



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, October 13, 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. 110 Shawnee Pass Field meeting for preliminary review of plans for residential redevelopment. (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. New Business:

a. Architectural Review for Electrification of Entry Gate, 33 Grove Drive, Lands of Jernick, File #36-2014 (Staff: K. Kristiansson)

b. Preliminary Architectural Review for a New Residence, Detached Garage, Shed, and Pool, 110 Shawnee Pass, Lands of Wookey, File #: 37-2014 (Staff: C. Borck)

c. Clarification of ASCC Review Requirements for Entryway Features (Staff: K. Kristiansson)

5. Commission and Staff Reports:

6. Approval of Minutes: August 25, 2014

7. 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: October 10, 2014

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC
FROM: Karen Kristiansson, Deputy Town Planner
Carol Borck, Assistant Planner
DATE: October 13, 2014
RE: Agenda for October 13, 2014 ASCC Meeting

NOTICE: A special ASCC field meeting has been scheduled for Monday, October 13, 2014. The meeting will convene at 4:00 p.m. at 110 Shawnee Pass and is for *preliminary* review of plans for residential redevelopment of this 1-acre Arrowhead Meadows subdivision property.

The following comments provide an overview of the items on the October 13th agenda.

4a. ARCHITECTURAL REVIEW FOR ELECTRIFICATION OF EXISTING ENTRY GATE, 33 GROVE DRIVE, LANDS OF JERNICK , FILE #: 36-2014

This project is for electrification of an existing wooden entry gate at this approximately one acre site on Grove Drive. The existing entry gate was installed with a fence permit in 2013, together with perimeter fencing of the front yard. Pursuant to Section 18.42.061.C of the Portola Valley Municipal Code, entryway features that require a building permit must be reviewed and approved by the ASCC. Building permits are typically not required for manual gates unless they are over six feet tall, but electrically operated automatic gates do require a building permit. The existing wood entry gate complies with all Town standards, and staff recommends approval of the electrification request.

4b. PRELIMINARY ARCHITECTURAL REVIEW FOR NEW RESIDENCE, DETACHED GARAGE, SHED, AND POOL, 110 SHAWNEE PASS, LANDS OF WOOKEY , FILE #: 37-2014

The enclosed staff report prepared by assistant planner Carol Borck provides a preliminary review of the proposed architectural and site development plans for this project, which includes replacement of the existing single story residence with a new partial two-story residence with detached garage, garden shed, and new swimming pool. The preliminary review will, as noted above, include an afternoon site meeting and continued discussion at the regular evening ASCC meeting. Project review should

then be continued to the regular October 27th ASCC meeting, at which time action may be considered for the project

4c. CLARIFICATION OF ASCC REVIEW REQUIREMENTS FOR ENTRYWAY FEATURES

The recent application for electrification of the entry gate at 33 Grove Drive raised questions about the Town's zoning code and how it has been implemented relative to when ASCC review is required for entryway features. The attached staff report provides background information on current zoning code standards and discusses two related issues along with a proposed solution from staff.

encl./attach.

Approved by: Debbie Pedro, Planning Director

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Karen Kristiansson, Deputy Town Planner

DATE: October 13, 2014

RE: Architectural Review for Electrification of Entry Gate, File #: 36-2014, 33 Grove Drive, Lands of Jernick

RECOMMENDATION

Approve the request to electrify the existing entry gate.

BACKGROUND

This project is for electrification of an existing wooden entry gate at this approximately one acre site on Grove Drive (see attached vicinity map). The entry gate is located more than 50' from the front property line and was installed with a fence permit in 2013, together with perimeter fencing of the front yard.

Pursuant to Section 18.42.061.C of the Portola Valley Municipal Code, entryway features that require a building permit must be reviewed and approved by the ASCC. Building permits are typically not required for manual gates unless they are over six feet tall, but electrically operated automatic gates do require a building permit. As a result, ASCC approval is needed for the electrification of this entry gate. A separate item on the October 13, 2014 ASCC agenda seeks to clarify the interpretation of the zoning code and interpretations regarding ASCC review of entryway features.

This proposed entry gate electrification is shown on the following enclosed plans and materials, submitted by the applicant and received on August 12, 2014:

- Sheet 1, Jernick Gate
- Unnamed Sheet, showing the location of the gate and intercom on the site
- DoorKing keypad specifications
- LiftMaster swing gate operator specifications

Because the gate has already been permitted and built, no materials samples were provided.

The following comments are offered to assist in the ASCC's review of the request.

DISCUSSION

In 2013, the property owner applied for and received a fence permit for perimeter fencing along the front and side property lines within the front yard setback. That application included a manually operated driveway gate about six feet high with stone pillars located just beyond the front setback. The fence was constructed and gate installed, but without the stone pillars. This proposal is to electrify the existing entryway gate and install a keypad.

Compliance with gate and fencing standards of the zoning ordinance

The project site is located on the west side of Grove Drive fairly close to Portola Road, within the R-E/1A zoning district. In this district, horse fences are allowed on property lines and domestic fences are allowed along side property lines and when set back at least 25' from the front property line. Fences in front yards, including gates, must meet the 50% opacity limit and are also limited to four feet in height.

As shown on Sheet 1 of the enclosed plans, the existing gate is located more than 50' from the front property line. Therefore, the existing approximately six foot tall gate complies with Town standards. In addition, the gate also complies with the 50% opacity limit even though it is located outside of the front yard setback, as shown by the calculations on Sheet 1. The picture to the right shows the existing entryway gate.



Call box location and lighting

The keypad would be installed approximately 30' from the front property line. It would be mounted on a dark brown metal post, and lighting would be limited to the built-in LED keypad light. Conduit was installed from the front property line when improvements were made to the back yard, so that no trenching would be needed to electrify the gate. No additional lighting is proposed as part of this project.

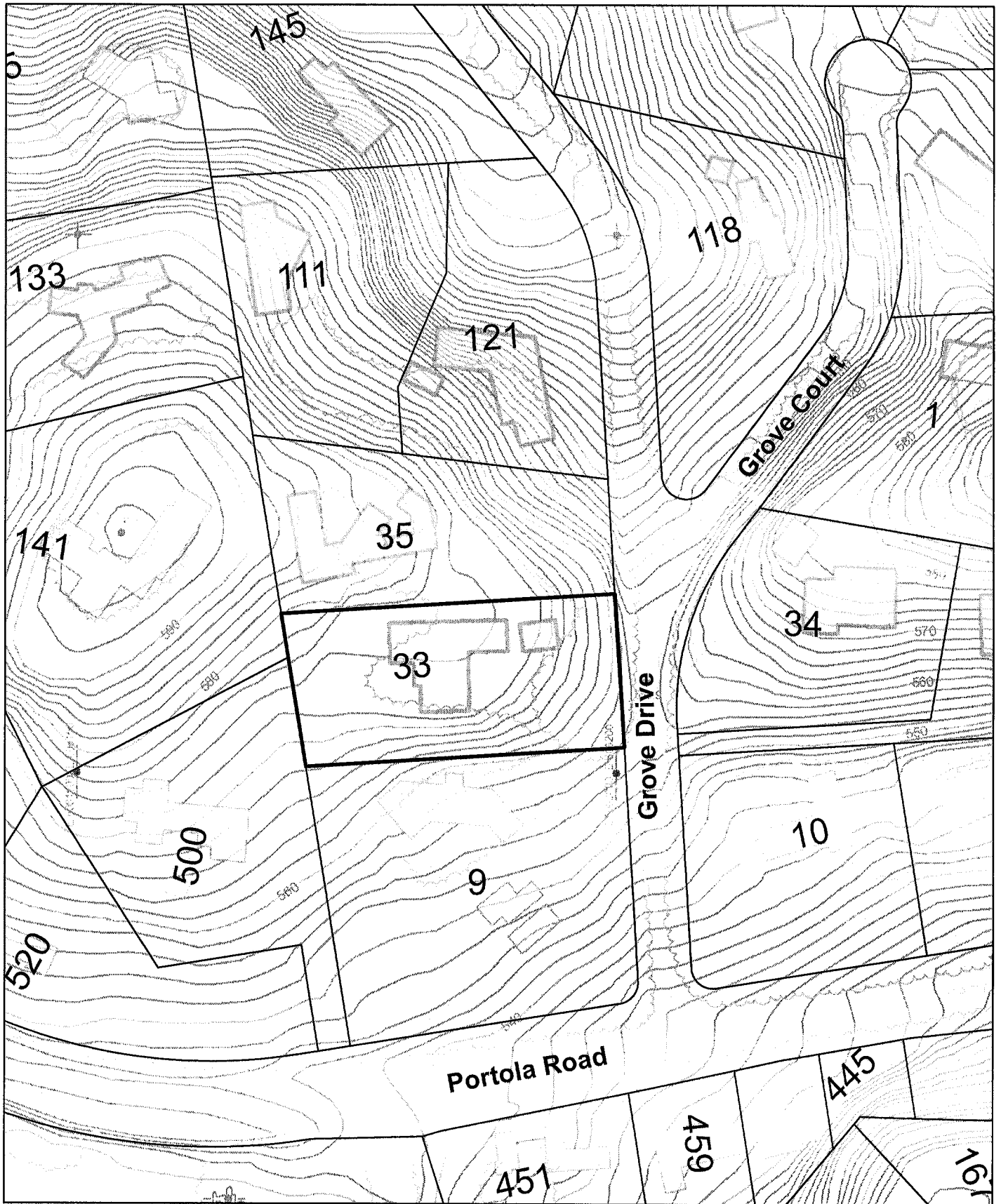
CONCLUSION

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 October 13, 2014 ASCC meeting. The application as submitted for electrification of an existing entry gate appears to be in compliance with current Town regulations and policies.

ATTACHMENTS

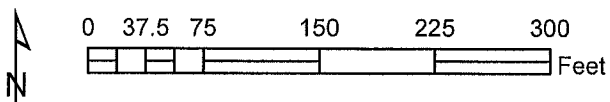
1. Vicinity Map
2. Plans and materials submitted by the applicant on August 12, 2014

Report approved by: Debbie Pedro, Planning Director



Vicinity Map

Entry Gate Electrification, Jernick



APN 079-040-020, 33 Grove Drive
October 2014

8 7 6 5 4 3 2 1



Calculation of solid are by SolidWorks CAD

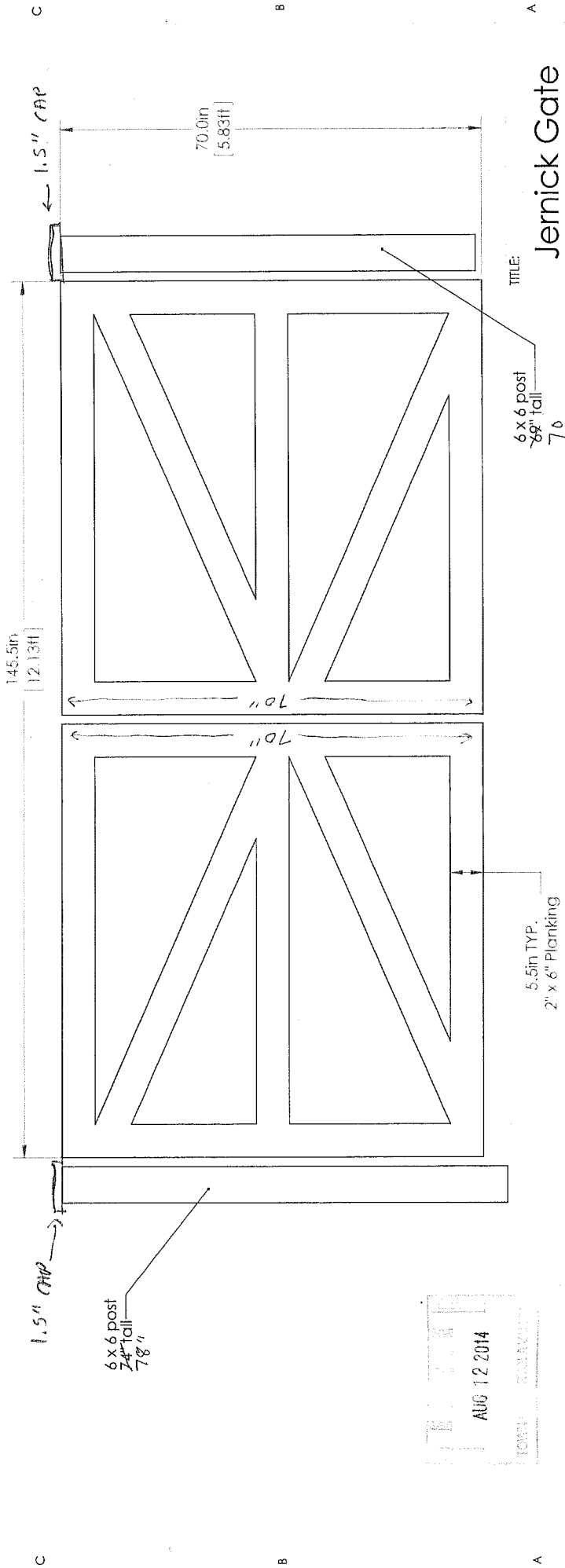
Measure - Dual gate - Sheet1

File - 2 -

The two selected items are parallel.

Distance: 1.50in
 Normal: 0.000in
 Delta X: 1.50in
 Delta Y: 0.00in
 Delta Z: 0.00in
 Total area: 4653.87 inches * 2

	IN	%
TOTAL SQ. IN.	10185	100%
TOTAL SOLID AREA	4854	47.7%
TOTAL OPEN AREA	5331	52.3%

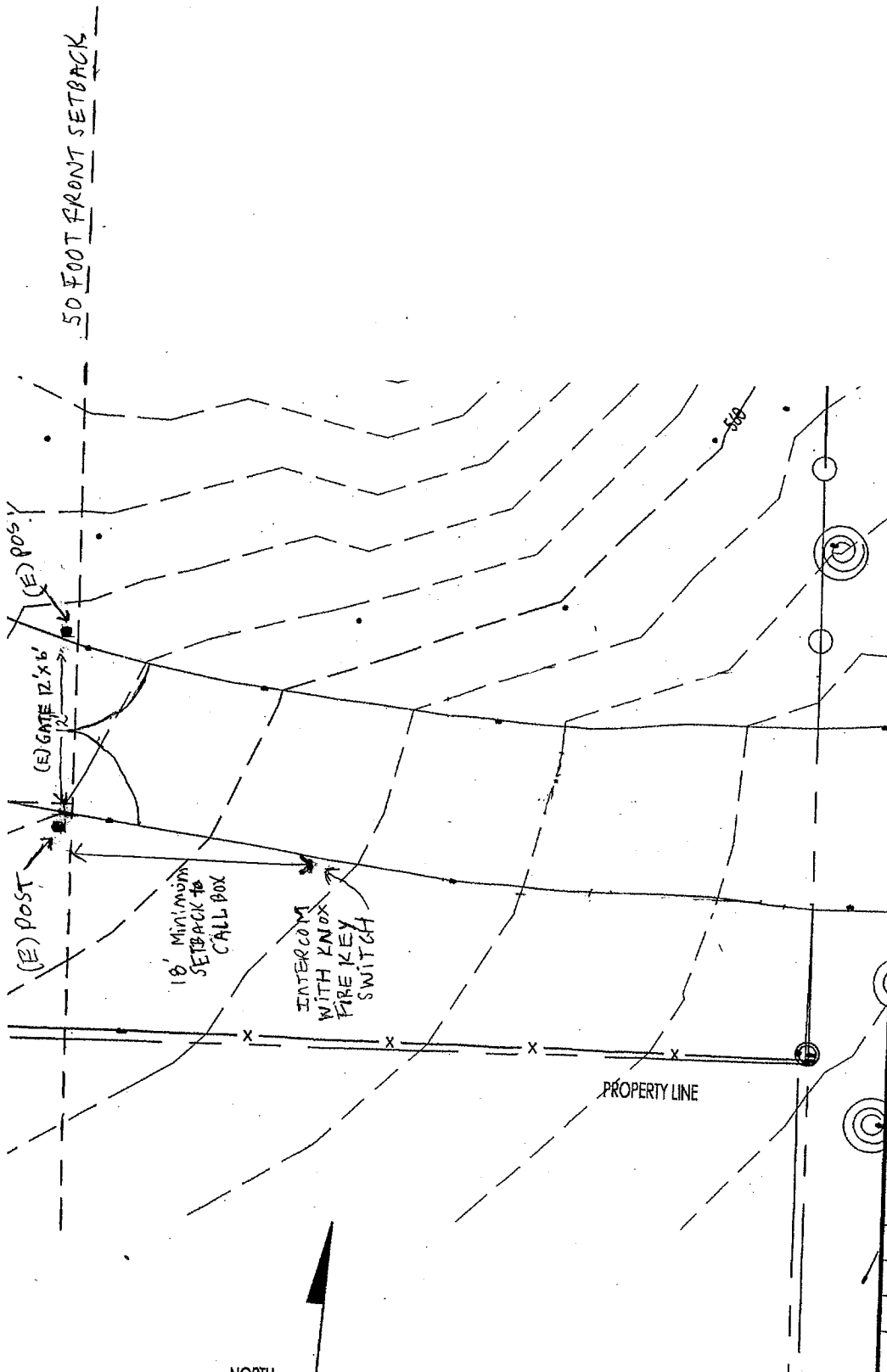


AUG 12 2014

NOTE: GATE IS BEHIND 50 FOOT SETBACK LINE
 OPEN WIDTH MEETS 12 FOOT MINIMUM CLEARANCE

SIZE DWG. NO. REV
B

SCALE: 1:32 WEIGHT: SHEET 1 OF 1



JERNICK RESIDENCE
 33 GROVE DRIVE, PORTOLA VALLEY, CA
 079-040-020

SCALE:	1/8" = 1'-0"
DATE:	07-25-08
DRAWN:	
SHEET:	

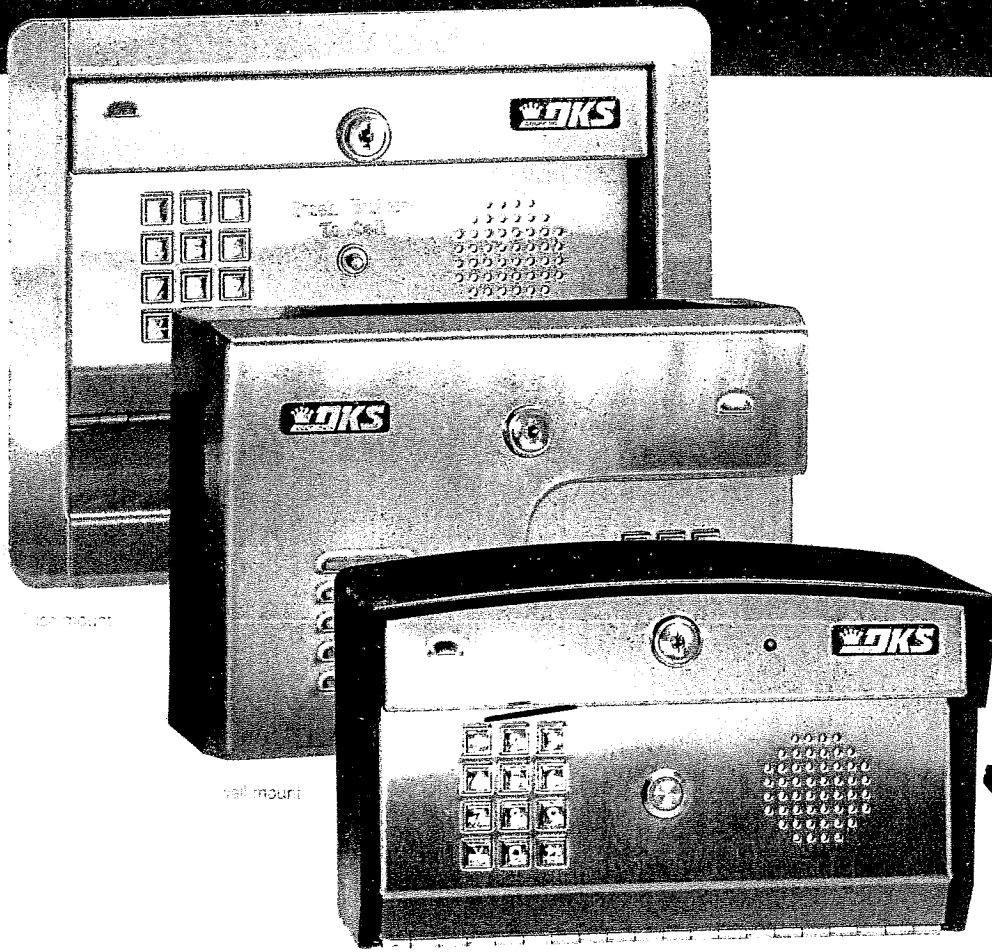


1812 PLUS SERIES

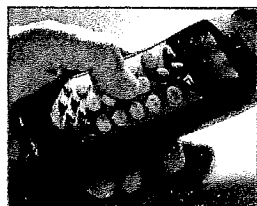
ENTRY + ACCESS CONTROL SYSTEMS



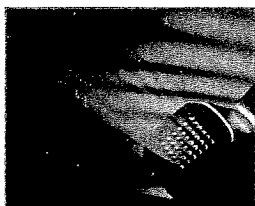
• RESIDENTIAL • MULTI-FAMILY



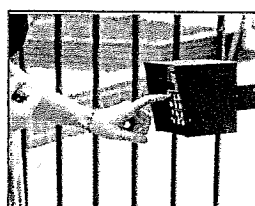
- Unique communication and access control system allows homeowners to use their telephone as an intercom to speak to a guest at a front door or gate
- System connects directly to the homeowners existing telephone line. No additional monthly expenses for a separate telephone line
- Access Plus model is IP addressable and allows homeowners to program the system directly from their PC
- Built-in call waiting assures that incoming or guest calls are not missed
- 2 year limited factory warranty



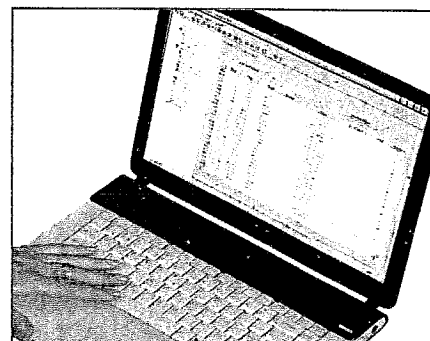
grant guest access
by pressing 9 on the telephone



full duplex
of quality communication – the same standard that the phone company uses



additional
access control control with keyfobs, card readers or RF receiver



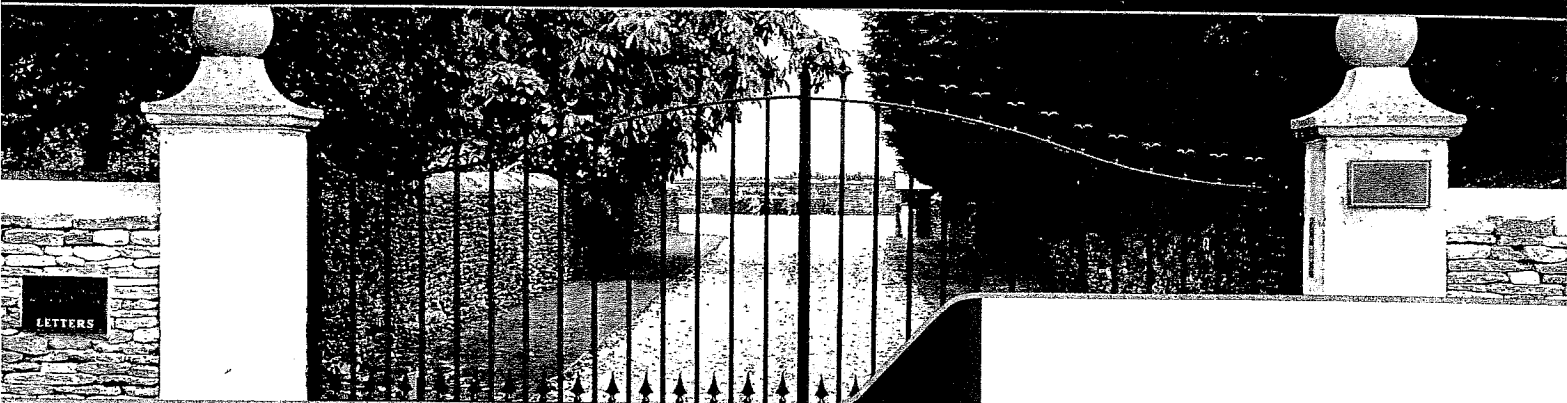
pc programmable
Program the 1812 Access Plus from your PC

ACCESS CONTROL SOLUTIONS

ELITE SERIES®

LA500

RESIDENTIAL / LIGHT
COMMERCIAL DC SWING
GATE OPERATOR



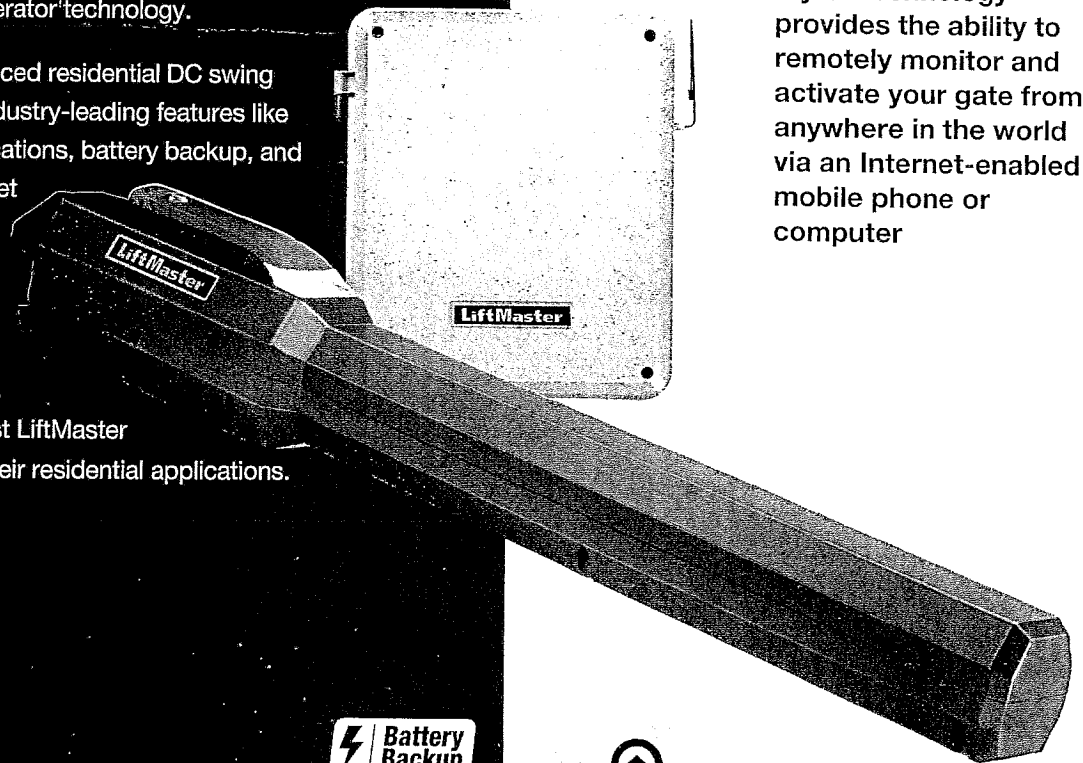
Engineered to Work Every Time. Built to Last Over Time.

LiftMaster® swing gate operators are built to perform in the most demanding applications. Synonymous with quality, dependability, and award-winning designs that meet/exceed UL-325 safety standards, LiftMaster's Elite Series is recognized as the undisputed leader in gate operator technology.

The LA500 model is our most advanced residential DC swing gate operator. It is equipped with industry-leading features like MyQ® and Security+ 2.0™ communications, battery backup, and capacity to handle gates up to 18 feet or 1600 lbs.

With a network of more than 8,000 professional dealers and 100 years of access experience, it's no wonder that homeowners trust LiftMaster to provide security and control for their residential applications.

- **Battery Backup**
Uninterrupted access when the power is out
- **Security+ 2.0™ technology**
2X the range of standard remotes
- **MyQ™ technology**
provides the ability to remotely monitor and activate your gate from anywhere in the world via an Internet-enabled mobile phone or computer



WORKS EVEN WHEN THE POWER IS OUT



LiftMaster®



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Carol Borck, Assistant Planner

DATE: October 13, 2014

RE: Preliminary Architectural Review for a New Residence, Detached Garage, Shed, and Pool, File #: 37-2014, 110 Shawnee Pass, Lands of Wookey

The ASCC will hold a special site meeting for preliminary review of this project starting at 4:00 p.m. on Monday, October 13th. That evening, preliminary ASCC architectural review will continue at its regular meeting. The ASCC's project review would then be continued to the regular October 27th meeting, at which time action may be considered for the project

This is a preliminary review of a proposal for residential redevelopment of a 1.03 acre property located at 110 Shawnee Pass. The site is located on the west side of Shawnee Pass, near the intersection of Cervantes Road (see attached vicinity map). The applicant proposes demolition of the existing single-story home, pool house, shed, and pool and construction of a new, partial two-story house with detached two-car garage, garden shed, and pool. The existing driveway entrance will be preserved and improved to accommodate four guest parking spaces.

The proposed new residence and detached garage would have a floor area of 4,837 sf, and the garden shed would be 228 sf. No basement is proposed. Floor area concentration in the main structures would be 4,418sf which is 85% of the total allowed floor area for the parcel, and therefore, no special ASCC floor area findings need to be made.

The plans call for 42 cubic yards of fill that will be used to create a more level landscaping area in the rear yard. As the total amount of earthwork outside of the building footprint is less than 50 cubic yards, no site development permit is required.

The project is shown on the following enclosed plans, unless otherwise noted, prepared by CJW Architecture, dated 8/18/14:

- Sheet T-0.1, Title Sheet, dated 9/2/14
- Sheet T-0.2, Build It Green Checklist, dated 6/25/14
- Sheet SU1, Topographic Survey, by Lea & Braze, dated 4/28/14
- Sheet A-1.1, Proposed Site Plan (includes exterior lighting)
- Sheet A-1.2, Proposed Shed Plans & Exterior Lighting Cut Sheets

Sheet A-2.1, Proposed Floor Plans
Sheet A-3.1, Proposed Exterior Elevations
Unnumbered sheet, Proposed Garage Loft Floor Plan, received 8/29/14

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

- Outdoor Water Efficiency Checklist, dated 8/29/14 (attached)
- Colors/Materials Board (to be available at ASCC meeting), received 8/21/14

Story poles have been installed to facilitate the field evaluation. Following the preliminary review, project consideration should be continued to the next regular ASCC meeting to take place on October 27, 2014.

The following comments are offered to assist in the preliminary review of the request.

Background and project description

The subject property was created as part of the Arrowhead Meadows subdivision (Tract 761, May 29, 1958). The site currently contains a single-story residence with attached garage located within the front half of the property. The proposed new residence and detached garage would utilize a portion of the existing building pad, but the new house would be located approximately 10-24 feet closer to the front property line than the existing house. The pool, pool house, and shed in the rear yard will be demolished, and a new pool, hardscape, and garden shed will be constructed. The existing driveway access will be preserved and improved to accommodate up to four guest parking spaces.

The new residence will have a traditional ranch design with board and batten siding and stone veneer accent band. A majority of the new home will be single-level. A second story element containing two bedrooms and bathroom facilities will be located over the northern end of the structure. Dormer windows will be located over the living room area. The detached garage will be connected to the new home by a covered breezeway and contain an upper level loft storage area. The loft would have a maximum ceiling height of seven feet, and therefore, this storage area will not count as floor area. As shown on Sheet A-2.1, the loft will be accessed by internal stairs.

In the rear yard, a new garden shed will be constructed in the southwest corner of the property and is designed to match the style and materials of the new residence. The existing hardscape and pool will be removed, and new stone patios, covered wood decks, and a pool will be constructed. The established site is relatively flat, and the earthwork proposed for the project involves a minor amount of fill in the rear yard to provide for the new landscape areas. Two new low stone walls would extend north and south of the western end of the pool deck, creating the boundary of this new landscaping area.

The property is currently served by a septic system that will be preserved with the project. The proposed new residence is more than 200 feet from the nearest sanitary sewer line, and therefore, is not required to connect to sewer.

The site contains abundant screening vegetation on both side property lines. Existing trees on the rear neighbor's property provide some screening of views into the site as do the existing trees on the subject property. The proposed home and improvements will be minimally visible

from these neighboring properties. With the removal of the 15" acacia tree in the front yard and three plum trees along the street frontage, the new residence, located closer to the street, will be more visible than the existing structure. Some consideration could be given to including some screen planting within the front yard as the detailed planting plan is developed.

Compliance with floor area, impervious surface, height, and setback standards

The total proposed floor area is 5,065 sf and under the 5,197 sf floor area limit for the property. The proposed floor area of the main structures is 4,418 sf and right at the 85% floor area limit. The initial version of the plans exceeded the 85% limit by just over 100 sf, and the plans were revised to comply with the limit.

Sheet T-0.1 indicates that the existing impervious surface on the property is well over the 7,682 sf limit. With the demolition of much of the existing hardscape and redesign of the landscape on site, the proposed impervious surface will be reduced to 7,174 sf and is in compliance with the limit. This impervious surface calculation includes the proposed permeable pavers shown for the driveway autocourt, which will help to improve drainage and also improve the aesthetics of the front portion of the site.

The proposed maximum height of the residence is just under 27 feet at the second-story element. The maximum height of the garage is just over 21 feet, and the height of the garden shed is approximately 10 feet. All structures comply with the 28- and 34-foot height limits stipulated in Section 18.48.010 of the PVMC for the R-E/1A zoning district

The proposed house complies with rear and side yard setbacks, while taking advantage of the zoning ordinance averaging provision along the front elevation. In conformance with Section 18.52.050 of the PVMC, the covered entry porch would encroach a distance of seven and a half feet into the 50-foot front setback, and the bedroom at the northern end of the home would encroach a distance of three feet into the front setback, while the overall average setback of 50 feet is maintained by the entire structure. These features contribute to breaking up the front elevation massing, and placement of them in the front setback allows for a larger open landscape area in the rear yard. Both the detached garage and garden shed fully comply with all setbacks.

Exterior materials and finishes, exterior lighting

The architecture for the proposed house is of a traditional ranch design with board and batten siding and gabled roof forms. Six dormer windows are situated over the living room space, and no skylights are proposed. On the rear elevation of the home, there are several covered porches and a covered balcony at the second story bedroom. The small detached garden shed is subordinate to and architecturally consistent with the house.

The proposed finish treatments for the house and shed meet town reflectivity guidelines and include:

- Siding in a dark tan with LRV of approximately 30%
- Windows and trim in bronze with LRV of approximately 10%
- Stone veneer accent bands
- Composition shingle roofing in a charcoal tone

Paving for the front entry walk, rear patios, and driveway have not been specified and cut sheets will need to be submitted. The plans will also need to be revised so that the first 20 feet of driveway from the street connection are asphalt, as is required by Town regulations.

The proposed exterior lighting for the house and landscaping is shown on Sheet A-1.1 with cut sheets provided on Sheet A-1.2. The number and location of fixtures appears generally consistent with Town lighting guidelines with the exception of lighting at the entry porch and front garage elevation. Proposed lighting in these two areas could each be reduced to one fixture rather than two as proposed.

Landscaping, fencing, and construction staging

A proposed detailed planting plan has not yet been provided; conceptual planting areas are shown on Sheet A-1.1. The existing vineyard in the rear of the property will be preserved as well as many of the existing orchard trees. There are several existing fruiting olives, and the applicant should clarify if the olives will be harvested as these trees are on the Town's discouraged plant list.

A new vegetable garden is planned adjacent to the new garden shed. Large areas of lavender are proposed to replace the existing front yard lawn. No new sod lawn is currently proposed. Several existing plums, an acacia, and a magnolia tree will be removed with the project. There is an existing 29-inch oak with branches extending into the area of the two-story portion of the proposed home. An arborist should be consulted for the trimming of these branches during construction. A group of oleanders along the northern side property line provides existing screening; however, because they are an invasive plant, consideration should be given to removal.

A variation of wood and wire, solid board, chain link, and split rail fencing is located along much of the site's property lines. Fencing along the side and rear property lines is proposed to remain, and new fencing is proposed within the front yard setback area, at the breezeway and garage, and at the vegetable garden as indicated on Sheet A-1.1. The elevation detail for the proposed front yard picket-style fencing is presented on Sheet A-1.2. This style of fencing is identified as "domestic fencing" under Town regulations and must be set back at least 25 feet from the front property line. If the applicant desires fencing in the proposed front setback location, the design must conform to horse fencing standards, otherwise, the picket-style fence must be pulled back at least 25 feet from the front property line. Elevation details for the new vegetable garden, side yard fencing at the garage, and fencing behind the carport will need to be provided.

As the site is located in the near vicinity of Ormandale School, construction staging will be important during the school year. Deliveries of materials and equipment during the school year should be limited between the hours of 9:00 a.m. and 3:00 p.m., and a construction staging and tree protection plan will need to be submitted with the building permit.

"Sustainability" aspects of project

The project architect has provided the enclosed Build-It-Green checklist for new homes targeting 160 points for the project, whereas 123 points would be required under the Town's previous Green Building Ordinance. As the Commission is aware, the Town's Green Building

Ordinance is currently not in effect due to the adoption of the Cal Green Code 2013 that superceded it as of January 1, 2014. Staff will be working with the Town Council in the future to determine if a new green building ordinance should be developed, and in the mean time, staff requests that all ASCC applications include a completed Build-It-Green checklist.

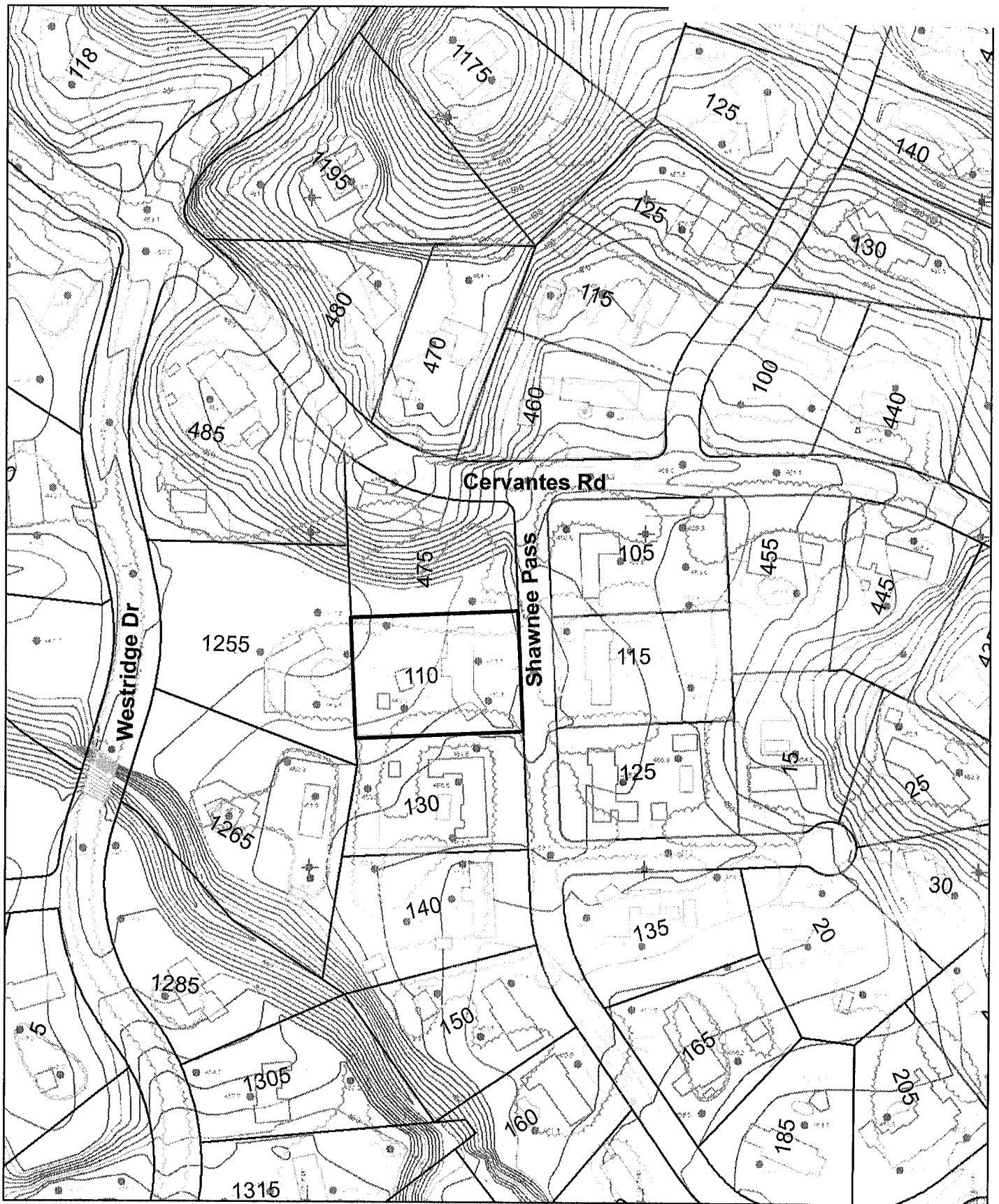
Conclusion and next steps.

The ASCC should conduct the 10/13/14 preliminary review, including the site visit, and offer comments, reactions and directions to assist the applicant and project architect make any plan adjustments or clarifications that members conclude are needed before the ASCC considers final action on the application. Project review should then be continued to the regular October 27, 2014 ASCC meeting.

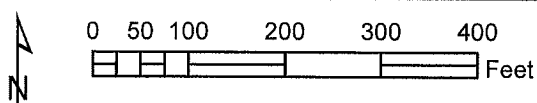
Attachments

1. Vicinity Map
2. Outdoor Water Efficiency Checklist, dated 8/29/14
3. Architectural plans submitted by the applicant on September 3, 2014

Report approved by: Debbie Pedro, Planning Director



Vicinity Map



APN 077-033-040, 110 Shawnee Pass

October 2014

OUTDOOR WATER USE EFFICIENCY CHECKLIST

To Be Completed by Applicant

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

Signature: *[Signature]* Date: 8/29/14 AUG 29 2014

Project Information

Single Family Multi-Family Commercial Institutional Irrigation only Industrial Other

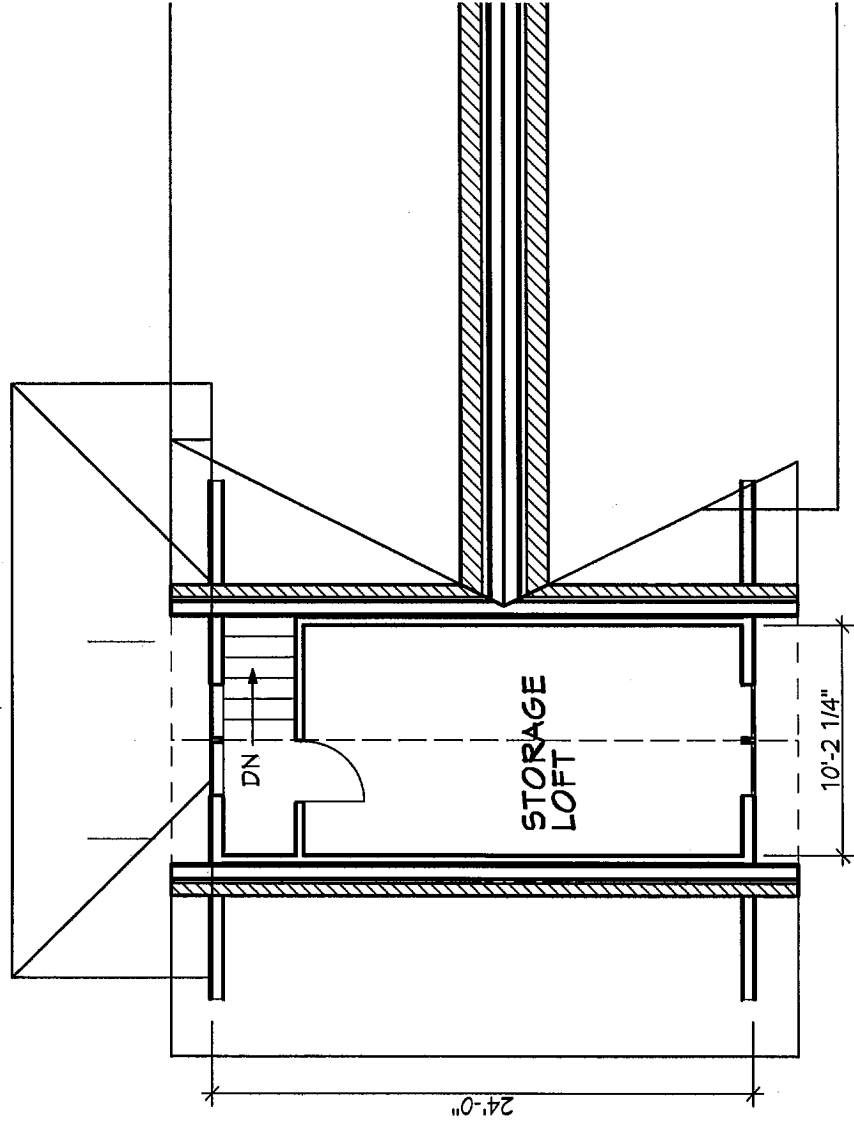
Applicant Name (print): Cow Architecture Contact Phone #: 051-9335

Project Site Address: 110 SHAWNEE PASS Agency Review

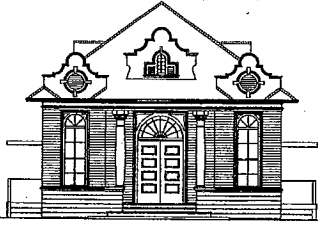
Project Area (sq.ft. or acre): 1.03 ACRES # of Units: 1 # of Meters: 1 (Pass) (Fail)

For a single-family project, or a single-family development project, enter this information on an average, per unit basis. For all other projects, input an aggregate value for the entire project.	Total Landscape Area (sq.ft.): <u>8,000</u>	<input checked="" type="checkbox"/> Tier 1 (1,000 - 2,500 sq.ft.) <input type="checkbox"/> Tier 2 (> 2,500 sq.ft.)	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Turf Irrigated Area (sq.ft.): <u>0</u>		<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Non-Turf Irrigated Area (sq.ft.): <u>4,250 SF</u>		<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Special Landscape Area (SLA) (sq.ft.): <u>-</u>		<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Water Feature Surface Area (sq.ft.): <u>640 SF</u>		<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)

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



2014-0800 Wookey Residence - Garage Loft Plan



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Karen Kristiansson, Deputy Town Planner

DATE: October 13, 2014

RE: Clarification of ASCC Review Requirements for Entryway Features

RECOMMENDATION

The ASCC should consider the Town's zoning code standards for review of entryway features and the associated issues, and provide direction to staff relative to the proposed clarification described in the "Conclusion" section of this staff report.

BACKGROUND

The recent application for electrification of the entry gate at 33 Grove Drive raised questions about the Town's zoning code and how it has been implemented relative to when ASCC review is required for entryway features. This memo provides background information on current zoning code standards and then discusses two related issues along with a proposed solution from staff. Staff is seeking clarification and direction from the ASCC on these review requirements for entryway features.

Zoning Code Standards for Entryway Features and Current Interpretations

The Town's zoning code and the adopted Design Guidelines specify that "Entryway features that require a building permit are subject to approval by the ASCC." (Section 18.42.016.C) Although entryway features are not defined per se, Section 18.42.016.A states that entryway features consist of, but are not limited to, "pillars, posts, gates and appurtenances thereto, including lighting, but excepting mail boxes."

According to the Deputy Building Official, a building permit would generally not be needed for entryway features unless they are over six feet tall or require electricity. In recent years, staff has therefore allowed entryway features that do not meet these standards with a fence permit. Fence permits are generally reviewed and approved by staff, although Section 18.43.080 of the zoning code specifies that staff can refer fence permit applications to the ASCC as needed.

Because most gates are electric, nearly all gates have been reviewed by the ASCC. Permits have been reviewed and issued at the staff level for three manual gates during the past four years, including the gate at 33 Grove Drive.

DISCUSSION

There are two issues with the current interpretation and process. First, property owners could go through two different processes to install an electric gate:

1. A property owner could apply for a permit for an electric gate and would then be required to go through the ASCC review process for the gate; or
2. A property owner could apply for a fence permit for a manual gate, which would be issued by staff, and could then later apply to electrify the gate. While the ASCC would then review the application for electrification, since the gate would already have been approved and constructed, this approach would in effect allow property owners to avoid receiving ASCC input relative to the gate design.

The second issue is that this interpretation appears to be contrary to the Town's intent. Section 18.42.016 of the zoning code was adopted in 2001 as a result of the Design Standards Rereview III process, in which a number of design standards issues in town were identified, options were considered, and various solutions implemented through ordinance or Design Guideline amendments. The discussion of entryway features in the main report for that item (attached) describes the problem as one of "imposing entryways along streets" and "lack of compatibility with the natural scenery." To address this, Section 18.42.016 was added to the zoning code (attached). The record of the discussions relative to this code amendment does not make any mention of ASCC review being limited to those features which require electricity or are over six feet in height. Staff also consulted with former Town Planner Tom Vlasic for background on this issue. He indicated that, according to his recollection, the intent of the ordinance was that nearly all entryway features would be reviewed by the ASCC.

CONCLUSION

In the long term, this should likely be clarified in the zoning code, perhaps as part of the overall zoning code update project that staff will start work on again in 2015. More immediately, staff can begin to refer to the ASCC for review fence permits for all entryway features, including those which do not require building permits. This is allowed under section 18.43.080 of the zoning code (attached) which specifically states that "Town planning staff may take action on a [fence] permit or refer it to the ASCC." If the ASCC concurs with this course of action, staff can implement this change immediately.

ATTACHMENTS

1. Zoning Ordinance Sections 18.42.016 and 18.423.080
2. Excerpt from Design Standards Rereview III Report, dated July 1, 1998

Report approved by: Debbie Pedro, Planning Director

18.42.016 Entryway features.

Entryway features are subject to the following limitations:

- A. In residential zoning districts requiring a parcel area of one acre or more, entryway features consisting of, but not limited to, pillars, posts, gates and appurtenances thereto, including lighting, but excepting mail boxes, shall be set back from the road right-of-way a distance equal to at least one-half of the required front yard.
- B. Free-standing mail boxes are permitted on private property provided they are of a U.S. government approved type and supported by a structure with a cross-section that does not exceed one half of the cross section of the bottom of the mail box. Alternate designs require ASCC approval.
- C. Entryway features that require a building permit are subject to approval by the ASCC.
- D. Entryway features that are remodeled, or are rebuilt following removal or damage to fifty percent or more of the value of the feature, must conform to the requirements for new entryway features.

(Ord. 2001-338 § 1 (part), 2001)

18.43.080 Fence permits and administration.

A. Fence permits are required for construction of all fences built within required yards, except as otherwise specified in this section. Fence permit applications shall be made on a form provided by the town planning staff and shall be accompanied by plans demonstrating the design and materials of the proposed fence, the location of the proposed fence and any associated landscaping. A fee shall be paid to cover the cost of review by town planning staff, or on referral, by the town planner. Prior to approving a fence permit, town planning staff shall give written notice to owners of adjoining properties of the permit application. Prior to acting on a permit, town planning staff shall review the proposed design and location in the field, review the plans for conformance with the zoning ordinance and design guidelines, and consider comments from owner(s) of adjoining properties. Town planning staff may take action on a permit or refer it to the ASCC. Written notification shall be given to owner(s) of adjoining properties at least six days prior to action by town planning staff or the ASCC.

- b. Solid fencing or walls must be setback at least 30 ft. from any public street right-of-way and properly landscaped.

(Remember that the zoning ordinance limits fences or walls in the front yard to a height of 4 ft.)

- c. Solid fences or walls must be setback at least 10 ft. from any side or rear property line.
- d. Fencing within 10 feet of any property line, ~~except as allowed under item 4. above~~, must be open, that is have no more than 25% of the fence area obscured when viewed perpendicular to the fence, and such standard shall not be exceeded in any 10 lineal feet of the fence.

(We have checked the openness of a standard cyclone fence and find that it obscures about 19% of the view through the fence. We have also checked the split rail fence at the new MROSD parking lot and find that it obscures about 25% of the view.)

- e. When fencing is part of an application before the ASCC, the ASCC may impose design limitations that are more restrictive than those set forth above.
- f. Wire fencing must be of non-reflective material and preferably covered in black or green vinyl or similar material.
- g. Color reflectivity of fences shall not exceed 50%.
- h. A fence of a normally permitted height shall not be placed on top of a fill designed so as to effectively increase the elevation of the top of the fence.
- i. The height of walls or fences shall be determined by measurement from the ground level at the lowest grade within three feet of either side of such walls or fences.

3. In zoning districts requiring less than 1 acre for a parcel, fences shall comply with items all ~~items~~ listed under 2. above, except for items b., c. and d.

We do not recommend allowing fences higher than normally permitted in order to keep out deer. Such fences are permitted when located behind the normal required yard setbacks.

In order to provide clarity, we recommend that a definition of "Fence" be added to the zoning ordinance. Were this added, then preceding recommendations could be revised to delete references to walls. The definition to be added would be as follows:

Fence. "Fence" means a structure made of wire, wood, metal, masonry or other material used as a screen or enclosure for a field, yard or parcel of land.

We also suggest that the Design Guidelines be amended to discourage long, straight runs of fences.

③ ENTRYWAYS

Entryways to properties have been of concern for some years. Attention has centered on a tendency for the construction of imposing entryways along streets rather than the historical pattern of entryways that are only minimally visible from roads. The concern is the lack of compatibility with the natural scenery.

Entryways were addressed in the "DSRR PHASE I, Report #2, September 27, 1991" as follows:

There is a stark contrast between the entryways for older houses in the town and many of the newer houses. Most homes in Westridge, Oak Hills, Alpine Hills and Arrowhead Meadows have traditionally had rather obscure entrances with often only a mail box on a simple post at the side of the driveway. The streetscape in these areas is dominated by the vegetation, whereas many newer houses are developed to make a strong visual statement at the road. One feeling is of a rural, low key environment, the other is of an area of estates, more like one might expect to find in Hillsborough or Atherton. More recently, there has been a marked trend to erect decorative pillars, sometimes with lights, and gates of various designs. The town needs to decide which type of environment it desires. This trend is counter to the general plan guidance as cited below:

Section 2104, 1. "To assure that all building sites and residences are developed in a manner minimizing disturbance to the natural terrain and vegetation and maximizing preservation of natural beauty and open space."

Section 2104, 4. "To maintain the present character of established residential areas."

The only current town requirement is that entry features be less than 4 feet in height. More and more the gates also tend to be wide enough for two cars. Some older gates in town are narrow, enough for one car, and do not have the same visual impact. Also, ornate pillars, often with lights, more and more are installed on each side of the driveway entrance.

It should also be noted that the Town's adopted Design Guidelines address the issue of entry design. The guidelines specify a relatively simple approach for entries, similar to the traditional design found in the established areas of Westridge and the other subdivisions cited above. When the ASCC reviews project plans for new houses, or major site redevelopment, it requires that entry designs be specified. The designs are then reviewed against the design guidelines. However, in many cases, new entries, including gates, pillars and lights are installed without any town review. It may be appropriate to consider further zoning restrictions on the type of improvements that are allowed within the front setback area to limit potential scope of entry features.

The combined recommendations of the Planning Commission and ASCC dated January 16, 1992, to the town council were as follows:

1. Setbacks should be established for entry features, perhaps the normal front yard setback.
2. If entryway features require a building permit, they should be subject to design review by staff.

(There was discussion about including such items on a consent agenda for the ASCC after staff action.)

3. The width of driveways in the front setback should be limited to 12 ft. unless the setback is so small as to constrain the ability to access the garage.

The town council reviewed the recommendations at its February 12, 1992 meeting and provided the following direction:

It was agreed that the three recommendations of the planning commission and ASCC should be pursued. There was concern, however, over requiring entry features to observe the normal front setback as some thought this would be too restrictive. Also, there was

concern that two cars could not pass at the entry if the driveway at this point were limited to 12 ft. in width. The question was raised as to what width would be necessary to allow two cars to pass.

The recommendations listed below are offered for consideration. The first two items would be implemented by amendments to the zoning ordinance, the third recommendation would be included in the Design Guidelines.

1. Entryway features to residential properties consisting of but not limited to pillars, posts, gates and appurtenances thereto including lighting, but excepting mail boxes, shall be setback from the road right-of-way a distance equal to at least one-half of the required front yard.
2. Entryway features that require a building permit shall be subject to approval by the ASCC. (In practice, the town planner should make a recommendation to the ASCC where the matter would be put on the agenda as a consent item.)
3. The width of driveways in the front setback should not exceed 12 feet unless a greater width is required for fire protection purposes, the setback is so small as to constrain access to the garage, or it has been demonstrated to the ASCC that for safety reasons a wider driveway is necessary.

OUTDOOR LIGHTING GUIDELINES

One of the "Major Community Goals" contained in the recently adopted general plan calls for conserving the rural quality. It goes on to define rural quality and includes a reference to lighting in Section 1010, 3. a., as follows:

Minimal lighting so that the presence of development at night is difficult to determine, so that the subtle changes between day and night are easily discernible and so that the stars may be readily seen at night.

Currently, the only regulation over lighting is found in the zoning ordinance in Section 18.36.040, Accessory uses, subsection A.8., as follows:

8. Outdoor illumination with the following restrictions:
 - a. Outdoor illumination shall be the minimum intensity necessary to provide safety for pedestrians and other nonvehicular uses,
 - b. The source of light, that is the bulb or other source of direct illumination, shall not be visible from off the premises. Exceptions in which the bulb itself may be visible from off the premises are nonreflector bulbs of no greater than seventy-five watts incandescent light if frosted or otherwise diffused, or no greater than twenty-five watts incandescent light if clear. This section does not by itself limit the electrical power of indirect illumination. The term "incandescent light" as used in subsection A8b and c of this section refers to the light emitted by a standard incandescent bulb (not including spot, flood or similar special reflector bulbs),
 - c. The total electrical power of any single exterior light fixture visible from off the premises, irrespective of the number of bulbs the fixture can contain, shall not exceed seventy watts incandescent light if frosted or otherwise diffused, or not greater than twenty-five watts incandescent light if clear,

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

Roll Call:

ASCC: Breen, Clark, Harrell, Koch, Ross
ASCC absent: None
Planning Commission Liaison: None
Town Council Liaison: None
Town Staff: Planning Director Pedro, Deputy Town Planner Kristiansson, Assistant Planner Borck, Planning Consultant Vlasic

Others present relative to the proposal for 1260 Westridge Drive:

Tom Klope, landscape architect
Tay Peterson, environmental consultant
Judith Murphy, Conservation Committee
Holly and John Dissmeyer, 20 Possum Drive
Julie and Adam Lautner, 30 Possum Drive
Melissa and Robert Wagner, 40 Possum Drive
Brenda Herrington, 50 Possum Drive

Kristiansson presented the August 22, 2014 staff report. She noted that in late 2013, a fence and redwood plantings had been installed along the property line which did not conform to either the Town regulations and Design Guidelines or the approved PUD statement and Tentative Subdivision Map for the property. Town staff has been working with the property owner and his representatives to resolve these issues, and in July staff reviewed a proposed corrective action plan and shared it with a subcommittee of the ASCC and the Conservation Committee. The plan was revised based on comments from that subcommittee and is now being presented to the ASCC. In particular, the revised plan significantly reduced the number of redwoods that are proposed to remain on the site in response to comments that the only appropriate locations for redwoods would be in or adjacent to established redwood groves already on the property. When the ASCC walks the site today, there are two key items for Commissioners to review: 1) the locations where redwoods are proposed to remain; and 2) the locations where the fence is proposed to remain (a 48' length along the southwest side of the property and two locations on the northeast side of the property, where the new fence would remain and the existing fence would be removed).

The ASCC considered the staff report and the following project plans and supporting materials:

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

Supporting Materials:

- 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.

Project landscape architect Tom Klope stated that the situation was unfortunate and was the result of incorrect advice which was given to the property owner, who does want to keep the site in one ownership. The original corrective action plan had proposed to remove 55% of the redwoods, and the revised plan would remove 96% of redwoods. The remaining redwoods would provide maximum screening for the new house site. All of the newly planted redwoods along Corte Madera Creek would be removed, as well as all of the fencing along the creek except for a 48' panel which would be kept for the short term until the screening vegetation matured. The lattice would be removed from the fencing which would remain on the property. Most irrigation would be removed, although some would remain where new plantings would occur. The amount of irrigation has been reduced over the summer, just to the level necessary to keep the trees alive, in order to prevent health impacts to the oaks. Once the new plantings are established, they would be weaned off of the irrigation as well. Mr. Klope also noted that the plan proposes to remove 33 bay trees in locations where they are mixing with the oak canopies. These removals are proposed in order to reduce risk of Sudden Oak Death (SOD) on the property. In response to a question, Mr. Klope clarified that the redwood trees would be relocated to northern California, and that they had consulted with a biologist at U.C. Davis in order to be sure that the relocation would not spread SOD.

Commissioners walked the site and viewed locations where the redwoods would be removed or preserved, where additional plantings are proposed, and where the fence would be kept or removed. During the walk, the following additional facts were provided:

- Screen plantings would be at least 10' from the bases of mature oaks;
- The existing chain link fence was identified as wood rat habitat in the environmental analysis for the subdivision and was recognized as existing fencing at that time. As a result, it would remain on the property.

Public comments were requested. Neighbors from Possum Lane noted that a great deal of underbrush had been removed from the property last summer and fall, which reduced the amount of screening. They asked about the 48' length of fence that was proposed to remain and stated that they would prefer native vegetation for screening rather than the fence.

Commissioners then offered the following comments:

- Redwoods do not provide much screening once they are mature because the branches often do not start until well above ground level. As a result, other types of plantings may provide better screening. For example, willow trees may be more appropriate along the drainage on the northeast property line.

- Redwood trees should not have been planted near heritage oaks, and protection of those oaks needs to be the priority.
- The lighting in the heritage oaks needs to be removed.
- New screen plantings should be located outside of the dripline of the oaks, not just 10' from the base of the oaks.

Adjournment

The special site meeting was adjourned at approximately 5:05 p.m.

Chair Koch called the regular meeting to order at 7:30 p.m. in the Town Center historic School House meeting room.

Roll Call:

ASCC: Breen, Clark, Harrell, Koch Ross

Absent: None

Planning Commission Liaison: None

Town Council Liaison: Derwin

Town Staff: Planning Director Pedro, Deputy Town Planner Krisitansson, Assistant Planner Borck

Oral Communications

Oral communications were requested, but none were offered.

Architectural Review for Modifications to Previous Approval for Detached Studio and Detached Guest House, 465 Golden Oak Drive, Hicks

Borck presented the August 21, 2014 staff report on this request for modifications to the previously approved detached studio and detached guest house. She explained that the proposed project had been conditionally approved by the ASCC on July 14th, and that following the meeting, the applicants contacted staff to discuss concerns that two of the required conditions of approval in particular would be difficult to implement as written. She noted that the applicants 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.

Borck advised that on August 11, Commissioners Ross and Clark met at the site with staff and the applicants to discuss their concerns and proposed options for modifications to the original proposal. She stated that Ross and Clark provided feedback at the site, and that the plans were modified accordingly for reconsideration. She noted that, in regard to the studio, the conditions of ASCC approval were intended to decrease the apparent height and mass of the structure from the east side of the property and to better comply with the Town's Design Guidelines that call for structures to be sited and designed with respect to the natural environment and minimize visual impacts when viewed from off-site. Borck advised that a number of changes were proposed to the design of the studio, including:

- 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".
- Reducing the east elevation wall by seven inches to a height of approximately 11'6" and reducing the west elevation wall by 18 inches to a height of approximately 9'11", which required eliminating the clerestory windows in this elevation.

- Creating a two-foot wide notch in the east elevation wall by removing 11 sf of floor area. This notch not only provides an off-set of the wall elevation, but also allows for preservation of one of the 5" oaks.

She stated that the proposed modifications appeared to lessen the apparent massing and visual prominence of the structure from off-site views and that the preservation of the adjacent oak tree integrated the structure with existing vegetation. She noted that the modifications appeared to address the ASCC's concerns and bring the studio into reasonable compliance with the Design Guidelines.

Regarding lowering the guest house by two feet, Borck stated that the condition of approval was intended to address concerns that the structure was not appropriately integrated into the topography of the site, as called for in the Design Guidelines. She stated that the proposed modified plans lowered the guest house by one foot and that grading around the structure had been adjusted accordingly. She advised that, in order to better integrate the guest house into the site, the project team agreed to maintain the existing grade along the east elevation by installing a low retaining wall. She also stated that another low retaining wall would be used along the north elevation. Borck advised that the revisions to the height and grading appeared to help the structure integrate better into the site and bring it into compliance with the Town's Design Guidelines.

Finally, Borck advised that the modified plans addressed many of the other conditions of approval from July 14th, including elimination of downlights on the pedestrian gate, provision of a comprehensive site lighting plan with nonconforming lighting identified for removal, and a screen planting plan for the guest house along the fence with vegetation to be planted this fall.

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

Architectural Plans by Metropolis Architecture, stamped 8/13/14 unless otherwise noted:

- Sheet A1, Proposed Site Plan/Project Info
- Sheet A2, Proposed Guest House Floor Plan, Elevations and Section (includes exterior lighting), stamped received on August 21, 2014
- Sheet A3, Proposed Studio Floor Plan, Elevations, and Section (includes exterior lighting)

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 submittal included the information listed below:

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

Megan Michaels, applicant, Larry Kahle, project architect, and Paula Blanchfield, project landscape architect, were present to discuss the modified project with ASCC members. Ms. Michaels explained the process of developing the initially proposed design and how feedback from Commissioners Ross and Clark was taken into consideration in designing the proposed

modifications. She stated that Mr. Leckonby, the uphill neighbor at 455 Golden Oak Drive, had seen the plans and found them acceptable. She also stated that she had shared the modified plans with the downhill neighbors, the Thomas's at 475 Golden Oak Drive, and that it was a "positive" interaction. Ms. Michaels shared a 3D rendering of the view to the studio's east elevation from the perspective of the Thomas's entry porch.

Breen asked Clark how he felt about the proposed one-foot shift of the studio rather than the conditioned four-foot shift. Clark clarified that the intent of the condition was to move the studio away from the downhill neighbor. He stated that in the field it was easier to make assessment of the options as to how the studio could be modified and moved away from the neighbor without changing the relationship the structure would have to the applicant's existing home.

Harrell stated that lowering the roof of the studio made a significant difference.

Public comments were requested, but none were offered.

Ross noted that the site visit was very helpful to explain the rationale of the conditions to the applicants. He stated they did a good job in responding to his and Clark's feedback. Harrell stated that the 3D rendering was helpful and was in support of the modifications.

Breen expressed her support of removal of the pines located at the front of the property, and Ms. Michaels stated that they were considering that. She said that they had removed eight black pines and wanted to continue the removals in a thoughtful way. Clark stated that an arborist should be consulted to inspect during foundation construction to ensure that the oak tree roots are not impacted. Koch supported the project and agreed with Breen's and Clark's comments.

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

1. Any lighting proposed in the area of the guest house skylight shall be downward-directed and mounted below the skylight.
2. A detailed construction staging and tree protection plan shall be submitted to the satisfaction of Planning staff prior to building permit issuance.
3. An arborist shall be consulted to inspect during foundation excavation for the studio to ensure protection of the existing oak tree's root system. Results of this inspection shall be submitted in writing to Planning staff.

Prior to consideration of the following request, Harrell recused herself, explaining that one of her designers may have designed the proposed garage door.

Architectural Review for Carport Enclosure, 10 Franciscan Ridge, Clarkson

Borck presented the August 21, 2014 staff report on this proposal for approval of plans for a carport enclosure on the subject Portola Valley Ranch property. She stated that the project had been approved by the Ranch design committee and appeared to meet the requirements for enclosures under the PUD design guidelines. She advised that a letter from a Ranch resident

had been received that afternoon requesting that, if the ASCC approve the project, it do so with a condition that the project conform with the Ranch Guidelines. Borck clarified that any project approval for the Ranch is subject to these guidelines and that a special condition is not necessary.

ASCC members considered the staff report and the following project materials, received 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

Robert Clarkson, applicant, was present to discuss the project with ASCC members. He explained that the glass panels within the proposed garage door were chosen to maintain views through the structure and over the tops of the cars parked within.

Clark asked Borck about statements in the letter from the Ranch resident concerning a parking issue at another Ranch property. Borck stated that the Town had not received any information concerning issues mentioned in the letter with another property's garage/parking issues. Breen clarified that if there were complaints or problems at another property, that the resident would need to contact the Ranch. Borck confirmed that such a complaint would go to the Ranch.

Public comments were then requested, but none were offered.

Following a brief discussion, Breen moved, seconded by Clark and passed (4-0) to approve the project as submitted.

Commissioner Harrell returned to the dais.

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

Kristiansson presented the August 22, 2014 staff report on this review of a corrective fencing and tree plan to address fences and redwood tree planting which were inconsistent with Town regulations and the subdivision approvals for this property. 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 three main issues discussed were the redwood trees, the fencing, and the proposed new screen plantings. She noted that neighbors along Possum Lane had expressed concern about the loss of screening when the dense underbrush which had previously existed on the property was removed, and they had said they would prefer to have new vegetative screening in lieu of the 48' fence panel. Kristiansson also summarized the concerns expressed by Commissioners at the field meeting, including the number and locations of redwood trees proposed to remain, the proximity of screen plantings to

mature oaks, and potential health impacts on the heritage oak trees on the property from watering underneath them.

Project landscape architect Tom Klope was present representing the property owner. In response to a question from Commissioner Koch about the 48' panel of fencing along the southwest property line, Mr. Klope responded that the plans had suggested leaving that portion of fence because they had thought the neighbors wanted it for screening.

Public comments were requested.

Jim Herrington, 50 Possum Lane, said that the neighbors on Possum Lane do not want that fence and so he hoped the fence panel could be removed. If the fence panel comes down, that would address his main issues. He does not believe that removing only part of the fence along the creek is really solving the problem. Otherwise, more people may be tempted to ask forgiveness rather than permission, and they should instead be encouraged to go through the permit process. Commissioner Clark clarified that the 48' fence panel would be allowed under the Town's regulations.

Judith Murphy, Portola Green Circle, said that all of the redwoods furthest away from the house should come out; they are not near other redwoods and are located in and around heritage oak trees. New plantings should generally also be located outside of the driplines of the oaks. She also noted that if a goal is to protect the heritage oaks, the soggy rear lawn under the oaks should be addressed.

Commissioners then discussed the project and agreed that more redwoods needed to be removed, especially those near oak trees, and that removing the 48' panel of fencing would be a positive change to the plans. ASCC members also noted that the amount of water in the lawn under the heritage oaks on the rear of the property was excessive and could affect the health of the oaks, which could in turn jeopardize the subdivision approvals.

Breen stated that she had seen seven locations where redwood trees could remain: three on the front portion of the property, and four near the existing redwood grove by the garden. Other Commissioners agreed with this statement.

Koch noted that she wanted to be sure that the project did not end up leading to a wall of native plantings either. Instead, new plantings should be outside the driplines and should be grouped in "islands." In some cases, adjustments could be made to address neighbor concerns.

Ross said that he would like to clarify recommended condition #9 so that would require removal of uplighting of trees as well as lighting in trees.

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

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. All irrigation under the driplines of significant oaks, as defined in Section 15.12.060.28a, 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 and illuminating trees shall be removed.
10. The plans shall be revised a) to remove all fencing along the southwest property line and instead provide native vegetative screening where needed, b) to remove all new redwood trees from the property other than three of the redwoods east of the entry drive shown on Sheet TSP.4 and four of the redwoods near the planters shown on Sheet TSP.6, and c) to eliminate planting of new screening vegetation from within the driplines of significant oak trees and ensure that new screening vegetation conforms to Town Design Guidelines calling for plants to be grouped in "islands" rather than linear "walls." The revised plans shall be prepared to the satisfaction of two designated members of the ASCC.

Commission and Staff Reports

Koch and Clark reported that they had reviewed changes to the lighting plan for 5 Naranja and approved two additional lights after determining that they would not be visible to the neighbor.

Harrell noted that the Ranch is looking closely at wildlife-urban interface requirements and fire prevention and guidelines, and asked about Town efforts. Clark provided information about Building Code requirements, and Kristiansson advised that the Town had prepared a fire map and fire guidelines a number of years ago, along with a biological resources study. Murphy noted that the Conservation Committee sponsored an evening event focused on balancing fire prevention and biological resources three years ago and suggested that it could be repeated if desired.

Breen reported that the fire station had installed native landscaping to replace the lawn out front, and they should be commended. She also noted that utility lines now appear to have

visually intrusive covers along Willowbrook and in other locations, and that the Town should discourage these whenever possible.

Pedro updated the ASCC on discussions between Town staff and the owner and neighbors of the observatory building on Minoca, noting that the owner and neighbors were discussing voluntary mitigation measures. She clarified that the observatory could not be painted a darker color because the finish of the observatory was baked-on enamel, and paint would not work on that surface.

Minutes

Breen moved and Clark seconded to approve the July 28, 2014 minutes. The motion passed 4-0-1, with Harrell abstaining.

Adjournment

There being no further business, the meeting was adjourned at 8:43 p.m.