitterick moved to approve the minutes of the January 15, 2014 Planning Commission meeting. Seconded by Commissioner Von Feldt, the motion carried 5-0.

Commissioner Von Feldt moved to approve the minutes of the February 5, 2014 Planning Commission meeting, as amended. Seconded by Commissioner McKitterick, the motion carried 5-0.

ADJOURNMENT [8:44 p.m.]

Denise Gilbert, Chair

Karen Kristiansson, Deputy Town Planner