

**Special ASCC Site Meeting, 274 Corte Madera Road, Architectural Review of As-Built Modifications to Previously Approved Landscape Planting Plan**

Chair Koch called the special site meeting to order at 4:00 p.m.

**Roll Call:**

ASCC: Breen, Clark, Harrell, Koch, Ross

ASCC absent: None.

Planning Commission Liaison: None.

Town Council Liaison: None.

Town Staff: Assistant Planner Borck, Planning Consultant Vlastic

Others present relative to the proposal for 274 Corte Madera:

Andy Byrne, applicant

Peter Rosekrans, project landscape architect

Jane Bourne, Conservation Committee

Pat and Mike McGuire, 267 Corte Madera Road

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

Borck presented the June 23, 2014 staff report on this review of as-built modifications to the previously approved landscape planting plan. She advised that the redevelopment project had reached the point of final inspections, and that at the time of Planning final, staff determined that several of the installed trees were not as approved by the ASCC. She stated that the applicants were seeking consideration of the as-built plantings that included not only the unapproved trees, but also more intensive plantings along the side property line areas.

ASCC members considered the staff report and the following plans and materials:

- As-Built Landscape Planting Plan, Sheet L1.0, by Peter Rosekrans, dated 5/28/14
- ASCC approved Landscape Plan, Sheet L1.0, by Peter Rosekrans, dated 11/6/12
- Transmittal letter from project architect, Peter Rosekrans, dated 5/26/14
- Email from Andy Byrne, applicant, received 6/3/14
- Email correspondence from town residents on the proposed project

Peter Rosekrans, project landscape architect, acknowledged the changes that had been made and expressed his apologies that these had not been brought before the Town for review. He stated that those plants and trees that had been installed were drought tolerant varieties. Mr. Rosekrans clarified that the specimen fruiting olive tree was selected in place of a live oak as he felt the live oak would eventually grow too large and block light to the house. He stated that the olive tree added character to the neighborhood. Mr. Rosekrans and Mr. Byrne led the ASCC through the site to view the substituted trees and additional plantings.

In response to questions, Mr. Rosekrans clarified that the pistache trees were selected for their color and that they mature to between 20 and 30 feet in height.

ASCC Chair Koch requested public comments.

**Pat and Mike McGuire** expressed their support for the installed plantings.

Breen expressed her concern with the Japanese maples that were planted under an existing black oak. She also questioned the long-term management plan for the fruiting olive tree.

Mr. Rosekrans stated that the olive would not grow much larger and that pruning would maintain its shape.

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

### **Adjournment**

The special site meeting was adjourned at 4:20 p.m.

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, Harrell, Koch, Ross

Absent: None

Planning Commission Liaison: Gilbert

Town Council Liaison: Aalfs

Town Staff: Planning Consultant Vlastic, Assistant Planner Borck, Interim Town Planner Kristiansson

Chair Koch announced that it would be the last time that Tom Vlastic attended an ASCC meeting.

**Oral Communications**

Oral communications were then requested.

**Councilman Jeff Aalfs** acknowledged Mr. Vlastic for his exceptional service and dedication to the Town. He noted that Mr. Vlastic was particularly helpful in establishing a framework for ASCC members to use in considering a project and helping new members learn not what to think about a project, but how to think about a project.

**Laura Chase**, 145 Stonegate Road and former ASCC member, expressed her appreciation for Mr. Vlastic and his many years of working for the Town and with the ASCC, and particularly for his diplomatic skills.

**Bud Eisberg**, 233 Wyndham Drive and former ASCC member, acknowledged Mr. Vlastic for his dedication to the Town, his work with the ASCC, and his professionalism.

**Bill Maston**, architect, thanked Mr. Vlastic for his many contributions to the Town and development in Portola Valley.

Mr. Vlastic thanked everyone for their acknowledgments and stated that he appreciated working with the community and its goals. He stated that working for Portola Valley has been a humbling experience.

**Architectural Review for As-Built Modifications to Previously Approved Landscape Planting Plan, 274 Corte Madera Road, Byrne**

Borck presented the June 23, 2014 staff report on this review of modifications to the previously approved landscape planting plan. She reviewed the events of the afternoon site meeting and the comments offered at that meeting. (Refer to above site meeting minutes that describe that meeting and include a listing of project plans and application materials.)

ASCC members considered the staff report and the following project materials:

- As-Built Landscape Planting Plan, Sheet L1.0, by Peter Rosekrans, dated 5/28/14
- ASCC approved Landscape Plan, Sheet L1.0, by Peter Rosekrans, dated 11/6/12
- Transmittal letter from project architect, Peter Rosekrans, dated 5/26/14
- Email from Andy Byrne, applicant, received 6/3/14
- Arborist report, by McClenahan Consulting, dated 6/16/14
- Email correspondence from town residents on the proposed project

Andy Byrne, applicant, and Peter Rosekrans, project landscape architect, were present to discuss the project with ASCC members. Mr. Rosekrans congratulated Mr. Vlasic for his many years of service to Portola Valley. He stated that he understood the need to maintain the fruiting olive over time and offered that the applicant was willing to remove some of the Japanese maples near the black oak. He said that the installed screen plantings were beneficial to both neighbors and that the plantings do not block views.

In response to a question, Mr. Roskrans clarified that he has been involved with approximately five projects that were subject to ASCC review, and he was aware that the final inspection for the new residence was contingent on planting review.

Clark asked for clarification on the proposed planting in the area of the port-a-potty. He stated that once the port-a-potty was removed, the area would look fine without any additional plantings. Mr. Byrne noted that additional plantings had been intended for that area, but that these were not necessary.

Breen asked about a possible spot light within the plantings at the rear deck. Mr. Byrne clarified that it was a sound system speaker.

Public comments were then requested.

**Jane Bourne**, Conservation Committee, noted that she observed the installed plantings at the field meeting, but had no comments.

ASCC members briefly discussed the planting plan modifications and were generally supportive of the additional screen planting that had been installed. With respect to the fruiting olive, commissioners agreed that a maintenance plan would be needed to ensure long-term care for the tree to prevent fruiting and maintain its current size. Concern was raised with the Japanese maples that had been planted under the existing black oak.

Following discussion, Breen moved, seconded by Harrell and passed (5-0) to approve the planting plan modifications with the following conditions:

1. The three Japanese maples located under the existing black oak shall be removed. The ivy that has grown on the black oak shall also be removed.
2. A plan for ongoing maintenance for the fruiting olive shall be submitted to the satisfaction of the Town Planner.

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

Borck presented the June 23, 2014 staff report on this continued review of the new residence and proposed site improvements. She summarized the plan revisions and how they respond to preliminary ASCC comments, including revising the pool and patio areas, reducing proposed exterior lighting, and eliminating the railing at the sod bridge by proposing a new low stone wall with gate at the bridge.

ASCC members considered the staff report and the following project plans:

### Civil Plans, Lea & Braze Engineering, 6/11/14:

Sheet C-1, Title Sheet  
Sheet C-2, Grading & Drainage Plan  
Sheet C-3, Grading & Drainage Plan  
Sheet C-4, Grading Specifications  
Sheet C-5, Details  
Sheet C-6, Details  
ER-1, Erosion Control Plan  
ER-2, Erosion Control Details

### Landscape Plan, Summers & Novick, 3/20/14:

Sheet L1.0, Landscape Planting Plan

### Architectural Plans, William Maston Architects, 6/12/14:

Sheet A0.01, Cover Sheet  
Sheet A0.02, Floor Area Calculations  
Sheet A0.03, Site Area Calculations  
Sheet A1.03, Site Plan  
Sheet A4.01, Sections  
Sheet A4.03, Sections  
Sheet A4.04, Sections  
Sheet A5.00b, Rear Elevation for Height  
Sheet E1.01, Exterior Lighting Plan

- Transmittal letter from William Maston, project architect, proposed revisions per ASCC and Planning Commission input

Bill Maston and Greg Palesse, project architects, were present to discuss the project with ASCC members. Mr. Maston presented the revised plans in response to ASCC preliminary comments. He stressed that field placement of the screening trees by a designated ASCC member would be very important. He suggested that the staircase lighting could be condition of approval to be reviewed by a designated ASCC member. Mr. Maston confirmed that the site and grading plans were being revised to eliminate all fill within the drainage swale.

In response to questions, Mr. Maston clarified:

- The gate at the bridge wall would be 42 inches in height
- The HOA has not completed its review and is waiting for ASCC input and direction

- The gate at the bridge is for maintenance access only; however, it is possible that deer could access the roof
- No railing is required by building code around the sod roof
- The garage doors would be a simple wood design
- Capping on the low stone wall at the bridge will also be stone
- The exterior staircase lighting is still being considered, and the new fixture included in the packet materials, while low-wattage, would need to be installed on each step

Public comments were then requested, but none were offered.

ASCC members discussed the revised proposal and were generally supportive of the design, siting, and the changes that had been made in response to preliminary comments. Concern was expressed over the possibility of deer accessing the sod roof, and suggestions were made for the project team to research some kind of animal grate that could be installed in front of the bridge gate. Commissioners also concurred that lighting each step of the exterior staircase was not desirable and that alternative options still needed to be explored.

Following discussion, Ross moved, seconded by Harrell and passed (5-0) to approve the project with the following conditions:

1. A final, detailed planting plan shall be submitted and approved by a designated ASCC member prior to building permit issuance. The plan shall include a reduction in the overall scope of planting and a complete plant key that includes specification of the proposed vines.
2. At the time of rough framing inspection, a designated ASCC member shall meet with the project team to field-place the proposed screening trees.
3. A final, detailed exterior lighting plan shall be submitted and approved by a designated ASCC member prior to building permit issuance. Lighting for the exterior staircase shall be further explored by the project team, and a final lighting plan and fixture cut sheets for the staircase shall be submitted for review by a designated ASCC member at the time of rough framing.
4. All site, landscape, and civil plans shall be revised to show the maximum width of the proposed driveway as 14 feet.
5. The autocourt “trash enclosure” walls shall be modified to comply with the four-foot height limit outside of the building envelope, and all site, landscape, and civil plans shall be updated to coordinate with these modifications.
6. A final detailed construction staging and vegetation protection plan shall be submitted and approved by Town staff prior to building permit issuance.
7. The project team shall research options for deterring mammals from accessing the sod roof.

The motion to approve the project was made with recommendations to the Planning Commission to approve the site development permit with the modifications to the grading plans that will eliminate all fill from the open space easement and the drainage swale.

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

Vlasic presented the June 19, 2014 staff report on the continuing review of the subject applications. He discussed the ASCC input received during the May 27, 2014 ASCC preliminary review, which included a site meeting with the applicant and project design team, and discussed the June 4, 2014 Tree Inspection Report prepared by Nigel Belton, ISA Certified Arborist WE0410A to address one of the 5/27 review comments specifically regarding thinning and removal of vegetation along the subject property's Portola Road frontage. Vlasic also reviewed the Conservation Committee's June 19<sup>th</sup> email commenting on the arborist report and recommendations.

Vlasic advised that, as explained and evaluated in the staff report, the ASCC is being asked to complete action on the architectural review and site development permit requests, contingent on Planning Commission approval of the proposed CUP amendment. He explained that the ASCC should also forward any final comments and recommendations to the Planning Commission relative to the CUP amendment application and that the staff report includes recommendations for conditions of approval for the AR and SDP applications and suggestions for several conditions that the ASCC may wish to consider forwarding to the Planning Commission relative to the CUP application. Vlasic added that the Planning Commission public hearing on the proposed CUP amendment has been noticed for the July 2, 2014 regular planning commission meeting.

ASCC members considered the staff report, the June 4, 2014 project arborist report, the June 19, 2014 Conservation Committee email, and the project plans and materials listed below. It was noted that these plans and materials are the same as were considered and found generally acceptable at the May 27<sup>th</sup> preliminary review meeting:

### **PLANS:**

Walker Warner Architects, dated 4/7/14 unless otherwise noted

Sheet A0.1, Site Plan/Cover Sheet

Sheet A1.0, Site Plan

Sheet AA2.1, Tractor Barn Floor Plan and Exterior Elevations, dated 5/19/14

Civil Plans, prepared by Lea & Braze Engineers and dated 3/19/14

C-1.0 Title Sheet

C-2.0 Grading & Drainage Plan

ER-1 Erosion Control Plan

### **SUPPORTING MATERIALS:**

- Jelich Ranch Use Plan, dated March 5, 2014
- Cut sheets for light fixtures, from Troy RLM Lighting, received March 5, 2014
- Exterior materials – Barn, received March 5, 2014
- Exterior materials samples board, received March 5, 2014

Applicant Phil White and project architect Kevin Casey were present and offered the following comments relative to the staff report:

- The desire is to maintain the right to possibly use the residual 2,811 sf of floor area (FA), but there are no plans for use of the FA at this time. The recommended condition in the staff

report is understood and provides flexibility for use of the FA that is acceptable given the current intent relative to site use and the intent of the CUP. The only plans now for additional structures are the animal barn and a movable chicken coop.

- Efforts will continue to donate the Woodchoppers House, but this process has been ongoing for at least 10 years with no success. The structure is in poor condition and likely could not survive any move. If there is not success with the donation, the intent, as provided for in the proposed Ranch CUP use plan, would be to demolish it and build a replica, possibly larger as suggested in the staff report, and in a location that conforms to yard and fault line setbacks.
- In response to a question, it was noted that there is a wire fence within dense vegetation along the northern boundary common with the Town's Spring Down open space property. This fence was modified at the request of the Public Works Director to create an opening along the bottom for wildlife passage. While the use plan calls for a new horse fence with wire along this boundary, it would be difficult to construct and there would need to be some clearing of vegetation to allow for the construction of a new fence. Nonetheless, the desire is to keep the opportunity for a new horse fence in the plans and, in any case, as provided for in the recommended staff conditions, any such new fencing would require prior review and approval by a designated member of the ASCC.
- The area now occupied by Barn 4 which is to be demolished will be graded slightly after removal of the barn and all associated paved surfaces to soften contours, and this area will initially be left in an open condition with some provisions for erosion control. If/as plans develop for other uses for the area, e.g., garden or outdoor uses related to the main house, the plans will be shared with the ASCC for review and approval.
- The recommendations in the arborist report for vegetation removal and thinning would be done in phases by each of the three frontage areas starting with Area One. Area One would be done as soon as possible after permit approvals. Area Two would be completed by spring 2015, i.e., when the new Barn 4 is completed and the remodeled/added to house ready to occupy. Area Three would be done when the Woodchoppers House is removed. Removal of the house, the frontage plantings and the redwood tree would significantly open views at the northern end of the property, particularly to the orchard area and the western hillsides.

Public comments were requested, but none were offered.

ASCC members then discussed the project and the clarifications offered by the applicant, particularly with respect to the arborist's report and proposed phased vegetation thinning and the Woodchopper's House. Members concurred on these matters as follows:

Frontage vegetation clearing and thinning. The recommended subcommittee approach is the appropriate manner to handle the clearing oversight and to also address ASCC and Conservation Committee input relative to the need for additional clearing and thinning to that recommended in the arborist report. Consideration needs to be given to removal of the middle eucalyptus tree to give the adjacent oak a better chance to flourish. Further, it is likely that once some of the vegetation removal and thinning is completed in Area One, there will be a desire to plant some screen materials closer to the main house. This should be considered along with the final vegetation clearing and thinning effort.



Woodchopper's House. The house is in extremely poor condition and its current historic value is seriously questioned. The historic value of the apple orchard is more important, and removal of the structure, the redwood tree, and frontage vegetation would do more for the historic orchard preserve character of the property than preserving the house or building a replica of it, even in a location conforming with all required setbacks. At the same time, it was understood that the proposed use plan did include the option for the property owner to build a replica in a conforming location.

In addition to the above, ASCC members concurred that the barn project was appropriate and that the staff proposed fencing condition ensured that no new fencing could be installed without prior ASCC review and approval. In addition, ASCC members concurred with the proposed conditions for controlling the use of the 2,811 sf of residual floor area.

Following discussion, Ross moved, seconded by Breen and passed 5-0 approval of the architectural review and site development permit plans as presented subject to the following conditions:

1. The recommendations of the Town Geologist, Town Public Works Director, and Fire Marshal, as referenced in the May 22, 2014 staff report, shall be addressed to the satisfaction of the reviewer prior to issuance of the barn building permits.
2. The recommendations for vegetation thinning and pruning set forth in the June 4, 2014 project arborist report shall be implemented prior to finaling the building permit for the new barn to the satisfaction of an ASCC subcommittee of two members. This shall include some additional thinning as called for based on ASCC conclusions reached at the June 23, 2014 ASCC meeting. In implementing the clearing and thinning, the ASCC subcommittee shall consider input from both the Conservation and Trails Committees and shall be sensitive to the concerns of the property owners relative to screening and preservation of habitat. Based on the subcommittee work and agreements, the subcommittee could determine to defer Area Three clearing and thinning until the final conclusions are reached relative to the removal of the Woodchopper's House.
3. Plans for use of the existing Barn 4 demolition area as a naturally revegetated area or low intensity outdoor use shall be provided to the satisfaction of planning staff and a designated ASCC member prior to issuance of permits for the barn project. If the plans call for more intensive uses, they shall be referred to the full ASCC for consideration and approval.
4. Compliance with building code standards for separation between the new barn and existing barn 1 shall be demonstrated to the satisfaction of the building official prior to the release of any building permits.
5. Any new front yard or other property line fencing, or fencing in yard setback areas, shall be consistent with town fence ordinance standards and subject to prior review and approval by a designated member of the ASCC. In particular, any use of wire on a fence shall ensure that the wire is set high enough to allow small wildlife the opportunity to pass under the fence.

In addition to the AR and SDP actions/conditions, the ASCC provided the following recommendation to the planning commission relative to possible CUP conditions:

1. Any proposal for actual use of the remaining 2,811 sf of floor area allowable on the site shall be subject to ASCC review and determination that it is generally consistent with the pattern of site use set with the overall CUP site plan, Sheet A1.0. Specifically, only smaller agricultural structures or accessory structures to the authorized residential uses are permitted on the western portions of the property impacted by the fault zones and related setbacks. Any new single larger structure shall be clustered with the other larger site buildings between the fault setbacks and front yard setback along Portola Road and designed to be consistent with the character of the other authorized CUP buildings. Use of this floor area residual could also require approval of a CUP amendment from the Planning Commission, if the use were not found to be generally consistent with the approved CUP.
2. Any animal barn/shelter or other structures proposed to be located in the northeastern portion of the property shall be sited and designed to minimize potential impacts on town trail users.
3. Any use not specifically shown on the CUP site plan shall be referred to the ASCC for prior review and approval for conformity to the provisions of the CUP.

### **Architectural Review for Detached Guest House, 137 Ash Lane, Langdon**

Borck presented the June 23, 2014 staff report on this proposal for approval of plans for a 749 sf detached guest house on the subject 2.8-acre Westridge subdivision property. She advised that the proposal was in compliance with all setback, floor area, and height limits, and has been approved by the Westridge HOA. Additionally, she stated that an arborist report had been submitted and that no construction impacts to adjacent trees were anticipated.

ASCC members considered the staff report and the following project plans prepared by Gary Ahern, dated 5/2/14:

Sheet A-1, Site Plan/Project Info  
Sheet A-2, Impervious Area Diagram/Calcs  
Sheet A-3, Floor Plan/Roof Plan/Section/Area Calcs (includes exterior lighting)  
Sheet A-4, Exterior Elevations  
Sheet SU-1, Boundary and Partial Topographic Survey by BGT Land Surveying, dated 2/13

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

- Outdoor Water Efficiency checklist, dated 3/24/14
- Exterior lighting fixture cut sheet, received 5/5/14
- Colors and materials board, received 5/5/14
- Arborist report by Kielty Arborist Services, dated 5/1/14
- Completed Build It Green Checklist with 114 points proposed, received 5/5/14
- Westridge HOA approval letter, dated 3/20/14

Larry Langdon, applicant, and Gary Ahern, project architect, were present to discuss the project with ASCC members. Mr. Langdon stated that he had lived at the subject property for seventeen years. He explained that the guest house would be a home for those assisting him

and his wife as they aged in place. He stated that he had taken careful consideration of all project design aspects to conform to Town guidelines and regulations.

Public comments were then requested.

ASCC members briefly discussed the project and were generally supportive of the design and siting. Following discussion, Breen moved, seconded by Harrell and passed (5-0) to approve the project with the following condition:

1. A detailed construction staging and tree protection plan shall be submitted to the satisfaction of Planning staff.

### **Commission and Staff Reports**

Kristiansson informed the ASCC that the Town Council had approved a plan from the Bicycle, Pedestrian, and Traffic Safety Committee to install four no parking signs on Portola Road near the entrance to Windy Hill. Commissioners expressed great concern about signs in the scenic corridor, and Kristiansson advised that she would communicate their concerns to the Public Works Director and the Town Manager.

Kristiansson also informed the ASCC that interviews with candidates for the Planning Director position would be taking place on July 1 and 2. The Town Manager had invited Chair Koch to participate, but as she will be out of town, another ASCC member could attend. Vice-Chair Ross said that he would be in town, and he volunteered to participate.

Kristiansson then advised that plans for fencing/tree modifications at 1260 Westridge had been submitted. She requested a subcommittee of two members to review the plans and provide initial feedback at a site meeting with the applicant's representatives. Koch and Breen volunteered.

Ross advised that he and Breen had reviewed follow-up items for the home at 7 Veronica Place. He expressed his concern with proposed interior lighting at the clerestory elements and advised that he had decided that the applicant could either remove the proposed up-lighting or propose clerestory shades or electrochromic glass to mitigate.

Koch asked staff about installation of a "white sand pit" and olive trees at Westridge/Solana and whether a site development permit would have been needed for the work done. Staff advised that they did not have an address but would investigate.

Commissioners then expressed their gratitude to Vlasic for his dedicated service to the Town and the ASCC. Vlasic thanked the ASCC and noted that the commitment of the ASCC members and the knowledge that everyone is working to foster the common good has made the work very rewarding.

**Minutes** Clark moved, Ross seconded to approve the June 9, 2014 minutes as submitted. The motion passed 5-0.

### **Adjournment**

There being no further business, the meeting was adjourned at 9:40 p.m.