



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, August 25, 2014
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 1260 Westridge Drive Field meeting for consideration of corrective fencing and tree plan for the property. (ASCC review to continue at Regular Meeting)

7:30 PM – REGULAR AGENDA*

1. Call to Order:

2. Roll Call: Breen, Clark, Harrell, Koch, Ross

3. 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.

4. Old Business:

a. Architectural Review for Modifications to Previously Approved Detached Guest House and Detached Studio, 465 Golden Oak Drive, Hicks

5. New Business:

a. Architectural Review for Carport Enclosure, 10 Franciscan Ridge, Clarkson

b. Architectural Review for Corrective Fencing and Tree Plan, 1260 Westridge Drive, Carano

6. Commission and Staff Reports:

7. Approval of Minutes: July 28, 2014

8. Adjournment:

*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

WRITTEN MATERIALS. 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.

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, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

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: August 22, 2014

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC
FROM: Karen Kristiansson, Deputy Town Planner
Carol Borck, Assistant Planner
DATE: August 22, 2014
RE: Agenda for August 25, 2014 ASCC Meeting

NOTICE: *At 4:00 p.m., a special ASCC field meeting will take place at 1260 Westridge Drive to consider a corrective fencing and tree plan for the property. Please note that this property has an entry gate; anyone who will need to arrive late for this field meeting should inform Deputy Town Planner Kristiansson prior to the meeting so that arrangements can be made for access.*

The following comments provide an overview of the items on the August 25th agenda.

4a. ARCHITECTURAL REVIEW FOR MODIFICATIONS TO PREVIOUSLY APPROVED DETACHED GUEST STUDIO AND DETACHED GUEST HOUSE, 465 GOLDEN OAK DRIVE, HICKS

On July 14, 2014, the ASCC conditionally approved a detached studio and detached guest house for this property. The property owners were out of town and unable to attend the ASCC meeting, and they contacted staff after the meeting with concerns about implementing two of the conditions of approval. On August 11, 2014, Commissioners Ross and Clark met with staff and the applicant at the site to discuss proposed options for modifications to the original proposal that would address the ASCC's concerns relative to consistency with the Town's Design Guidelines and thereby comply with the intent of the conditions. Ross and Clark provided feedback at the site, and the plans have been modified for reconsideration. The enclosed August 21, 2014 staff report prepared by Assistant Planner Borck and Deputy Town Planner Kristiansson provides a review of the proposed revised plans.

5a. ARCHITECTURAL REVIEW FOR CARPORT ENCLOSURE, 10 FRANCISCAN RIDGE, CLARKSON

The enclosed August 21, 2014 staff report prepared by Assistant Planner Borck provides the background and evaluation of this request for approval of plans for enclosure of an existing carport on the Portola Valley Ranch property. The project meets all Town and PUD regulations and has been approved by the Ranch Design Committee.

5b. ARCHITECTURAL REVIEW FOR CORRECTIVE FENCING AND TREE PLAN, 1260 WESTRIDGE DRIVE, CARANO

Last winter, an unauthorized fence and redwood plantings were installed at this property. Portions of the fence were located within required side and front yard setback areas, as well as creek setbacks. The redwood trees were installed largely along property lines and were not consistent with either the Town's Design Guidelines or the Planned Unit Development (PUD) and Tentative Subdivision Map that were approved for this property in 2011. To address these problems, a corrective fencing and tree plan was developed. An earlier version of this plan was reviewed at the site by subcommittees of both the ASCC (Breen and Koch) and the Conservation Committee (Murphy and Plunder). The plan was revised based on the comments offered at that meeting and is now presented for ASCC consideration and action, as discussed in the attached August 22, 2014 staff report from Deputy Town Planner Kristiansson.

encl./attach.

cc: Planning Commission Liaison
Town Council Liaison
Town Manager
Mayor
Applicants



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Carol Borck, Assistant Planner
Karen Kristiansson, Deputy Town Planner

DATE: August 21, 2014

RE: Architectural Review for Modifications to a Previously Approved Detached Guest House and Detached Studio, 465 Golden Oak Drive, Hicks

On July 14, 2014, the ASCC conditionally approved plans for a new 385 sf detached studio and a 750 sf detached guest house on this 1-acre Alpine Hills property. The staff report and minutes from the 7/14/14 ASCC meeting are attached, and the previously reviewed plans will be available for reference at the 8/25 ASCC meeting.

The property owners were not able to attend the July 14th meeting because they were out of the country. After the meeting, they contacted staff to discuss the conditions of approval and concerns that two of the required conditions of approval in particular would be difficult to implement as written. In particular, the owners were concerned about the conditions requiring that 1) the studio be moved at least four feet closer to the existing residence, and 2) the highest ridge of the guest house be lowered by two feet. The conditions of approval are listed in the attached meeting minutes and are individually discussed below.

Staff met with the owners when they returned and discussed the ASCC concerns relative to the conditions. Based on that discussion, the property owners considered options to address the Town's concerns while also meeting their needs for use of their property. On August 11, 2014, Commissioners Ross and Clark met with staff and the applicant at the site to discuss proposed options for modifications to the original proposal. Ross and Clark provided feedback at the site, and the plans have been modified accordingly. The story poles erected for the original project have not been modified; although yellow tape has been installed to indicate revised heights for the structures.

The applicant has submitted the following enclosed modified plans for consideration:

Architectural Plans by Metropolis Architecture, stamped 8/15/14 unless otherwise noted:

Sheet A1, Proposed Site Plan/Project Info

Sheet A2, Proposed Guest House Floor Plan, Elevations and Section (includes exterior

- lighting)
Sheet A3, Proposed Studio Floor Plan, Elevations, and Section (includes exterior lighting)
Sheet A2, Proposed Guest House Floor Plan, Elevations and Section (includes exterior lighting), stamped received on August 21, 2014—this is a separate 11 x 17 sheet showing revised elevations due to grading changes

Landscape Plans by Ransohoff, Blanchfield, and Jones, dated 8/15/14:

- Sheet L1, Landscape Master Plan
Sheet L2, Revised Grading Plan
Sheet L3, Coverage Calculations
Sheet L4, Revised Site Lighting Plan

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

- Exterior lighting fixture cut sheet, received 5/20/14

Each of the conditions of the July 14th approval is listed below together with information concerning how the modified plans respond to the ASCC approval conditions. Condition wording is presented in *italics*.

1. *The two proposed downlights at the pedestrian gate shall be eliminated. All existing flood-type lighting on the existing residence shall be removed prior to final inspections.*

As shown on Sheet A3, the proposed downlights on the pedestrian gate have been eliminated.

2. *A comprehensive site lighting plan shall be submitted that includes all existing and proposed lighting. The plan shall identify all lighting in the patio/entertainment area, including non-conforming lights such as the "string" lights, and all non-conforming lighting shall be noted to be removed.*

Sheet L4 presents a comprehensive site lighting plan and identifies non-compliant flood lighting and string lighting that shall be removed with the project. The proposed landscape lighting has been modified to include one pathlight at the stone path to the entry gate and three pathlights on the pathway to the guest house. The three pathlights located from the driveway to the studio are as approved. Additionally, proposed exterior lighting on the studio and guest house is as approved.

3. *The east elevation window on the studio shall be eliminated.*

Sheet A3 shows elimination of the east elevation window.

4. *The finished floor of the studio shall be lowered closer to grade.*

The purpose of this condition and condition #5 below was to decrease the apparent height and mass of the studio structure from the east (downhill) side of the property in order for the project to better comply with Town Design Guidelines that call for

structures to be sited and designed with respect to the natural environment and the surrounding residential area, and to minimize adverse visual impacts when viewed from off the site. In interpreting these Guidelines the ASCC also considers the property owners' needs and rights for use of their property in order to balance those interests and arrive at a reasonable result.

With respect to the finished floor of the studio, the architect determined that the existing grade was higher than anticipated as he studied conditions at this portion of the site more closely. The modified plans show the finished floor is as close to the existing grade as possible.

5. *The studio shall be moved a minimum of four feet closer to the existing residence, and the landscape screening plan shall be revised accordingly.*

As was discussed for condition #4 above, the purpose of these two conditions was to reduce the apparent height and mass of the studio when viewed from off-site in order to better comply with the Town's Design Guidelines. In response, a number of changes have been made to the studio design:

- Moving the proposed studio one foot closer to the existing residence;
- Lowering the roof pitch and height so that the maximum height of the structure is reduced from 16' 4" to 14' 3" and the plate height is reduced from 8' 1" to 7' 6" which also:
 - Reduced the east elevation wall by seven inches to a height of approximately 11' 6" and
 - Reduced the west elevation wall by 18 inches to a height of approximately 9' 11", which required eliminating the clerestory windows in this elevation; and
- Creating a two-foot wide "notch" in the east elevation wall by removing 11 sf of floor area to provide an off-set and allow for preservation of one of the five-inch oak trees.

These modifications appear to lessen the apparent massing and visual prominence of the structure by reducing its potential off-site visual impacts, and also help to preserve an oak tree and integrate the studio with existing vegetation. As a result, the modifications do appear to address the ASCC's concerns and bring the studio into reasonable compliance with the Town's Design Guidelines.

Landscape screening for the studio has been modified as shown on Sheet L1. In addition to preserving one of the five-inch oaks which was originally proposed for removal, two additional 24" box live oaks are proposed to be planted on the eastern elevation.

The proposed plant palette includes plants which are not listed on the Town's native and supplemental plant lists, including Sweet Bays, Pacific Wax Myrtles, Wax Leaf Privet, Needle Grass, Two Row Stone Crop, Brown Sedge, and Deer Grass. Of these, the Pacific Wax Myrtles and the Deer Grass appear to be native to California, while the Wax Leaf Privet may be invasive. The other plants appear to be non-native ornamentals which are not generally considered invasive.

6. *The highest ridge of the guest house shall be lowered by two feet.*

This condition was intended to address concerns that the guest house was not appropriately integrated into the topography of the site, as called for in the Design Guidelines. The Guidelines also call for the use of contour grading rather than severe cutting, filling, padding or terracing.

The guest house has been lowered by one foot, and grading around the guest house has been adjusted accordingly. In order to better integrate the guest house into the site, the project team has agreed to maintain the existing grade along the east elevation by installing a low retaining wall. Another low retaining wall will be used along the north elevation. The revised Sheet A2, which is stamped received on August 21, 2014 and provided as a separate 11" x 17" sheet, shows the proposed guest house elevations with the grading changes. Minor changes to the grading plan will be needed prior to building permit issuance for consistency.

These revisions to the maximum height and the grading appear to help the guest house integrate better into the site and bring it into appropriate compliance with the Town's Design Guidelines.

7. *The landscape screen planting for the guest house shall be located along the fence, include mature specimens, and be planted early in the construction schedule (this fall). Additionally, the plan shall be shared with the neighbor at 455 Golden Oak Drive for comment.*

The proposed screening plan is shown on Sheet L1. The plantings along the fence area include two 24" box Sweet Bays and eight Pacific Wax Myrtles. Additional plantings are proposed closer to the guest house. The grapevines are no longer included in the plan. At the time of staff report preparation, the uphill neighbor at 455 Golden Oak Drive was in the process of reviewing the plans with the applicant.

8. *Any lighting proposed in the area of the guest house skylight shall be downward-directed and mounted below the skylight.*

This will be reviewed with the building permit submittal.

9. *A detailed construction staging and tree protection plan shall be submitted to the satisfaction of Planning staff prior to building permit issuance.*

This will be reviewed with the building permit submittal.

Conclusion. Prior to acting on this request, ASCC members should visit the site and consider the above comments and any new information that is presented at the August 25th ASCC meeting. As a condition of approval, the ASCC may wish to consider requiring replacement of the potentially invasive Wax Leaf Privets with other, non-invasive shrubs.

Attachments

1. Lighting fixture cut sheet submitted by the applicant on May 20, 2014
2. ASCC staff report dated July 14, 2014
3. Minutes from July 14, 2014 ASCC meeting
4. Architectural and Landscape plans submitted by the applicant on August 15, 2014

Report approved by: Debbie Pedro, Planning Director

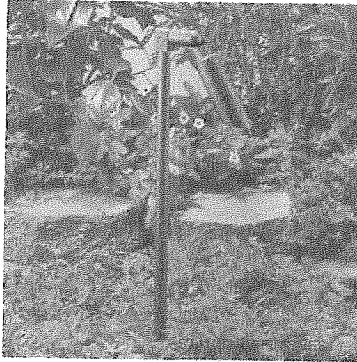
ARCHITECTURE

PRODUCTS TECHNICAL TRAINING DOWNLOADS REPRESENTATIVES COMPANY NEWSLETTER

12-VOLT ALUMINUM & COMPOSITE SERIES | PATH AND SPREAD LIGHTS

4011

This highly functional low voltage path light fixture is constructed of die-cast, copper-free aluminum for strength and reliability. The fully rotatable shroud is fitted with a silicone o-ring gasket to ensure a weather tight seal. A clear, tempered, shock and heat resistant soda-lime glass lens safeguards the lamp and optics. The stem is a 1/2" schedule-40 aluminum pipe with a 1/2" NPT. A super durable polyester powder-coated finish is applied and available in 13 standard colors. An adjustable multi-access swivel provides up to $\pm 90^\circ$ of tilt from vertical as well as 360° of full circle rotation in vertical and horizontal planes. With use of an architectural canopy, this fixture may also be mounted horizontally to light signs, wash walls, and provide accents to facades. The 4011 is shipped with a standard 20W MR11 lamp, unless otherwise specified. Mounting hardware is included – choice of ABS ground stake or mounting canopy.



Lamp Type:MR-11
Max Wattage: 35.00 W
Material:Aluminum

SUPPORT MATERIAL

[Accessories](#)

[Specification Sheets](#)

[Photometric Guide](#)

[Installation Instructions](#)

[Catalog Page](#)

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Installation Drawings

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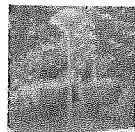
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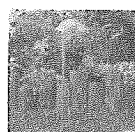
4206



9202



6520



4211

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MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Carol Borck, Assistant Planner

DATE: July 14, 2014

RE: Architectural Review for Detached Guest House and Detached Studio, 465 Golden Oak Drive, Hicks

This proposal is for the approval of plans for a 385 sf detached studio and a 750 sf detached guest house to be constructed on the subject 1-acre Alpine Hills subdivision property (see attached vicinity map). The studio would be located at the southeast corner of the site, and the guest house would be located at the northwest corner of the property as shown on Sheet A1. The project also includes a new fence with pedestrian gate between the new studio and the existing residence, some additional landscape planting at the studio, and new gravel pathways between the guest house and the existing home.

The project is presented on the following enclosed plans:

Architectural Plans by Metropolis Architecture, dated 6/20/14:

Sheet A1, Proposed Site Plan/Project Info
Sheet A2, Proposed Guest House Floor Plan, Elevations and Section (includes exterior lighting)
Sheet A3, Proposed Studio Floor Plan, Elevations, and Section (includes exterior lighting)

Landscape Plans by Ransohoff, Blanchfield, and Jones, dated 6/20/14:

Sheet L1, Landscape Master Plan
Sheet L2, Grading & Lighting Plan
Sheet L3, Coverage Calculations

In addition to the plans, the project submittal includes the following information listed below which is attached unless otherwise noted:

- Outdoor Water Efficiency checklist, dated 5/19/14
- Exterior lighting fixture cut sheets, received 5/20/14.

- Colors and materials board, received 6/23/14 (will be available at ASCC meeting)
- Completed Build It Green Checklist for the studio with 28 points proposed, received 5/20/14
- Completed Build It Green Checklist for the guest unit with 61 points proposed, received 5/20/14

The following correspondence on the project is attached:

- Email from Bill and Judy Leckonby, 455 Golden Oak Drive, received 7/8/14

Story poles have been installed at the site, and the following comments are offered to assist the ASCC review and act on the application.

Background and project description. The parcel is located on the north side of Golden Oak Drive near the intersection of Alpine Road that is closest to Town limits. Existing development on the property consists of a single story, rustic ranch-style residence with attached garage that is served by an existing "horse-shoe" double access driveway. A level pad was created for the existing development on the moderately sloped site.

The studio would be situated in the southeast corner of the property amongst existing trees that provide some screening of views for the neighboring property to the east. The structure would consist of one main room and partial bathroom facilities (toilet and sink only) and fully conforms to the Town's Accessory Structures Policy (attached). Two smaller oaks would be removed with the studio construction.

The site for the proposed guest house is in the northwest corner of the property. An existing deck and 12-inch oak would be removed to accommodate the new structure (under the site development ordinance, this oak is considered significant). The guest house would be constructed with a lower level mechanical/storage room. The room would be unconditioned, have a maximum ceiling height of seven feet, and only be accessed from an exterior door. This space would not count towards the maximum allowed floor area for the site.

New six-foot post and wire fencing with a pedestrian gate would be installed between the new studio and the existing residence. A section of five-foot solid board fencing would be added adjacent to the existing residence (shown on Sheet A3) to provide privacy for the home's existing patio area.

With the addition of the guest house to the site, one additional parking space would be required. Plan sheet A1 shows the area of the autocourt that will be widened by 10 feet to accommodate a parking space directly in front of the new studio. A 36-inch high timber retaining wall would be constructed to support new landscape area adjacent to the parking space. The Public Works Director has reviewed the request to retain the existing double-access driveway and finds it acceptable.

Approximately forty-five cubic yards of earthwork is proposed with the project. Some cut from the guest house mechanical room will be utilized on site for the parking area expansion, landscaping, and building pads.

While both the proposed studio and the guest house are visible from neighboring properties, neither would appear to block significant views. There are several existing oaks and other trees

downslope from the proposed studio location, and additional screening trees are included in the proposed landscape plan. The guest house will be visible to the uphill neighboring property to the west; however some screening is provided by a few existing trees and there is minimal glazing proposed at the west elevation. The owner of the uphill property has submitted attached correspondence requesting that screen planting be required as part of the ASCC approval.

The site is served by an existing septic system. As the proposal involves an increase in the number of bedrooms, the building permit will be subject to review by County Environmental Health. Any requirements of the County, e.g., a water test or expansion of the system, would be a condition of building permit issuance.

Compliance with floor area, impervious surface, height, and setback standards. The proposed studio would have a floor area of 385 sf and the guest house would have a floor area of 750 sf, bringing the total floor area of the site to 5,078 sf, or approximately 96.2% of allowed single-story floor area limit of 5,277 sf for the property. The total proposed impervious surface is 6,860 sf and is under the 7,338 sf limit for the site.

The maximum height of the proposed studio is 16-feet, four-inches, and the maximum height of the proposed guest house is 18 feet. Both structures fully conform to the 18- and 24-foot height limit for single story structures and guest houses. The proposed locations of both buildings fully conform to all setbacks.

Compliance with accessory structures provisions. The proposed 750 sf guest house with lower level mechanical/storage space must be evaluated under the provisions of the Town's Second Units and Accessory Structures policy statement (attached). The primary issue is that it must not be configured as a second unit of greater than 750 sf. The maximum ceiling height of the lower level mechanical room would be seven feet, and allowances for mechanical/storage area to not count as floor area have been made when the ceiling height of the area is less than seven-feet, six-inches. Under this interpretation, the lower level mechanical space would not count as floor area. Additionally, because the mechanical space is limited in height, is unconditioned, and has only exterior access, it would be difficult to convert to full time living space. Based on the floor area interpretation and difficulty of space conversion, it appears that the ASCC could find that the design of the guest house with lower level mechanical/storage space conforms to the Town's accessory structures policy.

As discussed above, the proposed 385 sf studio has been designed with one main room and partial, interior-accessed bathroom facilities. It is fully compliant with the Town's accessory structures policy.

Exterior materials and finishes and exterior lighting. The existing home is a rustic ranch style with heavy wood timbers, medium taupe siding, and dark brown metal roofing. The proposed colors and materials for the accessory structures complement the existing home.

The proposed finish treatments for the studio and guest house meet Town reflectivity guidelines and include:

- Natural weathered wood siding (studio)
- Board and batten siding painted "Kingsport Gray" brown/gray (guest house)
- Windows in a dark brown

- Painted wood trim in “Himalayan Trek” medium gray
- Corrugated corten metal roofing and trellis
- Awnings in “midnight escape” dark bronze metal (studio)
- Fence posts/retaining wall in unstained cedar

Proposed exterior lighting is presented on Sheets A2, A3, and L2 and cut sheets are attached. Both the studio and guest house would have one sconce light installed at each door leading to grade. The barn-style fixture accommodates one 60-watt bulb and complies with Town lighting guidelines.

Proposed landscape lighting includes three black, 35-watt pathlights at the driveway and parking area, and two 20-watt post downlights with dark bronze finish on the pedestrian gate. There are no lights proposed along the new gravel paths to the guest house. The proposed landscape lighting appears in general conformance with Town guidelines; however, one post light could be eliminated at the pedestrian gate. There is one flood light on the east elevation of the existing residence that will need to be removed prior to final inspections on the project.

There is one proposed skylight over the guest house kitchen that may be visible to the uphill neighbor. Any lighting proposed in the area of the skylight should be downward-directed and mounted below the skylight.

Landscaping and fencing. The project proposes new plantings and screening trees in the area of the expanded driveway and new studio. A six-foot high post and wire fence is proposed between the new studio and the existing residence. The new fence would have a solid wood pedestrian gate to provide access into the site from the parking area.

An area of grape vines is proposed adjacent to the new guest house, and no other landscape planting is proposed in this area. As the guest house will be visible to the uphill neighbor, and that neighbor has expressed concern over the view relationship with the subject property, the ASCC should provide direction for any additional screen planting necessary to soften views to the structure.

Reconfigured gravel paths will connect the guest house to the main residence. One significant 12-inch oak at the guest house, and two smaller oaks at the studio (identified on Sheet A1) will be removed with the project.

“Sustainability” aspects of the project. The project architect has provided the attached Build-It-Green checklists that target 28 points for the studio and 61 points for the guest house, whereas, 25 points would be required for each building under the Town’s previous Green Building Ordinance. As you are aware, the Town’s Green Building Ordinance is in flux, and as of January 1, 2014, the Town began enforcing the CalGreen 2013 code. Staff will be working with the Town Council to determine if a new green building ordinance should be developed.

Conclusion. Prior to acting on this request, ASCC members should visit the site and consider the above comments and any new information that is presented at the July 14th ASCC meeting.

The following conditions are recommended if the ASCC finds it can act to approve the project:

1. One of the two proposed downlights at the pedestrian gate shall be eliminated. All existing flood-type lighting on the existing residence shall be removed prior to final inspections.

2. Any lighting proposed in the area of the guest house skylight shall be downward-directed and mounted below the skylight.
3. A detailed construction staging and tree protection plan shall be submitted to the satisfaction of Planning staff prior to building permit issuance.

The ASCC considered the staff report and the following project plan submittal packet titled "Portola Valley Ranch Maintenance Workshop" and dated 6/17/14:

- Page 1: Title page
- Page 2: Site view
- Page 3: Site view – Relative to fault zones
- Page 4: Site view Close-up
- Page 5: Shows existing relative contours and drainage
- Page 6: Existing Site View (Closeup), shows proposed relative contours and drainage
- Page 7: Front and side elevations
- Page 8: Floor plan
- Page 9: Light fixture design

Bob McCowan of the Ranch Infrastructure Committee and Craig Sander were present to discuss the project with the Commission. In response to questions, they noted the following:

- The grading at the southwest corner of the workshop could be adjusted to eliminate the need for the guard rail.
- The proposed light fixture could be used with LED or fluorescent bulbs and would not need to be incandescent.

Public comments were requested, but none were offered.

The ASCC briefly discussed the project. Breen moved to approve the project with the following conditions to the satisfaction of planning staff prior to building permit issuance:

1. The applicant shall comply with the condition of approval set forth in the June 26, 2014 letter from the Town Geologist.
2. The project shall be modified to adjust the grading at the southwest corner of the workshop in order to eliminate the need for the railing.
3. The bulbs used with the light fixtures shall not be brighter than a 75 Watt incandescent bulb and shall be either LED or fluorescent.
4. An arborist's report shall be provided that identifies any potential impacts to the health of nearby trees due to construction or the location of the workshop. The report shall also recommend mitigation measures to protect the trees, and those measures shall be incorporated into the project.
5. A tree protection and construction staging plan shall be developed and provided.

Architectural Review for Detached Studio and Detached Guest House, 465 Golden Oak Drive, Hicks

Borck presented the July 14, 2014 staff report on this proposal for approval of plans for a 385 sf detached studio and a 750 sf detached guest house on the subject 1-acre Alpine Hills subdivision property. She stated that the proposed structures fully complied with all height, setback, and floor area limits. She advised that the proposed landscaping plan included screening trees and plants for the studio, and that an area of grapevines were proposed at the guest house. She noted that the downhill neighbor had expressed concerns about the proposed studio and its visibility from the autocourt, deck and kitchen window. The guest house

would be visible to the uphill neighbor. Both neighbors had submitted letters to the ASCC expressing their concern over the view relationships.

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

Architectural Plans by Metropolis Architecture, dated 6/20/14:

Sheet A1, Proposed Site Plan/Project Info

Sheet A2, Proposed Guest House Floor Plan, Elevations and Section (includes exterior lighting)

Sheet A3, Proposed Studio Floor Plan, Elevations, and Section (includes exterior lighting)

Landscape Plans by Ransohoff, Blanchfield, and Jones, dated 6/20/14:

Sheet L1, Landscape Master Plan

Sheet L2, Grading & Lighting Plan

Sheet L3, Coverage Calculations

In addition to the plans, the project submittal included the following information and correspondence:

- Outdoor Water Efficiency checklist, dated 5/19/14
- Exterior lighting fixture cut sheets, received 5/20/14
- Colors and materials board, received 6/23/14
- Completed Build It Green Checklist for the studio with 28 points proposed, received 5/20/14
- Completed Build It Green Checklist for the guest unit with 61 points proposed, received 5/20/14
- Email from Bill and Judy Leckonby, 455 Golden Oak Drive, received 7/8/14
- Email from Julia and Ravi Thomas, 475 Golden Oak Drive, received 7/14/14

Larry Kahle, project architect, and Paula Blanchfield, project landscape architect, were present to discuss the project with ASCC members. Mr. Kahle clarified that the applicants did meet with the neighbors. He explained that the applicants sought a design for the accessory structures that worked with the existing house and that the studio had been sited to work with side and front yards. He also submitted an updated color board that included the proposed windows and roofing material for the studio.

Ms. Blanchfield discussed the landscape layout plan, stating that the driveway expansion would alleviate the maneuvering difficulties currently experienced on site. She also explained the screening strategy that would include planting multi-branched oaks with lower-level foliage and Myrica to soften views up to the studio by the downhill neighbor. She noted that she would be willing to work with the uphill neighbors concerning screening for the guest house.

Clark asked Borck if staff had discussed the double-access driveway and possible removal of the additional entry with the applicant. Borck stated that she had mentioned this during the pre-application meeting, and that the Public Works Director stated that he had no objections to it remaining in place.

Breen inquired about the rear property line fencing and if consideration had been given to removing the non-native trees within the Blue Oak forest on the downhill slope. Ms. Blanchfield stated that the rear yard fencing was existing. She advised that the applicants had previously had an arborist review the trees on the property and the property owner had been working on implementing the recommendations starting with the upper slope. They had not yet started on the downhill slope but would likely want to keep some of the trees as they do provide screening for the downhill property. Breen expressed that she supported looking at the lower hillside to remove non-natives and restore the native vegetation.

Ross asked about the possibility of lowering the finished floor elevations. Mr. Kahle explained that he had discussed lowering the elevations of the studio with the applicant and that they were agreeable to doing so. He stated that lowering the guest house finished floor would be more difficult due to the cross-slope. In response to a question from Breen, Mr. Kahle said that the plate height for the guest house was eight feet in the back and nine feet in the main area.

Ross asked about the small window on the east elevation of the studio and whether they had considered eliminating the window given the privacy issues relative to the downhill neighbor. Mr. Kahle clarified that the window was for natural light, but could be removed.

Breen inquired whether locating the studio in the rear of the property had been considered. Mr. Kahle stated that they had explored that, but with the steep drop-off of the hillside and the desire to maintain certain distances from the other structures, that it was not a viable option.

Public comments were then requested.

William Leckonby, 455 Golden Oak Drive, stated that he would like screening planting for the guest house. He requested that the plantings be mature and installed early on in the construction process so that at the time of final inspections, the structure would be well-screened.

David Thomas, 475 Golden Oak Drive, stated that he appreciated the architects' work on the proposed project. He noted that he understands the challenges of the site and slope. He summarized his main concerns as the potential impacts to privacy from the studio, including the east elevation window, the apparent mass of the structure, and the loss of the slope as a buffer between properties. In addition, the studio would block light entering the downhill property. He stated that he understood the property owners' desire to create a private area but a shorter fence could serve the same function.

Julia Thomas, 475 Golden Oak Drive, expressed her concern over the fundamental change of the environment and loss of privacy by locating the studio on the slope. She stated that the studio would be looking down on their property, be an imposing structure, and did not comply with the Design Guidelines, as she explained in detail in her letter to the ASCC. She added that in regards to the Blue Oak forest, she did not desire any more planting on that slope.

Breen asked the Thomas's about their discussions with the applicants.

Ravi Thomas, 475 Golden Oak Drive, stated that the story poles went up first, they then received the notice of the project from the Town on July 7th, and were then contacted by the applicants. As they were out of town, they were not able to meet with the applicants until July 10th. The more they looked at the story poles and thought about the project, the more concerned they became. He stated that the structure would look like an 18-foot wall when previously they had the slope as a buffer for privacy, and that it "doesn't feel right."

Julia Thomas added that meeting with the applicants at such a late point in the design process made it seem like there was no opportunity for their comments and concerns to be addressed.

Mrs. Michael, 465 Golden Oak Drive, stated that her daughter (the applicant) was excited about the project and did not feel she was "entitled" to build it.

Commissioners then discussed the project. Clark asked whether the studio could be shifted closer to the main residence and suggested that the studio's east elevation window could be eliminated. Regarding the guest house, he suggested that the screen planting could be completed early in construction.

Breen stated that she would have appreciated a site meeting for the proposal because it is a complicated site, even though this is a relatively small project. Concerning the studio, she said it should be pulled in closer to the residence if it could not be moved to the back of the property. She suggested that the guest house be lowered a few feet and that the screen planting should be along the fence line, be mature, and be planted early. Regarding the studio screen planting, she stated that she would like to see only toyon on the east side at the Blue Oak forest.

Ms. Blanchfield explained the plant selection strategy in seeking species that were deer resistant, had significant screening properties, and were appropriate for a forest environment. In response, Breen stated moving the studio closer to the house would provide more space to accommodate the proposed species and would benefit both the applicant and the downhill neighbor. She also stated that she had noted a significant amount of exterior, non-conforming lighting at the rear entertainment area. She suggested that a comprehensive lighting plan was needed for the entire site. Mr. Klahe said that he would need to discuss moving the studio location with the owners, but in any case, it could not be moved more than a few feet or it would be too close to the main house.

Ross agreed that the potential impacts to the downhill neighbor could be lessened by moving the studio closer to the house, lowering it closer to grade, and removing the east elevation window. He stated that lowering the guest house one to two feet would give it a much better sense of being tucked into the site. He said that he did not see the feasibility of moving the studio to the rear of the property due to the slope and that the front gate should not have any lighting installed on it. Ross also questioned the density of the Blue Oak forest and what effect a 24-inch box live oak could have on the canopy. Breen suggested that if the studio was pulled back, the existing oaks that would be removed otherwise could remain instead of planting a new oak.

Following discussion, Breen moved, seconded by Clark and passed (3-0) to approve the project with the following conditions to be met, unless otherwise noted, to the satisfaction of two designated ASCC members and staff:

1. The two proposed downlights at the pedestrian gate shall be eliminated. All existing flood-type lighting on the existing residence shall be removed prior to final inspections.
2. A comprehensive site lighting plan shall be submitted that includes all existing and proposed lighting. The plan shall identify all lighting in the patio/entertainment area, including non-conforming lights such as the "string" lights, and all non-conforming lighting shall be noted to be removed.

3. The east elevation window on the studio shall be eliminated.
4. The finished floor of the studio shall be lowered closer to grade.
5. The studio shall be moved a minimum of four feet closer to the existing residence, and the landscape screening plan shall be revised accordingly.
6. The highest ridge of the guest house shall be lowered by two feet.
7. The landscape screen planting for the guest house shall be located along the fence, include mature specimens, and be planted early in the construction schedule (this fall). Additionally, the plan shall be shared with the neighbor at 455 Golden Oak Drive for comment.
8. Any lighting proposed in the area of the guest house skylight shall be downward-directed and mounted below the skylight.
9. A detailed construction staging and tree protection plan shall be submitted to the satisfaction of Planning staff prior to building permit issuance.

Architectural Review of Variance X7E-137 for Placement of Ground-Mounted Solar Panels within the Side Yard Setback, 123 Pinon Drive, Donahue

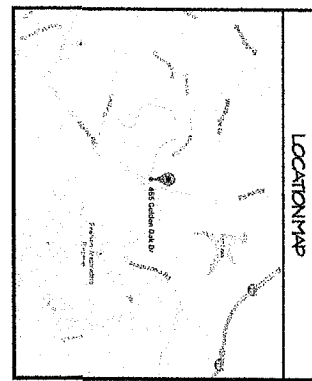
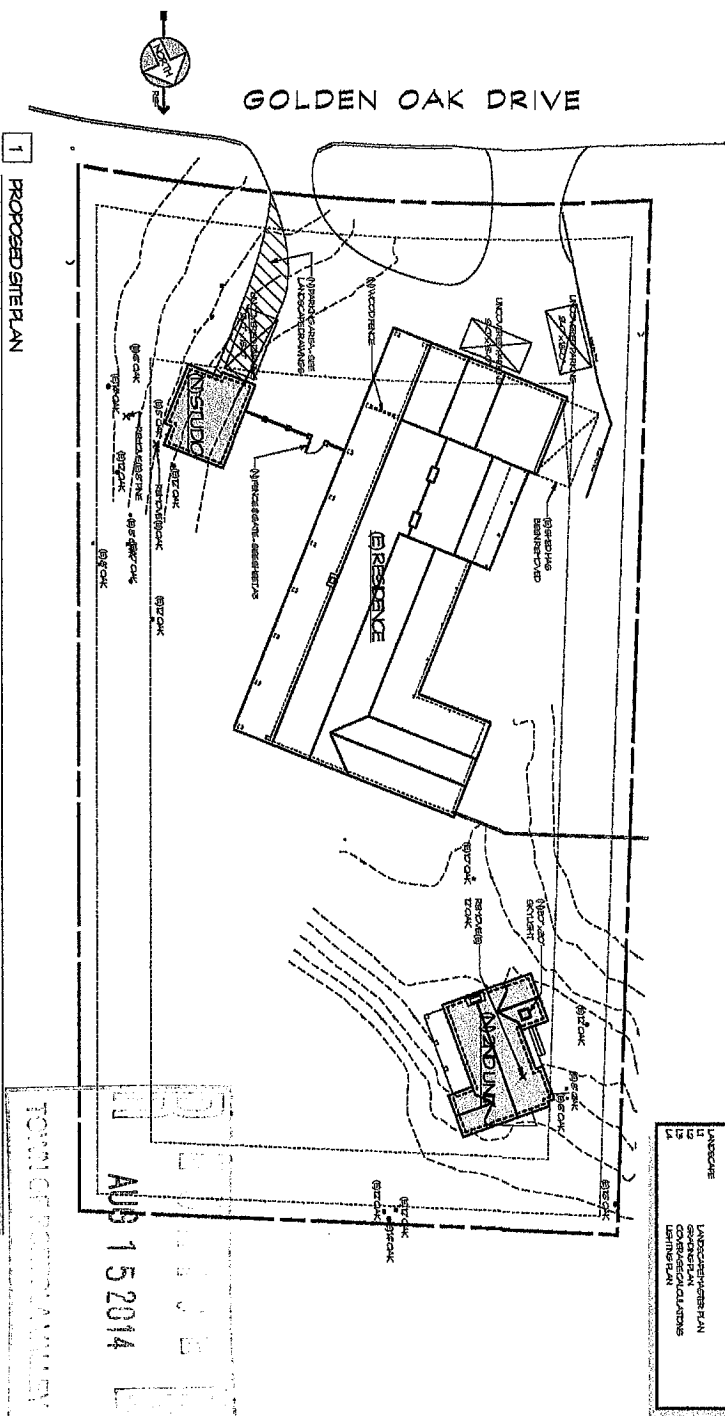
Kristiansson presented the July 11, 2014 staff report on this review of the proposed variance request to allow a ground-mounted solar panel array in the side yard setback. She reviewed the events of the afternoon site meeting and the comments offered at that meeting. (Refer to above site meeting minutes that describe that meeting and include a listing of project plans and application materials.) In particular, Kristiansson advised that the main concern raised at the site meeting related to trees and potential impacts of trimming on the significant Blue and Blue/Valley oaks on the south side of the driveway. She also noted the concern raised about impacts on the retaining wall drainage from the impervious surface of the panels.

ASCC members had no questions, and public comments were requested.

Cynthia Richardson, representing Joan Platt at 127 Pinon Drive, stated that her client had no objection to trimming the oaks located on her property adjacent to the proposed solar panel location and that she would like to hire McClenahan's to do the trimming and be responsible for it. Mr. Donahue thanked her and stated that he appreciated Ms. Platt's support and would coordinate with her.

Commissioners then discussed the project and stated that they recommended approval of the variance with the following suggestions:

- Trimming of the Blue and Blue/Valley oaks relative to this project should be limited to the two closest to the house and the live oak. Commissioners noted that because the Blue and Blue/Valley oaks are deciduous, they will have less impact on the array in winter.
- To improve efficiency of the array without additional tree trimming, the applicant should consider shifting the array to the west.



SHEET INDEX

NO. 1	PROPOSED SITE PLAN
NO. 2	GENERAL NOTES
NO. 3	RECORD DRAWING
NO. 4	CONTRACT ADMINISTRATION
NO. 5	GENERAL CONTRACTOR
NO. 6	GENERAL CONTRACTOR
NO. 7	GENERAL CONTRACTOR
NO. 8	GENERAL CONTRACTOR
NO. 9	GENERAL CONTRACTOR
NO. 10	GENERAL CONTRACTOR
NO. 11	GENERAL CONTRACTOR
NO. 12	GENERAL CONTRACTOR

SITE DATA

LOT AREA	4,438 SQ. FT.
NET AREA	4,438 SQ. FT.
GROSS AREA	4,438 SQ. FT.
APPLICABLE ZONING	SR-1.5
PERMITTED ACCESSORY STRUCTURES	2,000 SQ. FT.
TOTAL ACCESSORY STRUCTURES	6,438 SQ. FT.

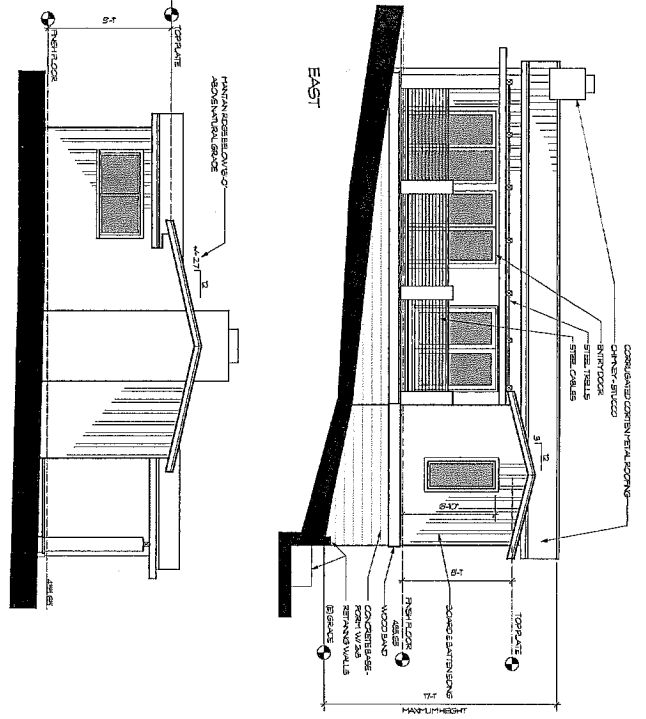
**MICHAEL HICKS ACCESSORY STRUCTURES
465 GOLDEN OAK DRIVE
PORTOLA VALLEY, CALIFORNIA**

TOWN OF PORTOLA VALLEY

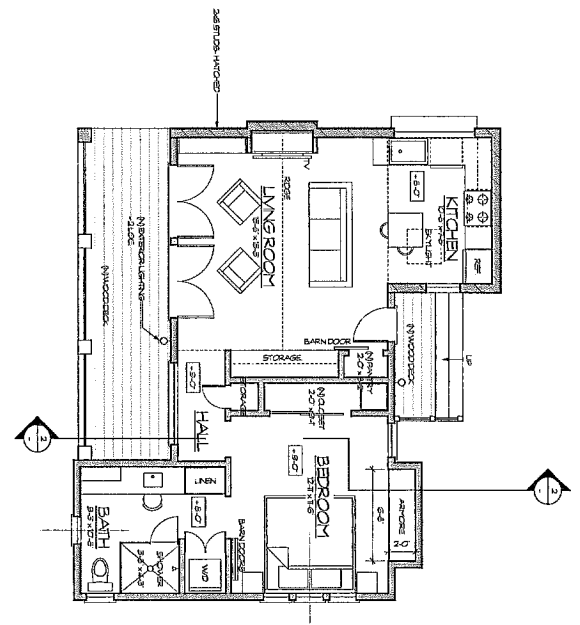
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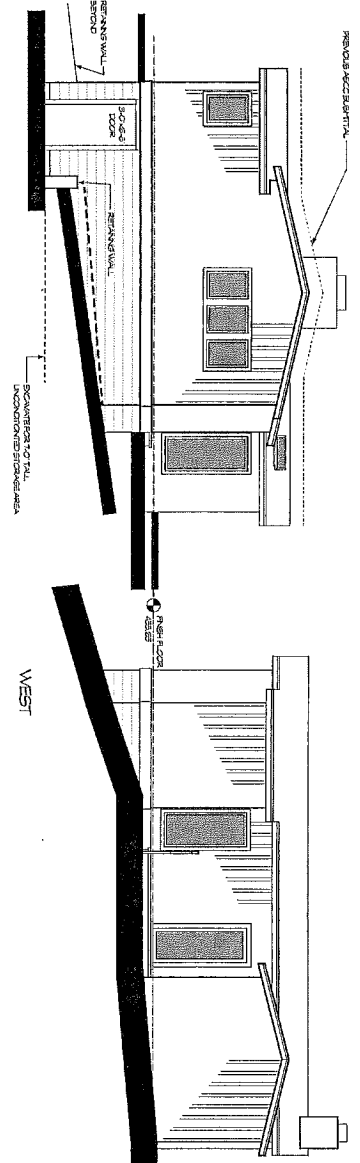




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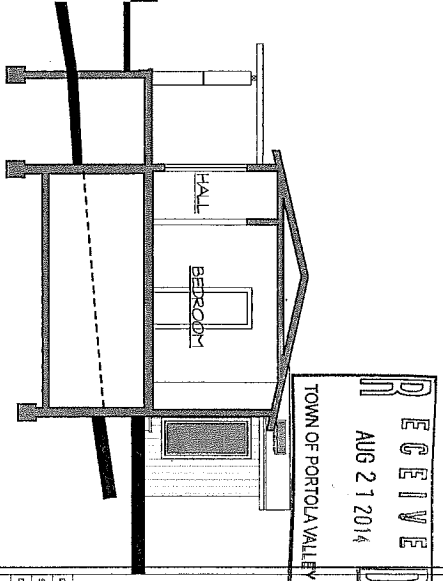


1 PROPOSED SECOND DWELLING UNIT FLOOR PLAN



NORTH

WEST



2 PROPOSED SECTION

3 PROPOSED SECOND DWELLING UNIT ELEVATIONS

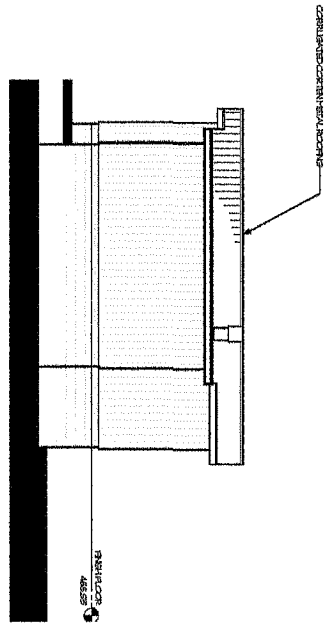
RECEIVE
AUG 21 2014
TOWN OF PORTOLA VALLEY

MICHAEL HICKS ACCESSORY STRUCTURES
465 GOLDEN OAK DRIVE
PORTOLA VALLEY, CALIFORNIA

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Scale	NOTED
Drawn	MRG
By	MRG
Check	MRG
Appr	MRG
Rev	

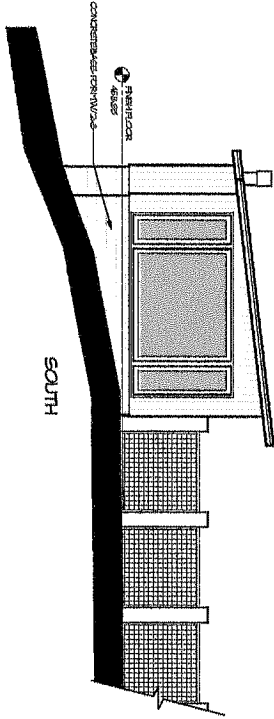
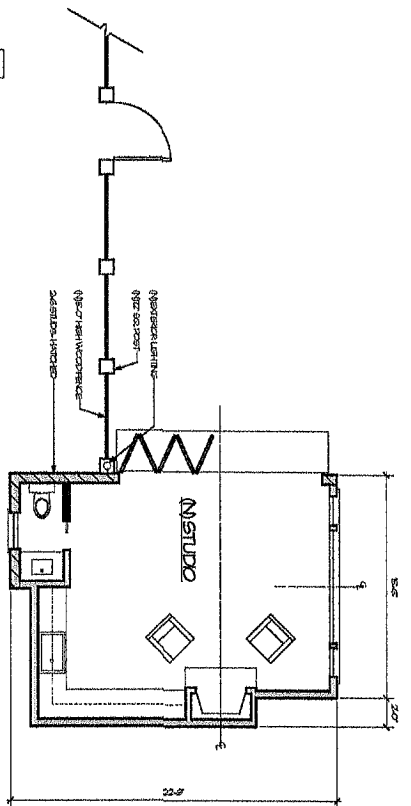
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DATE	7/24/14
BY	MRG
CHECKED	MRG
APPROVED	MRG

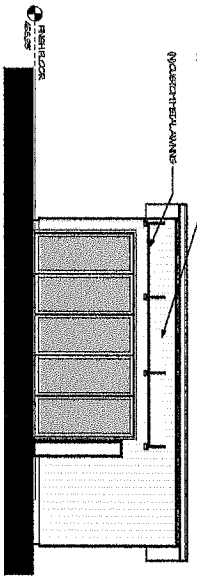


EAST

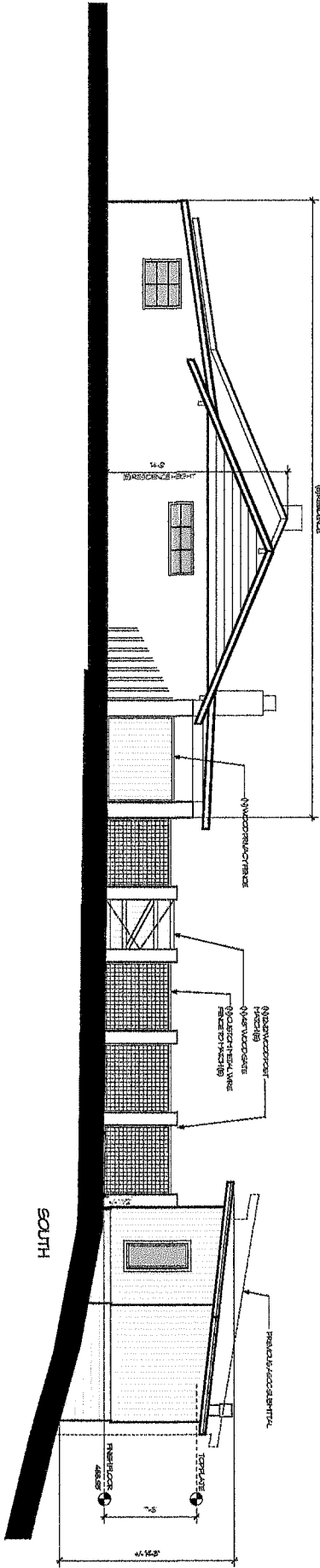
1 PROPOSED STUDIO



SOUTH



WEST



SOUTH

2 PROPOSED STUDIO ELEVATIONS

1/2017

Date	1/2017	Drawn	PHOTO
Scale	1/8" = 1'-0"	Checked	PHOTO
Drawn	PHOTO	Checked	PHOTO
Scale	1/8" = 1'-0"	Checked	PHOTO

A3

MICHAEL HICKS ACCESSORY STRUCTURE #0
 465 GOLDEN OAK DRIVE
 PORTOLA VALLEY, CALIFORNIA

465 N. Wilcox Road
 Portola Valley, CA 94028
 (650) 949-1111



NO. 1001	DATE	DESCRIPTION

ABBREVIATIONS

- C=CONCRETE
- FR=FRAME
- FL=FLYING LEADS
- PL=PUBLIC UTILITY
- S=SOIL LINE
- LA=LAND ACQUISITION
- PL=PUBLIC UTILITY
- PL=PUBLIC UTILITY

LEGEND

INTERSECTING OR INTER-VALL BOX

WIRE WINDING

TRIPLE - TRIPLE GUTTER IN INCHES SPACES WINDING

TRIPLE - TRIPLE GUTTER IN INCHES SPACES WINDING

OVERSIZED WINDING

OVERSIZED WINDING

OVERSIZED WINDING

OVERSIZED WINDING

TOP OF THE OF SLOPE

THREE LINES AND LINE POINTS TOWARDS TREE TRUNKS

TWO LINES ABOVE SUBJECT PROPERTY LOCATED AS SHOWN

NOTES

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.

THESE DIMENSIONS ARE MEASURED FROM THE POINTS OF BEGINNING TO THE POINTS OF ENDING OF THE SUBJECT PROPERTY AS SHOWN ON THIS PLAN.

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SURVEY

465 GOLDEN OAK DR.

PORTOLA VALLEY

APN: 079-124-040

LOT 4, BLOCK 1, PACT 718



L. Wade Hammond

Licensed Land Surveyor

No. 6163

36660 Newark Blvd., Suite C

Newark, California 94560

TEL: (510) 577-612 FAX: (510) 951-8984

www.lwadehammond.com 2923

APN: 077-282-020

LELAND STANFORD JR UNIVERSITY STANFORD

LINEAR ACCELERATOR

3639 ALPINE RD PORTOLA VALLEY CA 94028

APN: 079-124-040

ALPINE TOWN MAP NO. 10

465 GOLDEN OAK DR PORTOLA VALLEY CA 94028

DATE: 8-26-2011

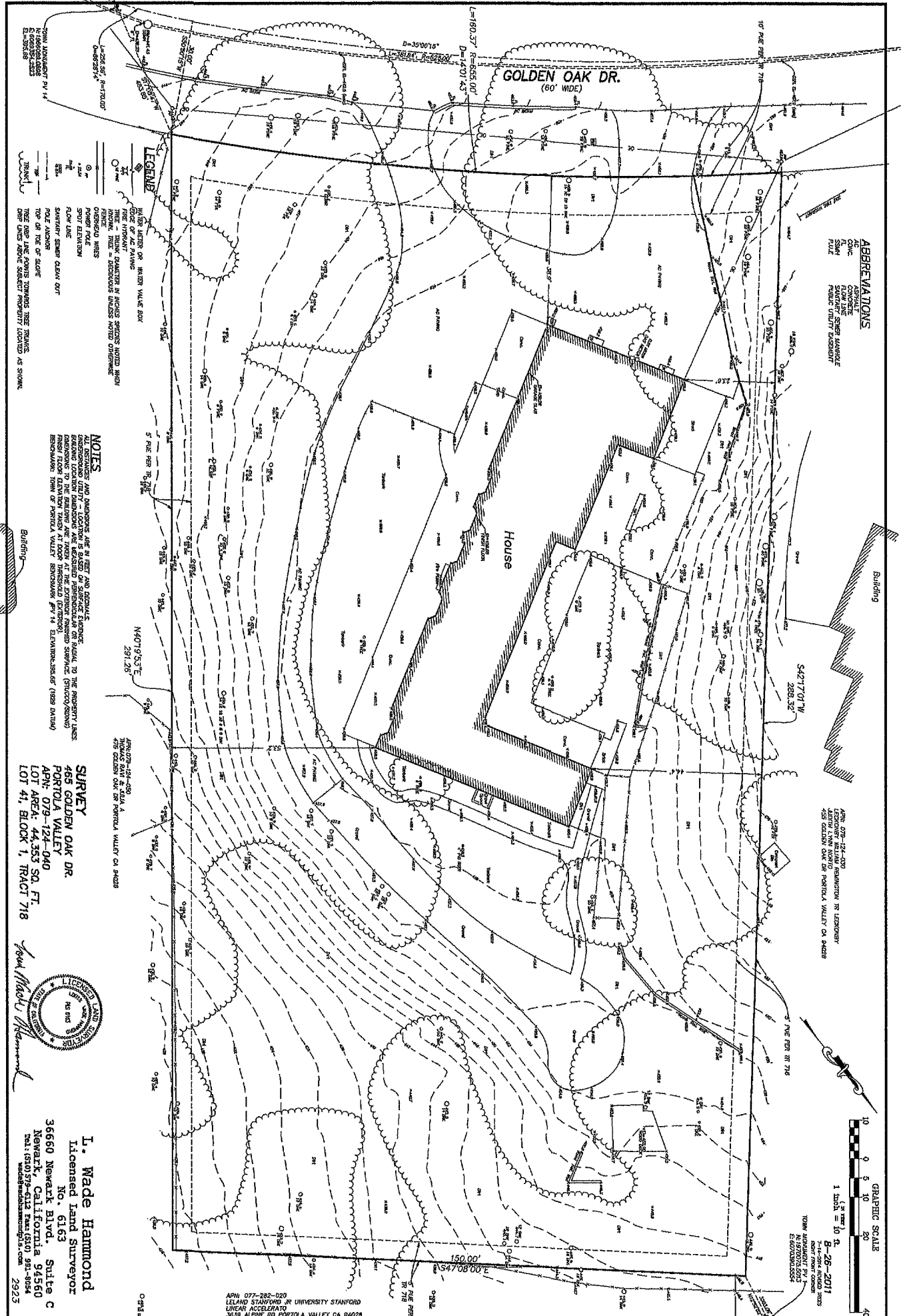
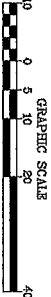
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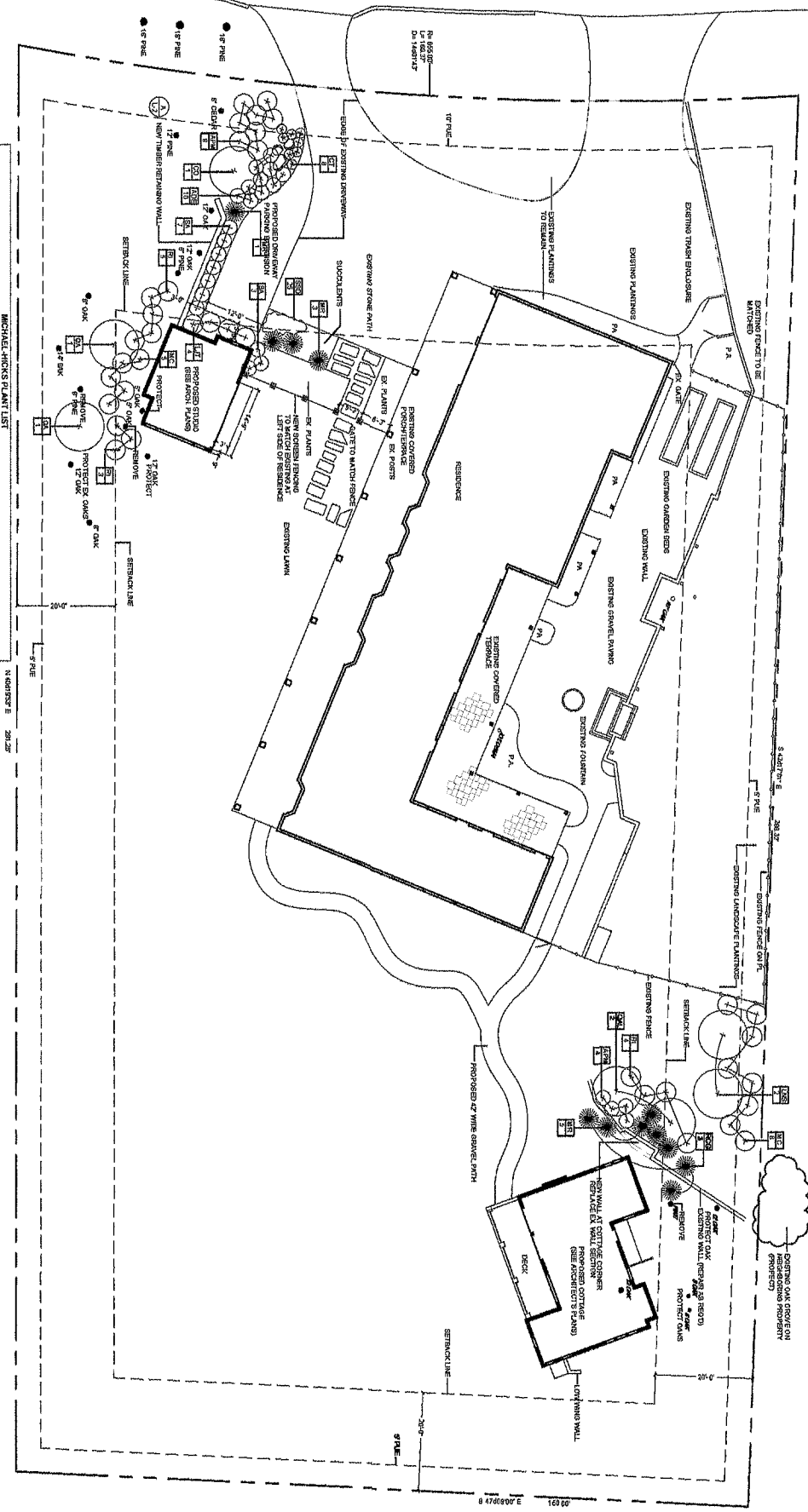
BY: LWA

APP: 1

SCALE: 1" = 10'



GOLDEN OAK DRIVE
(63' WIDE)



Code	Quantity	Size	Brand/Name	Common Name	Remarks
TLTS	2	24" Box	Lance Todd's Shadya	Sweet Bay	Standard
DLN	2	15" Galon	Director's Signia (Foli)	Coastal Oak	Low Branches
SHRUBS					
APM	12	5 Galon	Ardisia cuneata	Pacific Red Hawthorn	4 c.c
CD	1	15 Galon	Carice condensata	Western Redbud	4 c.c
LJT	4	15 Galon	Liquidambar styraciflua	White Leaf Fringe	4 c.c
MK	13	24" Box	Miyazaki californica	Pacific Vase Olive	5 c.c
SA	12	15 Galon	Sage hesperidus	Temperate Berry	5 c.c
SA	12	5 Galon	Sage hesperidus	Naked Cherry	
SDD	25	4" Pots	Sedum spumosa 'Dingy's Blood'	Two Row Stone Crop	12" c.c
CT	8	2 Galon	Carex vesicaria	Brown Sedge	7" c.c
GRASS					
GRASS	5	5 Galon	Muhlenbergia rigens	Dune Grass	
ROCK	3	5 Galon	Repsia canariensis 'Gandy'	Repsia	

GENERAL NOTES

THE LANDSCAPE CONTRACTOR SHALL LOCATE AND CLEARLY MARK IN WORK THE LAYOUT OF ALL PLANTINGS AND STRUCTURES TO BE INSTALLED. THE LANDSCAPE CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO STARTING ANY WORK AND REPORT THE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.

THE LANDSCAPE CONTRACTOR SHALL OBTAIN ALL REQUIRED UTILITY WORK. ALL UTILITIES SHALL BE MARKED PRIOR TO THE START OF ANY WORK. ALL UTILITIES SHALL BE PROTECTED AND NOT TO BE DISTURBED.

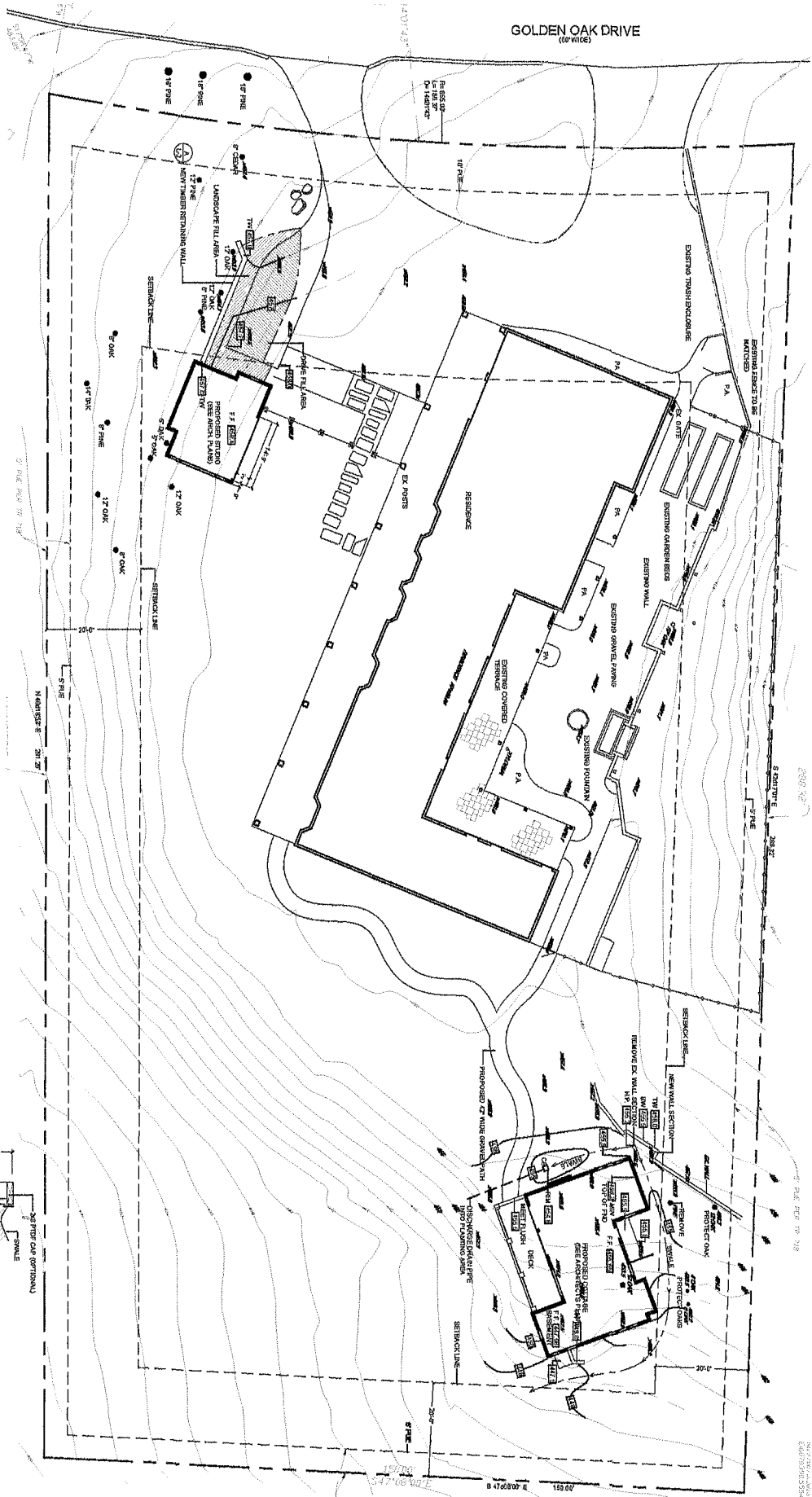
THIS LANDSCAPE PLAN IS BASED ON SITE DATA PREPARED BY LANDSCAPE ARCHITECTURE & SITE PLANNING. THE CONTRACTOR SHALL VERIFY ALL PLANTINGS AND STRUCTURES PRIOR TO INSTALLATION. ANY DISCREPANCIES SHALL BE REPORTED TO THE LANDSCAPE ARCHITECT IMMEDIATELY.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE CONTRACTOR SHALL VERIFY ALL PLANTINGS AND STRUCTURES PRIOR TO INSTALLATION. ANY DISCREPANCIES SHALL BE REPORTED TO THE LANDSCAPE ARCHITECT IMMEDIATELY.

ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE CONTRACTOR SHALL VERIFY ALL PLANTINGS AND STRUCTURES PRIOR TO INSTALLATION. ANY DISCREPANCIES SHALL BE REPORTED TO THE LANDSCAPE ARCHITECT IMMEDIATELY.



<p>MICHAEL-HICKS ACCESSORY STRUCTURES 485 GOLDEN OAK DRIVE PORTOLA VALLEY, CA</p>	<p>RANSHOFF, BLANCHFIELD, JONES, INC. LANDSCAPE ARCHITECTURE & SITE PLANNING 1160 INDUSTRIAL ROAD SUITE #200 (800) 620-0600 CALIFORNIA L.A. LICENSE 2043</p>	<p>LANDSCAPE MASTER PLAN</p>	<p>TITLE SHEET 3/15/2014</p>
<p>DATE: 9/11/2014</p>	<p>SCALE: 1/4" = 1'-0"</p>	<p>PROJECT: L1</p>	<p>DATE: 9/11/2014</p>



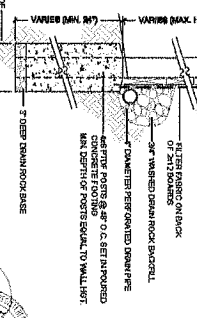
ORDINANCE AND REGULATIONS: THE CONTRACTOR SHALL NOT GRADE OR DRAIN CONSTRUCTION SITES WITHIN THE CORP LINE OF TREES OR WOODS AREAS TO BE PRESERVED. ALL CONSTRUCTION SHALL BE FINISHED AND PROTECTED AWAY FROM ALL STRUCTURES. THE CONTRACTOR SHALL VERIFY THE ACTUAL LOCATION OF THE DOWNSPUTS AND ROOF DOWNS IN THE EXISTING CONDITIONS AND SHALL BE RESPONSIBLE FOR THE CORRECTION OF ANY DEFICIENCIES. THE CONTRACTOR SHALL MAINTAIN A MINIMUM 4:1% OF 1% AN ALL SOIL DRAIN PIPE AND 2% ON ALL PERMANENT DRAINAGE.

GRADING LEGEND

- EXISTING GRADE
- PROPOSED GRADE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- TOP OF WALL/SECTION OF WALL

CUT & FILL CALCULATIONS	
FILL	19.2 CV
CUT	21.8 CV
TOTAL FILL	2.6 CV
TOTAL CUT	21.8 CV
TOTAL	24.4 CV

A 2x12 WOOD WALL DETAIL
SCALE: 3/4"=1'-0"



L2

DATE: 6-11-2014
SCALE: 1"=10'-0"

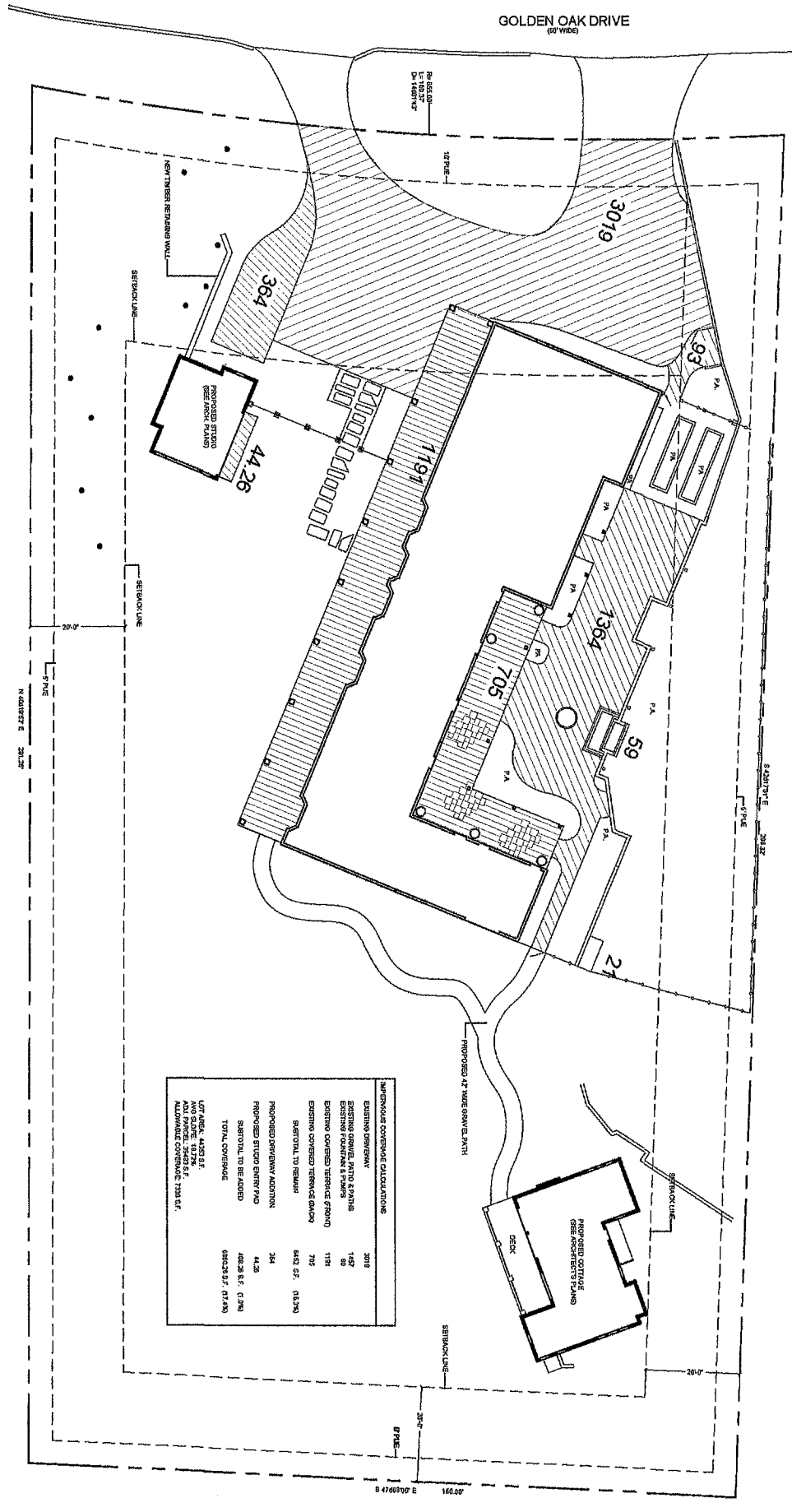
**MICHAEL HICKS
ACCESSORY STRUCTURES**
485 GOLDEN OAK DRIVE
PORTOLA VALLEY, CA

RANSOHOFF, BLANCHFIELD, JONES, INC.
LANDSCAPE ARCHITECTURE & SITE PLANNING
115 INDUSTRIAL ROAD SUITE 89 SAN CAULISO, CA 94570
(530) 620-0000
CALIFORNIA L.A. LICENSE 20143

REVISED GRADING PLAN

DATE: 6-11-2014

GOLDEN OAK DRIVE



IMPROVED COVERAGE CALCULATIONS

EXISTING DRIVEWAY	3071
EXISTING DRIVE, PATIO & STAIRS	1427
EXISTING PORCHES & STAIRS	80
EXISTING COVERED TERRACE (FRONT)	1751
EXISTING COVERED TERRACE (BACK)	705
ADDITIONAL TO REMAIN	6482 SF. (18,370)
PROPOSED DRIVEWAY ADDITION	264
PROPOSED STUDIO ENTRYWAY	4,125
SUBTOTAL TO BE ADDED	4803.5 SF. (13,276)
TOTAL COVERAGE	11274.5 SF. (31,646)
LOT AREA: 44253 SF.	
AVG. SLOPE: 14.72% S.F.	
ALLOWED COVERAGE: 7758 SF.	



**MICHAEL HICKS
ACCESSORY STRUCTURES**
456 GOLDEN OAK DRIVE
PORTOLA VALLEY, CA

RANSCHOFF, BLANCHFIELD, JONES, INC.
LANDSCAPE ARCHITECTURE & SITE PLANNING
1150 INDUSTRIAL ROAD SUITE #200 SAN CARLOS, CA 94070
(925) 220-9999 CALIFORNIA L.A. LICENSE 2043

COVERAGE CALCULATIONS

DATE: 03/20/14

SCALE: 1"=10'-0"

L3

PROJECT: 14513

DATE: 03/20/14

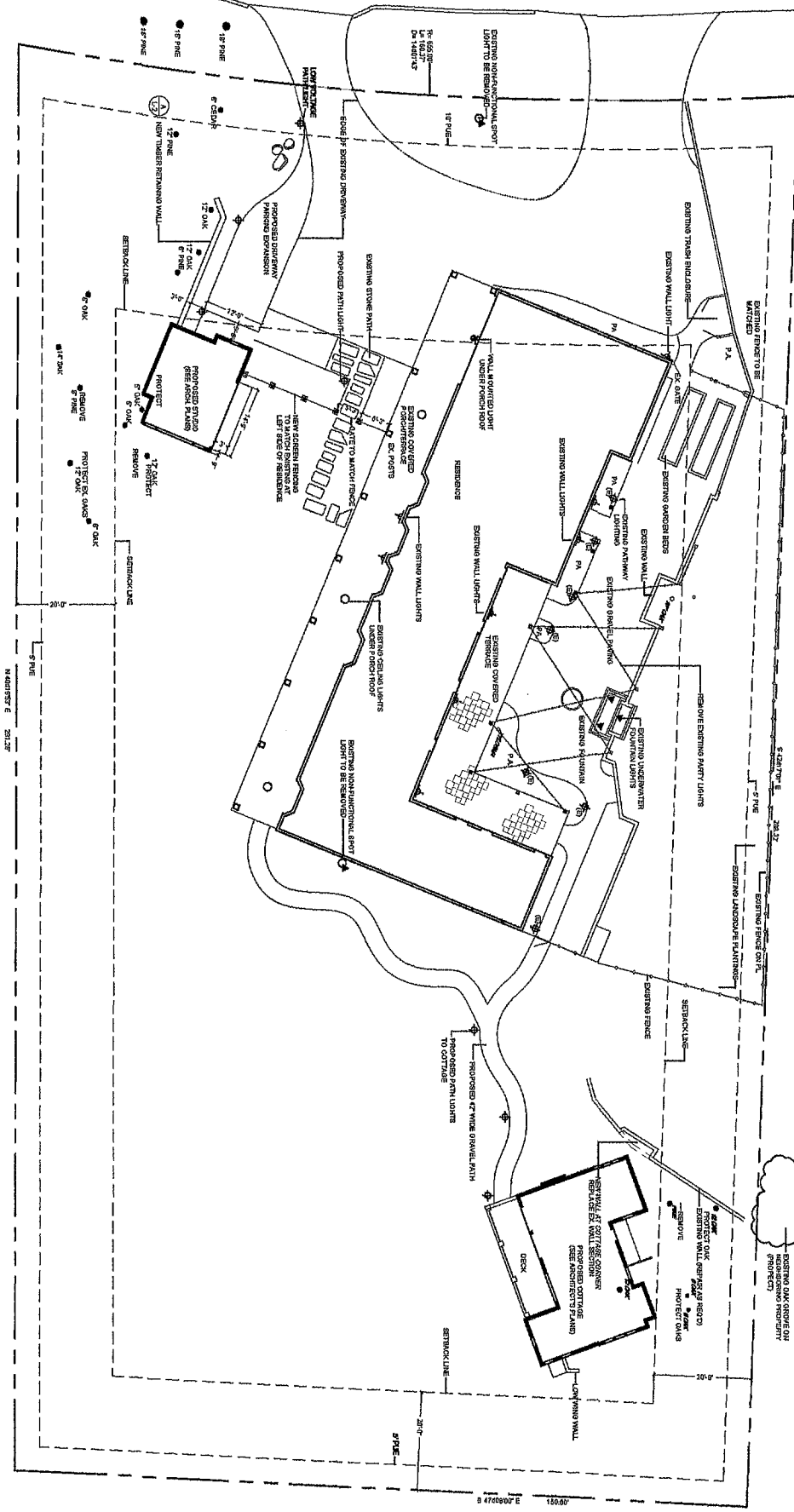
BY: M. Hicks

CHECKED: M. Hicks

APPROVED: M. Hicks

TWP: 35N R4E S20E

GOLDEN OAK DRIVE (65' WIDE)



ELECTRICAL LEGEND

▲	WALL LIGHTS	EXISTING LIGHTS TO REMAIN (SEE ELECTRICAL SCHEDULE)
○	NEW SPOTS	NEW LIGHTS TO BE INSTALLED
◐	EXISTING LIGHTS	EXISTING LIGHTS TO REMAIN (SEE ELECTRICAL SCHEDULE)
◑	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◒	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◓	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◔	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◕	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
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◙	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
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◪	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◽	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◾	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◿	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◈	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◉	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◊	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◈	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◉	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◊	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◈	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◉	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)
◊	EXISTING LIGHTS	EXISTING LIGHTS TO BE REMOVED (SEE ELECTRICAL SCHEDULE)



PROJECT	L4
DATE	8/15/2014
SCALE	1/4"=1'-0"
APP. NO.	
DRWN.	M.H.
CHKD.	M.H.
DATE	8/15/2014

MICHAEL HICKS ACCESSORY STRUCTURES
 455 GOLDEN OAK DRIVE
 PORTOLA VALLEY, CA

RANSOHOFF, BLANCHFIELD, JONES, INC.
 LANDSCAPE ARCHITECTURE & SITE PLANNING
 1185 INDUSTRIAL ROAD SUITE 108 SAN CARLOS, CA 94506
 (925) 620-6666 CALIFORNIA L.A. LICENSE 2042

REV. SITE LIGHTING PLAN

PROJECT NO.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Carol Borck, Assistant Planner

DATE: August 21, 2014

RE: Architectural Review for Carport Enclosure, 10 Franciscan Ridge, Clarkson

This proposal is for enclosure of the existing flat roof, detached carport on the subject parcel located on the southerly end of the Franciscan Ridge cul-de-sac bulb in Portola Valley Ranch (see enclosed vicinity map). The proposed enclosure would be accomplished with the installation of a new double, aluminum, automatic garage door. The door would include upper glass panels and lower level solid panels, and be finished to match the medium tan siding of the carport. The north side elevation has an opening that would be filled with glass. Wood used to hold the glass in place would be painted to match the existing siding. The rear elevation opening currently has a glass insert. No other changes to the structure are proposed. No grading is needed, and all existing vegetation is to be preserved.

The proposal is presented on the following enclosed materials, received on 7/18/14:

- Drawing of proposed garage door by applicant
- Garage door estimate by Sousa's Garage Doors
- Photo of existing front elevation of the carport
- Photo of garage door on Coyote Hill Court that is similar to the proposed door
- Glass installation estimate by Palo Alto Glass
- Photo of existing north elevation of the carport where glass will be installed
- Photo of Sunhill garage with similar glass installed
- Ranch Design Committee conditional approval letter dated 7/10/14

Background and project description. The existing carport is located along the front of the property at road level, with the residence immediately behind and below the carport. The carport has a low profile design with a flat roof. Both the carport and house have medium tan siding, and the proposed new garage door would match the existing colors. Glass installed in the carport's side wall would be secured with wood stops painted to match the siding.

The proposed enclosure would be accomplished in essentially the same manner in which the carport at 30 Coyote Hill was completed. Inspection of that carport will be helpful in appreciating the current proposal. The 30 Coyote Hill enclosure was approved by the Ranch

design committee and the ASCC in 2013. There are a number of other carport enclosures within the Ranch that are similar to this design.

As the existing carport is located very close to the street, there does not appear to be currently any space for parking on the driveway apron; however, guest parking spaces are located nearby in the Accessory Parking Easements (APE) located adjacent to the property and within the cul-de-sac. The garage enclosure will not change the current off-street parking conditions. The proposed garage door will be automatic, and therefore avoids the need for cars to wait in the street for manual opening of the doors.

Conformance with Portola Valley Ranch Planned Unit Development (PUD) Statement and Carport Conversion Guidelines. The existing carport conforms to PUD siting requirements and the location was approved by the ASCC prior to house construction. The current proposal does not call for enlarging the carport, only for enclosure, thereby not raising any yard encroachment or other PUD siting issues.

The ASCC approved Carport Conversion Guidelines for the Ranch in 1999, and those are attached. The design guidelines provide that the enclosure conform to the architectural style of the house and suggest the use of architectural elements to make it more interesting if it is in a more visually prominent location, e.g., very close to the street right of way. While the carport is located close to the street, it is low in profile and not visually prominent. The door will match the existing tan color of the carport siding and fit with the home's design. No landscaping is proposed, and it does not appear necessary.

The guidelines also stipulate that, unless needed to preserve distant views, glazing on garage doors should be limited to 8' high or above. In this case, the submitted sketch indicates that the top row of solid panels would be at 7' 9" and therefore the glass panels would be above 8'. This will also help to preserve some of the view in addition to providing privacy for the lower portion of the garage.

The drawings and data presented with the application appear to support a finding that the proposal conforms to the carport conversion guidelines. Further, the Ranch design committee has approved the conversion.

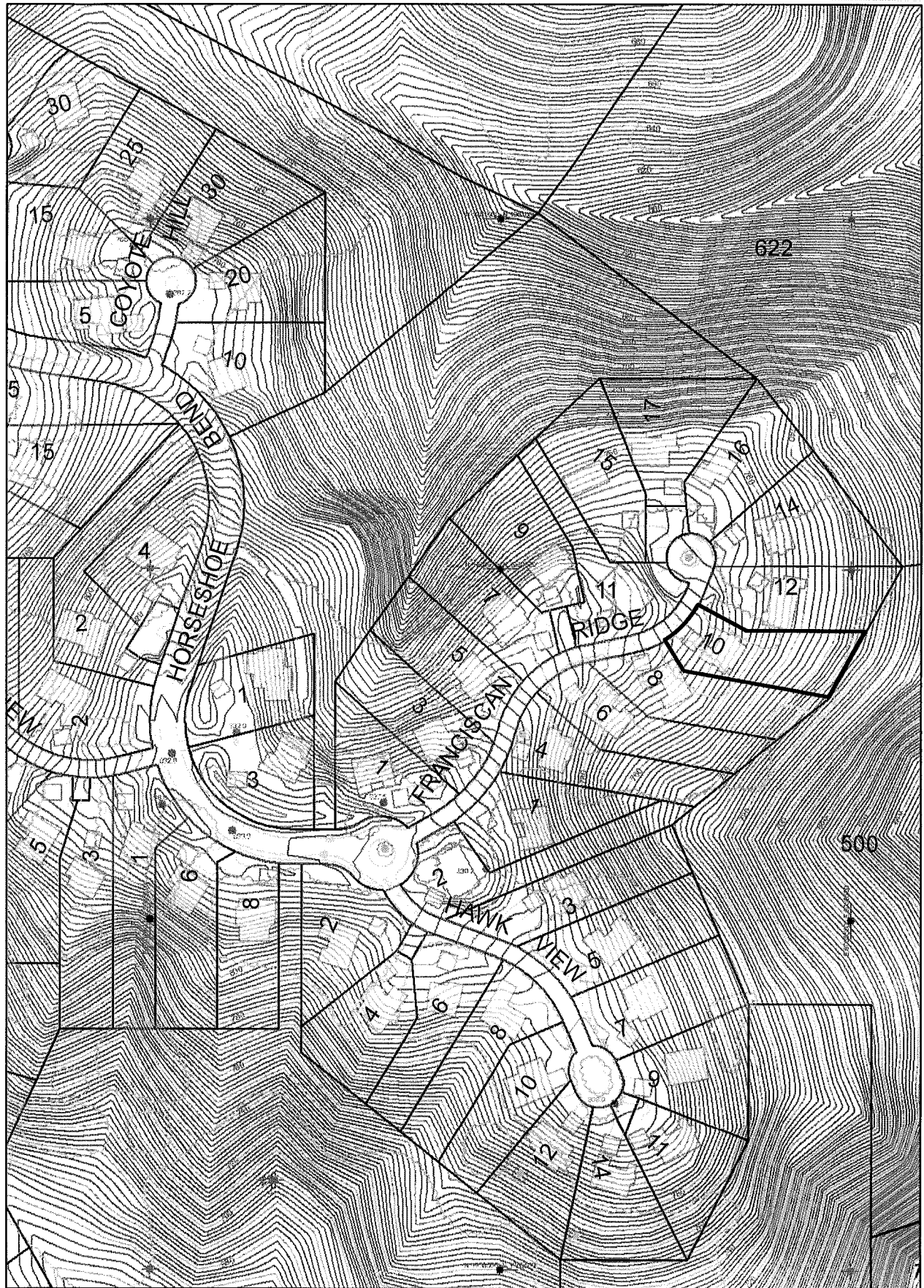
Exterior lighting. No new exterior lighting is proposed.

Prior to acting on this request, ASCC members should visit the site and consider the above comments and any new information that is presented at the August 25th ASCC meeting.

Attachments

1. Vicinity Map
2. Portola Valley Ranch Carport Conversion Guidelines
3. Carport enclosure proposal packet submitted by the applicant on July 18, 2014

Report approved by: Debbie Pedro, Planning Director



***PORTOLA VALLEY RANCH
CARPORT CONVERSION GUIDELINES***

Approved by the ASCC February 22, 1999

SECTION 3.8 - CARPORT CONVERSION AND REMODELING

Approved by the ASCC February 22, 1999

3.8.1 - General Design Concept

3.8.1.1 Carport Conversions - Originally, open carports were widely used on the Ranch to create a feeling of openness and to reduce apparent mass on the narrow roads and tight cul-de-sacs. Over the last twenty plus years, much has changed. Most importantly, landscaping has matured. This has reduced the apparent mass of carports and garages. In many cases, this landscaping has altered the views through carports. In addition, today many homeowners place higher priority on the benefits of garages than on those of carports. Therefore, the design concept will include both carports and garages, provided the conversion of carports preserves the general architectural elements used on the Ranch, attempts to preserve views of distant hills and valleys and does not negatively impact parking in the neighborhood. All carports and garages must at all times have sufficient clear area to store two vehicles completely within the structure.

3.8.1.2 Carport Remodeling - Carports are intended to be open and for the storage of vehicles. Storage of other items may be provided for with enclosures which must not obstruct views or limit vehicle storage capability. Side and rear carport openings may be enclosed with clear materials. All such changes require Design Committee approval.

3.8.2 - Architectural Design, Carport Conversions

3.8.2.1 General - The enclosed structure must maintain the integrity of the architectural style of the house and use typical plans, design elements and materials used for the house. The design should attempt to make the conversion interesting rather than creating a plain box like structure. To help avoid a simple box appearance, the Design Committee may require the addition of one or more of several design elements. Such elements include the use of double fascia board trim; a change of roof line to even or uneven gable; an extension of the roof over the doors to provide shadowing and reduce the feeling of boxiness; a deeper set back of the doors than the existing post structure; the use of glass above eight feet in height; raised planting structures on side or corners of garage; and attached or detached trellises to provide interest, shadows and perhaps to tie to a structure or entry path. Two garage doors separated by a central post are required to break the large expanse of a single door. Where possible, these doors should be fabricated of

the same material as the garage siding, e.g., board and batten garage doors for a board and batten garage and shingled doors for a shingled garage. (See Exhibits 3.8.2.1A-K.) Special rules on color of doors apply. (See 3.2.6.2 Garage Doors.)

3.8.2.2 Views - To preserve or replace significant views through the enclosed structure, it may be required to add windows to the garage. (See 3.8.2.3 Landscape, below.) Other than to satisfy this need to preserve Significant Views, windows will not be allowed except above eight feet in height.

3.8.2.3 Landscape - Addition or removal of landscaping may be a method of reducing the apparent mass or improving views. Addition of shrubs, vines or trees may help soften the apparent mass of the proposed garage by hiding parts of the structure that would otherwise be exposed. Planting along the driveway and in front of the garage will further soften the impact of enclosure. However, the addition of landscaping may limit existing views. Should a view corridor exist through a carport, it may be possible to remove or trim tall shrubs or trees directly adjacent to the garage in order to re-establish the view corridor lost by the enclosure of the carport. New landscape material would then be chosen that would maintain the openness of the newly established view corridor. This approach, however, may have the unintended affect of increasing the apparent massing of the garage due to the removal of landscape material; so a balance is required and will be a major consideration by the Design Committee.

3.8.2.4 Doors - If a garage is closer than seven feet from the street, the garage doors must be segmented doors which roll on tracks (as contrasted to solid pivoting doors). The use of glazing in garage doors is not considered a compatible architectural design element within the Ranch. All overhead garage doors must be equipped with automatic garage door openers.

3.8.3 - New Construction

For either new construction or replacement of an existing parking structure, the structure should be located to minimize the loss of views and set back from the road to reduce the feeling of mass and provide off street parking. Carports and garages must adhere to the standards set forth in the PUD Statements.

3.8.4 - Parking

Carports and garages are designed to store vehicles. The Ranch has limited off street parking provided by Auxiliary Parking Easements (APEs). Ranch rules require that carports be retained open for car parking and that only neatly stacked fire wood and enclosed garbage cans be stored in carports. Whenever a carport is converted, the homeowner must agree to maintain the interior of the garage so that two cars can be parked inside.

3.8.5 - Carport Remodeling

3.8.5.1 Enclosing Side and Rear Openings - Side and rear openings may be enclosed with clear plastic or clear glass with Design Committee approval. (See Standard Detail 3.8.5.1.)

3.8.5.2 Carport Storage - All storage, other than vehicles and neatly stacked firewood, must be behind closed doors. Storage enclosures within a carport must be equivalent to the architectural style of the carport using the same materials in the same design and proportion as the main structure except for garbage can enclosures. (See Section 3.6.3.)

3.8.6 - Approvals Required

To convert a carport to a garage, a homeowner must receive approval from both the Design Committee and the ASCC. A building permit is also required.

required to paint the underside surfaces with the same stain used on the siding.

3.2.4.3 Carport Interiors - The interiors of carports should be stained the same color as the siding. If the ceiling of the carport is readily visible, the homeowner is required to stain the ceiling the same color as the siding.

3.2.5 - Fencing and Privacy Screens

Fences usually are left to weather or are stained consistent with other structural elements of the house. Fences which are the same style as the siding must be stained the same color as the house. A privacy screen should be stained the same as the siding or the trellis if it is attached to the house or deck or left to weather if the trellis is unstained. If it is free standing, it should be finished as if it were a fence.

3.2.6 - Front Doors, Garage Doors and Wooden Doors Located Elsewhere

3.2.6.1 Front Doors - There is a wide pallet of approved colors for application on front doors. The homeowner should select one of these which complements the colors of the house siding and fascia. (See Exhibit 3.2.1 1C.) If the door is wood, it may be painted or it may be finished with a clear or wood colored varnish like material. Wood doors finished with a varnish like material must use a low sheen satin or "eggshell" finish. If the door is painted, the paint must not have any more sheen than an "eggshell" finish.

3.2.6.2 Garage Doors - Garage doors have traditionally been painted the same color as the house siding. There is an opportunity to create more interest in the garage structure by selecting a color in the same tone range which is one color tone lighter or darker than the garage siding. This will give a greater sense of depth of the door setback and reduce the effect of the slab appearance of the garage door.

3.2.6.3 Other Doors - The finish on other wooden or steel doors in carports, or elsewhere, must also have a low reflectivity and must not have any more sheen than eggshell. If the house is stained, these doors must be stained the same color as the house siding. If the house is natural, these doors must be stained a color of very low contrast to the siding or left natural. If clear sealers are used, they

EXHIBIT 3.8.2.1A
STANDARD DETAIL - GARAGE
Double Fascia

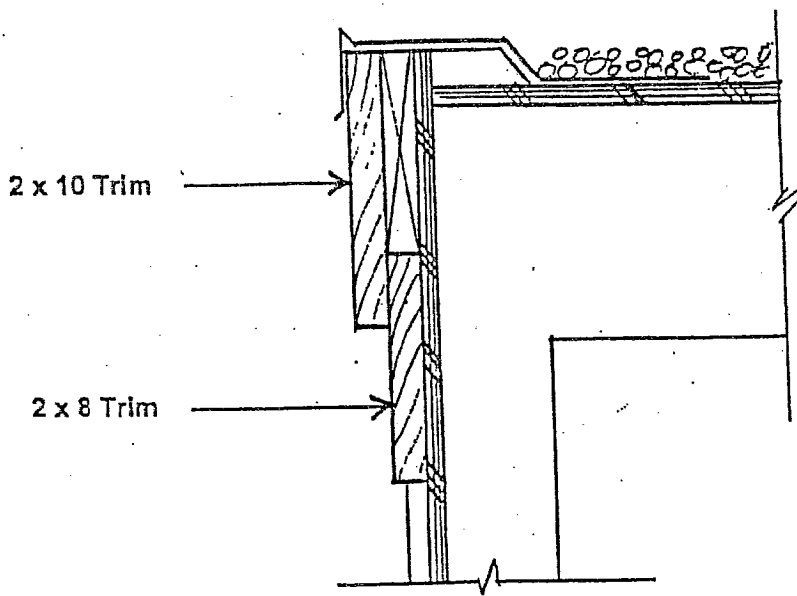
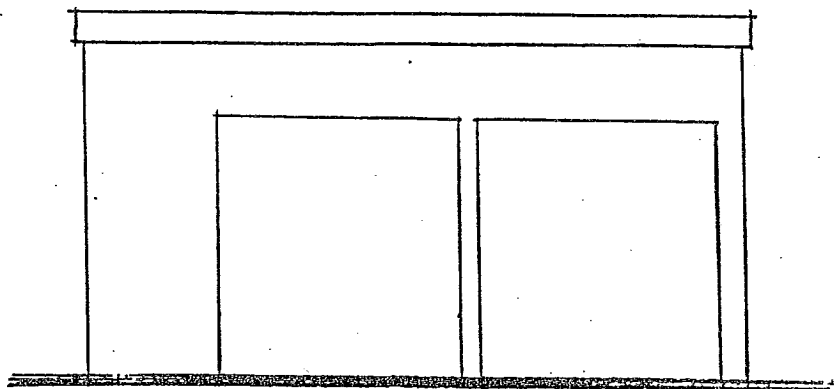
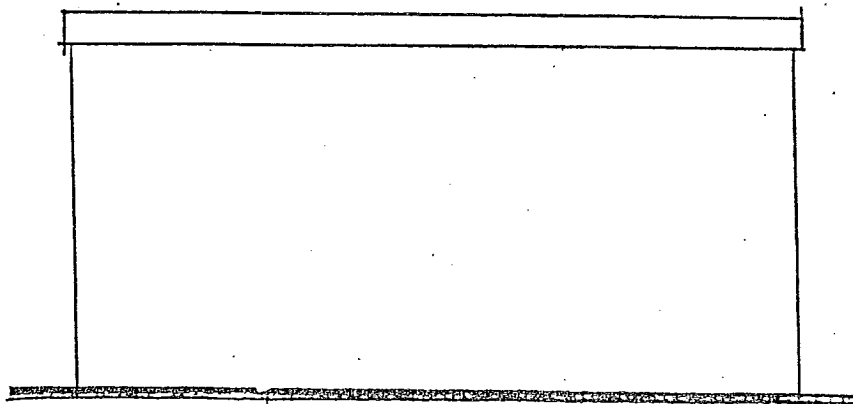


EXHIBIT 3.8.2.1B
STANDARD ELEVATION - GARAGE

Flat Roof Design



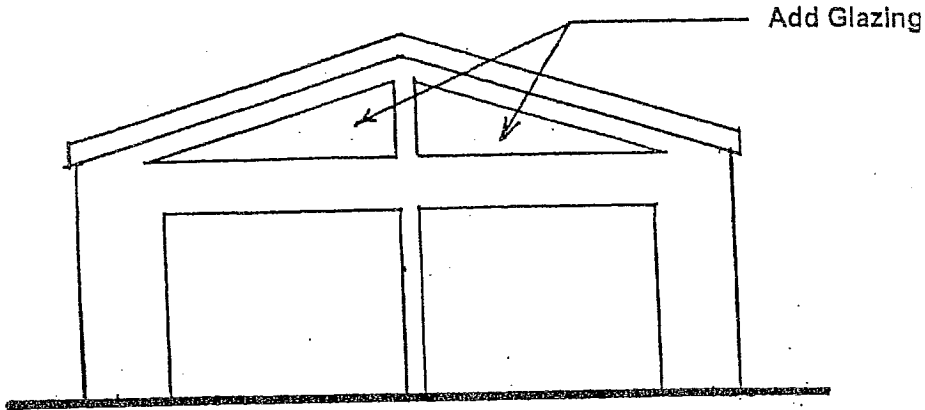
Front Elevation



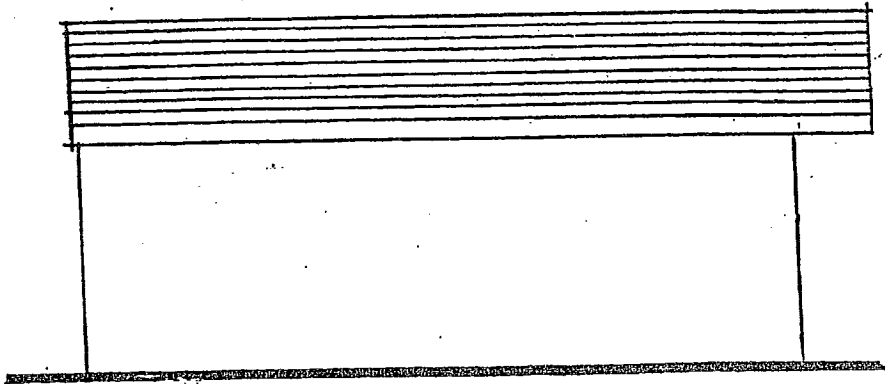
Side Elevation

EXHIBIT 3.8.2.1C
STANDARD ELEVATION - GARAGE

Even Gable Roof Design

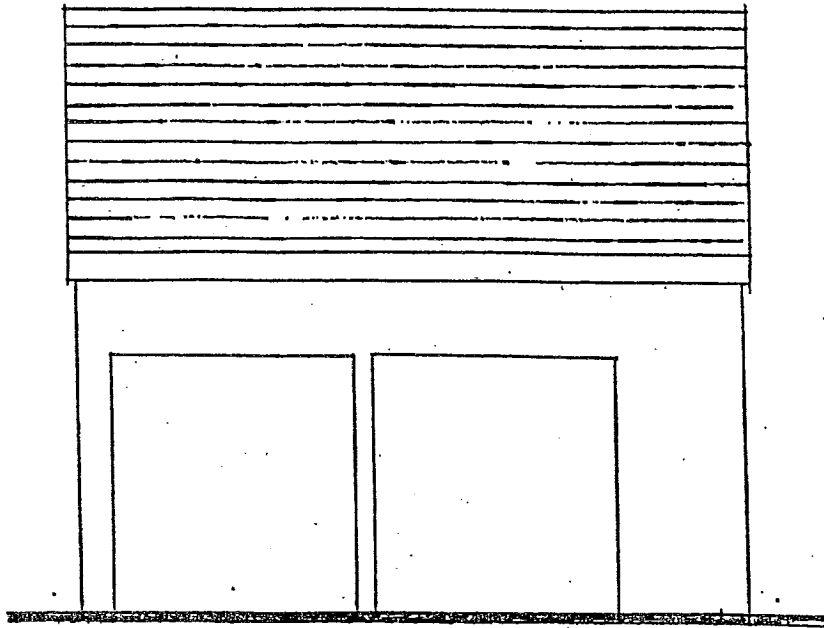


Front Elevation

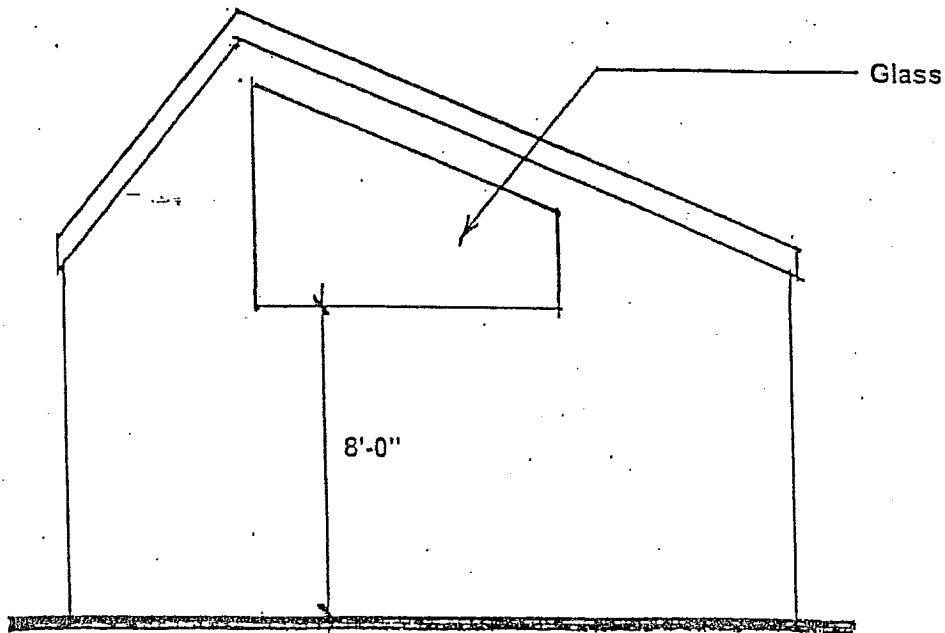


Side Elevation

EXHIBIT 3.8.2.1D
STANDARD ELEVATION - GARAGE
Uneven Gable Roof Design



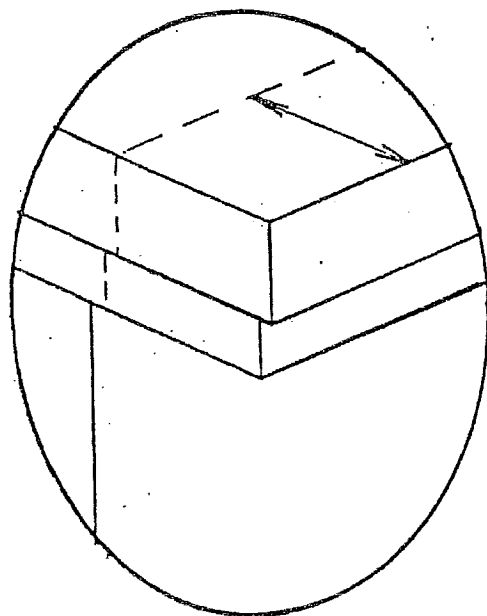
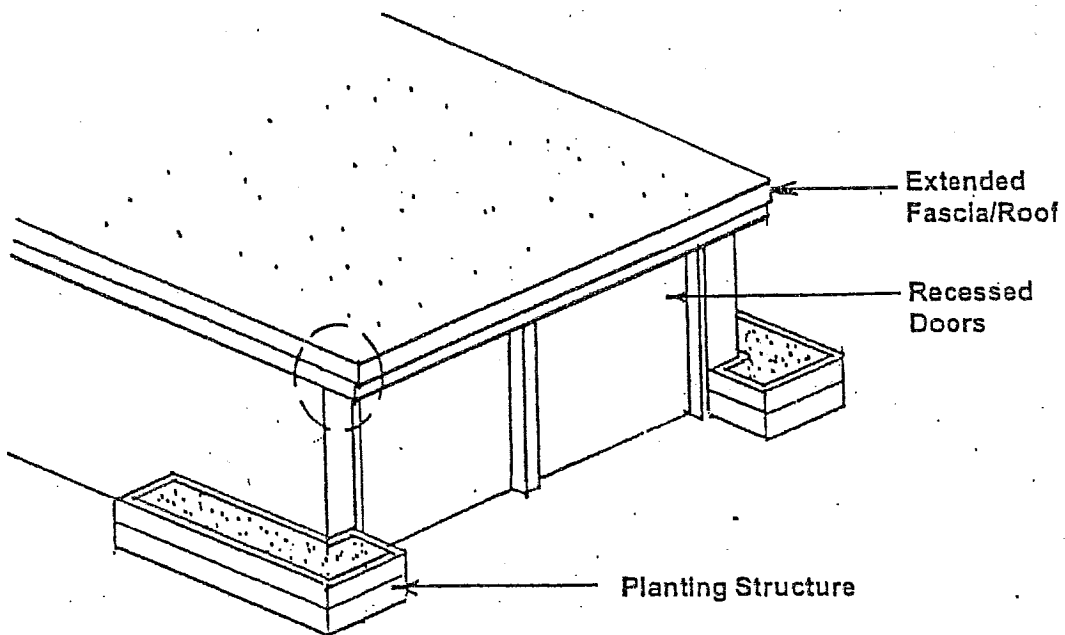
Front Elevation



Side Elevation

EXHIBIT 3.8.2.1E STANDARD DETAIL - GARAGE

Fascia/Roof Extention
Recessed Doors
Planting Structures



Extend roof to
create overhang
and shadows

EXHIBIT 3.8.2.1F
STANDARD DETAIL - GARAGE

Recessed Doors

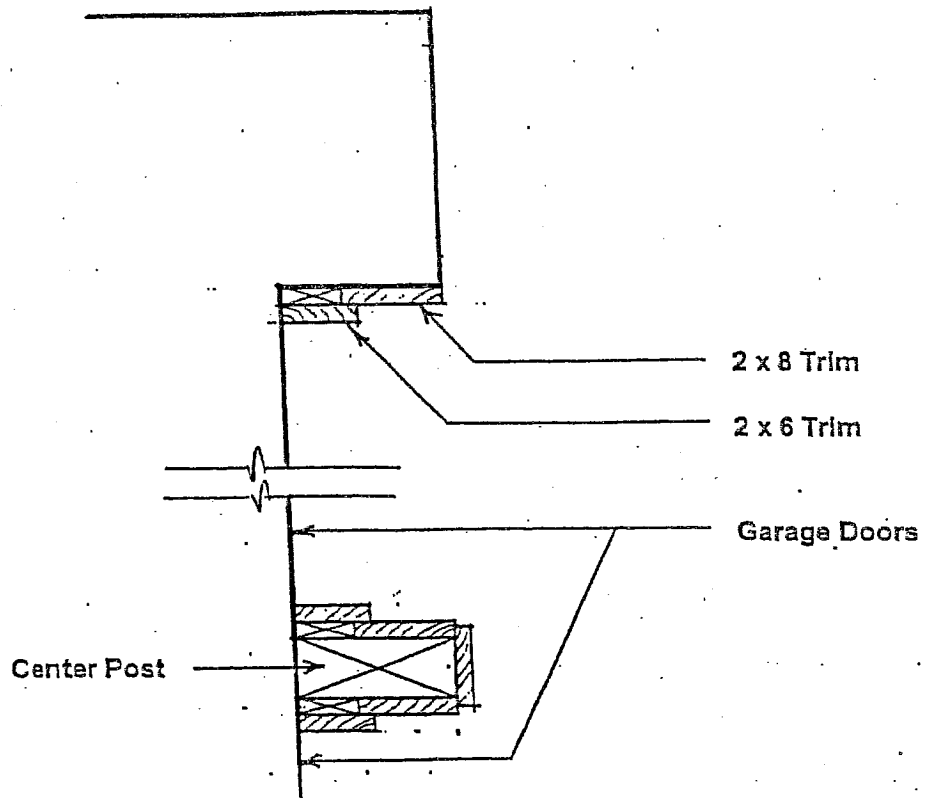
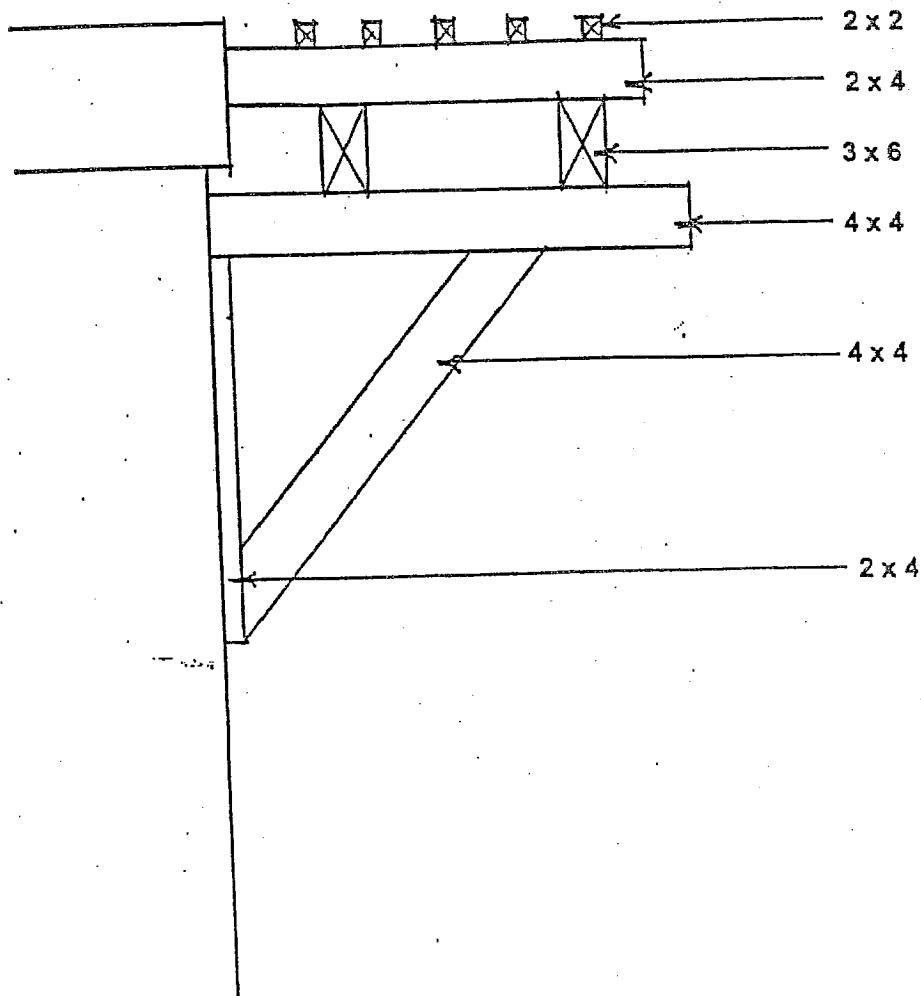


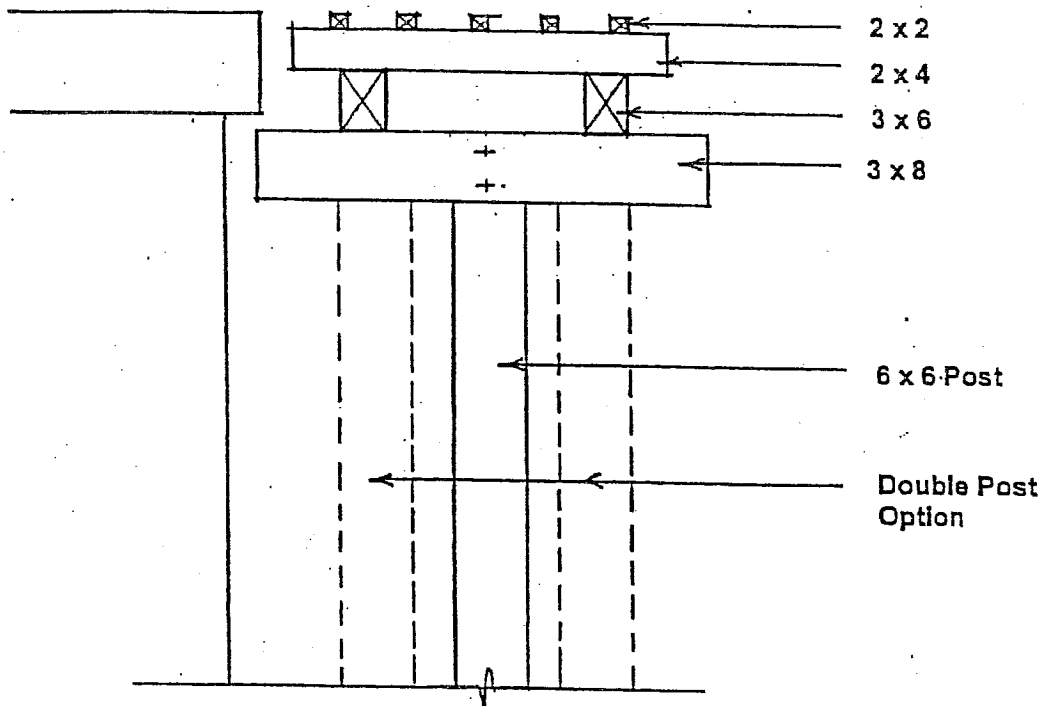
EXHIBIT 3.8.2.1G STANDARD DETAIL - GARAGE

Attached Trellis



Note: Sizes indicated are for example only. The intent is to show several layer design with lumber diminishing in size toward top of trellis. Members may be bevel cut to add interest; however, curved cuts are not allowed. Trellis may extend beyond garage to include other elements such as gates and entry walkways or wrap garage for additional interest.

EXHIBIT 3.8.2.1H
STANDARD DETAIL - GARAGE
Detached Trellis



Note: Sizes indicated are for example only. The intent is to show several layer design with lumber diminishing in size toward top of trellis. Members may be bevel cut to add interest; however, curved cuts are not allowed. Trellis may extend beyond garage to include other elements such as gates and entry walkways or wrap garage for additional interest.

EXHIBIT 3.8.2.11
STANDARD DETAIL - GARAGE
Door Finish

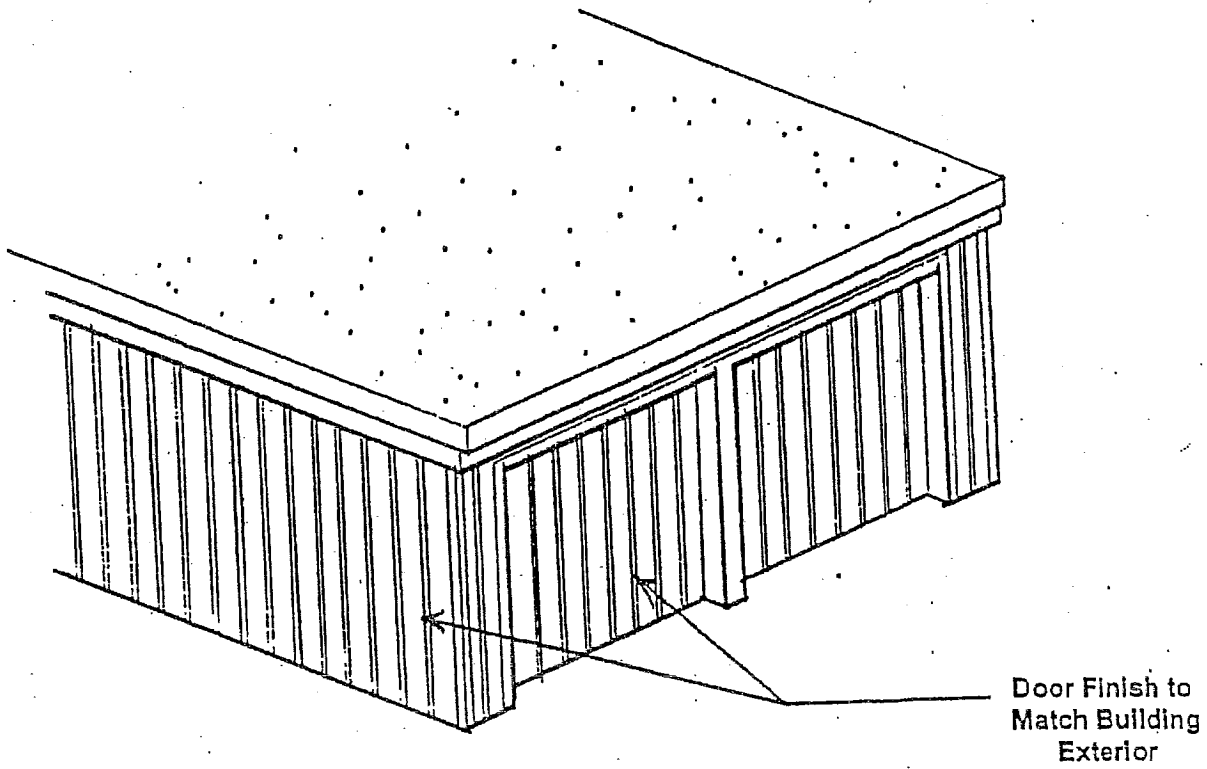


EXHIBIT 3.8.2.1J
STANDARD DETAIL - GARAGE
Door Finish

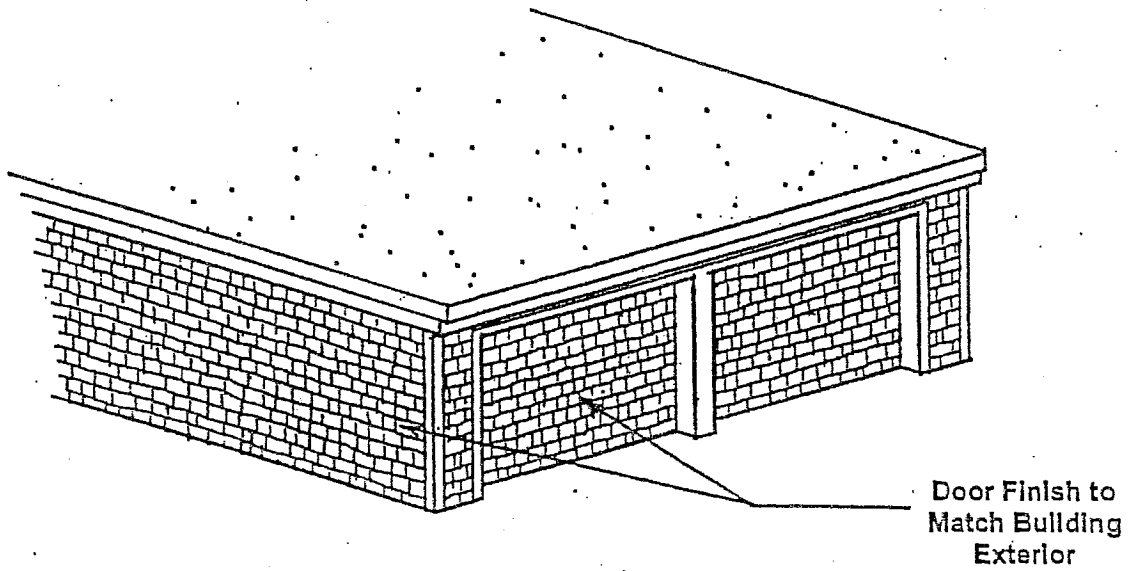
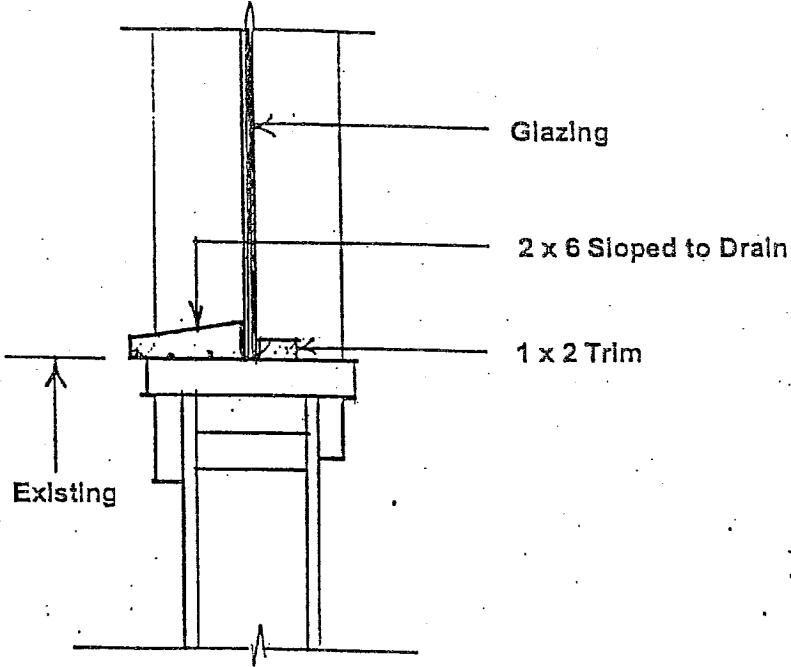
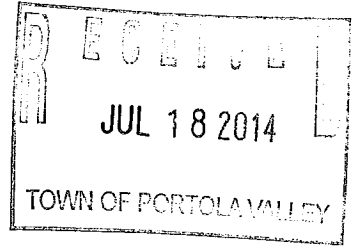


EXHIBIT 3.8.2.1K
STANDARD DETAIL - GARAGE

Glazing at Openings



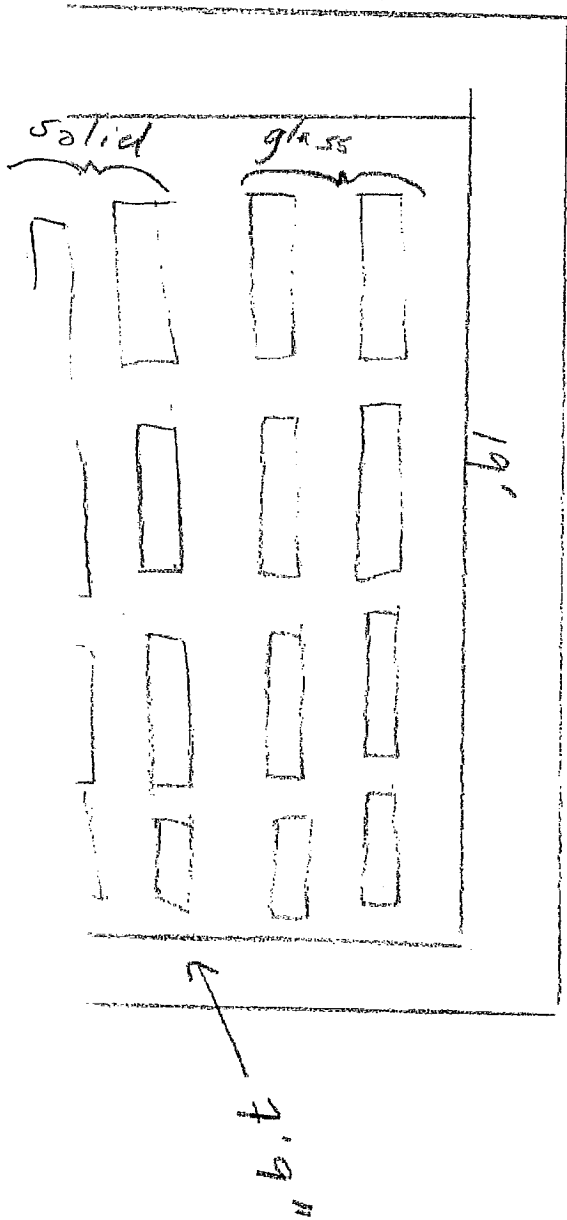


10 Franciscan Ridge

Proposed enclosure

Carport

2 rows of glass will allow for view will get shield for sign to get from



Proposed door



Sousa's Garage Doors, Inc.

Specializing in Custom Doors

No 34476

5

2908 Lafayette St.
Santa Clara, California 95054

www.sousasgaragedoors.com

Lic. # 697916

Bus: 408.248.0782
Fax: 408.248.5544

*We will MATCH ANY #
PRICE AND SUBTRACT 200⁰⁰*

Date 5-12-14

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

Name	Laura Clarkson
Address	
Phone	602-214-5455
Fax	

Name	
Address	10 FRANCISCAN RIDGE PORTOLA VALLEY, CA 94028
Phone	
Fax	

Quantity	Description	Price	Total						
1	OPENING will be APPROX. 19' X 7'9"								
	FULL VIEW ALUMINUM GLASS DOOR	\$6900 ⁰⁰							
	TOP 2 SECTIONS WITH CLEAR GLASS								
	BOTTOM 2 SECTIONS WILL BE SOLID.								
	4 SECTIONS TALL, 5 PANELS ACROSS								
	LIFTMASTER OPENER WITH 2 REMOTES, KEY PAD, INTERNET ADAPTER - 3/4 HP.	\$425 ⁰⁰							
	POWDER COAT DOOR TO MATCH HOUSE	\$700 ⁰⁰							
NEED TO MEET WITH CONTRACTOR		Subtotal							
Opening	Door Size	Track	Rip Jams	Back Jam	Left Fill	Right Fill	Headfill	Headroom	Tax INCLUDED
		LOW HEAD	-	-	-	-	-	7"	Total

All materials are guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of _____ dollars with payments to be as follows 50% DOWN TO ORDER

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

- Sousa's Garage Doors Inc. Assumes:
- No warranty on existing openers.
 - 110 volt electrical wiring for openers responsibility of contractors or homeowners.
 - Owners responsibility to clear garage 10 feet back from opening.
 - No responsibility for uneven concrete.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

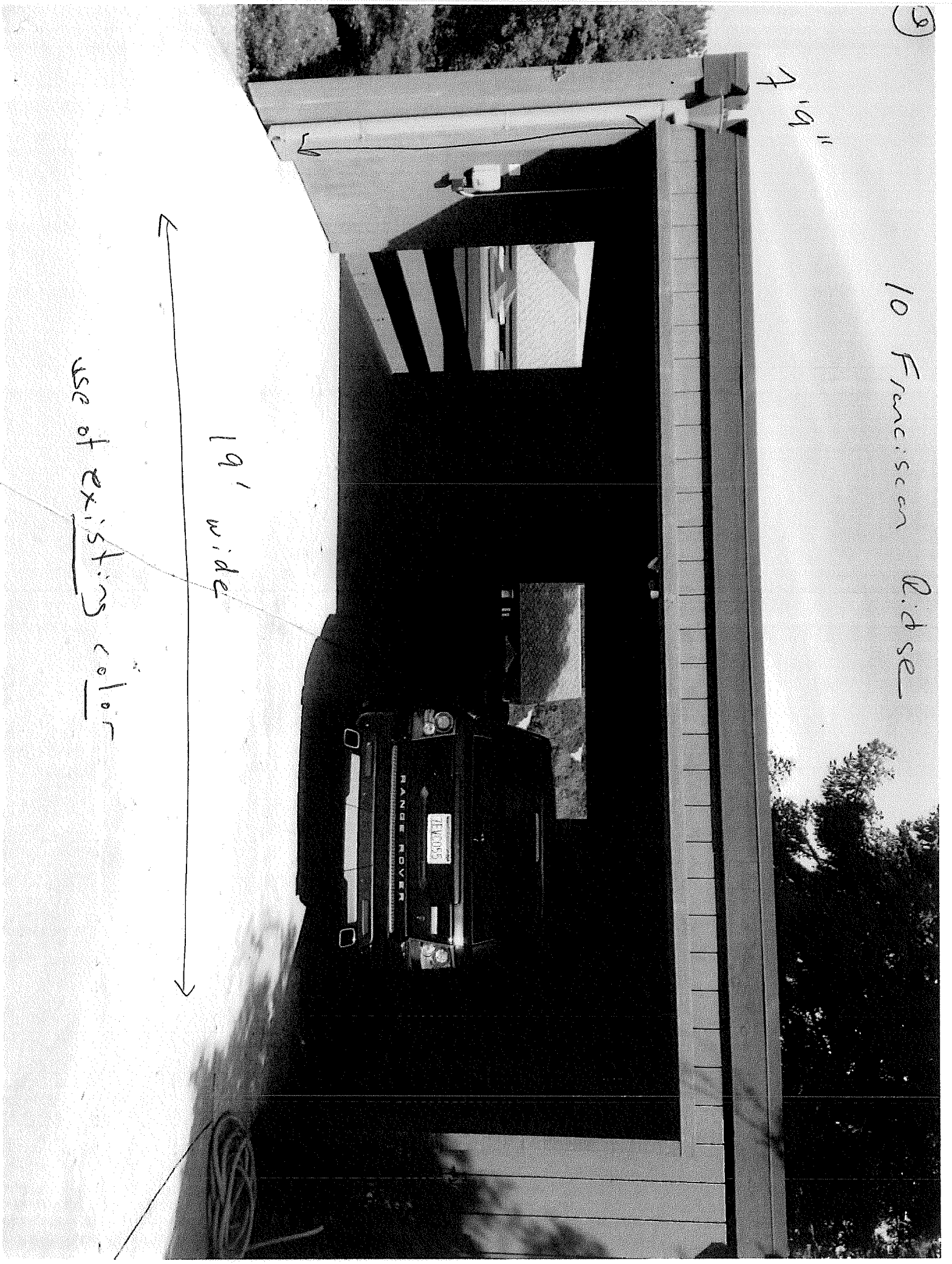
Respectfully Submitted _____ Date _____
Signature _____ Date _____

10 Franciscan Ridge

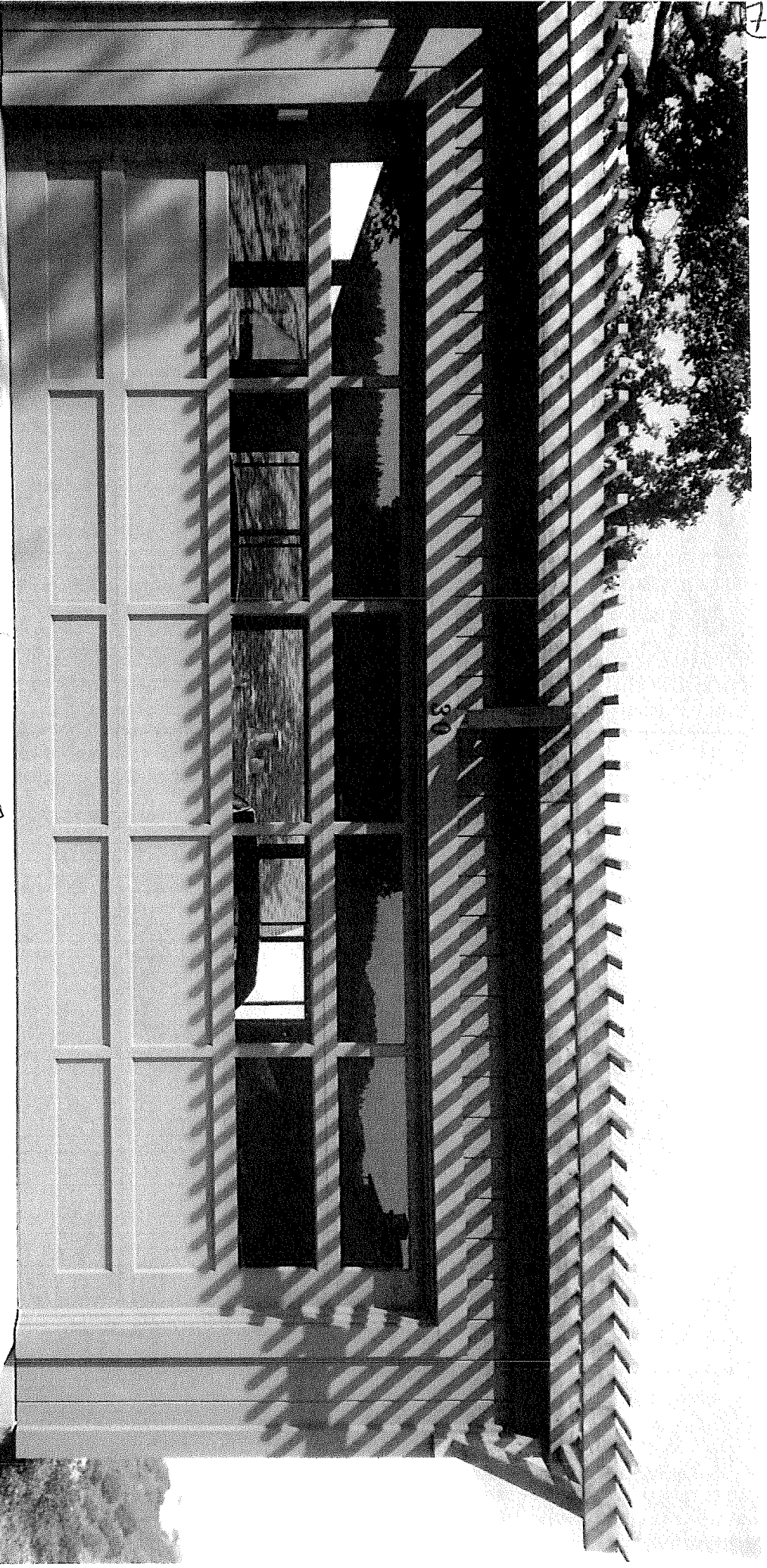
7' 9"

19' wide

use of existing color



↑ Same garage door as on Coyote Hill





We're not openly on weekends Laura but here you go -

1. Install ¼" clear tempered safety glass in your large carport opening to enclose. New wood stops will be used to hold the glass in place. The reflectance of clear glass is only 9% so it is well under the 26% maximum allowed. The cost for this work will be **\$2,390.00**.

I hope this is helpful.

Dave Stellman
Palo Alto Glass
4085 Transport St.
Palo Alto, CA 94303
650-494-7000 ph
650-494-7062 fx
650-222-6197 cell

On Jun 14, 2014, at 11:46 AM, Laura Clarkson <daykin@aol.com> wrote:

1. Install ¼" clear tempered glass in the large opening. New wood stops all the way around included. **\$2,390.00**.



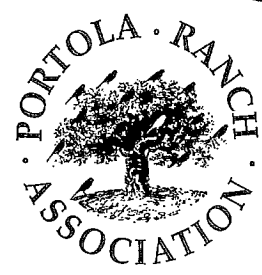
10 Franciscan Ridge
(opening - to enclose with glass)

6'-11"

10' 3"



Class to be installed as this picture. (Iris Farrell's) garage



1 INDIAN CROSSING
PORTOLA VALLEY
CALIFORNIA, 94028
650-851-1811

July 10, 2014

Laura Clarkson
10 Franciscan Ridge
Portola Valley, CA 94028

Re: #14-40

Dear Laura,

Please be advised that the Design Committee has **approved your application #14-40 for carport enclosure as submitted with the expectation that the applicant submit a photograph of Iris Harrell's carport side to confirm design detail of two horizontal boards remaining and painted to match siding, and the full-wall of glass to be installed on the inside of the boards.** Please be aware that an appeal period of five (5) working days follows any decision made by the Design Committee. The appeal period for your application expires on July 17, 2014.

Please note that there can be no deviation from the approved plan without the consent of the Design Committee.

If you have any questions about your application, please do not hesitate to contact the Office at (650) 851-1811.

Thank you very much for working with the Design Committee.
Sincerely,

Dana Rhine
Management Office
Portola Ranch Association



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Karen Kristiansson, Deputy Town Planner

DATE: August 22, 2014

RE: Consideration of Corrective Fencing and Tree Plan for 1260 Westridge Drive, Carano

The ASCC will hold a field meeting as part of its review of this project starting at 4:00pm on Monday, August 25 at the site. After the site meeting, discussion of the project will continue at the ASCC's regular evening meeting, at which time the ASCC may consider formal action on the proposed corrective plans.

This project involves ASCC review of a proposed corrective fencing and tree plan at this 11.6 acre property, located north of Westridge Drive between Possum Lane and Mapache Drive, as shown on the attached vicinity map. In November 2013, a fence was installed at the site which included portions that do not comply with Town regulations. In particular, the fence was 6' solid board with 2' lattice and located partially within required front and side yard setbacks, as well as creek setbacks. Almost 500 young redwood trees and 12 cypress trees had also been planted at the site, primarily along property lines. Such planting is inconsistent with the Town's Design Guidelines, and particularly the Redwood Guidelines. The planting and fencing are also inconsistent with the conditions associated with the Planned Unit Development (PUD X7D-171) and Tentative Subdivision Map (X6D-210) approvals which were granted by the Planning Commission in 2011 for the property. The corrective fence and tree plan proposes to remove nearly 600 linear feet of fencing and all but 36 of the planted redwood trees. In addition, the plan proposes removal of one oak tree, two eucalyptus trees, the 12 cypress trees, and 33 bay trees.

The project is presented on the following enclosed plans prepared by Thomas Klope Associates, Inc., Landscape Architects, and dated August 12, 2014:

- Sheet TSP.1, Tree Status Plan
- Sheet TSP.2, Tree Status Plan
- Sheet TSP.3, Tree Status Plan
- Sheet TSP.4, Tree Status Plan
- Sheet TSP.5, Tree Status Plan
- Sheet TSP.6, Tree Status Plan

In support of the plans and application, the following materials have also been provided and are attached:

- a letter from Tom Klope, project landscape architect, dated August 11, 2014, which summarizes the plan and responses to the July 18 site visit; and
- a letter from Tay Peterson, project environmental consultant, dated June 18, 2014, which assesses the project's compliance with the conditions of the PUD Statement and the Town's Design Guidelines; and
- a letter from Michael Young, project arborist, dated August 21, 2014, with a summary statement of his analysis of the proposed tree removals other than the new redwoods.

The following comments are offered to facilitate the ASCC's review process.

1. **Background.** In November of 2013, neighbors reported work on this 11.6 acre site off of Westridge Drive, between Possum Lane and Mapache Drive, including vegetation clearing and fence installation. Staff contacted the property owner, informed him of Town permitting requirements and potential impacts on the 2011 PUD and subdivision approvals, and requested clarification of work done to date at the property.

In subsequent discussions, staff learned that while brush had been cleared on the property, only two significant trees had been removed and tree removal permits had been obtained from the Town for those trees. Staff was able to visit the property in January 2014. At that time, two problems were noted:

1. Solid board fence had been installed in locations and at heights not permitted under Town regulations;
2. A substantial number of redwood trees had been planted along the property line in ways inconsistent with the Town's Design Guidelines.

The property owner was informed that these problems would need to be corrected, and that in addition to being code violations, these unauthorized actions could jeopardize the approved PUD and subdivision entitlements for the property. More information on those entitlements is provided below.

In response, the property owner hired consultants to develop a comprehensive landscaping plan for the property. Plans were delivered to the Town in June 2014. After reviewing the plans, staff requested a meeting with the consultant team, two members of the ASCC (Koch and Breen), and two members of the Conservation Committee (Murphy and Plunder). Feedback from the Commission and Committee members was provided in the attached letter from Interim Town Planner Kristiansson dated July 24, 2014. This feedback is discussed in detail below. Revised plans were submitted in August responding to those comments.

2. **Subdivision Approval.** As was noted above, the Planning Commission approved a tentative map and Planned Unit Development (PUD) for a three parcel subdivision for this property in 2011. That subdivision approval and associated PUD has been extended, and would now expire on August 19, 2016. In order to develop the subdivision, the property owner would need to apply for approval of a Final Map by

the Planning Commission and Town Engineer before that expiration date. Because approval of the Tentative Map was partially based on the existing conditions on the property, the unauthorized fencing and planting would need to be considered by the Planning Commission in determining whether the Commission could make a finding of consistency with the Tentative Map. As a result, the fence and tree conditions need to be remedied in order to avoid jeopardizing the subdivision and PUD entitlements.

The attached letter from Tay Peterson of TRA Environmental Sciences analyzes compliance of the proposed corrective fence and tree plan with the approved PUD conditions, as well as the Town's Design Guidelines and the Conservation Guide for Corte Madera Creek. As is noted in the letter, a number of conditions must be met for compliance with the PUD Statement as well as Town and State regulations. These are included in the recommended conditions of approval listed at the end of this staff report and comprise the following:

- Nesting bird and bat surveys prior to tree removal;
- Removal of ivy and vinca where new vegetation is proposed to be planted;
- Completion and submittal of a San Francisco Dusky Footed Woodrat nest survey and protection plan in compliance with California regulations; and
- Submittal of a tree protection and construction staging plan, including protective fencing of significant trees, hand-digging, and use of a small bobcat only as necessary.

The environmental consultant has confirmed that although her letter was completed based on the previous plans which were reviewed by the subcommittee, the analysis and conclusions are valid for the current (8/12/14) plans.

- 3. Fencing Issues and Proposed Solution.** New fencing installed on the property consisted of 1,081 linear feet of 6' solid board wood fence with 2' of lattice on top. The new fencing was in addition to existing fence that included an older 6' wooden fence in areas and a 6' chain link fence in other areas. Some of the older wooden fence, particularly along the northeast property line does not conform with current Town standards but was generally recognized in the approved PUD for the property.

This new fencing was placed around the exterior of the property, including in required front, side and creek setback areas. The property is located in the R-E/2.5 zoning district, where only horse fences are permitted in required yard setbacks. In addition, no fences are allowed within 20' of the top of bank for Corte Madera Creek.

To resolve these issues, a number of changes are proposed, which are summarized below:

- The majority of the new fence (591 linear feet) would be removed entirely. Sheets TSP.1, TSP.2, TSP.3, and TSP.4 show the locations where the new fence will be removed.
- There is 48 linear feet of fencing which is not in any of the setback areas for the property, and that fence is proposed to be kept, as shown on Sheet TSP.3. That fencing is intended to help screen views between this property and parcels along Possum Lane. This would provide screening for

headlights, which was specifically identified as an issue during the 2011 PUD and subdivision reviews.

- Closer to the main house and along the entry driveway, the applicant would like to retain the new north side fence and remove the older existing fence, so that the new fence would replace the existing fence.
- At the entrance to the property, the existing fence extends into the 50' required front yard setback and would be removed as shown on Sheet TSP.4.
- The top lattice will be removed from the new fence within required yard setback areas so that it will comply with the 6' height limit.

These proposals appear to be reasonable given current conditions on the property and would bring the fencing for the property into compliance with Town standards and the PUD for the property. The PUD does state that, in order to maintain creek bank stability, existing fence post footings shall not be removed, and this should be a condition of approval for this project.

Subcommittee members who visited the site in July noted that although it appeared reasonable for the new fence to remain in the locations where proposed, in some cases the fence is located too close to existing trees and may need to be modified. A condition of approval for the corrective fencing and tree plan to address this concern is suggested at the conclusion of this staff report.

4. Landscaping Issues and Proposed Solution. A total of 475 redwood trees and 12 cypress trees were planted along the property lines or top of bank. The proposed corrective plan calls for removal of all redwood trees along the southwest side of the property along Corte Madera Creek. On the northeast side of the property, a total of 36 redwood trees are proposed to remain, primarily in three areas along the northeast side of the property:

- The rear portion of the property, as shown on Sheets TSP.1 (13 trees) and .6 (6 trees);
- The central portion of the property near the generator pad, as shown on Sheet TSP.5 (6 trees); and
- The front portion of the property east of the driveway, as shown on Sheet TSP.4 (11 trees).

The feedback from the ASCC and Conservation Committee subcommittee members who reviewed an earlier version of the plans was that only a small number of the new redwoods could appropriately remain on the property, and those should be located within or adjacent to existing redwood groves. All redwoods near or under existing mature oaks on the property should be removed. Subcommittee members agreed that the property was essentially a mature oak woodland and the proposed fence and tree plan should build on and support that character. This is particularly important relative to conformity with the 2011 entitlements.

The newly planted trees that are proposed to remain will be flagged for the ASCC's site visit on Monday. The ASCC will need to consider the locations of these trees relative to existing vegetation on the property and whether allowing the trees to

remain in the locations proposed would 1) change the character of the property and thereby potentially conflict with the subdivision approvals, and 2) be consistent with the Town's Redwood Guidelines (attached). In any case, one redwood tree shown on Sheet TSP.4 appears to be located in the right of way for Westridge Drive and is required to be removed.

With the removal of the redwood trees, all irrigation that was installed for the new redwood trees and which is not needed for the vegetation proposed as part of the corrective fencing and tree plan should also be removed, as irrigation of mature oaks could affect the trees' health. The project landscape architect has indicated that the irrigation of the redwoods has already been reduced to the minimum needed to sustain the redwood trees, which may be transported to a location outside of the Town.

The plans also propose removal of a number of mature trees on the site, which are shown on the plans and discussed in the attached August 21, 2104 letter from project arborist Michael Young. These include the following:

- One coast live oak tree, shown on Sheet TSP.5, which the arborist found to have a large canker and decay in the trunk;
- Two eucalyptus trees, which are shown on Sheets TSP .2 and TSP.6 and are proposed for removal for fire prevention;
- Thirty-three bay trees, which are located throughout the site. The bay trees proposed for removal are those closest to the larger oak trees on the site, and are recommended for removal as a method of reducing the amount of Sudden Oak Death (SOD) on the property.

At the site visit, subcommittee members and staff noted a number of floodlights in trees. Lighting in trees is not permitted under the Town's zoning regulations (Section 18.42.018.C) and is inconsistent with the Town's Design Guidelines. These lights should be removed as a condition of any action on this project.

Conclusion

The ASCC should review the proposed corrective fencing and tree plan, including at the field meeting, and consider comments offered at both the field and evening meetings. If the Commission finds that it can act to approve the plan, the following conditions would be recommended:

1. Within 15 days of the ASCC's decision, the applicant shall provide a plan and schedule for compliance. The schedule shall prioritize removal of the irrigation and new redwood trees so that this work will begin no later than 20 days after submittal of the plan and will be completed within 60 days of the start of work. The plan for compliance shall include a tree protection and staging plan and shall specify tree protection measures for significant trees.
2. In addition to the redwood trees shown for removal on the corrective fencing and tree plan, the new redwood tree shown on Sheet TSP.4 which is located in the right of way for Westridge Drive shall also be removed.
3. Prior to removal of the trees, nesting bird and bat surveys shall be conducted in accordance with California regulations and best practices.

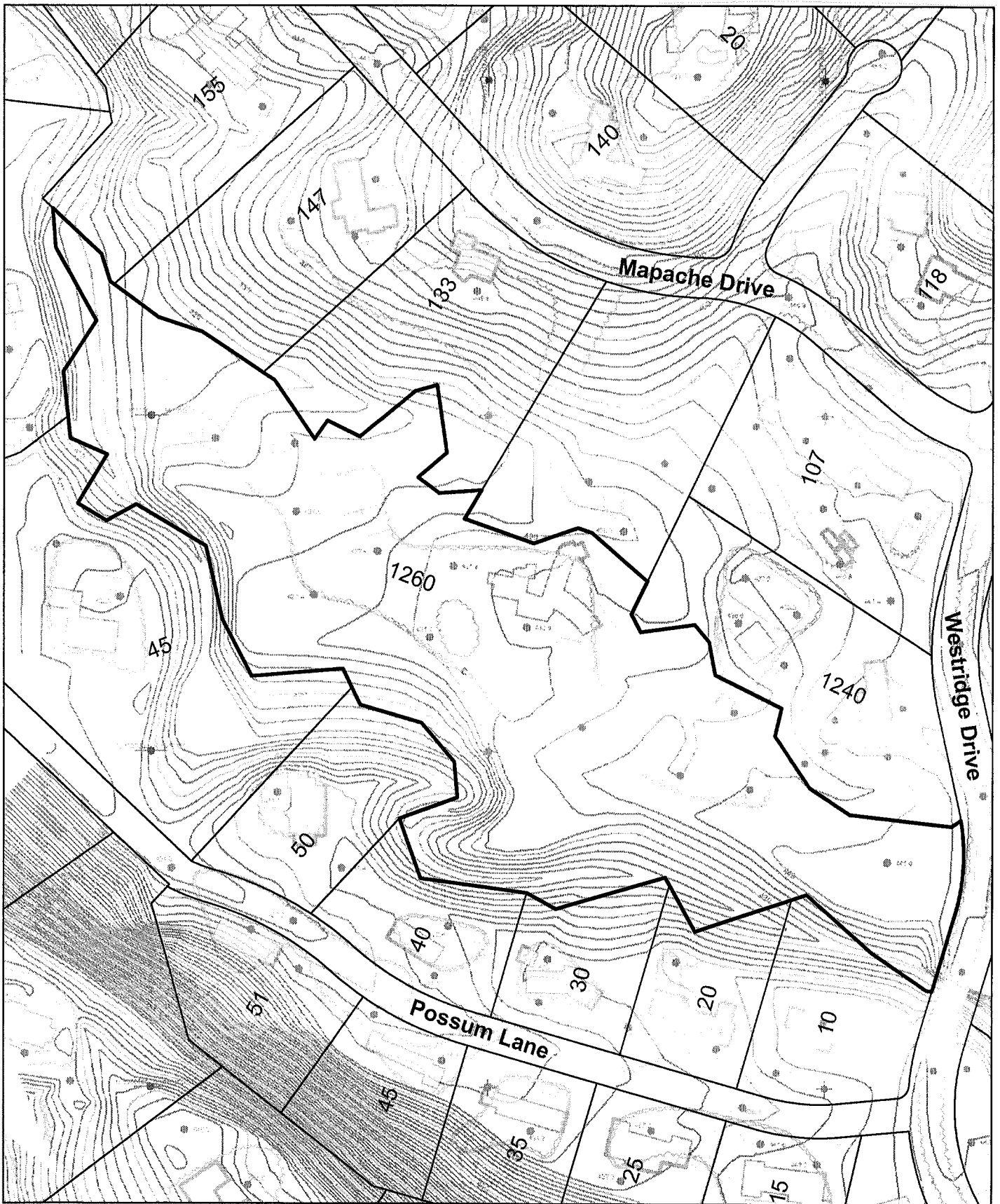
4. All irrigation that was installed to serve the new redwood trees other than that which directly serves the plantings approved as part of the corrective fencing and tree plan shall be removed.
5. In the areas where new vegetation is proposed, all ivy, vinca, and other invasive plants shall be removed.
6. Prior to removal of any fencing, a San Francisco Dusky Footed Woodrat nest survey and protection plan prepared in compliance with California regulations and best practices shall be prepared and submitted.
7. All fencing shall be removed by hand, and fence post footings shall not be removed as required by the PUD Statement.
8. Where the new fence will be allowed to remain on the property, the fence shall be reduced in height to conform to the six foot height limit in required yard setback areas. In addition, the fence shall be modified as needed to avoid impacts on nearby trees. These modifications shall be based on the recommendations of the project arborist, landscape architect and environmental consultant and shall be reported to the Town.
9. All nonconforming lighting in trees shall be removed.

Enclosures/Attachments:

1. Vicinity map
2. Letter from Tom Klope, project landscape architect, dated August 11, 2014
3. Letter from Tay Peterson, project environmental consultant, dated June 18, 2014
4. Letter from Michael Young, project arborist, dated August 21, 2014
5. Letter from Interim Town Planner Kristiansson, dated July 24, 2014
6. Town of Portola Valley Redwood Guidelines
7. Plan set prepared by Thomas Klope Associates, Inc., Landscape Architects, and dated August 12, 2014

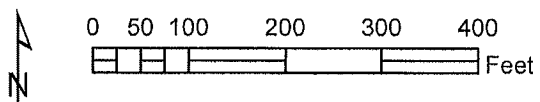
Report approved by: Debbie Pedro, Planning Director

Cc: Town Council ASCC Liaison
Planning Commission ASCC Liaison
Conservation Committee Chair Murphy and Vice-Chair Plunder
Nick Pegueros, Town Manager
Leigh Prince, Town Attorney
Bandel Carano, Property owner
Tom Klope, Landscape architect
Tay Peterson, Environmental consultant

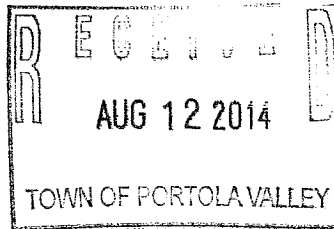


Vicinity Map

Architectural Review, Carano



APN 077-050-200, 1260 Westridge Drive
August 2014



August 11, 2014

Ms. Karen Kristiansson
Town of Portola Valley
765 Portola Road
Portola Valley, California 94025

Subject: Revised ASCC Submittal Landscape and Fencing Plan
1260 Westridge Drive; Portola Valley

Dear Karen:

On behalf of the owners of 1260 Westridge Drive, we are pleased to submit the attached revised plans as a part of our ASCC application. They rectify the violations of Town ordinances and policies with regard to fencing and trees and take into account comments received during our July 18, 2014 site review with representatives from the ASCC and the Conservation Committee. Specifically, we address the issues surrounding approximately 1081 linear feet of wood fencing; 475 redwood trees; and 12 cypress trees all of which were installed by the Owner approximately one year ago without Town approval and against Town ordinances and policies.

With respect to the recently installed 1081 linear feet of 6'-0" high board on board wood fencing with lattice panel top, approximately 591 linear feet will be removed. Four hundred ninety (490) linear feet will remain on the property and the top lattice will be removed to conform to a six foot height. Approximately 467 linear feet of older, pre-existing wood fencing will be removed due to poor condition or inadequate screening value.

The fencing strategy proposed along the northern parcel boundary and shown in the drawings has been accepted by the adjacent neighbor at 1240 Westridge Drive as an improved fencing and screening strategy.

All new fencing installed along the southern parcel boundary (i.e. along the Corte Madera Creek top of bank) shall be removed except for 48 linear feet of fencing which occurs greater than 20 feet from the top of bank so that headlights from cars using the project driveway are screened from neighboring properties (see Sheet TSP.3).

All fencing along the top of the creek bank will be removed except for the fence post footings so as not to deteriorate or damage the top edge of the creek bank. This is in accordance with the recommendations of the project biological consultant, Tay Peterson of TRA Environmental Services, Inc. The fence post footings will be retained only along the top edge of the creek bank to minimize any potential damage. All other fencing being removed on the property will include the removal of post footings.

With regard to the 475 redwood trees and the 12 cypress trees planted on the property, 439 redwood trees and all of the 12 cypress trees will be removed. Thirty-six (36) redwood trees will remain where planted. Trees have been chosen for removal if they interfere with existing oak tree canopies, are planted too linear in nature, or are inconsistent with the Town Guidelines for Corte Madera Creek. Transplanted redwood trees are relocated to locations that provide naturalized groupings and that strengthen screening in areas where redwood trees already exist as requested during our site meeting .

Conditions and provisions of the approved subdivision and planned unit development have been respected as a part of this fencing and tree planting strategy.

This proposal includes recommendations developed in collaboration with the project arborist, Michael Young of Urban Tree Management. We call for the removal of 33 bay trees that are growing in existing oak canopies and that may potentially spread Sudden Oak Death to those oaks. Two (2) eucalyptus trees are recommended for removal by Town policy as is one (1) oak tree which is a significant safety hazard.

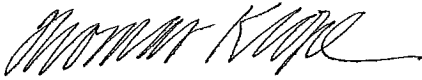
Trees slated for removal will be hand dug. A small bobcat tractor will be used to lift the redwood trees out of the holes and to place them into containers. Plywood sheeting will be used on the ground where the bobcat travels to protect oak and madrone tree root zones. Temporary tree protection fencing will be placed adjacent to the oak and madrone trees at the time of the removal process. The Town requires that madrones be protected because they are not common and are difficult to grow. Fencing specific to madrone trees is shown on the drawings. Any work done around madrone trees will be carefully executed so that trunk and root systems are not damaged. The project arborist will address all tree related concerns during the project.

In place of the redwood trees that are being removed from areas needing screening and buffering, new native trees and shrubs from the Corte Madera Creek Plant List are proposed. These native plantings include: *Acer macrophyllum* (Big Leaf Maple); *Alnus rhombifolia* (White Maple); *Garrya elliptica* (Silktassle); *Heleromeles arbutifolia* (Toyon); *Rosa californica* (California Rose); and *Rubus ursinus* (California Blackberry).

The new native tree and shrub plantings, and irrigation systems will be monitored for a minimum of one year after installation. The irrigation system will not be operated beyond the levels needed to establish and maintain the native vegetation. After one year, irrigation periods will be reduced to encourage the plantings to find their water equilibrium dependent upon seasonal rains and soil moisture content.

Thank you for this opportunity to present this proposal for correcting fencing and tree planting conditions on the 1260 Westridge Drive property. Please contact me or other members of the project team if you have any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Klope". The signature is fluid and cursive, with a long horizontal stroke at the end.

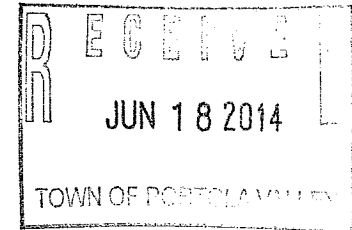
Thomas Klope, ASLA

TK/spk

cc: Mr. Bandel Carano

Memo

To: Tom Vlasic
 From: Tay Peterson
 Job Code: ESWQ (BQCK15)
 Date: June 18, 2014



SUBJECT: 1260 Westridge Tree Status Plan

TRA Environmental Sciences, Inc. has reviewed the Tree Status Plan prepared for the Carano Residence at 1260 Westridge Drive in Portola Valley (dated 5/14/2014) for compliance with applicable conditions outlined in the PUD Statement and various Town guidelines. A summary table for compliance with each condition is attached. This memo provides an overview.

The Tree Status Plan identifies the disposition of fencing and redwood trees recently installed on the property without Town approvals. The PUD Statement contains conditions which pertain to activities proposed in the Tree Status Plan. These conditions are related to Access and Circulation, Gateways and Entryways, Fences and Site Walls, Landscape and Planting, Hydrology Provisions, and Habitat Provisions.

Access and Circulation. The issues around access and circulation that pertain to the Tree Status Plan are screening the driveways to reduce the impacts of headlights on adjacent properties, tree removal associated with access, and bird/bat surveys prior to tree removal. The Tree Status Plan includes native plantings that will provide the screening needed to minimize headlight glare. This was of particular concern around cars on the driveway to Lot A. The Tree Status Plan does not propose any driveway construction or the removal of oaks. Planted redwoods are being removed in order to protect existing oaks. Bat and bird surveys will be necessary prior to implementation of the Tree Status Plan.

Gateways and Entryways. The issues with Gateways and Entryways that pertain to the Tree Status Plan are related to line of sight and the need to redesign the entryway so that it is set back farther from the road right of way. The Tree Status Plan does not propose any changes to the entryway at this time, and does not include plantings that will interfere with the line-of-sight issues, and are not expected to conflict with the entryway redesign. The Tree Status Plan includes the removal of bay trees on the property, however the "clump of eight bay trees" that is identified in the PUD Statement (based on the Initial Study) are not on the property.

Fences and Site Walls. The Tentative Map does not propose the installation of fencing. The redwood fencing recently installed along the property boundary was not authorized by the Town. The PUD Statement indicates that the existing perimeter chainlink/wire fences around the perimeter may remain in place, and that if the Town requires any of it to be removed that consideration be given to maintaining creek bank stability, preserving existing screening for

neighboring properties, and preservation of wildlife habitat supported by leaving the fence in place. In no case were fence post footings to be removed. The Tree Status Plan does not propose the removal of any of the older chainlink/wire fencing. It does propose removal of new redwood fencing. This will be done by hand, and the fence post footings will be left in place.

Landscape and Planting. The issues related to Landscape and Planting that pertain to the Tree Status Plan include preservation and protection of mature trees, approved plantings that provide screening, protection of the riparian zone along Corte Madera Creek, use of only native plant species in the riparian corridor, protection of madrone trees of any size, and replacement of non-native plant species in the riparian corridor with native species. The Tree Status Plan proposes hand digging and use of a small rubber-tired bobcat tractor to remove the planted redwoods, with temporary tree protection on oaks and madrones adjacent to the work. It will have minimal and temporary impacts. The Plan also proposes the removal of several mature bay laurel trees that carry the Sudden Oak Death pathogen and are growing close enough to significant oaks to pose a threat to their survival. The Tree Status Plan takes the removal of the bay trees into account in its proposed plantings for screening views to/from adjacent properties. It replaces these trees with native shrub plantings and by retaining some of the redwood trees that were planted, although moving the redwoods to more appropriate habitats on the property. The Plan includes only native plant species that are appropriate according to where they are being planted, particularly with regard to the Corte Madera Creek corridor. The Tree Status Plan removes one mature eucalyptus tree from the Corte Madera Creek corridor, and will remove ivy and vinca where screening vegetation is proposed to be planted.

Hydrology Provisions. These issues relate to grading that could affect the creek. The Tree Status Plan does not propose grading or significant areas of soil disturbance. The total disturbance area is estimated to be less than 1,500 square feet and is temporary.

Habitat Preservation. The issues related to Habitat Preservation that pertain to the Tree Status Plan include protection of woodrat houses along the fencelines. A survey of current woodrat houses should be completed prior to implementation of the Tree Status Plan, and the houses should be avoided, with a minimum buffer of five feet. If they cannot be avoided they may need to be moved according to a plan approved by the California Department of Fish and Wildlife, or the work may be able to be completed with a biological monitor present to insure that impacts are minimized. A worker education tailgate training should be provided.

The Design Guidelines for the Town of Portola Valley include several measures that pertain to the Tree Status Plan. These mainly involve protection of mature vegetation, preventing erosion, view and screening considerations, protection of site distance, the appropriate use of native plant species, clustering planting rather than linear planting, leaving native vegetation in place, and the appropriate placement of redwood trees. The Tree Status Plan takes all of these measures into account by protecting mature vegetation, providing screening, grouping plantings, and using native plant species appropriate to the different habitats on the property.

The Conservation Guide for Portola Valley Residents was consulted with regard to Ambiance, Views, Trees, Plants, Creeks, Wildlife, and Water. It encourages the use of native plant species, screening structures with appropriate landscaping, protection of significant trees and areas of native vegetation, appropriate and low impact irrigation, preventing runoff that can pollute creeks, maintaining and restoring riparian habitat, using plants that are deer resistant in order to minimize the need for fencing, and avoiding landscaping that requires heavy watering. The Tree Status Plan uses all native plant species in appropriate locations on the property, provides screening, minimizes the use of fencing for screening, includes deer resistant plantings, proposes drip irrigation, includes temporary tree protection and minimizes the area of disturbance for fence removal and tree removal/transplanting, removes planted redwoods and groups the remaining redwoods to reduce high water demand.

The Citizen's Guide to Maintaining Corte Madera Creek recommends plant material that is native to a particular reach of the creek and recommends species to use and not use in plantings along the creek. The Tree Status Plan takes these recommendations into account, and moves the planted redwoods outside of the creek corridor.

Please do not hesitate to contact me if there are any questions. My direct line is (650) 400-5767; Peterson@traenviro.com.

Table 1: Summary of Biological and Riparian Requirements for 1260 Westridge Drive and Effects of the Tree Status Plan

Document	Measure	Description	Effect of Tree Status Plan
Planned Unit Development Statement			
Access and Circulation	A&C4	<p>Separate driveways from the common driveway to Lots A and C, respectively, as shown on the proposed PUD Map, shall be constructed in accordance with all Town regulations in effect at the time of such construction, and shall be appropriately screened by plantings approved by the ASCC to reduce the effects of headlights shining into adjacent properties.</p>	<p>Construction of the driveways is not part of the Tree Status Plan. Screening vegetation is proposed to be placed between the creek and the proposed location of the driveway in a way that will reduce the effects to headlights shining into adjacent properties.</p>
		<p>Significant trees shall be protected during construction of new driveways and replaced with trees in accordance with the Town's tree ordinance. In addition, any oak trees that are removed as a result of the project shall be replaced with native oak species at a three-to-one ratio (plant three trees for every one tree removed).</p>	<p>Driveway construction is not proposed as part of the Tree Status Plan. No oak trees are proposed to be removed. Redwoods will be planted a sufficient distance from oaks to protect the oak root zone of significant oak trees (i.e. outside of the dripline).</p>
		<p>Prior to removing any trees, the Owner shall conduct a survey of the trees and surrounding area for active bird nests and shall identify the specific trees for roosting bats. The survey shall be done by a biologist with the necessary expertise, including being able to recognize bird breeding behavior and acoustically measure for bats.</p>	<p>A nesting bird and roosting bat survey will need to be conducted before trees are removed or transplanted.</p>
		<p>If nesting is confirmed or is highly likely, the trees shall not be removed until nesting is completed (the nesting season is generally February 1 - August 31).</p>	<p>To be determined based on results of survey.</p>
		<p>Roosting bats shall be excluded before the tree is removed, the tree shall be removed at dusk, or other measures taken as recommended by the bat biologist to minimize bat mortality.</p>	<p>To be determined based on results of survey.</p>



urbantreemanagement inc.

8/21/14

1260 Westridge Rd.
Portola Valley, CA 94028

Re: **Tree Removal Review**

To Whom It May Concern:

Assignment

It was my assignment to review the tree removals on site and explain how we made our removal decisions.

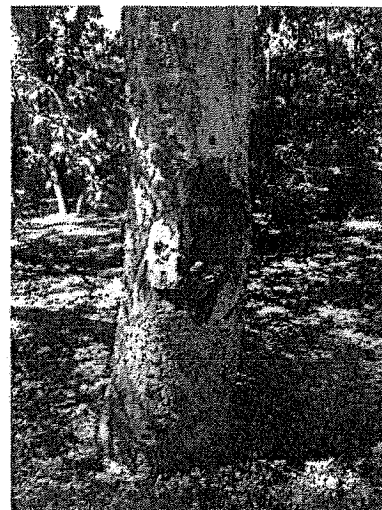
Summary Statement

Overall this is a heavily wooded lot mostly populated with very large Coast Live Oaks and many Bay trees. The Bay trees are a host for Sudden Oak Death (SOD) and have caused Oaks to die on site. As a method of reducing the amount of Sudden Oak Death on site, and preserving the Native Coast Live Oaks, I am recommending removal of the all Bays on site. The home owner was worried about removing too many trees on site so we limited the scope of our current request for removals to the 33 noted on the TSP1-6 Plans (from Tom Klope). The removal of these trees will help in reducing the number of Oaks that contract SOD on site. These specific 33 Bays are the closest to the larger Oaks.

We are removing two Eucalyptus trees as per the Town Guidelines and as a means of fire prevention.

We are removing 12 Monterey Cypress that were planted with the new Redwood planting, and it is too dense overall.

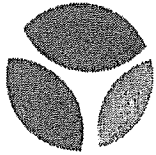
We are also removing one Coast Live Oak tree near the service yard. This tree has a large canker and decay in the trunk (see image to right) that renders it a hazard which is unacceptable in this area.



Please let me know if you have further questions.

Respectfully,


Michael P. Young



ASSUMPTIONS AND LIMITING CONDITIONS

1. Any legal description provided to this arborist is assumed to be correct. No responsibility is assumed for matters legal in character nor is any opinion rendered as to the quality of any title.
2. This arborist can neither guarantee nor be responsible for accuracy of information provided by others.
3. This arborist shall not be required to give testimony or to attend court by reason of the information provided by this arborist unless subsequent written arrangements are made, including payment of an additional fee for services.
4. Loss or removal of any part of this report invalidates the entire report.
5. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person(s) to whom it is addressed without written consent of this arborist.
6. This report and the values expressed herein represent the opinion of this arborist, and this arborist's fee is in no way contingent upon the reporting of a specified value nor upon any finding to be reported.
7. Sketches, diagrams, graphs, photos, etc., in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering reports or surveys.
8. This report has been made in conformity with acceptable appraisal/evaluation/diagnostic reporting techniques and procedures, as recommended by the International Society of Arboriculture.
9. When applying any pesticide, fungicide, or herbicide, always follow label instructions.
10. No tree described in this report was climbed, unless otherwise stated. This arborist cannot take responsibility for any defects which could only have been discovered by climbing. A full root collar inspection, consisting of excavating the soil around the tree to uncover the root collar and major buttress roots, was not performed, unless otherwise stated. This arborist cannot take responsibility for any root defects which could only have been discovered by such an inspection.

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.

Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees.

TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

July 24, 2014

Tom Klope
Thomas Klope Associates
5150 El Camino Real
Los Altos, CA 94022

Re: **Proposed Corrective Fence and Tree Plan for 1260 Westridge Drive,
Carano Property**

Dear Tom,

Thank you and Tay Peterson for meeting with representatives from the Architectural and Site Control Commission (ASCC) and Conservation Committee, Tom Vlastic, and myself on July 18, 2014 to review the proposed fence and tree plan, dated 6/12/14, for Mr. Bandel Carano's property at 1260 Westridge Drive.

As you know, the new fence and redwood trees that were added to the property last year do not comply with the Town's standards and adopted Design Guidelines. In addition, these elements are inconsistent with the PUD and subdivision approvals (X7D-171 and X6D-210) for the property and could threaten those approvals if not addressed to the satisfaction of the Town.

As was explained in past communications, a plan for the removal of redwoods and non-conforming fencing needs to be formally considered and found acceptable by the ASCC in order to protect the PUD and subdivision approvals and to resolve concerns over the unauthorized fence construction and planting. The plan was tentatively scheduled to be presented to the ASCC for consideration at their regular July 28th meeting. Unfortunately, as is explained herein, this consideration needs to be postponed until a revised plan is provided to the Town that addresses the concerns set forth below.

The 6/12/14 fence and tree plan represents a first, positive step towards correcting the unauthorized fence and planting problems. In particular, the Town representatives who reviewed the plans and walked the site last week had positive reactions relative to the following features of the plan:

- The new shrubs and trees proposed for the site are all native species and appropriate for the property.

- The proposed removal of bay trees within the canopies of existing oak trees makes sense given the presence of Sudden Oak Death (SOD) on the property.
- The 48' section of fence on the south side of the property, which is shown on Sheet TSP .3 and proposed to remain, is not within the creek setback or the property setback and therefore appears acceptable.
- Along the north side of the property, approximately 230' of new fence is proposed to remain to replace about 237' of existing fence, with the concurrence of the neighbor to the north, and this could generally be supported, with the exceptions discussed below.

However, there are also a couple of items shown on the plans which those who visited the property could not support, including the following:

- The new fence which is to remain on the property should be lowered to no more than 6' in height. In addition, the fence should be altered where necessary to accommodate adjacent trees. The existing fence which is proposed to remain in the 50' front setback of the property from Westridge Drive is in poor condition and should be removed.
- The plan proposes for too many of the planted redwood trees to remain where they are currently located or to be transplanted to another location on the property. Retaining the number of planted redwoods shown on the proposed plan would in time significantly change the site conditions and would not be consistent with the intent of the approved PUD or subdivision.

The only locations where redwood trees would be acceptable are places that are in or adjacent to existing redwood groves, and these locations could likely only accommodate a small number of redwoods. When planted at or within the driplines of the existing mature oaks on the property, the redwoods can directly threaten the health of the oaks. Even when only planted near the oaks, the redwoods will grow and eventually shade out and affect the canopy growth of the oaks, in addition to detracting from their aesthetic character.

If the intent is to provide screening, as discussed at the site meeting, that screening should be pursued more in line with Town design and planting guidelines. Both ASCC and Conservation Committee representatives noted that redwood trees do not provide very good screening when they are mature because they are open at the bottom. The Town's Design Guidelines includes a list of "Appropriate Substitute Screening Plants" in Appendix A of its Redwood Guidelines; these recommended plants would likely provide better screening and privacy for this property than redwood trees.

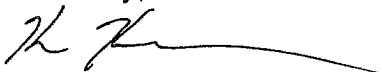
Those who viewed the property noted that it is primarily a mature oak woodland which has been nurtured for years. The property contains a number of significant oak trees which have the potential to be substantial assets, both in terms of aesthetics and property values. The proposed fence and tree plan should build on and support the character of the oak woodland and should in no way jeopardize the health of the oaks. Proposed plantings should be compatible with the oaks and should not require any long-term irrigation which could affect their health.

Because of the concerns listed above, and particularly the continued large number of new planted redwood trees incorporated into the proposed plan; staff will not be able to support the fence and tree plan as shown on the sheets dated 6/12/14. As was stated above, the plans need to be revised to address these concerns and resubmitted before they are brought forward for formal consideration and action by the ASCC.

The ASCC and Conservation Committee representatives who visited the property would encourage the property owner to immediately stop irrigating and remove as many redwood trees as possible, particularly the unauthorized redwood trees located within the driplines of the oak trees, in order to prevent damage to or health impacts on the oaks. The Town would view this as a corrective action and a helpful step towards remedying the situation on the property.

Thank you again for your time last week, and for the many positive elements of the proposed plan, as set forth above. If you have questions, please contact me at (650) 851-1700 x212, or by email at kkristiansson@portolavalley.net. We look forward to seeing the revised plans and working with you to bring positive closure on this matter.

Sincerely,



Karen Kristiansson
Interim Town Planner

cc: Mayor Wengert
Town Council ASCC Liaison Derwin
Town Manager Pegueros
Town Attorney Prince
ASCC Chair Koch and member Breen
Conservation Committee Chair Murphy and member Plunder
Bandel Carano, applicant
John Hanna, applicant's consultant
Tay Peterson, applicant's consultant
File

Redwood Guidelines

Introduction and Purpose

The Conservation Committee strives to protect heritage and significant sized trees that are growing in appropriate natural habitats where they thrive without human intervention.

Sequoia sempervirens, or Coast Redwoods, are iconic California native plants that are among the tallest and longest living of all trees. These trees once covered 1.6 million acres of California in 1850, but now more than 95% of the old growth forest is gone, lost to indiscriminate logging, especially during the gold rush. Redwoods are admirable trees that are familiar in the Portola Valley landscape and we are fortunate that this unique tree can thrive in our community. Like most native plants, redwoods thrive naturally in habitats that are appropriate to their needs. Specifically, they need both summer and winter fog and adequate rainfall, which occurs in a narrow coastal belt between the 42nd and 36th degree North latitudes. Portola Valley is at 37.3 degrees North.

Humans can alter habitats in such ways as to allow almost any plant to grow, even if that species would not normally be found in that location. Since redwoods require a constant supply of water in the summer, they do not grow naturally in the oak woodlands and other dry land communities in the hills on the bay side of our valley where fog drip is not as common. Redwoods can only stay healthy and alive in those habitats with the human intervention of summer watering.

The purpose of these guidelines is to provide current and future homeowners with information on where it is appropriate to plant redwoods on their property and the process for removing them if they currently exist.

I. Planting of Redwoods

A. Grouping of Trees

This species has a preference for the company of other close redwoods. When grown as a stand-alone tree, they are prone to topple in a windstorm because they have no taproot. Planting the trees in clusters allows their root systems to become intertwined, providing the support needed to survive major windstorms that frequent the central and northern sections of the California coastline. Therefore, if one is interested in planting a redwood in a suitable location, several of them should be grouped together or closely spaced, as anyone who ever walked into an old growth native forest has observed.

B. Appropriate Planting Locations

Among the habitats where redwoods would be appropriate to be planted, are the following locations that provide a year round source of water:

1. Along perennial streams in riparian areas.
2. In fog drip locations along the western hillsides. The latitudinal limits of coast redwood distribution correspond approximately to the 35% fog threshold.
3. In sag ponds and large seep areas.
4. In high water table areas, where the water is so near the surface that no supplemental water is needed.
5. Far enough from existing or proposed structures that their extensive root systems will not cause damage.

C. Inappropriate Planting Locations

The Conservation Committee discourages the planting of redwoods in locations outside of their native microclimate. This recommendation is consistent with low water usage and appropriate natural vegetation communities policies that the Town and the Conservation Committee encourage. In addition, the insatiable appetite for water, particularly from fog drip, has resulted in redwoods developing a shallow and very extensive lateral root system which can extend 100 feet from the trunk in a mature tree (a mature redwood can consume 500 gallons of water a day). This root system often causes problems with the foundations of nearby buildings, septic tanks and leach fields.

Furthermore, redwoods can grow rapidly, and unless carefully sited, can block views causing strife between neighbors.

Based on these characteristics, the Committee discourages the planting of redwoods in the following locations:

1. Oak woodlands.
2. Grasslands and meadows.
3. Anywhere that requires supplemental summer watering.
4. Within 50 feet of any existing or proposed structures, septic systems or leach fields where the roots will eventually cause problems.
5. In any locations where eventual growth will compromise your view or your neighbor's view.
6. For screening, unless careful consideration has been given to eventual height and view obstruction for you or your neighbors. There are more appropriate plantings to choose for screening, such as Holly Leaf Cherry. See the attached Appendix A or the Town website for more appropriate screening shrubs and trees. It is never appropriate to create a hedge of any plant.

II. Care of Redwoods

A redwood growing in an appropriate habitat needs no special care once it is established. The trees are native to the area and resistant to fungus and parasites. The trees should never be topped.

III. Removal of Existing Redwoods

The Conservation Committee is tasked with reviewing the removal of significant trees in the Town of Portola Valley. Significant redwoods are any tree with a trunk or multiple trunks with a total circumference of 54 inches or a diameter greater than 17.2 inches. The Committee would need a compelling safety reason to approve the removal of redwoods growing in appropriate planting locations. They are an iconic part of our landscape and heritage and are to be treasured.

Existing redwoods in Portola Valley that are not in appropriate planting locations were planted in the past before the current

redwood guidelines

understanding of sustainable appropriate planting, view preservation and minimizing water use were established. As redwoods grow, they often cause problems with obstruction of neighbors' views, and their roots may damage buildings, septic systems, roads and other infrastructure. Whether or not these trees should be removed requires a balancing of esthetic, safety, neighborly and economic considerations. If homeowners and neighborhoods desire to remove existing redwoods planted in inappropriate locations, the Committee has no objection, subject to an appropriate permit review.

These Redwood Guidelines were adopted by the Town of Portola Valley at the Town Council meeting on September 11, 2013.

APPENDIX A – Appropriate Substitute Screening Plants

It is generally recommended that you use several different species, planted in a staggered pattern, so that they can have layers rather than straight lines. Also, it's a good way to hedge your bets that something will survive. While some are deciduous, it is interesting and healthier for the evergreens to mix in some plants that lose their leaves to promote air circulation.

Screening native plants for hot/dry locations:

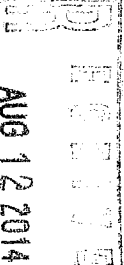
- ✓ *Arctostaphylos crustacea* ssp. *crustacea* (Brittle Leaf Manzanita) */**
- ✓ *Arctostaphylos regismonta* (Kings Mtn Manzanita) */**
- ✓ *Arctostaphylos* ssp (there are several other locally native manzanitas)*/**
- ✓ *Artemisia californica* (California Sagebrush) */**
- ✓ *Baccharis pilularis* (Coyote Brush) */**
- ✓ *Garrya elliptica* (Coast Silktassel) */**
- ✓ *Heteromeles arbutifolia* (Toyon, Christmas Berry) *
- ✓ *Rhamnus crocea* (Redberry) *
- ✓ *Rhus integrifolia* (Lemonadeberry) */**
- ✓ *Ribes malvaceum* (Chaparral Currant)
- ✓ *Ceanothus thyrsiflorus* (Blue Blossom) *
- ✓ *Cercocarpus betuloides* (Mountain Mahogany) *
- ✓ *Prunus ilicifolia* (Hollyleaf Cherry) *
- ✓ *Quercus agrifolia* (Coast Live Oak) */**
- ✓ *Quercus douglasii* (Blue Oak)
- ✓ *Ribes californicum* (Hillside Gooseberry)

* = evergreen ** = deer proof

Screening native plants for moist locations:

- ✓ *Baccharis pilularis* (Coyote Brush) */**
- ✓ *Cornus sericea* (Creek Dogwood, Redtwig Dogwood)
- ✓ *Corylus californica* (CA Hazelnut)
- ✓ *Gaultheria shallon* (Salal, Oregon Wintergreen) */**
- ✓ *Heteromeles arbutifolia* (Toyon, Christmas Berry) *
- ✓ *Holodiscus discolor* (Creambush, Ocean Spray)

- ✓ *Lonicera involucrata* (Twinberry, Twinberry Honeysuckle)
- ✓ *Physocarpus capitatus* (Ninebark)
- ✓ *Ribes aureum* (Golden Currant)
- ✓ *Ribes californicum* (Hillside Gooseberry)
- ✓ *Ribes sanguineum* (Pink-Flowering Currant)
- ✓ *Rosa californica* (California Wild Rose)
- ✓ *Vaccinium ovatum* (California Huckleberry, Evergreen Huckleberry) */**
- ✓ *Cercis occidentalis* (Western Redbud)
- ✓ *Quercus agrifolia* (Coast Live Oak) */**
- ✓ *Quercus lobata* (Valley Oak)
- ✓ *Salix lasiolepis* (Arroyo Willow) **



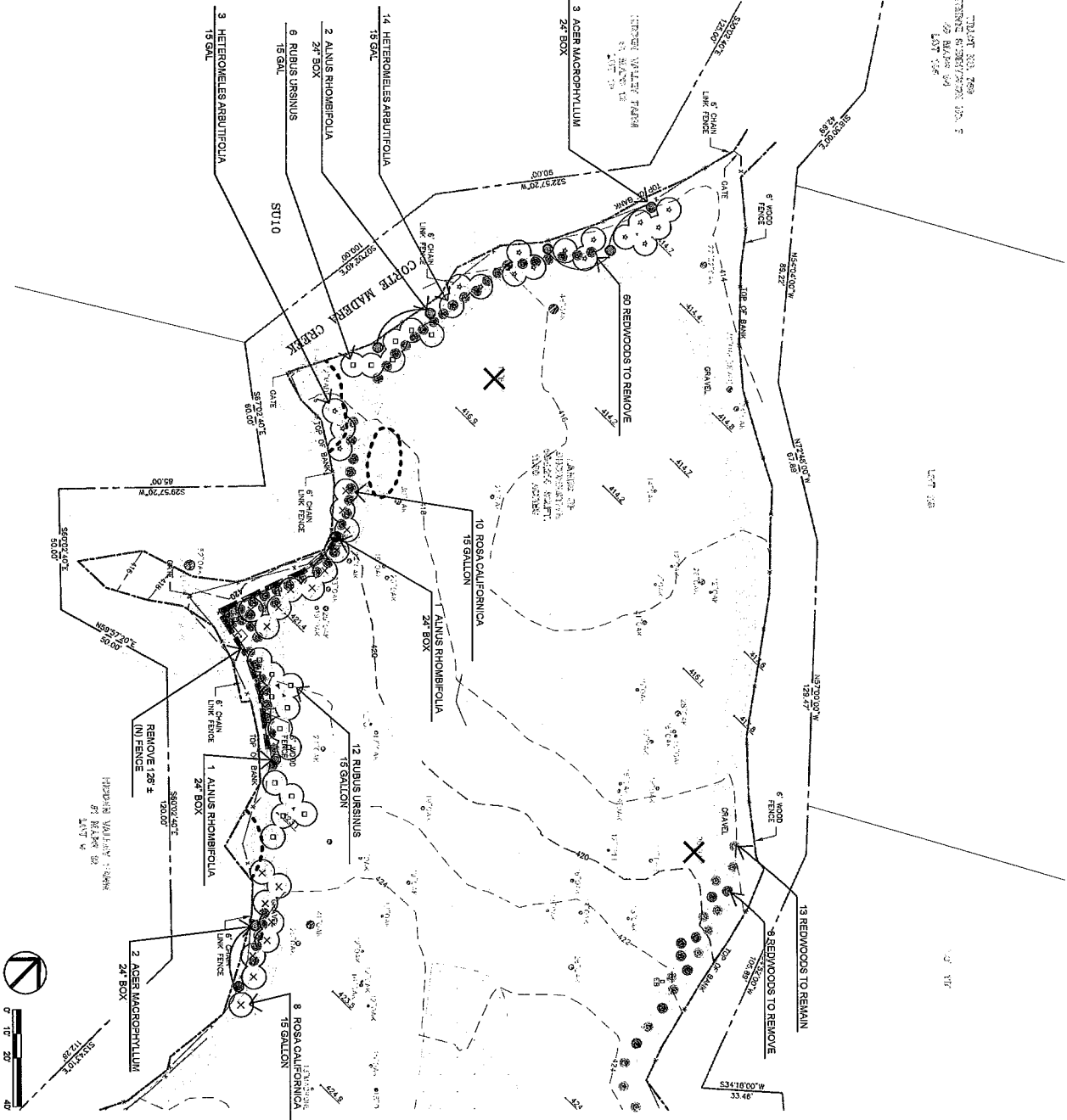
 AUG 12 2014

SHEET SUMMARY:

REMOVE 128'± (N) WOOD FENCE	
REDWOODS TO REMOVE	68
REDWOODS TO REMAIN	13
REDWOODS TO TRANSPLANT ELSEWHERE	0
TRANSPLANTED REDWOODS	0
BAY TREES TO REMOVE	2
NEW NATIVE TREE & SHRUB PLANTING:	
ACER MACROPHYLLUM	24" BOX 5
ALNUS RHOMBIFOLIA	24" BOX 4
HETEROMELES ARBUTIFOLIA	15 GAL 17
ROSA CALIFORNICA	15 GAL 18
RUBUS URSINUS	15 GAL 18

X TREE TO BE REMOVED
 - - - - - TREE PROTECTION FENCING

● REDWOOD TO REMOVE
 ○ REDWOOD TO REMAIN





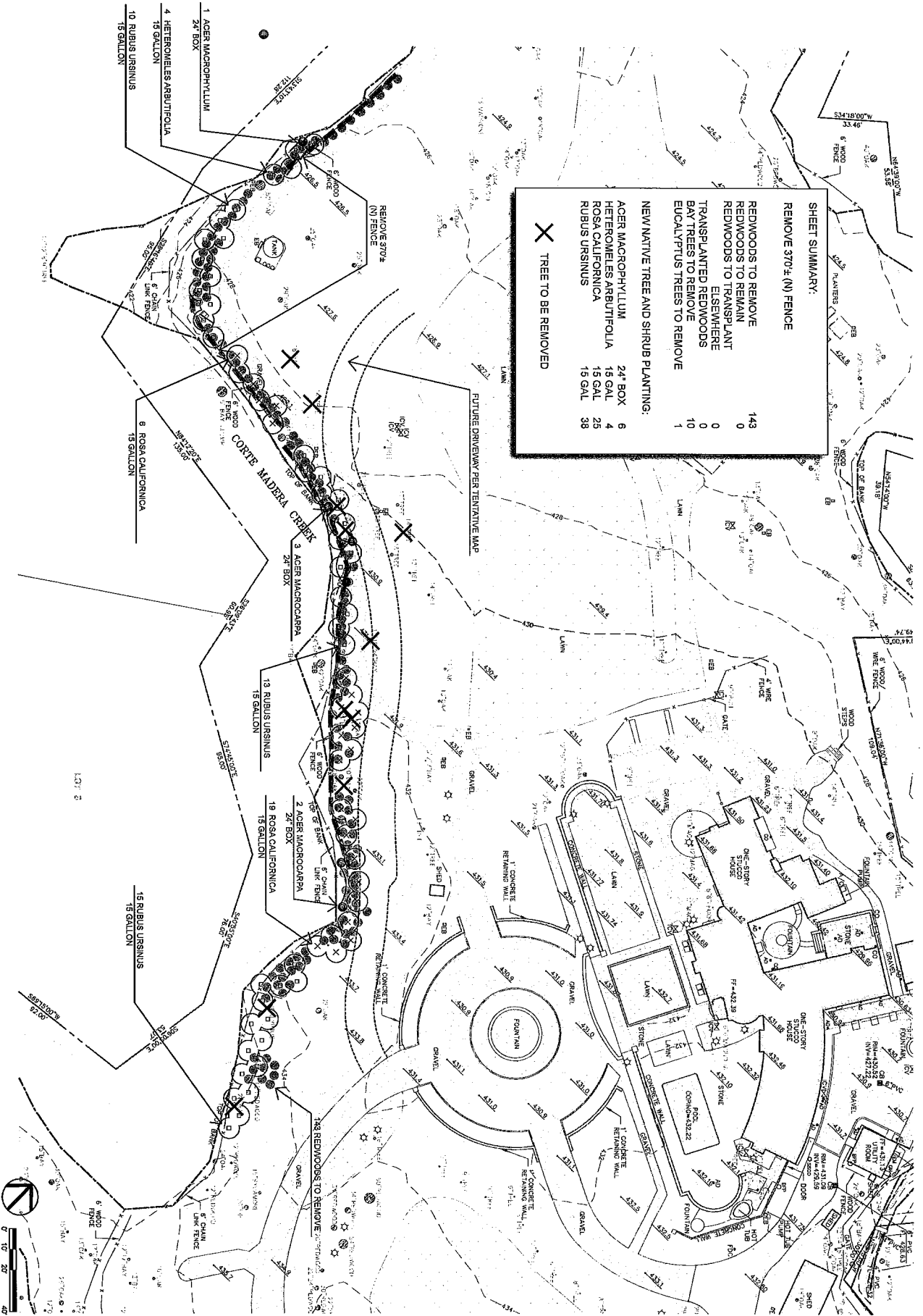
THOMAS KLOPFERS ASSOCIATES, INC.
 LANDSCAPE ARCHITECTS
 5180 EL CAMINO REAL
 LOS ANGELES, CA 90045
 TEL: 424 451-1888
 FAX: 424 451-1889
 WWW.TKASSOCIATES.COM
 CALIFORNIA S.L.A. # 2117

CARANNO RESIDENCE
 1280 VESTRIBO DRIVE
 PORTOLA VALLEY, CALIFORNIA


DATE: 08/14
 DRAWN: M.M.P.M.
 CHECKED: T.S.P.
 SCALE: 1"=20'-0"

TREE STATUS PLAN

TSP.1



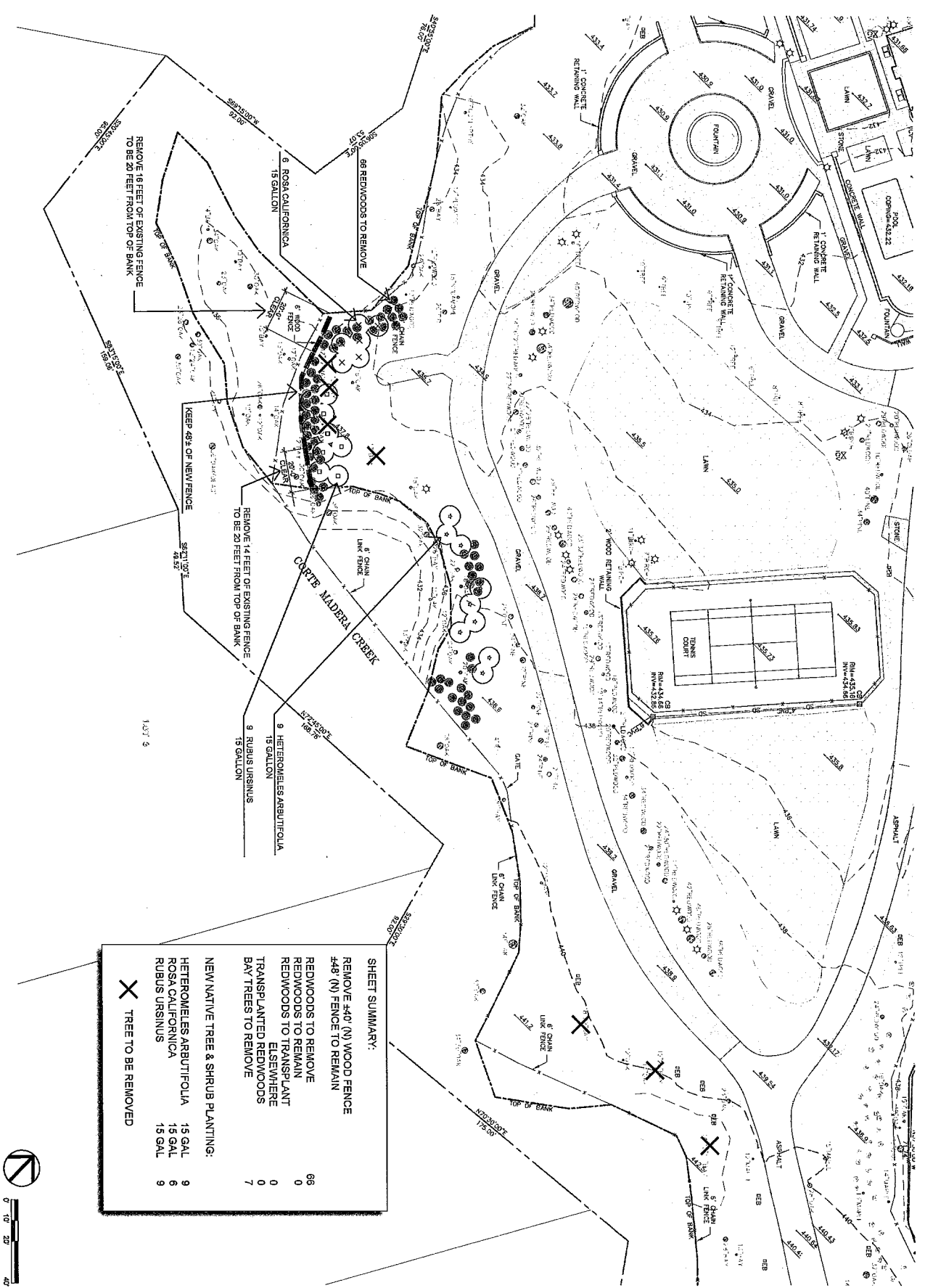
SHEET SUMMARY:	
REMOVE 370± (N) FENCE	
REDWOODS TO REMOVE	143
REDWOODS TO REMAIN	0
REDWOODS TO TRANSPLANT ELSEWHERE	0
TRANSPLANTED REDWOODS	0
BAY TREES TO REMOVE	10
EUCALYPTUS TREES TO REMOVE	1
NEW NATIVE TREE AND SHRUB PLANTING:	
ACER MACROPHYLLUM	24" BOX 6
HETEROMELES ARBUTIFOLIA	15 GAL 4
ROSA CALIFORNICA	15 GAL 25
RUBUS URSINUS	15 GAL 38
X TREE TO BE REMOVED	



THOMAS KLOPE
 ASSOCIATES, INC.
 LANDSCAPE ARCHITECTS
 1100 S. CLAYTON BLVD.
 SUITE 100
 DUBLIN, CALIFORNIA 94568
 TEL: (925) 431-1888
 FAX: (925) 431-1889
 CALIFORNIA REG.# 8332

CARANO
 RESIDENCE
 1500 WESTRIDGE DRIVE
 PORTOLA VALLEY,
 CALIFORNIA

DATE: 09/24
 DRAWN: MTP
 CHECKED: TK
 SCALE: 1" = 20'
TSP.2



SHEET SUMMARY:

REMOVE 440' (N) WOOD FENCE	
4#8 (N) FENCE TO REMAIN	
REDWOODS TO REMOVE	66
REDWOODS TO REMAIN	0
REDWOODS TO TRANSPLANT ELSEWHERE	0
TRANSPLANTED REDWOODS	0
BAY TREES TO REMOVE	7
NEW NATIVE TREE & SHRUB PLANTING:	
HETEROMELES ARBUTIFOLIA	9
ROSA CALIFORNICA	6
RUBUS URSINUS	9
X TREE TO BE REMOVED	



THOMAS KLOPFER ASSOCIATES, INC.
 LANDSCAPE ARCHITECTS
 410 EL CAMINO REAL
 SUITE 100
 SAN ANTONIO, CA 95128
 TEL: 408.451.1888
 WWW.TKASSOCIATES.COM
 CALIFORNIA REG. # 2117

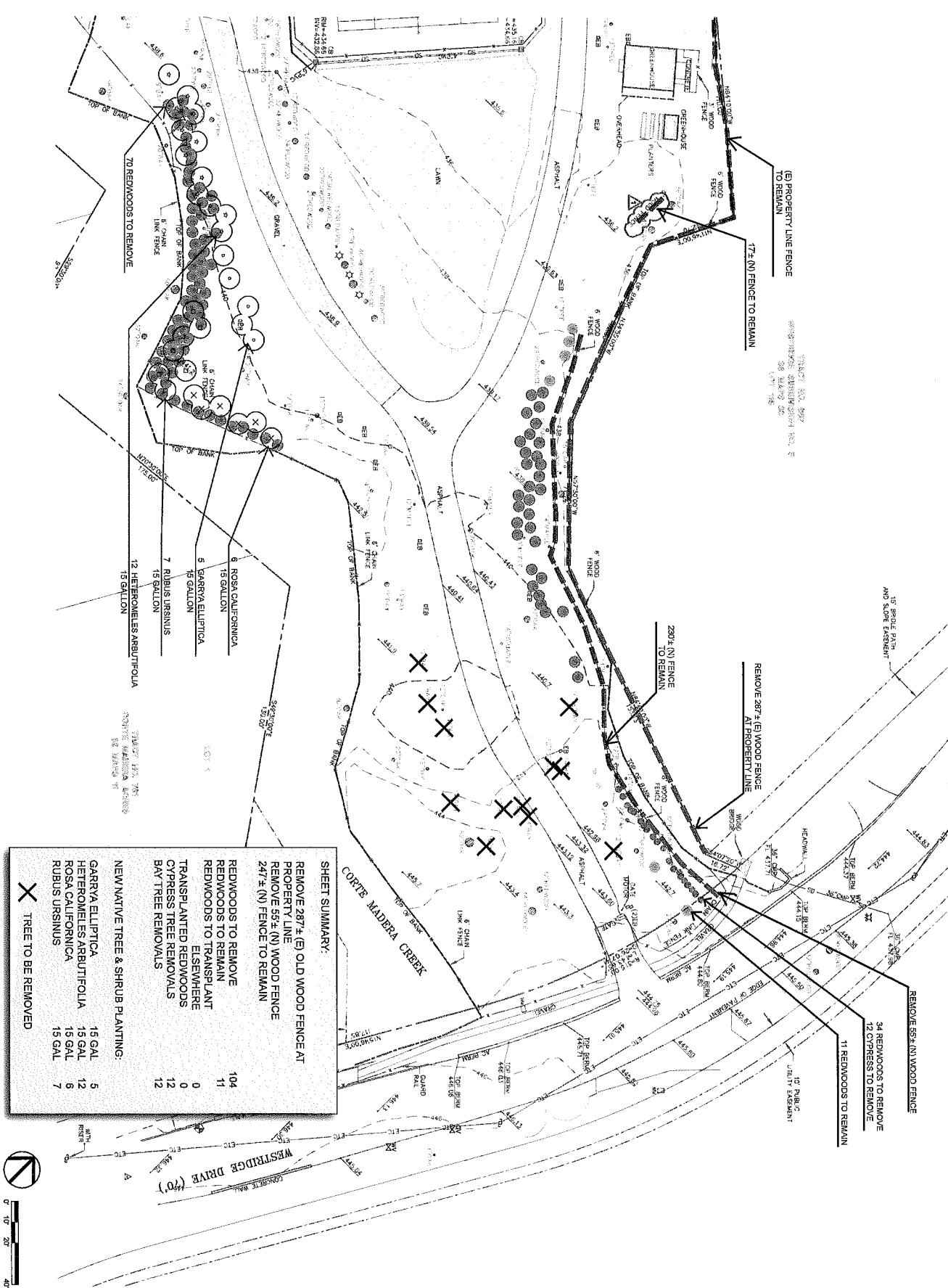
CARANO RESIDENCE
 1280 WEBERIDGE DRIVE
 PORTOLA VALLEY, CALIFORNIA

TREE STATUS PLAN

DATE	REVISION

DATE: 08/20/14
 DRAWN: M.M.P.M.
 CHECKED: TK
 SCALE: 1"=20'-0"

TSP.3

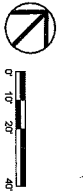


(E) PROPERTY LINE FENCE TO REMAIN
 17'± (N) FENCE TO REMAIN
 REMOVE 287'± (E) WOOD FENCE AT PROPERTY LINE
 200' (N) FENCE TO REMAIN
 REMOVE 55'± (N) WOOD FENCE
 REMOVE 53'± (N) WOOD FENCE
 34 REDWOODS TO REMOVE
 12 CYPRESS TO REMOVE
 11 REDWOODS TO REMAIN
 10 PUBLIC UTILITY SERVICES
 15' GRADE PATH AND SLOPE FASTENING

SHEET SUMMARY:

REMOVE 287'± (E) OLD WOOD FENCE AT PROPERTY LINE	
REMOVE 55'± (N) WOOD FENCE	
247'± (N) FENCE TO REMAIN	
REDWOODS TO REMOVE	104
REDWOODS TO REMAIN	11
REDWOODS TO TRANSPLANT	0
TRANSPLANTED REDWOODS	0
CYPRESS TREE REMOVALS	12
BAY TREE REMOVALS	12
NEW NATIVE TREE & SHRUB PLANTING:	
GARRYA ELLIPTICA	15 GAL. 5
HETEROMELES ARBUTIFOLIA	15 GAL. 12
ROSA CALIFORNICA	15 GAL. 6
RUBUS URSINUS	15 GAL. 7

LEGEND:
 X TREE TO BE REMOVED

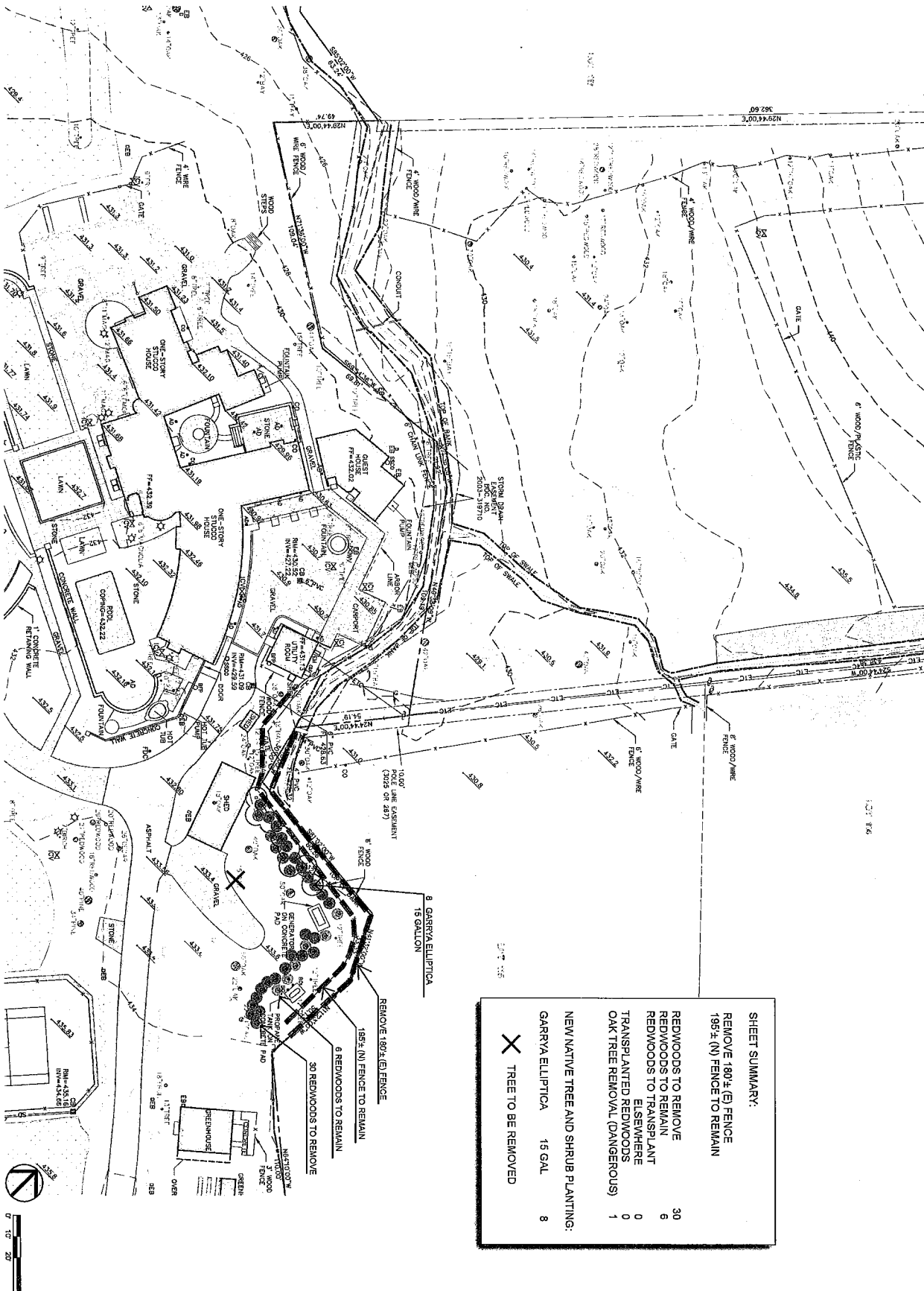


THOMAS KLORP ARCHITECTS
 418 BILGARD BLVD. #1
 PORTOLA VALLEY, CA 94028
 TEL: 650.941.1888
 WWW.TKLORP.COM
 CALIFORNIA LICENSE # 3111

CARANO RESIDENCE
 1200 WESTRIDGE DRIVE
 PORTOLA VALLEY, CALIFORNIA

DATE: 08/21/4
DESIGN: TK
SCALE: 1" = 20'-0"

TSP. 4



SHEET SUMMARY:

REMOVE 180% (E) FENCE	
195% (N) FENCE TO REMAIN	
REDWOODS TO REMOVE	30
REDWOODS TO REMAIN	6
REDWOODS TO TRANSPLANT ELSEWHERE	0
TRANSPLANTED REDWOODS	0
OAK TREE REMOVAL (DANGEROUS)	1
NEW NATIVE TREE AND SHRUB PLANTING:	
GARRYA ELLIPTICA	15 GAL
X TREE TO BE REMOVED	8

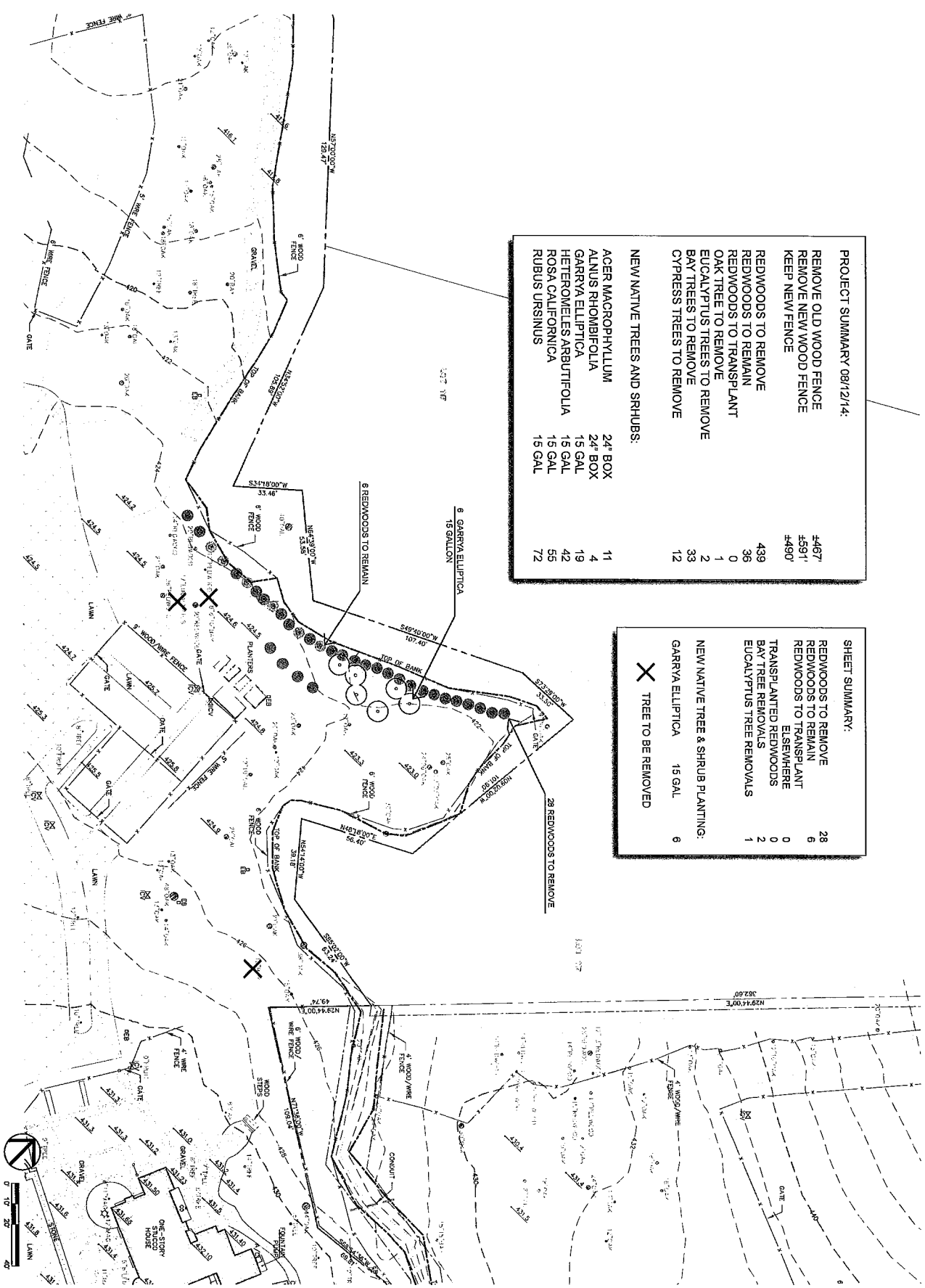
THOMAS KLOPFER ASSOCIATES, INC.
 LANDSCAPE ARCHITECTS
 2156 BELGARDING ROAD
 LOS ALAMOS, CA 94023
 TEL: 415.461.1188
 WWW.TKASOCIATES.COM
 CALIFORNIA S.I.A. # 2232

CARANO RESIDENCE
 1260 MERRICK DRIVE
 CARPENTRIA, CALIFORNIA

TSP.5

DATE: 09/15/14
 DRAWN: KLI/PM
 CHECKED: TK
 SCALE: 1" = 20'-0"

DATE: REVISION:



PROJECT SUMMARY 08/12/14:

REMOVE OLD WOOD FENCE	4467'
REMOVE NEW WOOD FENCE	4591'
KEEP NEW FENCE	4490'
REDWOODS TO REMOVE	439
REDWOODS TO REMAIN	36
REDWOODS TO TRANSPLANT	0
OAK TREE TO REMOVE	1
EUCALYPTUS TREES TO REMOVE	2
BAY TREES TO REMOVE	33
CYPRESS TREES TO REMOVE	12

NEW NATIVE TREES AND SHRUBS:

ACER MACROPHYLLUM	24" BOX	11
ALNUS RHOMBIFOLIA	24" BOX	4
GARRYA ELLIPTICA	15 GAL	19
HETEROMELES ARBUTIFOLIA	15 GAL	42
ROSA CALIFORNICA	15 GAL	55
RUBUS URSINUS	15 GAL	72

SHEET SUMMARY:

REDWOODS TO REMOVE	28
REDWOODS TO REMAIN	6
REDWOODS TO TRANSPLANT	0
TRANSPLANTED REDWOODS	0
BAY TREE REMOVALS	2
EUCALYPTUS TREE REMOVALS	1

NEW NATIVE TREE & SHRUB PLANTING:

GARRYA ELLIPTICA	15 GAL	6
------------------	--------	---

✕ TREE TO BE REMOVED

THOMAS KLOPFER ASSOCIATES, INC.
LANDSCAPE ARCHITECTS

1540 EL CAMINO REAL
DUBLIN, CA 94568
TEL: 925.851.1888
WWW.TKASSOCIATES.COM
CALIFORNIA REG. # 2112

CARANNO RESIDENCE
1280 WESTRIDGE DRIVE
PORTOLA VALLEY
CALIFORNIA

DATE: REVISION
DRAWN: KM/EM
CHECKED: TK
SCALE: 1" = 20'
DATE: 08/19/14
TSP.6

DRAFT UNAPPROVED MINUTES

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

July 28, 2014

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, Ross

Absent: Harrell

Planning Commission Liaison: Judith Hasko

Town Council Liaison: None

Town Staff: Assistant Planner Borck, Interim Town Planner Kristiansson

Oral Communications

Oral communications were requested, but none were offered.

Architectural Review for Addition to Detached Guest House, 130 Golden Oak Drive, Rosenthal/Carroll

Kristiansson presented the staff report on this proposed second story addition to an approved guest house at this 1.8 acre Alpine Hills property. She noted that the ASCC in September 2013 had approved a home addition and remodeling project for this property which included an expansion to the front of the existing guest house. The proposed second story addition would bring the total area of the guest house to 741 square feet and would not require any additional grading. The project would include a new bridge from the staircase landing to the second floor of the guest house, as well as two new lighting fixtures, one at the second floor entry door and one on the lower level on the east elevation. These fixtures are located towards the interior of the property and should not have impacts off of the property. The plan also proposed three new pendant lights to be hung from the oak trees that will be surrounded by the deck; these are inconsistent with Town regulations and will need to be removed. Kristiansson further noted that the applicant was asked for clarification about the trees located near the guest house addition, because these appear to be very close to the story poles. The arborist had noted that the trees were in good to fair condition and would not be impacted by the project.

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

Plans dated 5/20/14 and prepared by Malcolm Davis Architecture unless otherwise noted (Note that sheets highlighted in gray were provided for reference only and did not show any changes from what was previous approved):

Sheet A0.0, Cover Sheet

Sheet A0.1, Green Point Checklist

Sheet A0.2, Existing/Demolition Site Plan

Sheet A0.3, New Site Plan

Sheet A0.12, Tree Protection Plan, 2/14/14

Sheet A0.13, Arborist Report, 2/14/14

Sheet A0.14, Construction Staging Plan, 2/14/14

DRAFT UNAPPROVED MINUTES

Sheet C-1.0, Title Sheet, Lea & Braze Engineering, 12/19/13
Sheet C-2.0, Overall Site Plan, Lea & Braze Engineering, 12/19/13
Sheet C-2.1, Grading & Drainage Plan, Lea & Braze Engineering, 12/19/13
Sheet C-2.2, Grading & Drainage Plan, Lea & Braze Engineering, 12/19/13
Sheet C-3.0, Driveway Profile, Lea & Braze Engineering, 12/19/13
Sheet C-4.0, Details, Lea & Braze Engineering, 12/19/13
Sheet C-4.1, Details, Lea & Braze Engineering, 12/19/13
Sheet C-5.0, Grading Specifications, Lea & Braze Engineering, 12/19/13
Sheet ER-1, Erosion Control Plan, Lea & Braze Engineering, 12/19/13
Sheet ER-2, Erosion Control Details, Lea & Braze Engineering, 12/19/13
Sheet EX-1, Turning Exhibit, Lea & Braze Engineering, 8/27/13
Sheet SU-1, Topographic Survey, Lea & Braze Engineering, 2/12/13
Sheet A-1.1, Existing/Demolition Floor Plans, Guest House First Floor
Sheet A-1.2, Existing/Demolition Floor Plans, Second Floor and Roof Plan
Sheet A-1.3, Existing and Demolished Exterior Elevations, Guest House
Sheet A-2.1, Proposed Floor Plans, Guest House First Floor
Sheet A-2.2, Proposed Floor Plans, Guest House First Floor (*note that this sheet actually shows the second floor and roof plans*)
Sheet A-2.3, Proposed Exterior Elevations, Guest House
Sheet EMP-2.0, Outdoor Lighting Plan
Sheet L1.1, Layout and Materials Plan, R.S. McDannell, 2/14/14
Sheet L2.1, Planting Plan, R.S. McDannell, 2/14/14
Sheet L2.2, Planting Plan, R.S. McDannell, 2/14/14
Sheet L7.1, Landscape Details, R.S. McDannell, 2/14/14

Supplemental materials:

- GreenPoint Rated Existing Home Checklist, received 5/20/14
- Outdoor water use efficiency checklist, dated 5/20/14, prepared by Pat Blackburn (attached)
- Tree Survey by Urban Tree Management, dated June 25, 2013 (attached)
- ASCC Materials Boards, from Malcolm Davis Architecture, received 5/20/14 (not attached; will be available at the July 28 meeting)
- Cut sheet for the Ring Mount Delta Star, received May 20, 2014
- Cut sheet for the Vintage Barn Sconce Weathered Rust from Restoration Hardware, received 5/20/14

Michael Davis and Pat Blackburn, architects, and Kat Carroll and Alison Rosenthal, applicants, were present to discuss the project. Mr. Davis noted that they would be happy to remove the lights in the trees. He shared some pictures to indicate that the project would be well-shielded from neighbors.

In response to a question from Breen, Mr. Davis clarified that the Douglas fir trees shown on the plans had been previously approved.

Clark asked whether the plans had been shared with neighbors and was told that they had done so.

Public comments were then requested.

DRAFT UNAPPROVED MINUTES

Ann Kearney, 120 Golden Oak, said that she was concerned about the trees adjacent to the proposed second unit which screen it from her property. She noted that the some tree trimming had been needed even to get the story poles up and wondered if the trees would survive

The project architect shared photographs of the story poles and nearby trees and said that the project arborist had considered the trees and did not think the project would cause problems for the trees. The Commission viewed the photographs and discussed the trees and potential tree protection measures.

Commissioners then discussed the project and expressed general support.

Breen moved to approve the project with the following conditions:

1. Prior to building permit issuance, an arborist shall examine the area around the foundation for the second unit addition and determine any measures needed to protect nearby trees, including hand-digging. These measures shall be incorporated into the project.
2. The sconce lights on the guest house shall be separately and manually switched.
3. The pendant lights to be mounted in the trees as shown on Sheet EMP2.0 shall be removed, and there shall be no lighting in trees.

Ross seconded the motion, and it passed 4-0.

Architectural Review for Residential Additions and Remodeling, New Swimming Pool, New Entry Gate, and Site Development Permit X9H-677, 410 Cervantes Road, Kamran

Borck presented the July 28, 2014 staff report on this proposal for approval of plans for a 543 sf addition and remodeling to the existing single-story residence, new swimming pool, new entry gate, and site grading on the subject one acre Arrowhead Meadows subdivision property. She advised that the project met all setback, height, and floor area limits. She explained that the proposed 888 cubic yards of grading was primarily fill associated with raising the elevation of the driveway and creating the new pool and landscaped area in the rear yard. She noted that all members of the site development committee had reviewed the plans and that no significant issues had been raised. She noted that the proposed exterior light fixtures were in general compliance with Town guidelines, but that the proposed number of fixtures on the house and at the entry steps could be reduced and still provide adequate lighting in these areas. Additionally, she advised that 9 skylights and new clerestory windows at the southern elevation were proposed.

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

Architectural Plans by Jonathan Rachman Design, dated 5/12/14:
Sheet T-1, Project Info
Sheet A-1.0, Site Plan
Sheet A-1.1, Main House Demolition Plan
Sheet A-1.2, Main House Existing Roof Plan
Sheet A-1.3, Main House Proposed Floor Plan
Sheet A-1.4, Main House Proposed Roof Plan

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Sheet A-2.0, Existing Exterior Elevations
Sheet A-2.1, Proposed Exterior Elevations
Sheet A-2.2, Proposed Exterior Elevations
Sheet A-2.3, Proposed Exterior Elevations
Sheet A-6.0, Door Schedule
Sheet A-6.1, Window Schedule

Landscape Plans by Bob Cleaver, dated 5/13/14

Sheet L-1, Site Preparation
Sheet L-2, Landscape Plan
Sheet L-3, Layout Lighting Plan/Details
Sheet G-1, Grading Study

Civil Plans by Precision Engineering, dated 6/16/14

Sheet C-0, Title Sheet
Sheet C-1, Grading Plan
Sheet C-2, Utility Plan

Topographic Survey Plan by B&H Surveying, dated 11/13

In addition to the plans, the project submittal included the following information:

- Outdoor Water Efficiency Checklist, dated 5/13/14
- Water Budget Calculations, dated 5/13/14
- Completed Build It Green Checklist, received 5/13/14 with 50 points proposed
- Exterior lighting cut sheets, received 5/13/14
- Colors/Materials Board, received 5/13/14

Benjamin McGriff, project architect; Bob Cleaver, project landscape architect; and Linda Kamran, applicant, were present to discuss the project with ASCC members. Ms. Kamran stated that she was excited to be in Portola Valley and had shared the plans with her neighbors. Mr. McGriff thanked Borck for her assistance with the review process. He stated that the proposal was a modernization to the Ranch style home and the site. Mr. Cleaver explained that the approach to the project was to keep activity areas to the rear of the property. He summarized the landscape layout scheme and stated that the grading would provide better continuity between the house, the driveway, and activity area.

In response to questions, the project team advised that:

- All birch trees are to be removed.
- The proposed light on the entry gate column is to illuminate the address numbers for fire safety.
- The quantity of proposed exterior lighting on the house could be reviewed and reduced.
- Lighting in the great room would consist of recessed down lights, and the existing vegetation in the front yard of the property would contribute to reducing potential light-spill off-site.

Ross noted that the front deck/spa area would likely be primarily a nighttime use area and that in general, only one or two lights may be necessary. He inquired whether switching options and

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lighting controls had been considered. Mr. McGriff confirmed that lighting controls with various switching options will be installed for lights in this area. Mr. Cleaver stated that the intent was to create a glowing effect with the lighting, rather than spotlighting the area.

In response to questions concerning the existing trees, Mr. Cleaver clarified that the pines, oleander, and some privets were on neighboring properties, and that the camphor trees on the subject property were to be preserved. Breen inquired if the existing "wetland" at the rear of the property "contributed to a swale" or other feature. Mr. Cleaver advised that the proposed grading plan will continue to allow for the flow of water at the back of the property and maintains a natural feel and flow to the topography. Breen asked Borck if the amount of proposed lawn was in compliance with Town regulations. Borck advised that because the proposed species were not identified as irrigated mowed lawn, that they were acceptable. Mr. Cleaver clarified that he also provided water budget calculations, as allowed for under Town ordinance, that illustrated compliance with Town regulations.

Public comments were then requested.

Ed Kovachy, 65 Sioux Way, expressed concern over potential light-spill from the pool and rear yard area. He stated that it is important to him to not see the pool lights and that lighting in the activity area be minimized as much as possible.

Brian Cairney, 415 Cervantes Road, stated that he supported the proposed plans and was pleased that no new redwoods were proposed on the planting plan.

Clark requested that the project team respond to Mr. Kovachy's comments.

Mr. Cleaver noted that the pool is replacing the existing stable that is equipped with lighting, as well as a wood shed, and therefore, the area will be less developed. He stated that there are two proposed pool light fixtures of 250 watts each. He advised that the pool lights could be moved to face east and west, rather than north towards the neighbor. Mr. Kovachy said that this sounded acceptable and asked if a hedge would be planted along the rear property line. Mr. Cleaver indicated that the existing fencing would be replaced by six-foot high wood fencing that would provide some screening while still maintaining views to the meadow at 65 Sioux Way. He explained the fencing would have a random nature to the boards, and that more boards could be added to the design so it would be less transparent. He also offered that additional screening plants could be proposed. Clark stated that the proposed lighting should be reviewed and modified rather than proposing more planting.

Breen expressed her support of the project, including moving the pool lights to the east and west sides of the pool. She questioned the style of the rear fence design, pointing out that the nature of the existing pasture and the more contemporary design of the fence did not mesh. She stated that the entry gate style was appropriate and she preferred that no lighting be placed on the gate column. She noted that the existing detached garage had non-conforming flood-type lighting that would need to be removed. Breen asked about potential light-spill impacts from the proposed skylights to the neighbor at 65 Sioux. Mr. McGriff clarified the locations of the skylights and stated that lighting in all skylight areas would be from recessed can or downlight sconces. He stated there would be no lighting in the skylights.

Breen expressed concern over the extent of the proposed "Bolero Pro" lawn in regards to water usage, and encouraged the applicant to reduce the area of this grass. Regarding exterior

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lighting on the home, she supported the proposed fixture, but stated that the number of proposed fixtures needed to be reduced.

Ross stated that the planting plan was too intensive and should be softened around the property lines. He supported more of a meadow type grass in the rear of the property and a reduction of lawn. He noted that it would be acceptable to not plant the grasses at the time of project final if drought conditions continue, and that those areas could be mulched until more favorable water conditions occur. Ross said the project team should orient lights away from the neighbor at 65 Sioux wherever possible, including placing the proposed lights on the south-facing wall along the path in the rear yard. He also requested consideration a reduction of proposed lighting at the deck/spa area. He stated that the gate column light was acceptable. Ross agreed with Breen that a more pastoral style fence would be appropriate along the rear property line that would be simpler in design and maintain transparency.

Koch said that a light on the gate column was not necessary, but that a light at the call box was acceptable. She stated that the rear fence design was beautiful, and while she did not support a hedge, she did support additional screen plantings. She also thought that one pool light might work. Koch stated that there were too many step lights at the front entry, and they should be reduced. She supported one light on the attached garage. Koch asked for clarification on the proposed exterior lighting on the southeast side of the home. Mr. McGriff clarified that the lighting was for entry to a bathroom/mud room and the boys' study. Koch stated that lighting should be provided as required by building code, and that the 11 lights proposed in the deck/spa area needed to be reduced. She also supported reduction of proposed lawn area.

Terri Kerwin, 415 Cervantes Road, expressed concern over construction parking and staging and ensuring that the trail is kept open during construction. Clark noted that the staging plan was a proposed condition of ASCC approval.

Ross commented that the attached garage has two proposed light fixtures on the north elevation that should be placed on a timer to ensure shut off.

Breen stated that the proposed rear fencing was a shared relationship with 65 Sioux and that the applicant should discuss the proposed design with the neighbor. Clark requested that the revised lighting plan also be shared with the neighbor prior to submission to the Town. Ms. Kamran clarified that she did send out invitations to 20 neighbors for her open house and was sorry that Mr. Kovachy did not receive his.

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

1. A sample of proposed integral color "cobblestone" paving shall be submitted to the satisfaction of Planning staff prior to building permit issuance.
2. The exterior lighting plan shall be modified to reduce the number of lights on the house and at the entry step. Pool lights shall be oriented on the east and west pool walls. Wall lights on the low walls along the rear yard path shall be placed on the south-facing wall. In general, lights shall be oriented so that minimal lighting is facing north. The revised lighting plan shall first be shared with the neighbor at 65 Sioux, and once both neighbors are in agreement with the plan, the plan shall be submitted to the satisfaction of a designated ASCC member prior to building permit issuance.

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3. There shall be no lights installed within the skylights or clerestories, and all lighting installed beneath the skylights or clerestories shall be downward-directed.
4. The site and landscape plans shall be modified to remove the proposed concrete path from the public right-of-way.
5. The landscape plan shall be modified to reduce the amount of proposed lawn and include additional proposed Cercis trees for screening of the pool area. The revised landscape plan shall be first shared with the neighbor at 65 Sioux, and once both neighbors are in agreement with the plan, the plan shall be submitted to the satisfaction of a designated ASCC member prior to building permit issuance.
6. The design of the fencing proposed along the rear property line shall be reconsidered and redesigned to better fit the pastoral area. The redesigned fence shall be first shared with the neighbor at 65 Sioux, and once both neighbors are in agreement with the design, the design details shall be submitted to the satisfaction of a designated ASCC member prior to building permit issuance.
7. The plans shall be modified to eliminate the proposed screening walls from setback areas.
8. A construction staging and tree protection plan shall be submitted to the satisfaction of Planning staff prior to building permit issuance.
9. Compliance with conditions set forth in the July 10, 2014 memo from the Public Works Director.
10. Compliance with conditions set forth in the July 7, 2014 letter from the Town Geologist (Cotton, Shires, and Associates).
11. Compliance with conditions set forth in the July 14, 2014 memo from Woodside Fire Protection District.

Architectural Review for New Garage and Residential Addition, 62 Santa Maria Avenue, Saii

Borck presented the July 28, 2014 staff report on this proposal for approval of plans for a 1,350 sf addition to the existing single-level residence on the subject .2-acre Woodside Highlands subdivision property. She explained that the property did not currently have any covered parking and that the proposal included a new two-car garage with upper level residential addition.

She stated that the proposed additions complied with all height, setback, and floor area limits. She advised that the new entry stairs would encroach a maximum distance of two feet into the front yard setback area and were in compliance with Town regulations. She also noted that the existing oak located to the right of the driveway should be evaluated by an arborist with recommendations provided for trimming, maintenance, and protection during construction.

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

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Architectural Plans by Kian Consulting Engineers, dated 3/20/14:

Sheet A-1.0, Cover Sheet
Sheet A-1.1, Existing Site Plan
Sheet A-1.2, Proposed Site Plan
Sheet A-2.1, Existing Floor Plan
Sheet A-3.1, Proposed First Floor Plan
Sheet A-3.2, Proposed Second Floor Plan
Sheet A-4.1, Existing and Proposed Front Elevations
Sheet A-4.2, Side and Rear Elevations
Sheet A-4.3 Building Section

In addition to the plans, the project submittal included the following information:

- Exterior lighting fixture cut sheets, received 7/14/14
- Colors and materials images of existing home, received 7/3/14
- Completed Build It Green Checklist with 49 points proposed, received 7/14/14

Koosha Saii, applicant, was present to discuss the project with ASCC members. He explained that the need to relocate the existing septic tank/system led to the development of plans for the garage to further improve the property.

Breen commented that the proposed exterior light fixture did not fit the style of the house.

In response to questions, Mr. Saii stated that:

- He had not considered a carport instead of a garage; he wanted the space enclosed.
- The garage door will be wood painted to match the existing dark brown siding of the house.
- He will find an alternate light fixture that is more fitting for the cottage style house.

Public comments were then requested, but none were offered.

Breen stated that she felt the continued use of the white trim and windows was acceptable.

Clark inquired if the existing ivy was being removed. Mr. Saii indicated that he has removed it all from the site, and that it continues to grow into his yard from neighboring properties.

Ross and Koch suggested that an exterior light may be needed at the front elevation of the garage.

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

1. The proposed light at the balcony shall be eliminated, and a new light may be proposed for the front elevation of the garage. The revised exterior lighting plans and cut sheets for the new proposed exterior light fixture shall be submitted to the satisfaction of Planning staff prior to building permit issuance.
2. All existing flood-type lighting shall be removed prior to final inspections.

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3. An arborist shall be consulted to evaluate the existing oak on the right side of the driveway. The arborist shall provide a report that makes recommendations for tree trimming, maintenance, and protection during construction.
4. A detailed construction staging and tree protection plan shall be submitted to the satisfaction of Planning staff prior to building permit issuance.

Commission and Staff Reports

Kristiansson provided updates on several items:

- The site visit to 1260 Westridge with subcommittees of the ASCC and Conservation Committee took place on July 18 and had provided feedback that more redwood trees needed to be removed. She noted that the applicant intended to provide revised plans to the Town, and this was being tentatively set for consideration at the ASCC's August 25 meeting.
- The quarterly report from 5050 Alpine Road had been received, and they anticipate moving forward with a proposal for a number of site improvements.
- The August 11 ASCC meeting will be cancelled.
- The Town Attorney provided information that when Commissioners recuse themselves from an item, they should leave the meeting room unless they wish to speak on the item due to personal interests.

Koch advised that trial "No Parking" signs are up on Portola Road at Windy Hill. These are brown and shorter than the standard no parking signs. She also noted that she assisted in the selection of new trash cans for Town Center.

Breen advised that she had conducted follow-up review of the Benedictine Square landscape and lighting plans, and she approved additional lighting as part of that process.

Ross said that he had reviewed and approved a request for five additional skylights for the project at 45 Prado.

Minutes Ross moved and Breen seconded to approve the 7/14/14 minutes. The motion passed (3-0-1).

Adjournment

There being no further business, the meeting was adjourned at 9:15 p.m.