

**Architectural and Site Control Commission** **June 9, 2014**  
**Special Site Meeting, 5050 Alpine Road, Review of Restoration Plantings, Villa Lauriston, Monte Leon, LLC**

and

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

Chair Koch called the special site meeting to order at 4:05 p.m. at the Historic Schoolhouse at 765 Portola Road.

**Roll Call:**

ASCC: Koch, Clark, Ross, Breen\*  
Absent: Harrell  
Planning Commission Liaison: Von Feldt  
Town Staff: Town Planning Consultant Vlasic

\*All present carpooled to the site at 5050 Alpine Road, however, Breen was picked up at her Alpine Road home on the way to the special site meeting. ASCC members convened at the site at 4:25 p.m.

Others present relative to the review of the restoration plantings:

Paul Keenan, Property owner's representative  
John Wandke, Rana Creek, project restoration plan consultant  
Ned Patchett, Project arborist  
Dale Pfau, neighbor

**Review of Proposed Restoration Plantings for 5050 Alpine Road, Monte Leon, LLC**

Vlasic presented the June 5, 2014 staff report on the status of the restoration planting prepared by Interim Town Planner Karen Kristiansson. He informed site meeting attendees that Ms. Kristiansson could not participate in the June 9<sup>th</sup> ASCC meeting due to a health issue. Vlasic advised that the actions before the ASCC were specifically to:

1. Determine the status of the implementation of the approved March 27, 2014 slope restoration planting plan and if any plan adjustments are needed.
2. Based on the findings from the site meeting, provide a recommendation relative to allowing the property owner to begin discussions with the town on the master plan for the Villa Lauriston property relative to desired site and building modifications.

Vlasic stated that such actions should be considered and, if possible, concluded at the site meeting, as the ASCC meeting agenda did not include project consideration at the regular evening ASCC session.

Vlasic noted that since the staff report was prepared, the town had received a June 9, 2014 email from John Wandke advising that, in fact, all of the redwood and big leaf maple trees shown on the plan had been planted, thus addressing the one question relative to plan conformity raised in the staff report. Vlasic also noted that the email advised that Jensen Landscaping had installed additional site appropriate trees and shrubs at the base of the slope for future stabilization of the soil immediately above the left bank of Jones Gulch.

With respect to the matter of allowing the property owner to begin property master plan discussions with the town, Vlasic advised that staff believes such discussions could proceed subject to the following conditions:

1. Successful completion of today's site check, with the project team making any planting adjustments determined necessary by the ASCC.
2. All sureties shall be in place guaranteeing the restoration effort to the satisfaction of the town attorney.
3. Receipt and acceptance by staff and the ASCC subcommittee (i.e., Breen and Clark) of the quarterly status report from Rana Creek and WRECO due by July 15, 2014.

John Wandke then conducted a review of the approved restoration plan and the status of plan implementation. He reviewed the growth of the restoration planting, erosion control, fencing and irrigation provisions. He offered the following clarifications in response to questions:

- Plantings were on average 3-4 feet on center. Planting was denser on the steeper slopes.
- \* Two fenced planting areas were extended beyond the original approved planting area "deer fence boundary," where it was determined additional slope protection was needed. These areas were identified on a working map and pointed out for inspection. It was noted that an updated, "as built" plan would be provided for town records.
- Control of invasive materials continues on a weekly basis pursuant to the approved plan and Rana Creek/WRECO oversight. No vinca has been identified in the area.
- On May 8<sup>th</sup> some additional seeding was done where "bare spots" were showing in the restoration area.
- Some sprouting is occurring from the cut materials, particularly the Bay tree stumps.
- The "dead" trees visible along the edges of the restoration area, and not related to the unauthorized clearing or restoration plans, will be allowed to decay naturally. No removal is planned.

In response to a question from Breen on the need to remove invasive ivy and over invasive plants over the entire property, Keenan advised that this would be a major undertaking and he worried that it could lead to more site disturbance. After brief discussion, it was agreed that Rana Creek should advise on the matter of removal of ivy and other invasive plants as part of the master plan review process.

Neighbor Dale Pfau asked if he had any comments on the project and he stated that he did not.

Planning commission liaison Von Feldt commented that the plantings were sprouting well. She expressed concern over long-term efforts needed for control of invasive materials and offered that, while this would be an appropriate matter for the master plan phase, she also would prefer to see a five year maintenance contract for oversight of restoration effort by Rana Creek.

After brief discussion, Clark moved, seconded by Ross, and passed 4-0, to find that the restoration effort was proceeding consistent with the approved plan and no adjustments are needed at this time. This action was taken subject to the condition that an updated, "as built," restoration plan be provided to the satisfaction of planning staff.

Also, the consensus of ASCC members was that the property owner should be allowed to begin discussions with the town on the master plan subject to the conditions listed by Vlasic at the start of the site meeting. Vlasic stated that this consensus would be shared with the town manager for town council information and direction.

At approximately 4:50 p.m., the meeting at 5050 Alpine Road was concluded. Koch thanked those present for their participation in the site meeting.

### **Adjournment**

The special site meeting was adjourned at 4:50 p.m. at the Villa Lauriston property.

Chair Koch 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, Koch, Harrell, Ross  
Absent: None  
Planning Commission Liaison: Von Feldt  
Town Council Liaison: None  
Town Staff: Town Planning Consultant Vlastic, Assistant Planner Borck

**Oral Communications**

Oral communications were requested, but none were offered.

**Continued Architectural Review for New Residence and Site Development Permit X9H-671, 17 Redberry Ridge, Yang**

Koch advised that the applicant's design team has requested that ASCC review of this matter be continued to the regular June 23, 2014 ASCC meeting. Seeing no requests for public input, the matter was continued to the June 23<sup>rd</sup> meeting.

**Continued Architectural Review for New Barn, Site Development Permit X9H-675 and Amendment to Conditional Use Permit X7D-156, 683 Portola Road, White**

Koch advised that based on communications from staff and the applicant, further ASCC review of this matter is to be continued to the June 23, 2014 regular ASCC meeting. Seeing no requests for public input, the matter was continued to the June 23<sup>rd</sup> meeting.

-----  
*Prior to consideration of the following request, Clark temporarily left his ASCC position and joined the audience, explaining he was a neighbor of the project site.*  
-----

**Architectural Review for Residential Additions and Remodeling, 140 Campo Road, Tiscornia**

Borck presented the June 9, 2014 staff report on this proposal for approval of plans for a 232 sf residential addition/remodel on the subject .35-acre Brookside Park subdivision property. She advised that the proposal was before the ASCC as it involves a second story addition, a significant alteration to the exterior colors and materials, and changes to roof ridge lines.

ASCC members considered the staff report and the following project plans prepared by CJW Architecture, dated 5/22/14:

Sheet: T-0.1, Title Sheet  
Sheet: T-0.2, BIG Checklist  
Sheet: A-1.1, Site Plan (includes exterior lighting plan)  
Sheet: A-2.1, Floor, Demolition, and Roof Plans

Sheet: A-3.1, Elevations

In addition to the plans, the project submittal includes the information listed below:

- Colors/Materials Board

Mercia Tiscornia, applicant, and Carter Warr, project architect, were present to discuss the project with ASCC members. Mr. Warr described the project as adaptive re-use of the existing building and stated that the added heights in the living spaces were intended to bring more harmony to the massing of the structure. He clarified that the existing white lattice fencing would be painted to conform to Town guidelines.

In response to questions, Mr. Warr clarified that:

- The garage door will be wood
- The step lights were eliminated from the plans, but are still part of the lighting key template
- The attic storage space in the garage will be illuminated with use of occupancy sensors

Public comments were then requested.

**Jeff Clark**, 149 Corte Madera Road, expressed his support for removal of the pines and palm trees. He noted that there is ivy and “redberry” growing in the northwest corner of the yard that should be removed with the pines. He suggested that a solid railing be considered for the upper level balcony for privacy on and off site.

**Ellen Hoffman**, 130 Campo Road, asked if the eucalyptus in the front yard was being removed, and Mr. Warr confirmed that it was.

ASCC members briefly discussed the project and were generally supportive of the design and tree removals. Commissioners expressed support for the reduction of exterior lighting in the front yard.

Following discussion, Ross moved, seconded by Harrell and passed (4-0) to approve the project with the following conditions:

1. A detailed construction staging and tree protection plan shall be provided to the satisfaction of Planning staff prior to building permit issuance.
2. All existing flood-type lighting shall be removed prior to building permit final inspections.
3. Once a complete, detailed landscape plan is developed, it shall be submitted for review and approval by a designated ASCC member prior to building permit final inspections. At the time of landscape plan submittal, exterior lighting in the front yard shall also be reconsidered and reduced through means of separate switching, pathlight reduction, eliminating one light from the garage face, and/or using LED lights. The updated exterior lighting plan shall be submitted with the detailed landscape plan for review and approval by a designated ASCC member. Once approved, the final landscape and lighting plans shall be implemented to the satisfaction of Planning staff prior to final permit sign off by the town.

4. The project shall meet a minimum of 50 points on the Build-It-Green checklist and the updated checklist shall be submitted to the satisfaction of Planning staff prior to building permit issuance.

---

*After completion of the above action, Clark returned to his ASCC position.*

---

### **Architectural Review for Residential Additions and Remodeling, Including Floor Area Transfer, 4850 Alpine Road, Rittler**

Vlasic presented the June 5, 2014 staff report on this architectural review application proposing to remove 430 sf from a “pre-existing,” non-conforming, 808 sf barn/stable structure, located in the front setback area, so that 397 sf of this square footage allowance can be added to the existing single story house on the subject 1.0-acre, Alpine Road property. Vlasic explained that currently the property exceeds the contemporary town total floor area limit and the only way the desired, relatively minor house floor additions can be achieved is to transfer existing floor area from one location to another without increasing the scope of the non-conforming condition.

ASCC members considered the staff report and the following plans, unless otherwise noted, prepared by CJW Architecture, revised through April 28, 2014. *(Note, only the underlined sheets were provided with the staff report, but the full plan set was available at the ASCC meeting.)*

Sheet: T-0.1, Title Sheet

Sheet: T-0.2, Build It Green Checklist

Sheet: T-327 Conformance List

Sheets: T-24A and T-24B, Title 24 Conformance

Sheet 1, Boundary and Topographic Survey, BGT Land Surveying, Sept. 2007

Sheet: A-0.1, Demolition Floor Plan & Key Notes

Sheet: A-1.1, Site Plan – Construction Staging

Sheet: A-1.2, (E) Site – Demo Plan & (N) Site Plan

Sheet: A-2.1, Proposed Floor Plan

Sheet: A-2.2, Proposed Barn Plan & Demo

Sheet: A-3.1, Exterior Elevations and Roof Plan

Sheet: A-7.1, (Construction) Details

Sheet: A-8.1, Door & Window Schedules and Wall Section

Sheet: EM-2, Main Floor E/M Plan

In addition to the plans, available for consideration were the project “Outdoor Water Efficiency Checklist” dated 4/28/14 stating that no area will be irrigated.

Applicants Mr. and Mrs. Rittler and project architect Carter Warr presented the proposal to the ASCC. They offered the following plan clarifications.

- The house addition and remodeling project would make use of the same materials and color scheme approved by the town for the first phase of house additions and remodeling. These are wood siding in a medium gray/green color, similar colors for windows and doors, including the garage doors, some stone siding for the garage and front garden area fence columns. Further, the front portion of the remodeled house has

a new asphalt shingle roof with a medium to dark gray/green finish to complement the siding. The current rolled roof for the barn will be replaced with a new rolled roofing material matching the color of the asphalt shingles used on the house.

- Originally, a plan had been developed for remodeling of the barn with a new roof form. While this design was considered a good compliment to the main house, it could not proceed because it added volume in the front setback area that would be inconsistent with current town zoning standards. Copies of the design were shared with ASCC members for information.
- In response to a question, it was noted that the barn currently houses 15 chickens and that the identified remodeled, chicken coop would be used for the chickens.
- The conditions recommended in the staff report are acceptable to the applicants.
- No new fencing is proposed with the project.

Public comments were requested, but none were offered.

ASCC members found the request generally acceptable. Clark expressed some concern that the scope of the roof barn would not change and the view to the barn area from Alpine Road would likely also not change in any significant way, even though, technically, there was a significant reduction in the front yard floor area encroachment. Breen advised that if any new fencing is proposed it should be presented to the town for prior review and approval.

Ross commented that he would prefer to see a deed restriction placed on the property ensuring that a future owner is on notice that the proposed modified barn could not be enclosed. Ross also noted that he supported the project as preexisting buildings such as the barn did reflect the historic, more rural, conditions in the area,

Harrell asked and received confirmation that the project would need to conform to the requirements of the CalGreen building code.

Following discussion, Ross moved, seconded by Breen and passed 5-0, approval of the application as presented subject to the following conditions to be met prior to issuance of a building permit:

1. A plan shall be developed for planting of the areas where the IS is to be removed and shall be provided to the satisfaction of a designated ASCC member.
2. A final, complete lighting plan for the entire site including the current project, with fixture cut sheets and light switching patterns, shall be provided to the satisfaction of planning staff.
3. A deed restriction shall be provided to the satisfaction of the town attorney providing that the barn structure, once modified to remove the 430 sf of floor area, shall not have the breezeway enclosed or the barn otherwise modified in a manner inconsistent with town zoning standards.

### **Commission and Staff Reports**

Koch advised that she has been involved in reviewing a landscaping compliance issue associated with the ASCC approved project at 274 Corte Madera Road. She noted that the property owner would be submitting a plan for ASCC consideration, essentially requesting ASCC approval of the "as installed" landscaping.

Koch advised that she was meeting with the owners of 45 Tagus Court on June 10<sup>th</sup> to consider proposed eucalyptus tree removal and would also be meeting with concerned neighbors on June 11<sup>th</sup>.

Breen advised that she had inspected front yard landscaping installed at 468 Westridge Drive and that the planting was well beyond that shown on the ASCC approved plan. Borck commented that the planting would need to be brought into plan conformity before a final sign off for the project construction could be granted by the town.

In response to a question from Breen, Vlasic explained that story poles placed near the Ranch House at Portola Valley Ranch were for a proposed shed /maintenance building that would eventually be shared with the ASCC for review and approval. Vlasic noted that Kristiansson had been working with Ranch representatives and the town geologist to find a suitable location for the proposed structure.

### **Minutes**

Borck advised that the minutes from the May 27, 2014 ASCC meeting had yet to be drafted.

### **Adjournment**

There being no further business, the meeting was adjourned at 8:12 p.m.