



**TOWN OF PORTOLA VALLEY  
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)  
Monday, March 9, 2015  
Special Field Meeting (time and place as listed herein)  
7:30 PM – Regular ASCC Meeting  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028**

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**SPECIAL ASCC FIELD MEETING\***

4:00 p.m. Ford Field Access Easement (parking available at Ford Field) Field meeting for preliminary review of proposed driveway and bridge over the Ford Field access easement. (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. Preliminary Architectural Review and Site Development Permit for a driveway and bridge over the Ford Field access easement, APN: 077-272-010

5. New Business:

a. Discussion of Outdoor Lighting Ordinance and Policies

6. Commission and Staff Reports:

7. Approval of Minutes: February 9, 2015

8. Adjournment:

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\*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.

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**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.

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**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).

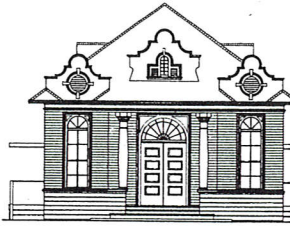
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This Notice is Posted in Compliance with the Government Code of the State of California.

Date: March 6, 2015

CheyAnne Brown  
Planning Technician

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC

**FROM:** Debbie Pedro, Town Planner

**DATE:** March 9, 2015

**RE:** Preliminary Architectural Review and Site Development Permit for a driveway and bridge over the Ford Field access easement, APN: 077-272-010

### BACKGROUND

The subject property is a 7.67 acre Town owned parcel located on the east side of Alpine Road north of Westridge Drive. Known as Ford Field, the property was purchased by the Town in 1971 from Hare, Brewer & Kelley. The provisions for purchase of the property included the reservation of a 30-foot wide non-exclusive access easement to provide for a driveway access from Alpine Road to a 4.15 acre parcel (APN: 142-15-008) owned by Ryland Kelley on the east side of Los Trancos Creek in Santa Clara County. The Kelley parcel is zoned HS "Hillsides". Per Section 2.20.010.C of the Santa Clara County Zoning Ordinance, permitted uses in the HS Hillside zoning district include "agriculture and grazing, very low density residential use, low density, low intensity recreation, mineral and other resource extraction, and land in its natural state." (Attachment 2)

In 2012, the applicant submitted preliminary plans for a driveway and bridge over the 30' easement in order to access the Kelley property across Los Trancos Creek. The ASCC conducted preliminary reviews of the proposal on September 20 and October 8, 2012 and the review comments were summarized in a Town Council memo dated November 28, 2012. (Attachment 3)

On January 15, 2015, the applicant submitted a response letter and requested that the Town continue to process their application to construct the driveway and bridge. (Attachment 4) A number of items that were previously included with the proposal including a mail box, mail carrier turnout, utilities and fire hydrant have been removed from the plans. The applicant has indicated that these items will be deferred until residential development of the parcel is proposed in the future. According to the applicant, there is currently no plans to develop the vacant property.

## DISCUSSION

Per the January 26, 1971 escrow (Order #220734) that was part of the agreement for the Town's acquisition of the Kelley/Ford Field, the Town's review of the driveway and bridge plans is limited to the approval of "the grade at which the driveway surface of said easement is established and to aesthetically and structurally approve the method of crossing the creek." In other words, the Town has the right to approve the design and structural details for the driveway and the bridge. (Attachment 5) It should be noted that Town approval of the driveway and bridge from an aesthetic and structural perspective does not preclude the need for environmental review of the proposed vehicular bridge and its potential impact to Los Trancos creek pursuant to CEQA requirements.

Because portions of the proposed vehicular bridge is located in unincorporated Santa Clara County, approval from the Santa Clara County Department of Planning and Development would be required. Therefore, staff recommends that if the ASCC approves this application, a condition be included that no building permit shall be issued for the bridge until Santa Clara County provides written documentation approving the bridge and any environmental clearance required for the project.

On September 20 and October 8, 2012, the ASCC conducted preliminary reviews of the proposal and offered the following comments to the applicant:

1. In general, bridging of the creek is less of a visual impact issue to the Portola Road corridor than the planned driveway. The bridge would not be highly visible, but the driveway surface and connection to Alpine Road will be very visible at the entry to the town. The driveway and surface, therefore, should be as "minimal" as possible. The driveway should appear more as a gravel or dirt service road than a formal driveway. It is suggested that the surface be something like tan, dirt colored decomposed granite.
2. Any mailbox should be of a simple design and there should be no lighting or other driveway entry features or formal landscaping.
3. The redwood tree in the easement along the right of way line should be cleaned up and trimmed, as necessary to provide adequate sight distance, but should not be removed. The sight lines need to ensure safety for users of the paved path.
4. With the final bridge design, consideration should be given to a curved top rail design to provide for a more graceful appearance to the creek crossing.
5. If the existing easement boundary needs to be modified to ensure that the creek crossing could be accomplished with minimum impact on trees, this should be considered and pursued.
6. Invasive materials need to be controlled and removed where they occur in the easement area. Further, all work needs to be controlled to avoid delivery of invasive plants/seeds to the site and, overall, to minimize potential for change to the open space conditions on the Ford Field property.

**Driveway**

The proposed driveway will access off of Alpine Road and be located within the 30' access easement over Ford Field. As noted above, the ASCC recommended that the driveway surface should be as "minimal" as possible and appear more as a gravel or dirt service road than a formal driveway. The approximately 180' L x 12' W driveway will consist of 8 inches of Class 2 base rock except the first twenty feet measured from the edge of pavement will be paved with asphalt or concrete to comply with Section 15.12.310.A of the PVMC.

An existing 8' wide AC path as well as a 2' wide equestrian dirt trail will cross the proposed driveway at two locations. While the 8' AC pedestrian and bike path is more clearly defined, the public works director recommends that two logs be installed to delineate the equestrian dirt trail where it intersects with the driveway.

**Bridge**

The applicant is proposing to install a prefabricated 74'L x 16'W steel bridge with wood decking and 4'6"H weathering steel guard rails. According to the manufacturer's information, the "Atmospheric Corrosion Resistant Steel", aka weathering steel, would begin rusting like all steel but forms an oxide patina on the surface that prevents further rusting under most conditions, providing a low maintenance and natural looking finish. The ASCC had recommended that a curved top rail design be considered. The applicant told staff that they have decided against using a curve top rail due to its cost. The proposed bridge would be similar in design to the one shown in the photo below:

**Tree removal**

To facilitate the driveway and bridge installation, a total of 10 trees are proposed to be removed including one 24" oak. The ASCC has previously commented that a redwood tree in the easement on the south side of the proposed driveway should be preserved. The applicant confirms that the tree will not be removed but will be trimmed to provide adequate vehicular sight line distance.

**Technical Review**

The plans for the proposed driveway and bridge have been reviewed by the Public Works Director, Fire Marshal, Town Geologist, and engineering consultant and recommended conditions of approval of the project have been provided. (Attachment 6)

**Regional Regulatory Agencies**

Clearance from Army Corps of Engineers, Department of Fish and Wildlife, and Regional Water Quality Control Board are required for the bridge crossing Los Trancos Creek. The applicant has indicated that approvals have been obtained from the regional regulatory agencies. Staff has confirmed that the proposal is not subject to formal authorization from the three agencies. (Attachments 7)

**PUBLIC COMMENTS**

No public comments has been received as of the writing of this report.

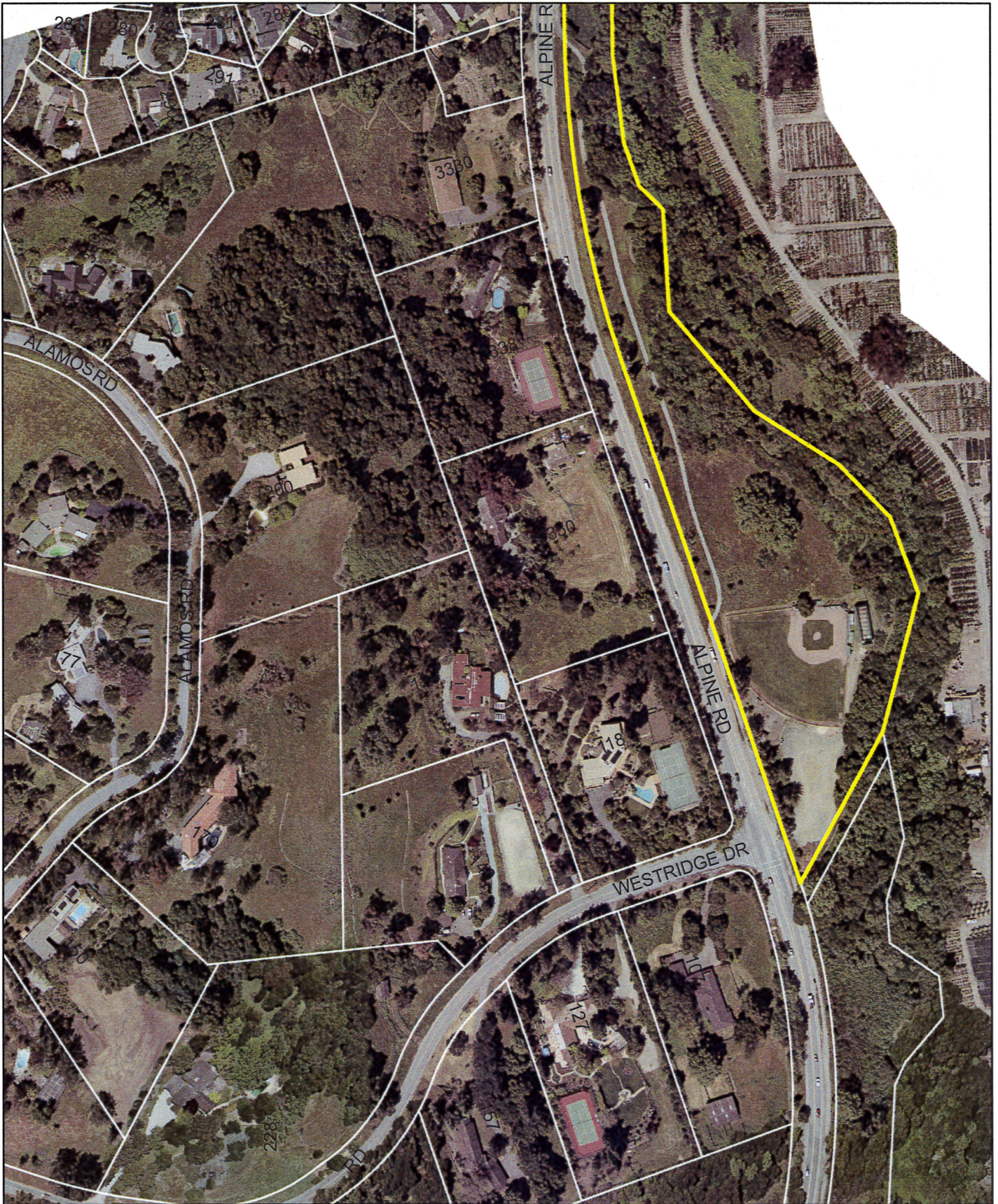
**CONCLUSION**

Staff recommends that the ASCC conduct the preliminary review of this project at a site meeting and then continue the review to the regular meeting. Key discussion items for this project includes aesthetics and structural design of the driveway and bridge. The ASCC should offer comments and directions to the applicant to make any plan adjustments or clarifications before the ASCC considers final action on the application at the next available regular ASCC meeting.

**ATTACHMENTS**

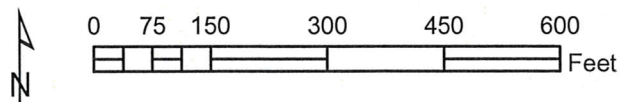
1. Vicinity Map
2. Section 2.20.010.C of the Santa Clara County Zoning Ordinance
3. Town Council memo dated November 28, 2012
4. Letter from CJW Architecture dated January 15, 2015
5. Escrow Order #220734 dated January 26, 1971 and Indenture dated February 19, 1971
6. Comments from the fire marshal, Town geologist, public works director, and engineering consultant
7. Comments from Army Corps of Engineers, Department of Fish and Wildlife, and Regional Water Quality Control Board
8. Project plans submitted by CJW Architecture received on March 6, 2015

cc: Town Council Liaison  
Applicant



Vicinity Map

Driveway and Bridge, Kelley



APN 077-272-010, Alpine Road  
March 2015

**CHAPTER 2.20 RURAL BASE DISTRICTS****Sections**

§ 2.20.010	<b>Purposes</b>
§ 2.20.020	<b>Use Regulations</b>
§ 2.20.030	<b>Development Standards</b>
§ 2.20.040	<b>Slope Density Requirements</b>
§ 2.20.050	<b>A Districts: Agricultural Preservation Criteria</b>
§ 2.20.060	<b>AR Districts: Specific Subdivision and Road Provisions</b>
§ 2.20.070	<b>HS Districts: Supplemental Development Standards</b>
§ 2.20.080	<b>RR Districts: Supplemental Development Standards</b>

**§ 2.20.010 Purposes**

The intent of the rural base districts is to maintain and preserve the predominantly rural character of lands to which they are applied. The base districts further regulate the type of land uses and intensity of development permitted in rural areas in a manner that implements the general plan and which protects natural resources and maintains compatibility between uses.

This chapter defines the allowable land uses and development standards for each of the rural base districts, which include the A “Exclusive Agriculture,” AR “Agricultural Ranchlands,” HS “Hillsides,” and RR “Rural Residential” districts. The specific purposes of each of these base districts are described below.

- A. **A Exclusive Agriculture.** The purpose of the Exclusive Agriculture district, also known as the A district, is to preserve and encourage the long-term viability of agriculture and agricultural lands, recognizing the vital contributions agriculture makes to the economy and quality of life within the county. The intent of this district is to reserve those lands most suitable for agricultural production for agricultural and appropriate related uses. This zoning district will provide stability for ongoing agricultural operations and provide for new uses necessary to support a viable local agriculture industry. This district is also intended to retain in open space uses those lands which may be suitable for future urbanization until such time as they are included within a city’s urban service area and public facilities and services can be economically provided, consistent with community plans and objectives. This district is meant to apply to all portions of the county designated as Agriculture: Large Scale, Agriculture: Medium Scale, and Open Space Reserve in the general plan. Note that § 2.20.050 applies to this district.
- B. **AR Agricultural Ranchlands.** The purpose of the Agricultural Ranchlands district, also known as the AR district, is to preserve ranching, the natural resources, and the rural character of the areas to which it applies. Permitted uses

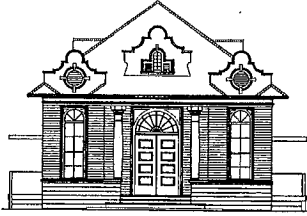


include ranching or agriculture, low-intensity recreation, mineral extraction, and land in its natural state. Very-low-intensity residential, commercial, industrial and institutional uses may also be allowed if they primarily serve the rural ranchland residents or are necessary for the enhancement and protection of the natural resources of the area and do not require a substantially higher level of service than presently provided. This district is meant to apply to all parcels designated Ranchlands in the general plan. Note that § 2.20.060 applies to this district.

- C. **HS Hillside.** The purpose of the Hillside district, also known as the HS district, is to preserve mountainous lands unplanned or unsuited for urban development primarily in open space and to promote those uses which support and enhance a rural character, which protect and promote wise use of natural resources, and which avoid the risks imposed by natural hazards found in these areas. These lands are watersheds and may also provide such important resources as minerals, forests, animal habitat, rare or locally unique plant and animal communities, historic and archeological sites, scenic beauty, grazing lands, and recreational areas. Additionally, lands zoned Hillside define the setting or viewshed for the urban area of the county.

Development shall be limited to avoid the need for public services and facilities. Permitted uses include agriculture and grazing, very low density residential use, low density, low intensity recreation, mineral and other resource extraction, and land in its natural state. Low-intensity commercial, industrial, and institutional uses may also be allowed if they require a remote, rural setting in order to primarily serve the rural residents or community, or if they support the recreational or productive use, study, appreciation, or enhancement of the natural environment. Clustering of development, particularly residential, is encouraged in order to preserve contiguous open space and achieve efficiency in the provision of access to dwellings. This district is meant to apply to all parcels designated Hillside in the general plan. Note that § 2.20.070 applies to this district.

- D. **RR Rural Residential.** The purpose of the Rural Residential district, also known as the RR district, is to permit rural residential development in certain limited unincorporated areas of the county designated by the general plan. Residential, agricultural and open space uses are the primary uses intended within the district. Agriculture-related uses that are not permitted by right may also be permitted through the applicable discretionary review process if deemed compatible with residential uses. Commercial, industrial and institutional uses may be established only where they serve the needs of the resident rural population and result in a net overall reduction in travel demand for rural residents. This district is meant to apply to all parcels designated Rural Residential in the general plan. Note that § 2.20.080 applies to this district.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Town Council  
**FROM:** Tom Vlastic, Town Planner  
**DATE:** November 28, 2012  
**RE:** **Response to Request of CJW Architecture made on Behalf of Ryland Kelley for Approval of Driveway and Bridge Plans, Ford Field Access Easement**

### RECOMMENDATION

It is recommended that the Town Council approve the responses set forth in this memorandum and direct that they be forwarded to CJW Architecture and Mr. Ryland Kelley (“applicants”) for use as they pursue any formal applications for development of the Kelley property in Santa Clara County, including preparation of final driveway and bridge plans for crossing of the Ford Field property and Los Trancos Creek. Further, it is recommended that a condition of the response be that any final permit plans be presented to town staff for review and approval for conformity with the comments, concepts and design frameworks set forth herein as well as the “structural” review provisions of the easement agreement for the bridge over Los Trancos Creek.

In summary, with this response the town council would be advising the “applicants” of driveway and bridge design concepts and frameworks that are acceptable to the town based on what is now known and that should be incorporated into the final driveway and bridge plans prepared in support of formal applications for actual construction permits. This is also with the understanding that all necessary approvals be obtained by the “applicants” from the various agencies involved in the permitting process, including San Mateo and Santa Clara County Local Agency Formation Commissions (LAFCos), the County of Santa Clara planning and building departments, special utility and service agencies, and any agencies with authority relative to the bridge crossing of Los Trancos Creek.

### BACKGROUND

On August 8, 2012 the Town Council considered the request of CJW Architecture made on behalf Mr. Kelley relative to the driveway and bridge plan proposals as explained in the attached August 8, 2012 memorandum from the Town Planner. This report provides considerable background on the Ford Field easement and the status of the plans provided to the town for review. The council directed that Mr. Kelley place a deposit to cover town review costs and that the process for review and comment on the proposals be as set forth in the memorandum from the Town Planner.

Following the August 8, 2012 council meeting, the requested deposit was made and the plans considered by the ASCC at meetings on September 24, and October 8, 2012. The plans were also referred to the public works director and fire marshal for comment, and conservation committee representatives participated in the ASCC reviews including a special 10/8/12 site meeting. The staff reports and minutes from the ASCC reviews are attached and listed below. Further, the reports from the public works director and fire marshal are attached and also listed below.

## **DISCUSSION**

As explained in the attached documents, and noted in the materials associated with the October 8, 2012 ASCC meeting, the “applicants” have only received preliminary consideration by the Santa Clara County planning department (review letter attached). Santa Clara County would be the lead agency relative to the key land use permits that would be needed for development of the “applicants” land in that county. Further, discussions have only been initiated with the LAFCo agencies in each of the counties and with the utility service districts, and a number of jurisdictional matters need to be addressed and appropriately resolved. Also, no formal environmental review has been initiated by a lead agency and no formal construction permits have yet to be applied for. Thus, it is stressed that the responses provided herein are based on the current circumstances with the subject plans and their more preliminary and conceptual nature. Further, “structural” review of plans for the bridge is not possible since these are not currently available.

The ASCC considered the proposals on September 24, 2012 and October 8, 2012. Members considered the information in the reports from the Town Planner and from the Public Works Director and Fire Marshal. Also, site conditions were inspected on October 8, 2012. Based on these reviews, the ASCC offered the following comments on the proposed design concepts shown on the plans provided by the “applicants” and explained by project architect Kevin Schwarckopf at the ASCC meetings:

1. In general, bridging of the creek is less of a visual impact issue to the Portola Road corridor than the planned driveway. The bridge would not be highly visible, but the driveway surface and connection to Alpine Road will be very visible at the entry to the town. The driveway and surface, therefore, should be as “minimal” as possible. The driveway should appear more as a gravel or dirt service road than a formal driveway. It is suggested that the surface be something like tan, dirt colored decomposed granite.
2. Any mailbox should be of a simple design and there should be no lighting or other driveway entry features or formal landscaping.
3. The trail crossings and other design issues discussed in the staff report considered at the September 24, 2012 meeting need to be addressed and resolved as plans are finalized for any construction permits.
4. The redwood tree in the easement along the right of way line should be “cleaned up,” trimmed, as necessary to provide adequate sight distance, but should not be removed. The sight lines need to ensure safety for users of the paved path.
5. With the final bridge design, consideration should be given to a curved top rail design. This would provide for a more graceful appearance to the creek crossing.

6. If the existing easement boundary needs to be modified to ensure, in particular, that the creek crossing could be accomplished with minimum impact on trees, this should be considered and pursued. *(Note: any easement boundary change would require a separate review and action by the town council and a revised agreement between the town and easement holder.)*
7. Invasive materials need to be controlled and removed where they occur in the easement area. Further, all work needs to be controlled to avoid delivery of invasive plants/seeds to the site and, overall, to minimize potential for change to the open space conditions on the Ford Field property

During the course of ASCC review, it was commented that every option for access to the Kelley property through the Stanford lands should be explored. Mr. Schwarckopf advised that this had been explored with Stanford and that, at this time, no progress has been made on any access option.

It is noted that when structural plans for the bridge are developed they will also need to be reviewed and approved by the town pursuant to the easement agreement. This would include review by the Public Works Director, Building Official and Town Geologist.

Also, based on discussion at the September 24, 2012 ASCC meeting, and neighbor concerns, it was noted that the driveway and bridge should only be developed in conjunction with actual residential development of the Kelley property. While this is the preferred position, based on provisions of the easement and actions of the lead agency, the town may not have the full authority to control timing of the improvements. It is noted, however, that the easement and any access is only for residential use of the Kelley property and if other uses were proposed access would not be permitted through the easement. Further, if Stanford purchased the property, the easement would no longer exist. Thus, given all the factors involved, the preference at least at the staff level, would be for Stanford to acquire the property and therefore remove the possibility for any driveway, bridge or other residential improvement plans to be pursued or implemented.

### **FISCAL IMPACT**

As with this review, the applicant will need to place deposits to cover time spent by town staff and consultants when actual construction permit plans are presented to the town for review and approval consistent with the comments herein and the provisions of the easement agreement.

### **ATTACHMENTS**

- \* August 8, 2012 Town Planner report to Town Council with attachments.
- \* September 20, 2012 Town Planner report to ASCC with attachments
- September 24, 2012 ASCC meeting minutes
- October 4, 2012 Town Planner report to ASCC with attachments including March 6, 2012 "Pre-Screening" letter from Carl Hilbrants, Santa Clara County Planner
- October 8, 2012 ASCC meeting minutes
- October 3, 2012 Preliminary Review by Public Works Director
- October 3, 2012 Review by Fire Marshal

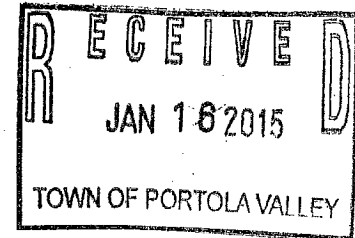
**APPROVED** – Nick Pegueros, Town Manager *N.P.*

- cc. Sandy Sloan, Town Attorney
- Craig Hughes, ASCC Chair
- Steve Padavon, Interim Planning Manager
- CJW Architecture
- Charles S. Carter, Director Land Use and Environmental Planning, Stanford University



1/15/15

Ms. Debbie Pedro  
Town Planner  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028



PROJECT: 2010-0100: R Kelley Residence  
3343 Alpine Road, Santa Clara County, CA

Dear Ms. Pedro:

Attached are our responses to Tom Vlastic's comment letter, dated March 24, 2014 for the subject project. Our response has been delayed while awaiting response (or lack thereof) from the various agencies we were required to contact and listed below.

**Comment #1** - required application/ project submittal to and written documentation from various agencies with responsibility/jurisdiction for protection of Los Trancos Creek and that they approve the plans, conditionally approve or indicate they have no jurisdiction over the project. The required agencies are: California Department of Fish and Wildlife; California Regional Water Quality Control Board, S.F. Bay Region; and the U.S. Army Corps of Engineers. We submitted to each agency and have confirmation that each agency received our submittal package on April 24, 2014 per U.S.P.S. tracking.

The results of our submittal to each agency are as follows:

1. Army Corps of Engineers (ACE): We forwarded an application, no application fee required and plan submittal to the ACE on April 23, 2014. The submittal package was received on April 24, 2014 per U.S.P.S. tracking. An ACE representative, visited the site on May 9, 2014, provided a Preliminary Jurisdictional Determination Form on May 14, 2014 and issued a No Permit Required letter on May 21, 2014, attached. Please note, ACE copied the San Francisco Bay Regional Water Quality Control Board (SFBRWQCB), Oakland, California.

**ACE approval granted via No Permit Required letter**

2. California Department of Fish and Wildlife (CDFW): We forwarded an application, the Owner's \$1351.00 application fee and plan submittal to the individual noted on the application. The submittal package was received on April 24, 2014 per U.S.P.S. tracking. On May 13, 2014 we were notified our submittal had been referred to another individual. Numerous calls and emails to that individual to check the status of the project went unanswered. We extended an invitation to the CDFW to meet their representatives at the site to review the project with no response. Due to the lack of any response, we contacted the area supervisor to be told that the project was passed to various individuals within CDFW including being passed to the CDFW branch that has

R Kelley Residence: 2010-0100

1 of 3

jurisdiction over projects in Santa Clara County on June 3, 2014. Discussion with them indicated they would not make a site visit to review the project as the size of the project was deemed a minor project. They also acknowledged the thirty (30) calendar day period to deem the project application "complete or incomplete" had expired on May 25, 2014. After my discussion with the Santa Clara County jurisdiction, I was informed the project had been referred back to the CDFW office having jurisdiction over San Mateo County projects. A telecom with that office, indicated the possibility of the project defaulting to Op Law acceptance. To date, the CDFW has not determined "...whether the activity will substantially adversely affect an existing fish and wildlife resource." Additionally, as required per California Fish and Game Code Section 1603 (a), CDFW has not provided a Draft Agreement within sixty (60) calendar days of the project being deemed complete indicating how the project will have said adverse effect and the required mitigations. We have had no further response or contact from the CDFW.

- a. Per Permit Streamlining Act Section 65943, the CDFW had thirty (30) calendar days from the submittal date to deem the project "complete or incomplete". That deadline expired on May 25, 2014 with no contact or action by the CDFW. Thus per Section 65943 and by default, the project submittal and application was deemed "complete" on May 25, 2014.
- b. Per section 1602 A (4) (D), no Draft Agreement was issued on or about July 24, 2014 or within the required 60 calendar days of the project being deemed complete either by action or default.
- c. As a result of no action being taken by the CDFW within the prescribed time frame, Operation of Law (op-law) allows the project to proceed as indicated in the drawings and application.

**CDFW approval granted by default.**

3. San Francisco Bay Regional Water Quality Control Board, Oakland CA (SFBRWQCB) We forwarded our application, the Owner's \$1097.00 application fee and plan submittal to the SFBRWQCB on April 23, 2014. The submittal package was received on April 24, 2014 per U.S.P.S. tracking. Initially, the SFBRWQCB representative indicated they had not received our submittal, then that they had lost the submittal in house. They located the submittal after we informed them the application check had cleared. Following that and as with the CDFW, numerous calls and emails went unanswered. On May 29, 2014, SFBRWQCB requested the name of the CDFW representative so that they could confer. At that point, the project had passed to numerous individuals. We were not sure who the CDFW project rep was. On June 3, 2014 we provided the SFBRWQCB rep with the CDFW's Santa Clara County project rep. We extended an invitation to the CDFW to meet their representatives at the site to review the project with no response.
  - a. Per SFBRWQCB Business Rules, the SFBRWQCB had thirty (30) calendar days from the submittal date to deem the project "complete or incomplete". That deadline expired on May 25, 2014 with no contact or action by the SFBRWQCB. Thus, by default, the project submittal and application was deemed "complete" on May 25, 2014.
  - b. Also per SFBRWQCB Business Rules, the SFBRWQCB had one hundred eighty (180) calendar days from the deemed project "complete" date to take action or the project is deemed "approved". That deadline expired on November 20, 2014 with no contact from or action by the SFBRWQCB. Thus, by default, the project submittal and application is deemed "approved".

**SFBRWQCB approval granted by default.**

**Comment #2** - required approval of the Santa Clara Planning and Building agencies.

**Response:** Said agencies require Portola Valley's Building approval prior to their review and approval, but we will submit concurrent with this submittal.

**Comment #3** - required written documentation that the sewer, water and other utility agencies whose utilities might serve the project, extend through the easement and hang from the bridge have reviewed the plans and found them acceptable.

**Response:** No utilities are proposed or a part of this approval process. Utilities are not necessary for the use of the bridge, to access the property, or for any predesign activities. West Bay Sanitary and other utilities have reviewed the plans and verbally indicated the bridge can be used to support their utilities. However, said utilities will not provide written documentation until a building permit for the future residence(s) and the proposed utilities is submitted. The bridge design engineering calculations include the utility weight load.

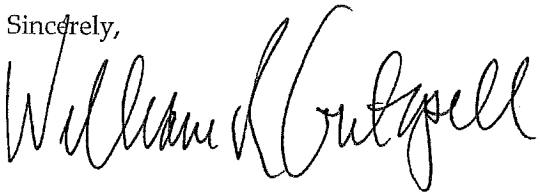
### Town Technical Reviews

Please see the attached red marked comment letter.

We have met the primary requirement to submit to agencies having jurisdiction over Los Trancos Creek and addressed items that we currently can without the Town's Building Permit approval. We ask that the Town of Portola Valley finalize the approval of the building permit so that the project can proceed without further delay.

If questions arise, please contact me.

Sincerely,



William R. Gutzsell, Senior Associate Architect

c.c. File  
Rich Kelley



January 26, 1971

John F. Kuffer, Vice President  
San Mateo County Title Company  
Middlefield at Marshall  
Redwood City, California 94063

Mrs. Dorothy Gilmore, Escrow Officer  
First American Title Company  
459 Hamilton Avenue  
Palo Alto, California 94301

Re: Order #220734 Kelley Field Acquisition

Dear Mr. Kuffer:

Following are escrow instructions for closing the sale of property by Hare, Brewer & Kelley to the Town of Portola Valley, preliminary title report #220734.

1. 1970-71 property taxes to be pro-rated to the date of closing.
2. Easements of record (see items 3, 4 & 5 of preliminary title report #220734) as these pertain.
3. Establish a thirty foot (30') wide non-exclusive access easement to that certain parcel of land situated in Santa Clara County, Assessor's parcel No. AP 142-15-008, Area Code 93-020.
  - a. Seller to obtain and provide necessary engineering description of the center line of said easement, to be located approximately 733.24 feet from the southwesterly property corner nearest the intersection of Alpine Road and Westridge Drive.
  - b. Said new access easement to grantor's property in Santa Clara County shall automatically terminate if title to that certain parcel of land in Santa Clara County, more fully described in item #3 above, passes to Leland Stanford Jr. University, or its successors of interest.
  - c. Said new easement shall be for the sole purpose of access to that certain parcel of land situated in Santa Clara County, more fully described in item #3 above, and use of said property shall be limited to improvements consisting of not more than two (2) single family residences. Said stipulations shall automatically terminate if said land passes to Leland Stanford Jr. University, or its successors of interest.

Kelley Field Acquisition  
Escrow Instructions (2)

3. d. The Town of Portola Valley shall have the right to approve both the grade at which the driving surface of said easement is established and to aesthetically and structurally approve the method of crossing the creek.
- e. The agreement shall further provide that the easement across the lands from the Town of Portola Valley may be used jointly by the grantor, or its successors of interest, and the Town of Portola Valley; and that either the Town of Portola Valley or Hare, Brewer & Kelley (or its successors of interest should it not be sold to Leland Stanford Jr. University as holder of the contiguous lands in Santa Clara County) may be the first to establish the driving surface.

Whichever party first establishes and constructs such driving area shall keep separate costs on said construction. When the other party to this agreement elects to commence using this easement, they shall pay to the first party a pro-rata share to be based upon the estimated number of annual vehicular crossings of said paved area.

4. Sellers shall grant to the Town a conservation easement, in a form acceptable to the Town, which will provide that no grading or cutting of trees will be permitted within twenty-five (25') of the center line of the creek, other than for purposes of flood control or tree preservation. Any work within the easement shall be subject to prior approval of the Town. Attached is a form of conservation easement which has formerly been approved by the Town.

Copies of all instruments which are to be a part of the closing should be sent to the Town Attorney for review and approval prior to acceptance by the Town Council:

James T. Morton, Town Attorney  
Wilson, Jones, Morton & Lynch  
630 North San Mateo Drive  
San Mateo, California 94401

Sincerely,

att: Conservation Easement

Mildred Whitaker, Town Clerk

cc: William K. Kelley, Hare, Brewer & Kelley  
James T. Morton, Town Attorney  
Eleanor B. Boushey, Mayor  
Milton F. Johnson, Councilman  
Thomas Ford

RESOLUTION NO. 321-1971

A RESOLUTION APPROVING AND AUTHORIZING EXECUTION  
OF INDENTURE ON BEHALF OF THE TOWN OF PORTOLA  
VALLEY

RESOLVED, by the Council of the Town of Portola Valley, San Mateo County, California, that

WHEREAS, the Town will acquire fee title interests in certain real property by virtue of a deed from Hare, Brewer & Kelley, Inc. to be granted to the Town;

WHEREAS, Hare, Brewer & Kelley, Inc. will retain additional property adjacent to the property to be conveyed to the Town, lying within the County of Santa Clara and requiring access over the lands to be conveyed to the Town;

WHEREAS, a form of indenture by and between the Town of Portola Valley, as Grantor, and Hare, Brewer & Kelley, Inc., a corporation, as Grantee, granting certain rights to Grantee subject to certain conditions and limitations described in said indenture, has heretofore been submitted to the Town; and

WHEREAS, the public interest, convenience and necessity of the Town and of its inhabitants will be served thereby;

NOW, THEREFORE, IT IS HEREBY DETERMINED and ORDERED, as follows:

1. The Town of Portola Valley hereby approves the form of indenture and authorizes its execution and acknowledgment on behalf of the Town by the Mayor and Clerk, and authorizes delivery of said deed to San Mateo County Title Company, with authorization that it be recorded following recordation of the grant deed from Hare, Brewer & Kelley, Inc. to the Town and following execution and acknowledgment of said indenture by and on behalf of Hare, Brewer & Kelley, Inc.

\* \* \* \* \*

I hereby certify the foregoing to be a full, true and correct copy of a resolution adopted by the Council of the Town of Portola Valley, California, at a meeting thereof held on the 10th day of February, 1971, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmen: Alway, Anderson,  
Boushey, Hiester, Johnson

NOES, Councilmen: None

ABSENT, Councilmen: None

*Maureen Whitaker*  
Clerk of the Town of Portola Valley

APPROVED:

*Eleanor B. Boushey*  
Mayor

RECORDER'S OFFICE  
SAN MATEO COUNTY

PK: 18294 EM: 220374  
Return to: First American Title  
P. O. Box 613  
Palo Alto, Calif.

THIS INDENTURE, dated the 19<sup>th</sup> day of February, 1971, by and between the TOWN OF PORTOLA VALLEY, a municipal corporation, hereinafter called "Grantor", and HARE, BREWER & KELLEY, INC., a corporation, hereinafter called "Grantee",

W I T N E S S E T H:

That Grantee was the owner of certain lands which included properties within the corporate limits of Grantor and certain adjacent properties within the limits of the County of Santa Clara, and has conveyed the lands lying within the corporate limits of the Town of Portola Valley to Grantor and has, as a condition of said conveyance, reserved a right of access to the remaining lands of Grantee lying within the County of Santa Clara across the lands conveyed to Grantor;

That for the term and upon the terms and conditions herein set forth Grantor grants an easement for road access to the lands of Grantee lying within the limits of the County of Santa Clara, more particularly described as follows:

SEE EXHIBIT "A" ATTACHED HERETO

That the easement granted herein shall be non-exclusive and shall cover the lands more particularly described as follows:

Portion of the Lands of Hare, Brewer and Kelley, Inc., as said lands are described in a deed recorded in Vol. 3442 of Official Records of San Mateo County, California, at Page 395 (67643-Q), being a strip of land 30 feet wide, lying equally on each side of the following described center line:

BEGINNING at a point in the westerly line of County Road No. 75, as widened, known as "Alpine Road", said line also being the westerly boundary of the aforementioned lands of Hare, Brewer & Kelley, Inc.; said point bearing South 19° 46' East along said westerly boundary, a distance of 177.00 feet from the northerly terminus of the course "North 19° 46' West 1008.24 feet", which course forms a portion of said westerly boundary; thence from said point of beginning North 10° 14' East 208 feet more or less to the center line of Los Trancos Creek; said center line being the dividing line between San Mateo County and Santa Clara County.

Grantee shall have driveway ingress to and egress from the properties of Grantee lying within the County of Santa Clara, as hereinabove described, such right to be exercised by Grantee.

Vol 5899, p. 216

RECORDED'S OFFICE  
SAN MATEO COUNTY

Grantee's successors in interest, contractors, agent, servants, employees and permittees whenever it is necessary for them or any of them to have access to said properties lying within Santa Clara County.

Said driveway access rights to Grantee shall be limited to the development of said lands in Santa Clara County to no more than two single residential sites.

Either of the parties hereto shall have the right to improve the easement described herein or any part thereof by grading and construction of a driveway or roadway surface on any or all of said easement. Grantor shall have the sole right to establish the grades and methods of construction of improvements in said easement and to establish and approve the method of crossing Los Trancos Creek both from an aesthetic and structural point of view.

Either of the parties hereto shall have the right to make the initial improvements in all or any part of said easement. Should any such improvements be made the party making the improvements shall maintain adequate records indicating all of the costs of such improvements. Such records shall be provided to the other party or any successors in interest to said party at the time such improvements are being made. Such records shall be in a form satisfactory to the party not making such improvements. Thereafter the party not paying the cost of improvements shall pay a pro-rata share of the costs of the initial improvements to the party which paid such cost. Such share shall be determined on the basis of the estimated number of vehicles using the driveway in connection with the use of the property of the party not making the initial improvement to the estimated total number of vehicles using the driveway. The costs to be pro-rated shall include only the costs of the driveway to Los Trancos Creek and shall not include any costs of improve-

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RECORDER'S OFFICE  
SAN MATEO COUNTY

ments crossing Los Trancos Creek inasmuch as the use of the creek crossing shall be exclusively of benefit to Grantee of Grantee's successors in interest.

The driveway access easement provided herein is necessary due to the fact that the property retained by Grantee in Santa Clara County, as described herein, will become surrounded by the lands of Grantor and by the lands of Leland Stanford Jr., University upon transfer of the lands in the Town of Portola Valley to Grantor. Should Grantee sell, convey or transfer in any manner said lands lying within the County of Santa Clara to Leland Stanford Jr. University or to its successor in interest in the lands adjacent to the property retained by Grantee in Santa Clara County, the easement granted herein shall automatically terminate and Grantee shall have no further rights in said easement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their officers thereunto duly authorized the day and year first hereinabove written.

83939AD  
RECORDED AT REQUEST OF VOL. 5899 PAGE 214

TOWN OF PORTOLA VALLEY,  
a Municipal Corporation

SAN MATEO COUNTY TITLE COMPANY  
JAN 15 4 31 PM 1971

BY: Deana B. Bowdler  
Mayor

MARVIN CHURCH, RECORDER  
SAN MATEO COUNTY  
OFFICIAL RECORDS

Attest David E. ...  
Clerk (deaf)

HARE, BREWER & KELLEY, INC.,  
a Corporation

BY: [Signature]

BY: [Signature]

(Notar Appropriate acknowledgments by the Town of Portola Valley and Hare, Brewer & Kelley, Inc. must be affixed to the indenture.)



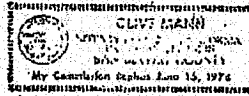
VOL. 5899 PAGE 218

RECORDER'S OFFICE  
SAN MATEO COUNTY

STATE OF CALIFORNIA )  
COUNTY OF SAN MATEO ) ... ss.

On this 19th day of February, 1971, before me, the undersigned, personally appeared Zlennor B. Spushey and Mildred Whitaker known to me to be the Mayer and the Clerk of the Town of Portola Valley, a municipal corporation, and known to me to be the person who executed the within instrument on behalf of said Town of Portola Valley, a municipal corporation, and acknowledged to me that such Town of Portola Valley, a municipal corporation, executed the same.

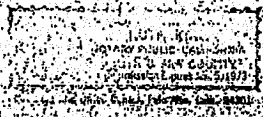
*Oliver Brown*  
Notary Public in and for said County and State



STATE OF CALIFORNIA )  
COUNTY OF SANTA CLARA ) ... ss.

On this 17th day of February, 1971, before me, the undersigned, personally appeared Robert Taylor known to me to be the President and Secretary of the corporation that executed the within instrument and known to me to be the persons who executed the within instrument on behalf of the corporation therein named, and acknowledged to me that such corporation executed the same pursuant to its by-laws or a resolution of the board of directors. WITNESS my hand and official seal.

*Robert Taylor*  
Notary Public in and for the said County and State.



8393AD

5899 PAGE 219



All that certain real property situate partly within the County of Santa Clara and partly within the County of San Mateo, State of California, described as follows:

W.K. (S) [Handwritten initials]

BEGINNING at a point on the Easterly line of County Road No. 75 known as "Alpine Road" said point being distant North 70° 14' East 80 feet from the Southerly extremity of that certain course "South 19° 46' East 24.35 feet" which forms a portion of the Easterly boundary line of Lot 6 in "Tract No. 593, Westridge Subdivision bounded by lines of said County Road No. 75, the Southerly boundary line of said County Road No. 1 in Unincorporated Territory, San Mateo County, California" filed December 4, 1947 in Book 23, pages 20 to 23 of Maps in the office of the Recorder of San Mateo County, State of California, (for the purpose of this description the bearing of the Easterly tangent line of said County Road No. 75, is taken to be North 19° 46' West and all bearings herein mentioned are related thereto); running thence along the Easterly line of said County Road No. 75 as widened, the following courses and distances: North 19° 46' West 1000.24 feet, northerly along the arc of a curve to the right, tangent to the preceding course, with a radius of 1960 feet, a central angle of 17° 58' 30" a distance of 614.53 feet and North 1° 47' 30" West tangent to the preceding curve 58.35 feet to the intersection with the Southerly boundary line of lands conveyed from H. C. Brewer and Kelley Inc., a corporation, to The Ladera Recreation Association, a non-profit corporation, by Deed dated September 25, 1958 and recorded October 15, 1958 in Book 3474, page 381 of Official Records, of San Mateo County, and recorded October 31, 1958 in Book 4219, page 104 of Official Records of Santa Clara County, said last mentioned Southerly boundary being identical to the Northerly boundary line of that certain 216.33 acre parcel of land described and designated "Second" in the Deed from John G. Agar and wife, to William O. B. MacDonough, recorded August 30, 1909 in Book 166, page 451 of Deeds, Records of San Mateo County, said 216.33 acre parcel of land also being secondly described in Parcel 1 of the Deed from Ormondale Company, a corporation, to Joseph M. MacDonough, recorded March 20, 1920 in Book 514, page 159 of Deeds, Records of San Mateo County;

thence leaving said Easterly line of Alpine Road and running along said Southerly boundary of lands conveyed to The Ladera Recreation Association, North 70° 32' 30" East 151.54 feet to the northeasterly corner of said 216.33 acre tract;

thence along the Easterly boundary line of said 216.33 acre parcel the following courses and distances: South 3° 02' 30" West 190.05 feet, South 24° 42' 30" East 176.68 feet; South 32° 27' 30" East 277.20 feet, South 33° 12' 30" East 404.44 feet, South 23° 57' 30" East 208.44 feet to a point on a line drawn parallel to and 30 feet measured at right angles northwesterly from the Northerly line of that certain tract of land containing 7 acres, more or less, described in the Deed from Henry Barrolther to J. J. Felt, recorded in Book 33, page 112 of Deeds, Records of San Mateo County, and recorded in Book 38, page 344 of Deeds, Records of Santa Clara County;

thence South 26° 41' West along said parallel line 602.53 feet to a point on the Easterly line of County Road No. 75 known as "Alpine Road";

thence northerly along said Easterly line on the arc of a curve to the left, tangent to a line which bears North 18° 04' 30" West said curve having a radius of 1240.00 feet a central angle of 12° 54' 30" a distance of 40.61 feet to the point of beginning.

EXCEPTING THEREFROM all that portion thereof lying within the bounds of the County of San Mateo.

EXHIBIT "A"

VDL 5899 PAGE 220

# WOODSIDE FIRE PROTECTION DISTRICT

## Prevention Division

4091 Jefferson Ave, Redwood City CA 94062 ~ [www.woodsidefire.org](http://www.woodsidefire.org) ~ Fire Marshal Denise Enea 650-851-6206

ALL CONDITIONS MUST MEET WFPD SPECIFICATIONS - go to [www.woodsidefire.org](http://www.woodsidefire.org) for more info

### BDLG & SPRINKLER PLAN CHECK AND INSPECTIONS

PROJECT LOCATION: Ford Field Bridge

Jurisdiction: PV

Owner/Architect/Project Manager:  
Kelley

Permit#:  
15127

PROJECT DESCRIPTION: Bridge/Driveway

Fees Paid:  \$YES  See Fee Comments Date:

Fee Comments: Pd ck# 111 \$180.00 9/25/13

#### BUILDING PLAN CHECK COMMENTS/CONDITIONS:

1. Address clearly posted & visible from Alpine Rd. w/min of 4" numbers on contrasting background for structure in SCC. See note on T0.1
2. Vegetation along driveway must have a 13'6" vertical clearance and a 12' minimum width clearance. See note on Sheet C-2
3. WFPD knock if an electric gate is proposed. No electric gate is proposed
4. Weight capacity for bridge must meet WFPD 50,000 HS20 including any utilities that are attached to bridge. Engineer stamp is reqd stating capacity of bridge. See note on Sheet T0.1
5. Bridge must be posted with weight capacity. Signage must be approved by WFPD. See note on Sheet T0.1
6. Fire hydrant is required at SMC side of bridge and must be operational at completion of bridge. Hydrant has been proposed on Alpine Road. See sheet C-2 for location. Hydrant to be designed by Cal Water.

Reviewed by: D. Enea

Date: 10/15/13

Resubmit

Approved with Conditions

Approved without conditions

Sprinkler Plans Approved: N/A

Date:

Fees Paid:  \$350  See Fee Comments

As Builts Submitted: -----

Date:

As Builts Approved Date:

Fee Comments:

Rough/Hydro Sprinkler Inspection By: -----

Date:

Sprinkler Inspection Comments:

Final Bldg and/or Sprinkler Insp By: -----

Date:

Comments:

Received

DEC 18 2013

Kutzmann & Assoc

**Cotton, Shires and Associates plan check comments letter, dated October 9, 2013**

TO: CheyAnne Brown  
Planning Technician  
TOWN OF PORTOLA VALLEY  
765 Portola Road  
Portola Valley, California 94028

SUBJECT: Geotechnical Peer Review  
RE: Kelley Bridge  
Alpine Road (3343)

At your request, we have completed a geotechnical peer review of the building permit application for the proposed bridge using:

- o Architectural Plans (2 sheets, various scales) prepared by CJW Architecture, dated September 16, 2013;
- o Civil Plans (2 sheets) prepared by Lea & Braze Engineering, dated May 29, 2012;
- o Structural Plans and Abutment Details (2 Sheets, various scales) prepared by BC/ A Structural Engineering, dated August 29, 2013;
- o Bridge Deck Structural Plans (2 sheets) prepared by Vector Engineering, dated August 14, 2013; and
- o Geotechnical Investigation (Report) prepared by JF Consulting, dated May 28, 2013.

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

**DISCUSSION**

The applicant proposes to construct a bridge with a span of 74 feet across Los Trancos Creek. The bridge and a proposed driveway will provide access from Alpine Road to a parcel for future residential development on the eastern side of the creek. Estimated grading for the proposed driveway includes 60 cubic yards of cut and 334 cubic yards of fill. Civil Plan Sheet C-2 illustrates the 100-year water surface at the top of bank (approximately 284 feet elevation). The bottom of the bridge deck is to be above the top of bank. We understand that potential flood design issues will be addressed to the satisfaction of the Town Engineer.

## SITE CONDITIONS

Local banks along Los Trancos Creek in the vicinity of the bridge site are approximately 10 to 12 feet in height. The western bank is precipitous and the eastern bank is gently inclined (approximately 20 percent inclination). The western bank is situated along the outside edge of a creek meander and may be occasionally subjected to scour. The local channel is eroded into sandstone bedrock and this condition may retard lateral channel migration/scour.

The Town Geologic Map indicates that the proposed bridge site is underlain by relatively young alluvial deposits with probable Ladera Sandstone bedrock at depth. The site exploratory boring encountered sandstone bedrock and refusal at an approximate depth of 13 feet. The mapped primary trace of the San Andreas fault is located approximately 2 miles southwest of the site.

## CONCLUSIONS AND RECOMMENDED ACTION

The proposed bridge is constrained by ongoing erosional scour of the creek channel and violent seismic shaking. The Project Geotechnical Consultant has performed a site investigation and provided geotechnical design recommendations that are in general conformance with prevailing standards of geotechnical practice. While local relatively shallow bedrock may assist in reducing channel scour and bank failure, both bridge abutment areas should be inspected seasonally for erosional scour and erosion control measures should be implemented if warranted.

We recommend that the following conditions be attached to geotechnical approval of the building permit application:

1. Geotechnical Plan Review - The applicant's geotechnical consultant should review and approve all geotechnical aspects of the development plans (i.e., including site preparation and grading and design parameters for bridge abutments) to ensure that their recommendations have been properly incorporated.

**Please see JF Consulting, Inc. letter dated October 14, 2013, attached.**

The Geotechnical Plan Review should be submitted to the Town for review by Town Staff prior to issuance of the building permit.

The following should be performed prior to final project approval:

2. Geotechnical Construction Inspections - The geotechnical consultant should inspect, test (as needed), and approve all geotechnical aspects of the project construction. The inspections should include, but not necessarily be limited to: site

preparation and grading and excavations for foundations prior to the placement of steel and concrete.

The results of these inspections and the as-built conditions of the project should be described by the geotechnical consultant in a letter and submitted to the Town Engineer for review prior to final (as-built) project approval.

**The Owner will retain JF Consulting, Inc. for construction inspection services and the required letter noted above will be submitted prior to final approval.**

### LIMITATIONS

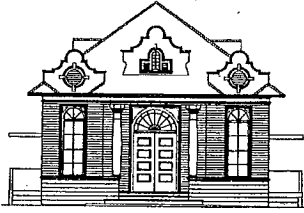
This geotechnical peer review has been performed to provide technical advice to assist the Town in its discretionary permit decisions. Our services have been limited to review of the documents previously identified, and a visual review of the property. Our opinions and conclusions are made in accordance with generally accepted principles and practices of the geotechnical profession. This warranty is in lieu of all other warranties, either expressed or implied.

Respectfully submitted,

COTTON, SHIRES AND ASSOCIATES, INC.  
TOWN GEOTECHNICAL CONSULTANT

Ted Sayre  
Principal Engineering Geologist  
CEG1795

David T. Schrier  
Principal Geotechnical Engineer  
GE2334



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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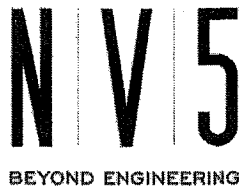
TO: CheyAnne Brown, Planning Technician  
FROM: Howard Young, Public Works Director  
DATE: 3/21/14  
RE: R. Kelley Bridge/Driveway- Alpine Road – comments to plans dated 11/27/13

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

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

In addition to all previous comments and comments from Public Works Engineering Consultant NV5:

4. Work and staging areas on Town property will require an encroachment permit and restoration plan prior to construction.
5. Concerning the proposed 9’x20’ mail/delivery turn out area, private facilities should be contained within the easement and outside of the right of way. Permanent paved base rock parking areas should be limited as to not have affects within the scenic corridor.



March 10, 2014

CheyAnne Brown  
Planning Technician  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

**SUBJECT: Structural Review of Bridge Plans for Kelley Residence on Alpine Road (3<sup>rd</sup> Submittal)**

Dear Ms. Brown,

NV5 has completed the structural review of the 3<sup>rd</sup> submittal of the plans and calculations for the new bridge for the above noted project. Review comments are as follows.

**Geotechnical Response to Comment (Letter by JF Consulting dated 1-23-14):**

- The abutments are 5.4 feet deep, but are acting to retain the fill behind the abutment and are not embedded 5-ft into the existing grade. Please review current plans to confirm that the geotechnical recommendations are properly incorporated.

**Plan Comments:**

*General:*

1. The bridge profile has been raised from the previous submittals, but the wing wall and abutment depths have not been increased. Please update abutment and wing wall depths to show adequate embedment relative to the finish grades shown on sheet C-2.
2. Add details and limits for railing required on top of wing walls. Include detail for rail end at the bridge vertical end posts.

*Sheet A-1.1:*

- Add note to require Contractor to submit temporary cribbing support calculations and shop plans for the Town's review.

*Sheet C-2:*

- Notes for BW/FG and TW/FG elevations at the East abutment are illegible. Please revise.

OFFICES NATIONWIDE

If you have any questions or need clarification of any of these comments, please feel free to call me at (408) 392-7298 or email at [tom.walker@NV5.com](mailto:tom.walker@NV5.com).

Sincerely,

**Nolte Associates, Inc. (a subsidiary of NV5, Inc.)**

A handwritten signature in black ink, appearing to read "Tom Walker", with a long horizontal flourish extending to the right.

Tom Walker, P.E.  
Structures Group Director

**NV5**

OFFICES NATIONWIDE

CONSTRUCTION QUALITY ASSURANCE · INFRASTRUCTURE ENGINEERING · MUNICIPAL OUTSOURCING · ASSET MANAGEMENT · ENVIRONMENTAL SERVICES



## CheyAnne Brown

---

**From:** Walker, Tom <Tom.Walker@nv5.com>  
**Sent:** Monday, March 10, 2014 11:25 AM  
**To:** CheyAnne Brown  
**Cc:** Howard Young; Zamora, Charmaine  
**Subject:** RE: Kelley Bridge, Portola Valley  
**Attachments:** NV5 3rd Review comments for Alpine Road bridge - 3-10-14.pdf

Hi CheyAnne-

Attached are my review comments for the Kelley Bridge. I want to point out a couple of items that are not included in my comments but I wanted to be sure that the Town is aware of:

- 1) It appears that construction of the West abutment is located within and will require construction within the "actual" creek bank. Based on the designer's responses, I cannot confirm that the top of bank delineation and abutment locations meet the intent of the creek setback guidelines of Town Ordinance 2007-369. As this issue is beyond the scope of my structural review, I will defer to the Town's judgment and have no further comment. NV5 can research and provide further consultation on this issue if requested by the Town.
- 2) The geotechnical engineer has responded to concerns for potential scour of the west bank with a recommendation that future in-creek improvements be provided if scour starts to become evident. While this does address the scour concern, I'm not sure how the Town would ensure that the creek bank is monitored in future.

Please feel free to give me a call to discuss my comments or the issues above if you need further clarification.

Thank you,

Tom

**Tom Walker, P.E.** | Structures Group Director | [www.NV5.com](http://www.NV5.com)  
2025 Gateway Place, Suite 156, San Jose, CA 95110 | P: 408.392.7298 | M: 408.307.9765 | F: 408.392.0101





DEPARTMENT OF THE ARMY  
 SAN FRANCISCO DISTRICT, U.S. ARMY CORPS OF ENGINEERS  
 1455 MARKET STREET, 16<sup>TH</sup> FLOOR  
 SAN FRANCISCO, CALIFORNIA 94103-1398

MAY 21 2014

REPLY TO  
 ATTENTION OF

Regulatory Division

Subject: File Number 2014-00190N

Mr. Warr Carter  
 CJW Architecture  
 130 Portola Road, Suite A  
 Portola Valley, California 94025

CJW  
 ARCHITECTURE  
 MAY 23 2014  
 RECEIVE

Dear Mr. Carter:

This correspondence is in reference to your submittal of April 25, 2014, concerning whether there is a requirement for Department of the Army authorization to construct an access road, bridge, and residence at 3343 Alpine Road in the City of Portola Valley, California. The proposed project has been depicted in the plans and drawings titled, "Site Plan," Sheet A-1.1 dated October 17, 2011, and "Kelly Residence, Alpine Road, Portola Valley, California," sheets C-1 thru C-6, October 21, 2013.

All proposed discharges of dredged or fill material occurring below the plane of ordinary high water in non-tidal waters of the United States or below the high tide line in tidal waters of the United States and within the lateral extent of wetlands adjacent to these waters, typically require Department of the Army authorization and the issuance of a permit under section 404 of the Clean Water Act of 1972, as amended (33 U.S.C. § 1344 *et seq.*). All proposed structures and work, including excavation, dredging, and discharges of dredged or fill material, occurring below the plane of mean high water in tidal waters of the United States; in former diked baylands currently below mean high water, outside the limits of mean high water but affecting the navigable capacity of tidal waters, or below the plane of ordinary high water in non-tidal waters designated as navigable waters of the United States, typically require Department of the Army authorization and the issuance of a permit under section 10 of the Rivers and Harbors Act of 1899, as amended (33 U.S.C. § 403 *et seq.*). Navigable waters of the United States generally include all waters subject to the ebb and flow of the tide and/or all waters presently used, or have been used in the past, or may be susceptible for future use to transport interstate or foreign commerce.

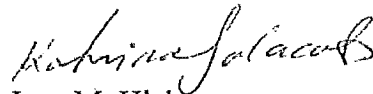
A Preliminary JD has been completed for your site. Preliminary JDs are written indications that there may be waters of the United States on a parcel or indications of the approximate location(s) of waters of the U.S. on a parcel. Preliminary JDs are advisory in nature and may not be appealed. The plans and drawings cited above, demonstrate that the proposed project will not result in the placement of fill materials within waters or wetlands subject to Corps regulation on the project site; therefore, no DA permit would be required.

This determination does not obviate the need to obtain other Federal, State, or local approvals required by law, including compliance with the Federal Endangered Species Act (ESA) (16 U.S.C. § 1531 et seq.). Even though this activity is not prohibited by, or otherwise subject to regulation under section 404 of the Clean Water Act, the take of a threatened or endangered species as defined under the ESA is not authorized. In the absence of a separate authorization from the U.S. Fish and Wildlife Service or the National Marine Fisheries Service, both lethal and non-lethal takes of protected species are a violation of the ESA. Similarly, the appropriate State of California, Regional Water Quality Control Board may still regulate your proposed activity because of impacts to a "water of the State". Therefore, you should also contact appropriate Federal, State and local regulatory authorities to determine whether your activity may require other authorizations or permits.

This determination will expire five years from the date of this letter, unless new information or a change in project design or field conditions warrants further review prior to the expiration date. You may refer any questions on this matter to Bryan Matsumoto of my Regulatory staff by telephone at (415) 503-6786 or by e-mail at Bryan.T.Matsumoto@usace.army.mil. All correspondence should be addressed to the Regulatory Division, South Branch, referencing the file number at the head of this letter.

The San Francisco District is committed to improving service to our customers. My Regulatory staff seeks to achieve the goals of the Regulatory Program in an efficient and cooperative manner, while preserving and protecting our nation's aquatic resources. If you would like to provide comments on our Regulatory Program, please complete the Customer Service Survey Form available on our website:  
<http://www.spn.usace.army.mil/Missions/Regulatory.aspx>.

Sincerely,



Jane M. Hicks  
Chief, Regulatory Division

Enclosure

Copy Furnished (w/o Enclosure):

CA RWQCB, Oakland, CA

## Debbie Pedro

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**From:** Wines, Brian@Waterboards <Brian.Wines@waterboards.ca.gov>  
**Sent:** Tuesday, February 03, 2015 4:06 PM  
**To:** Debbie Pedro  
**Subject:** RE: Kelley Bridge over Los Trancos Creek-3343 Alpine Road

Hi Debbie

It's not exactly approved by default.

But, based on the current plans, the abutments are far enough beyond the top of bank to be outside of our jurisdiction.

Brian Wines  
Water Resources Control Engineer  
San Francisco Bay Regional Water Quality Control Board  
510-622-5680

---

**From:** Debbie Pedro [mailto:DPedro@portolavalley.net]  
**Sent:** Tuesday, February 03, 2015 4:03 PM  
**To:** Wines, Brian@Waterboards  
**Subject:** Kelley Bridge over Los Trancos Creek-3343 Alpine Road

Hi Brian,

Please find attached .pdf drawings showing the proposed bridge over Los Trancos Creek. As I said over the phone, the applicant told us that their project has been "approved by default" by RWQCB and I just to confirm that it is correct so we can move forward accordingly.

Please let me know if you have any questions or require additional information. Thanks.

Debbie

---

Debbie Pedro, AICP  
**Town Planner**  
Town of Portola Valley  
Phone: (650) 851-1700 xt. 218

[Planning & Building](#) | [Municipal Code](#)

Town Hall Hours: 8am-12pm, 1pm-5pm  
Permit Center Hours: 8am-12pm, 1pm-3pm

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## Debbie Pedro

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**From:** Johnston, David@Wildlife <David.Johnston@wildlife.ca.gov>  
**Sent:** Wednesday, February 04, 2015 10:04 AM  
**To:** Debbie Pedro  
**Subject:** RE: Kelley Bridge over Los Trancos Creek

Hi Debbie

I recall this one.

I wasn't the one it ended up with, so I can't say with 100% certainty that's how it ended up, but it very likely did.

There is one critical point in the letter which is incorrect: the op-law process which is described, does not result in an 'approval' or permit from CDFW for a project. Our process is fundamentally different from things covered under the Permit Streamlining Act (also incorrectly cited in the letter, but not a significant error) and because of the language in the Code, when something goes op-law, it isn't approved, it drops into this weird little category where the applicant can move ahead with the project without having a formal authorization from us. The reason this is important is that a project can only stay in that weird little space as long as it remains the same project that was submitted to us for review originally. If it changes, the status is null and void and the applicant needs to reapply.

The two questions that probably just popped into your mind are:

1. Does this apply to the Regional Board's approval as well, since the same general thing happened with them? Beats me, but probably not, since I think their projects are actually covered under the PSA. That would be a question for them though.
2. Is the project different now from what we originally received? Without the Notification number, I can't tell you that for sure and it's possible the applicant doesn't even know what that number is if he never got a Complete Letter of op-law notice. Basically, if there were substantial changes imposed by your process after we received the Notification, then the op-law is probably void. 'substantial changes' would include things that are jurisdictional to our Department, like the addition of a pier in the creek, additional vegetation removal or grading. If nothing like that occurred, the op-law will still be valid. As I recall this was a pretty simple clear-span bridge, so it is hopefully okay.

I hope that helps and I have cc'd the staffer (Suzanne DeLeon) who I believe ended up with this project, in case she has anything she can add.

Dave

---

**From:** Debbie Pedro [mailto:DPedro@portolavalley.net]  
**Sent:** Wednesday, February 04, 2015 9:50 AM  
**To:** Johnston, David@Wildlife  
**Subject:** RE: Kelley Bridge over Los Trancos Creek

Hi David,

The proposed bridge will cross county boundaries (see attached map), half in Portola Valley which is in San Mateo County and half in unincorporated Santa Clara County. The County line runs through the middle of Los Trancos Creek.

I have also included portions of the applicant's response letter saying that their project has been approved by CDFW "be default" because it has passed the review period (see item#2) and I just want to confirm that it is true so we can move forward accordingly.

Thanks for your help and please don't hesitate to call me if you have any questions or need further information.

Debbie

---

Debbie Pedro, AICP  
**Town Planner**  
Town of Portola Valley  
Phone: (650) 851-1700 xt. 218

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Permit Center Hours: 8am-12pm, 1pm-3pm

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**From:** Johnston, David@Wildlife [<mailto:David.Johnston@wildlife.ca.gov>]  
**Sent:** Wednesday, February 04, 2015 7:16 AM  
**To:** Debbie Pedro  
**Subject:** RE: Kelley Bridge over Los Trancos Creek

Hi Debbie

It doesn't sound familiar to me, is this in San Mateo or Santa Clara?

Did the applicant provide the letter confirming the default? That is an actual process and I can confirm it with the Notification number (our term for 'application') which would be on the letter.

Dave

---

**From:** Debbie Pedro [<mailto:DPedro@portolavalley.net>]  
**Sent:** Tuesday, February 03, 2015 2:47 PM  
**To:** Johnston, David@Wildlife  
**Subject:** Kelley Bridge over Los Trancos Creek

Hi David,

The Town of Portola Valley is processing an application(3343 Alpine Road, APNs: 142-15-008 and 077-272-010) for a new bridge to be installed over Los Trancos Creek and one of the requirements is for the applicant to obtain approval from CDFW. The applicant has told us that the project has been approved by CDFW by default because the timeframe for CDFW review per the permit streamlining act has passed. I just want to check and verify that this is the case.

Can you please call or email me at your earliest convenience and let me know the status of the application?

Thank you.

Debbie

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Debbie Pedro, AICP

**Town Planner**

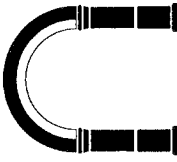
Town of Portola Valley

Phone: (650) 851-1700 xt. 218

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Town Hall Hours: 8am-12pm, 1pm-5pm

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CJW ARCHITECTURE
130 Portola Road, suite A
Portola Valley, CA 94028
(650) 851-9335 / (Fax) 851-9337

Professional seal and registration information for the architect.



PROJECT
R. Kelley Bridge
3343 Alpine Road
APN: 0142-15-003
Portola Valley, CA 94028

SHEET TITLE
Title Sheet

Table with columns: No., Date, Notes, REVISIONS

JOB: 2010.0100
DATE: 9/16/2013
SHEET: T-01

R. KELLEY BRIDGE

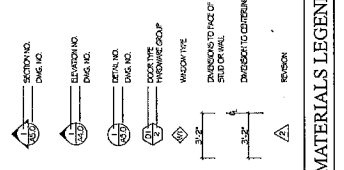
DRAWING INDEX

- 1-01 Title Sheet
A-1.1 Site Plan
C-1 Title Sheet
C-2 Grading, Drainage Plan & Profile
C-3 Grading Specifications
C-4 Details
ER-1 Erosion Control Plan
ER-2 Erosion Control Details
2 Bridge Footing/Column Development
3 Bridge Abutment Section
51 Bridge Abutment Section
53 Bridge Wing Wall

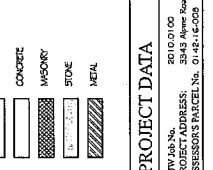
PROJECT TEAM

ARCHITECT: CJW ARCHITECTURE
130 PORTOLA ROAD, SUITE A
PORTOLA VALLEY, CA 94028
ATTN: GUY W. WATSON
TEL: 650-851-9335 F: 650-851-9337
EMAIL: guy@cjwarchitecture.com
CIVIL ENGINEER: UJA & BRANTZ ENGINEERING, INC.
1095 BOND STREET, SUITE 100
SAN CARLOS, CA 94070
ATTN: JIM TOBY
TEL: 510-887-4086 F: 510-887-3019
EMAIL: jtoby@brantz.com
STRUCTURAL ENGINEER: RCM STRUCTURAL ENGINEERS, INC.
1300 INDUSTRIAL WAY, SUITE 1
SAN CARLOS, CA 94070
ATTN: GUY W. WATSON
TEL: 650-851-9335 F: 650-851-9337
EMAIL: guy@cjwarchitecture.com
BRIDGE ENGINEER: VECTOR ENGINEERS
9136 S. STATE ST., SUITE 101
SAN DIEGO, UTAH 84070
TEL: 801-980-7775 F: 801-980-1776

SYMBOLS LEGEND



MATERIALS LEGEND



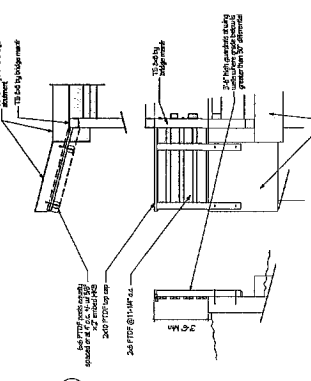
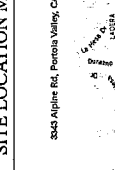
ABBREVIATIONS

Table of abbreviations for construction terms like ACCESS ROAD, ADJUST, ADJUST, etc.

PROJECT DATA

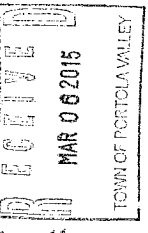
CITY: SAN CARLOS
PROJECT ADDRESS: 3343 Alpine Road, Portola Valley, CA
ASSESSORS PARCEL NOS.: 0142-15-003

SITE LOCATION MAP



GUARDRAIL AT WING WALLS

GENERAL NOTES
1. REFER TO DRAWINGS
2. GENERAL CONTRACTOR SHALL VERIFY ALL PRODUCTS AND MATERIALS...
3. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS...
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS...
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS...



VICINITY MAP

















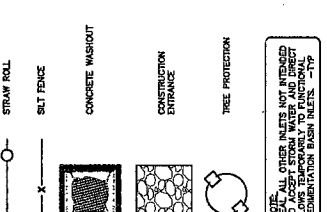
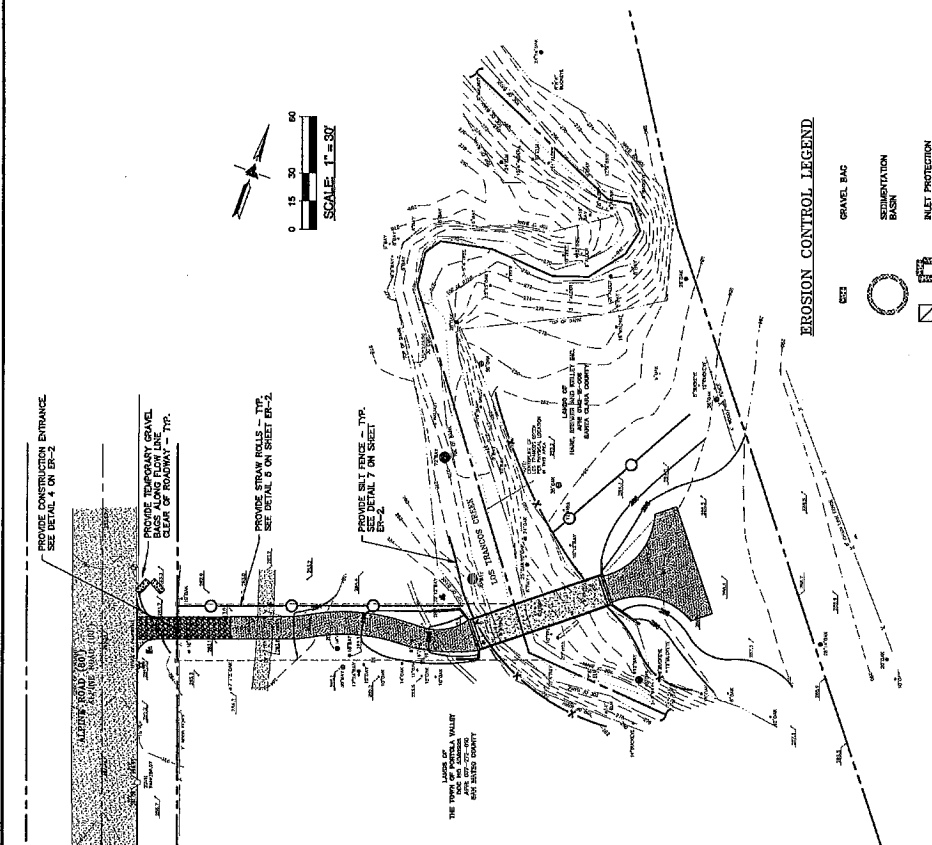


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 CIVIL ENGINEERS & LAND SURVEYORS  
 2400 INDUSTRIAL PARK WEST  
 SCARLETTA ROAD, SUITE 100  
 HAYWARD, CALIFORNIA 94545  
 (916) 937-3019  
 (916) 937-3018  
 (916) 937-3017  
 WWW.LEABRAZE.COM

**KELLY RESIDENCE**  
**ALPINE ROAD**  
**PORTOLA VALLEY,**  
**CALIFORNIA**  
 PLAN  
 EROSION CONTROL

SAITA CIVIL COUNTY  
 APR. 14-15-2008

DATE	10-2-13
SCALE	AS NOTED
DESIGNER	JF/AC
DRAWN BY	SY
SHEET NO.	7
OF 8 SHEETS	



**EROSION CONTROL MEASURES:**

1. THE FACILITIES SHOWN ON THIS PLAN ARE DESIGNED TO CONTROL EROSION AND SEDIMENT DURING THE RAINY SEASON, OCTOBER 15TH TO APRIL 15TH AND TO PREVENT SEDIMENTATION FROM LEAVING THE SITE. MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE RAINY SEASON WHICH MAY BE EXTENDED TO ANY YEAR. CHANGING OPERATIONS DURING THE RAINY SEASON WHICH MAY BE EXTENDED TO ANY YEAR SHALL BE APPROVED BY THE LOCAL GOVERNING AGENCY. MEASURES SHALL BE INSTALLED IMMEDIATELY FOLLOWING GRADING ON THE SLOPES.
2. SITE CONDITIONS AT THE TIME OF ACHIEVEMENT OF EROSION CONTROL MEASURES WILL VARY. APPROPRIATE ACTION INCLUDING TEMPORARY SHIELDS, INLETS, STRAW ROLLS, STRAW FENCES, AND STRAW BARRIERS SHALL BE INSTALLED TO PREVENT EROSION AND SEDIMENTATION FROM LEAVING THE EROSION CONTROL MEASUREMENT AREA. MEASURES SHALL BE INSTALLED AS THE CONDITIONS CHANGE AND THE NEED OF CONSTRUCTION IS FELT.
3. CONSTRUCTION ENTRANCES SHALL BE INSTALLED PRIOR TO COMMENCEMENT OF GRADING. ALL CONSTRUCTION TRAFFIC ENTRANCES ONTO THE PAVED ACCESS POINT TO EXISTING PAVED STREETS, ANY AND ALL OTHER ACCESS POINTS TO EXISTING PAVED STREETS, AND ALL OTHER ACCESS POINTS TO EXISTING PAVED STREETS SHALL MAINTAIN STABILIZED ENTRANCES AT EACH VEHICLE ACCESS POINT TO EXISTING PAVED STREETS. ANY AND ALL OTHER ACCESS POINTS TO EXISTING PAVED STREETS SHALL MAINTAIN STABILIZED ENTRANCES AS REQUIRED BY THE GOVERNING AGENCY.
4. ALL EXPOSED SLOPES THAT ARE NOT VEGETATED SHALL BE PROTECTED. OTHER IMMEDIATE MEASURES SHALL BE IMPLEMENTED TO PREVENT EROSION. THESE MEASURES SHALL BE A THREE-STEP APPLICATION OF 1) SEED, MULCH, CONTROL BLANKETS OR A THREE-STEP APPLICATION OF 1) SEED, MULCH, PERMANENT VEGETATION. THESE MEASURES SHALL BE INSTALLED IMMEDIATELY FOLLOWING GRADING ON THE SLOPES. THESE MEASURES SHALL BE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 207 OF EROSION CONTROL AND HIGHWAY PLANTING OF THE STANDARD SPECIFICATION OF CALIFORNIA. THESE MEASURES SHALL BE INSTALLED IMMEDIATELY FOLLOWING GRADING ON THE SLOPES. THESE MEASURES SHALL BE INSTALLED IMMEDIATELY FOLLOWING GRADING ON THE SLOPES. THESE MEASURES SHALL BE INSTALLED IMMEDIATELY FOLLOWING GRADING ON THE SLOPES.
5. INLET PROTECTION SHALL BE INSTALLED AT OPEN INLETS TO PREVENT SEDIMENT FROM ENTERING THE STORM DRAIN SYSTEM. INLETS NOT USED IN THE FUTURE SHALL BE INSTALLED WITH A COVER. INLET PROTECTION SHALL BE INSTALLED AT ALL EXPOSED SLOPES. INLET PROTECTION SHALL BE INSTALLED AT ALL EXPOSED SLOPES. INLET PROTECTION SHALL BE INSTALLED AT ALL EXPOSED SLOPES.
6. THIS EROSION AND SEDIMENT CONTROL PLAN MAY NOT COVER ALL THE FIELD CONDITIONS. VARIATIONS AND ADDITIONS MAY BE MADE TO THIS PLAN TO ACCOMMODATE FIELD CONDITIONS. VARIATIONS AND ADDITIONS SHALL BE INSTALLED IMMEDIATELY FOLLOWING GRADING ON THE SLOPES. THESE MEASURES SHALL BE INSTALLED IMMEDIATELY FOLLOWING GRADING ON THE SLOPES. THESE MEASURES SHALL BE INSTALLED IMMEDIATELY FOLLOWING GRADING ON THE SLOPES.
7. JURISDICTION'S STANDARDS AND THE APPROVAL OF THE LOCAL JURISDICTION'S ENGINEERING DEPARTMENT.
8. STRAW ROLLS SHALL BE PLACED AT THE TOE OF SLOPES AND ALONG THE PERIMETER OF EXPOSED SLOPES. PLACEMENT SHALL BE WITH THE FOOT INTERVALS OF GRADED SLOPES. PLACEMENT SHALL BE WITH THE FOOT INTERVALS OF GRADED SLOPES. PLACEMENT SHALL BE WITH THE FOOT INTERVALS OF GRADED SLOPES.

**REFERENCES:**

1. CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD'S FIELD MANUAL FOR EROSION AND SEDIMENTATION CONTROL
2. PRACTICES HANDBOOK FOR CONSTRUCTION

**PURPOSE:**

THE PURPOSE OF THIS PLAN IS TO STABILIZE THE SITE TO PREVENT EROSION OF GRADED AREAS AND TO PREVENT SEDIMENTATION FROM LEAVING THE SITE. MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE RAINY SEASON WHICH MAY BE EXTENDED TO ANY YEAR. CHANGING OPERATIONS DURING THE RAINY SEASON WHICH MAY BE EXTENDED TO ANY YEAR SHALL BE APPROVED BY THE LOCAL GOVERNING AGENCY. MEASURES SHALL BE INSTALLED IMMEDIATELY FOLLOWING GRADING ON THE SLOPES.

**EROSION CONTROL NOTES:**

1. IT SHALL BE THE OWNER'S/CONTRACTOR'S RESPONSIBILITY TO MAINTAIN CONTROL OF THE EROSION CONTROL MEASURES AND TO KEEP THE ENTIRE SITE IN COMPLIANCE WITH THIS EROSION CONTROL PLAN.
2. THE INTENTION OF THIS PLAN IS FOR INTERIM EROSION AND SEDIMENT CONTROL. ONLY ALL EROSION CONTROL MEASURES SHALL CONFORM TO CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD'S FIELD MANUAL FOR EROSION AND SEDIMENTATION CONTROL. ONLY ALL EROSION CONTROL MEASURES SHALL CONFORM TO CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD'S FIELD MANUAL FOR EROSION AND SEDIMENTATION CONTROL. ONLY ALL EROSION CONTROL MEASURES SHALL CONFORM TO CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD'S FIELD MANUAL FOR EROSION AND SEDIMENTATION CONTROL.
3. OWNER/CONTRACTOR SHALL BE RESPONSIBLE FOR MONITORING EROSION AND SEDIMENTATION CONTROL MEASURES. OWNER/CONTRACTOR SHALL MAINTAIN EROSION CONTROL MEASURES THROUGHOUT THE RAINY SEASON AND THROUGHOUT THE RAINY SEASON. OWNER/CONTRACTOR SHALL MAINTAIN EROSION CONTROL MEASURES THROUGHOUT THE RAINY SEASON AND THROUGHOUT THE RAINY SEASON.
4. SANITARY FACILITIES SHALL BE MAINTAINED ON THE SITE AT ALL TIMES.
5. DURING THE RAINY SEASON, ALL PAVED AREAS SHALL BE KEPT CLEAR OF EXCESS MATERIAL. ALL EXCESS MATERIAL SHALL BE REMOVED FROM THE SITE IMMEDIATELY FOLLOWING GRADING ON THE SLOPES. ALL EXCESS MATERIAL SHALL BE REMOVED FROM THE SITE IMMEDIATELY FOLLOWING GRADING ON THE SLOPES.
6. CONSTRUCTION OPERATIONS SHALL BE CARRIED OUT IN SUCH A MANNER THAT EROSION AND SEDIMENTATION SHALL BE MINIMIZED. CONFORMANCE WITH FEDERAL, STATE AND LOCAL LAWS CONCERNING POLLUTION SHALL BE MAINTAINED AT ALL TIMES.
7. STATE AND LOCAL EROSION CONTROL STANDARDS SHALL BE MAINTAINED AT ALL TIMES.
8. ALL MATERIALS NECESSARY FOR THE APPROVED EROSION CONTROL MEASURES SHALL BE IN PLACE BY OCTOBER 15TH.
9. EROSION CONTROL SYSTEMS SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE RAINY SEASON, OR FROM OCTOBER 15TH THROUGH APRIL 15TH, WHICHEVER IS LONGER.
10. IN THE EVENT OF RAIN, ALL GRADING WORK IS TO CEASE IMMEDIATELY AND THE SITE IS TO BE PROTECTED WITH THE APPROVED EROSION CONTROL MEASURES AND APPROVED EROSION CONTROL PLAN.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CHECKING AND REPAIRING EROSION CONTROL SYSTEMS AFTER EACH STORM.
12. ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED BY LOCAL JURISDICTION'S ENGINEERING DEPARTMENT OR BUILDING OFFICIALS.
13. MEASURES SHALL BE TAKEN TO COLLECT OR CLEAN ANY ACCUMULATION OR DEPOSIT OF DIRT, SAND, GRAVEL, OR OTHER MATERIALS FROM THE SITE IMMEDIATELY FOLLOWING GRADING ON THE SLOPES. MEASURES SHALL BE TAKEN TO COLLECT OR CLEAN ANY ACCUMULATION OR DEPOSIT OF DIRT, SAND, GRAVEL, OR OTHER MATERIALS FROM THE SITE IMMEDIATELY FOLLOWING GRADING ON THE SLOPES.
14. EROSION CONTROL MEASURES SHALL BE ON-SITE FROM SEPTEMBER 15TH THRU APRIL 15TH.
15. ALL EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE RAINY SEASON OR FROM OCTOBER 15TH THRU APRIL 15TH, WHICHEVER IS GREATER.

**PERIODIC MAINTENANCE:**

1. MAINTENANCE IS TO BE PERFORMED AS FOLLOWS:
  - A. DAMAGES CAUSED BY SOIL EROSION OR CONSTRUCTION SHALL BE REPAIRED AT THE END OF EACH WORKING DAY.
  - B. AREAS SHALL BE INSPECTED PERIODICALLY AND MAINTAINED AS NEEDED.
  - C. EACH STORM TRAP, BARRIERS, AND SHIELDS ARE TO BE INSPECTED AFTER EACH STORM AND REPAIRS MADE AS NEEDED.
  - D. SEDIMENT SHALL BE REMOVED AND SEDIMENT TRAP RESTORED TO ITS ORIGINAL CAPACITY WHEN SEDIMENT HAS ACCUMULATED TO A DEPTH OF ONE FOOT IN HEIGHT.
  - E. SEDIMENT TRAP SHALL BE REPAIRED IN A SUITABLE MANNER AND IN SUCH A MANNER THAT IT WILL NOT ERODE.
  - F. RILLS AND GULLIES MUST BE REPAIRED.
2. GRAVEL BAG INLET PROTECTION SHALL BE CLEANED OUT WHENEVER SEDIMENT DEPTH IS ONE HALF THE HEIGHT OF ONE GRAVEL BAG.
3. STRAW ROLLS SHALL BE PERIODICALLY CHECKED TO ASSURE PROPER FUNCTION AND CLEANED OF WEEDS, BRUSH, AND OTHER OBSTRUCTIONS. STRAW ROLLS SHALL BE PERIODICALLY CHECKED TO ASSURE PROPER FUNCTION AND CLEANED OF WEEDS, BRUSH, AND OTHER OBSTRUCTIONS.
4. STRAW FENCES SHALL BE PERIODICALLY CHECKED TO ASSURE PROPER FUNCTION AND CLEANED OUT WHENEVER THE SEDIMENT DEPTH REACHES ONE FOOT IN HEIGHT.
5. CONSTRUCTION ENTRANCES SHALL BE REPAIRED AS NECESSARY FOLLOWING EACH STORM.
6. INTERVALS TO ASSURE PROPER FUNCTION.

NOTES:  
 1. FABRIC FILTER MATS MAY BE INSTALLED TO PREVENT EROSION AND SEDIMENTATION FROM LEAVING THE EROSION CONTROL MEASUREMENT AREA. MEASURES SHALL BE INSTALLED AS THE CONDITIONS CHANGE AND THE NEED OF CONSTRUCTION IS FELT.

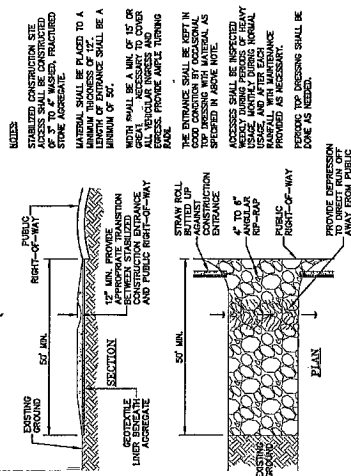


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 PORTOLA VALLEY, CA 94556  
 (925) 947-7383  
 WWW.LEABRAZE.COM

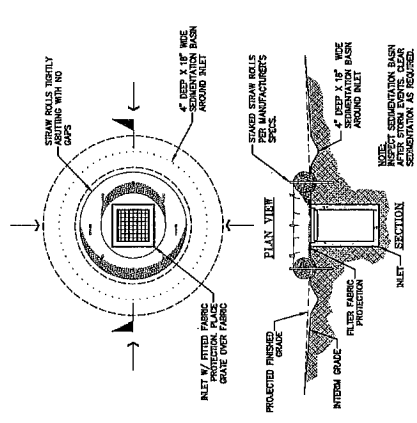
**KELLY RESIDENCE**  
**ALPINE ROAD**  
**PORTOLA VALLEY,**  
**CALIFORNIA**  
 SANTA CLARA COUNTY  
 APR. 14-15-08

**EROSION CONTROL**  
**DETAILS**

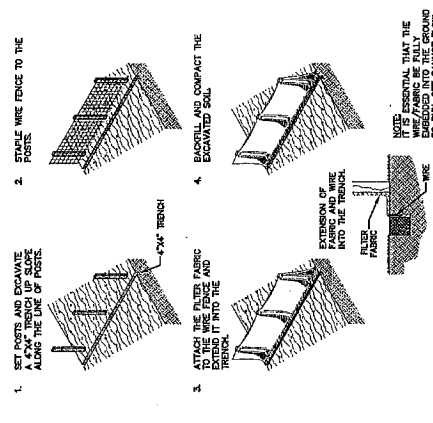
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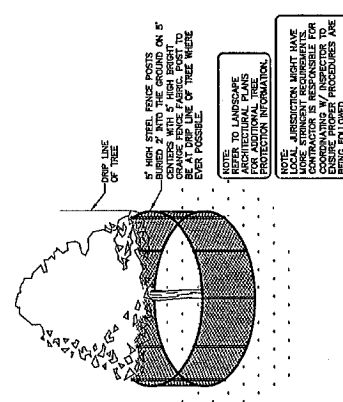
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 NTS  
 (EF-2)



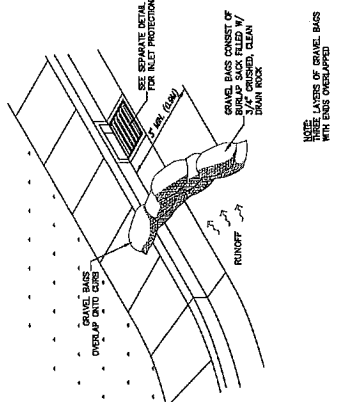
**3 SEDIMENTATION BASIN**  
 NTS  
 (EF-2)



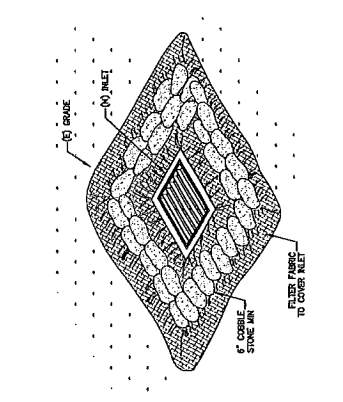
**7 SILT FENCE**  
 NTS  
 (EF-2)



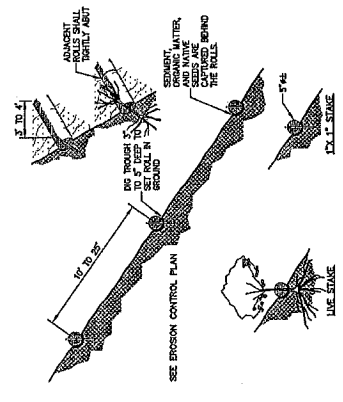
**2 EXISTING TREE PROTECTION DETAIL**  
 NTS  
 (EF-2)



**6 GRAVEL BAG DIKE**  
 NTS  
 (EF-2)



**1 INLET PROTECTION**  
 NTS  
 (EF-2)



**5 STRAW ROLLS**  
 NTS  
 (EF-2)

**NOTES:**  
 1. STABILIZED CONSTRUCTION SITE SHALL BE PROTECTED BY A MINIMUM OF 2\"/>

**NOTES:**  
 1. SET POSTS AND EXCAVATE TRENCH AND SET UP SLOPE ALONG THE LINE OF FENCE.  
 2. STABLE WIRE FENCE TO THE POSTS.  
 3. ATTACH THE FILTER FABRIC TO THE WIRE FENCE AND TRENCH IT INTO THE EXCAVATED SOIL.  
 4. BACKFILL AND COMPACT THE TRENCH TO THE WIRE FENCE AND TRENCH IT INTO THE EXCAVATED SOIL.

**NOTES:**  
 1. STRAW ROLL INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAPLING OF STRAW ROLLS TO THE CONTROL RAINOFF MAT. RAINOFF MAT NOT BE ALLOWED TO RUN UNDER OR AROUND ROLL.  
 2. CONTRACTOR IS RESPONSIBLE FOR REGULAR MAINTENANCE AND INSPECTION. THE SILT SHALL BE CLEANED OUT WHEN IT REACHES HALF THE HEIGHT OF THE ROLL.

**NOTES:**  
 1. STRAW ROLLS THOROUGHLY WITH NO GAPS.  
 2. 4\"/>









12011 SHOEMAKER AVE.  
 SANTA FE SPRINGS, CA. 90670  
 (562) 944-0701  
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 OUTSIDE CA (800) 548-0054

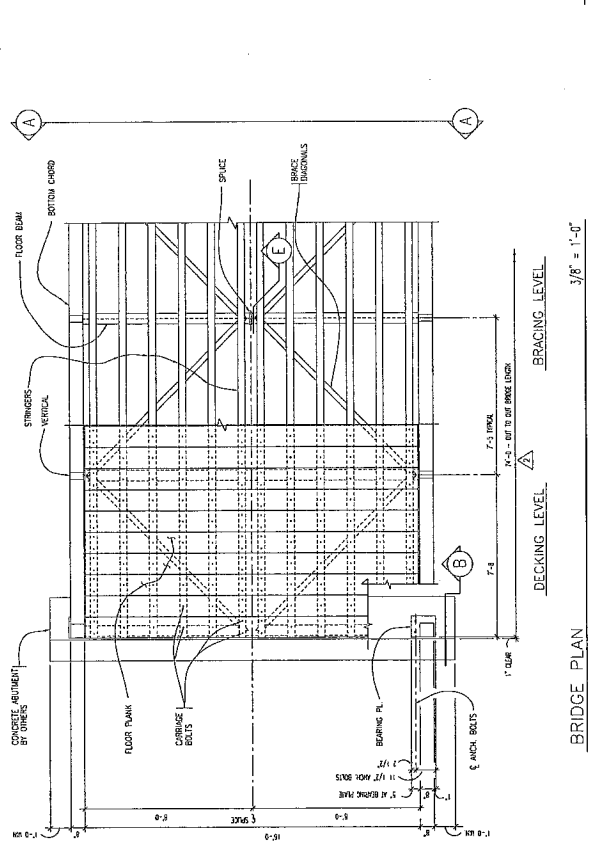
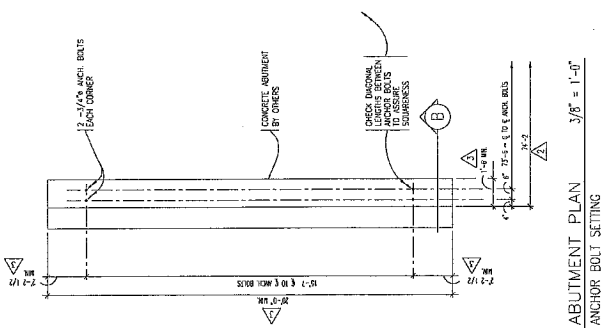
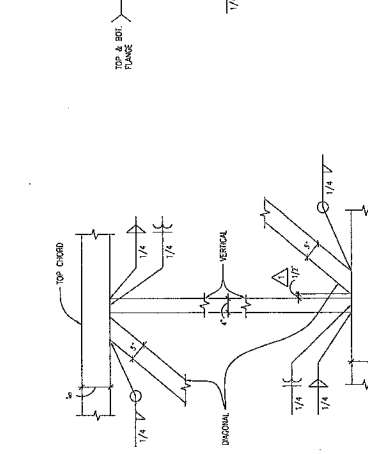
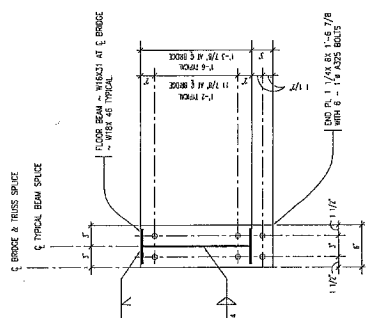
MARK	DATE	PURPOSE
▽	02/21/14	AFTER REVIEW
▽	08/14/13	REVISIONS
▽	10/21/13	AFTER REVIEW
▽	08/14/13	REVISIONS
▽	08/14/13	AFTER REVIEW
▽	08/14/13	REVISIONS



9126 S. STARK STREET, SUITE 101  
 (801) 990-1775  
 (801) 920-1776 FAX  
 SMOYI, UTAH 84073  
 FEB 21 2014



- THESE DRAWINGS AND THE DESIGN ARE THE PROPERTY OF EXCEL BRIDGE MANUFACTURING COMPANY AND ARE NOT TO BE COPIED OR REPRODUCED WITHOUT THEIR WRITTEN CONSENT.
- GENERAL NOTES
- LIVE LOADS USED IN DESIGN:
    1. Bolic
    2. Truss
    3. Wind
    4. Seismic
  - FOUNDATION:
    1. Foundations shall be designed and provided by others.
    2. Foundations shall provide minimum 4000 psi concrete bearing surface.
  - TIMBER:
    1. All steel for bridge sections shall be A 36 steel.
    2. All steel shall be high strength low alloy (ASTM A 572 Gr 50).
    3. All steel shall be galvanized.
    4. All steel shall be hot-dip galvanized.
    5. All steel shall be AISC Method B welded.
  - DETAILS:
    1. All steel shall be high strength low alloy (ASTM A 572 Gr 50).
    2. All steel shall be galvanized.
    3. All steel shall be hot-dip galvanized.
    4. All steel shall be AISC Method B welded.
  - WELDED CONNECTIONS:
    1. All steel shall be high strength low alloy (ASTM A 572 Gr 50).
    2. All steel shall be galvanized.
    3. All steel shall be hot-dip galvanized.
    4. All steel shall be AISC Method B welded.
  - CONCRETE:
    1. All concrete shall be designed and provided by others.
    2. All concrete shall be high strength concrete (minimum 4000 psi).
    3. All concrete shall be hot-dip galvanized.
    4. All concrete shall be AISC Method B welded.
  - INSPECTION:
    1. All work shall be inspected and approved by others.
    2. All work shall be hot-dip galvanized.
    3. All work shall be AISC Method B welded.
- SHIPPING NOTES
- BRIDGE LIFTING WEIGHT: 1/1000
  - UNIFORM LIVE LOAD DEFLECTION: 1/1000
  - VEHICLE LIVE LOAD DEFLECTION: 1/1000
- SPECIAL INSPECTION:
- All welding shall be performed in an approved fabrication shop.
  - All high strength bolts shall be installed per the Ten of All method and shall be continuously special inspected.









**Reference Materials**

1. Design Guidelines - Lighting
2. Design Guidelines - Entryways
3. PVMC Section 18.42.018 – Outdoor Lighting
4. PVMC Section 18.36.040 – Accessory Uses
5. PVMC Section 18.12.040 – Accessory Uses Permitted

# Lighting

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- In order to maintain the rural character of Portola Valley, a *minimal* approach should be taken to outside illumination of any use, site, or structure within the town. Excessive lighting on an individual site (and/or the impact of cumulative lighting on adjoining sites) can create a glow that tends to obscure the night sky and stars, and results in a community that is more urban and less rural.
- Use only the **minimum** amount of lighting necessary to achieve essential illumination. The primary objective of exterior lighting should be **safety** for pedestrians and other non-vehicular uses around the primary building on the site. Lighting of front entries, main access doors, frequently used stairs, etc. may be appropriate, but should be determined on a case-by-case basis. Further, some lighting to identify address numbers and driveway entries may be acceptable, but should be considered only when it is determined that reflectors and reflective numbers cannot be used effectively.
- Natural site conditions and location should be taken into account in development of any plans for exterior lighting of a structure and/or property. Sites that have little tree cover and that are in very open and easily accessed locations should have less need for lighting than more secluded sites with heavy tree cover and difficult points of access. Further, in the development of all lighting plans, consideration should be given to maintaining the rural unlit character of the environment and to using natural lighting (e.g., moon light), lighting provided by vehicles entering a property and illumination passing through windows from inside a building.
- Exterior lighting should be located as close to building entries and key stair and accessways as possible.
- Lighting for purely decorative purposes should be avoided. For example, lighting around or within landscaped areas, accent lighting of architectural features, lighting of the perimeter parking and similar areas are discouraged. However, if landscape lighting is found necessary, for example, to light paths to a pool or deck or provide some light around such a feature that is used at night, low level recessed type lights should be used. Use of strip light type systems, such as multi-bulb step lights strips, should be avoided. Up-lighting of landscaping or structures is prohibited (Code Section 18.42.018, A.)



- Lighting for night use of game courts (i.e., tennis, paddle tennis, basketball, etc.) is **prohibited** (Ord. 18.36.040.b.). Such lighting is considered to be in direct conflict with the *minimal* approach to lighting desired in the town. Any lighting within or around such features should only be lighting that is necessary for safety. Such lighting should be low level and close to the ground. Any lighting that would flood large portions of the court surface is inappropriate.
- Lighting, for the most part, should be manually controlled so that lights are on only when needed. Lighting controls should be selected and adjusted to light areas only at the times lighting is essential. It is preferable to have lights manually controlled or on timers rather than to be controlled by photocells or motion detectors. Photocells can result in lights being on during all dark hours. Motion detectors can be triggered by animals, passing cars, etc. Such situations disturb both the natural conditions in the area and nearby residents. Individual control of lighting by the property owner is preferred.
- All light fixtures should be selected for their ability to focus light on the feature (i.e., step, path, entry) to be lighted and to have minimum light spillage. Fixtures that are designed to light large areas generally are considered unacceptable. Use of conventional unshaded or non-recessed spot lights and spot light or flood light bulbs of 75 watts or greater should be avoided.
- The source of light in any light fixture, i.e., the bulb or other source of indirect illumination, shall not be visible off-site. Exceptions in which the bulb itself may be visible from off-site are nonreflector bulbs of no greater than 75 watts incandescent light\* if frosted or otherwise diffused, or no greater than 25 watts incandescent light if clear. (Ord. 18.36.040.8b).
- The total electrical power of any single exterior light fixture visible from off site, irrespective of the number of bulbs the fixture can contain, shall not exceed 75 watts incandescent light if frosted or otherwise diffused, or no greater than 25 watts incandescent light if clear.
- In addition to the above lighting guidelines, lighting of all signs is regulated pursuant to the provisions of Ord. 18.40.050.

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\*The term incandescent light as used herein refers to the light emitted by a standard incandescent bulb, not including spot, flood, or similar special reflector bulbs.

# Entryways

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- Lighting of entryway features, including pillars and posts, are only permitted subject to prior approval by the ASCC. (Code Section, 18.42.018, B.)
- In zoning districts requiring 1 acre or more, entryway features, excluding mail boxes, shall be set back from the road right-of-way a distance of at least  $\frac{1}{2}$  of the required front yard. (Code Section 18.42.016, A.)
- Entryway features requiring a building permit are subject to approval by the ASCC. (Code 18.42.016, C.)

18.42.018 - Outdoor lighting.

Outdoor lighting is subject to the following limitations:

- A. Up-lighting of landscaping or structures is prohibited and any fixtures illuminating landscaping, trees or structures shall be subject to ASCC approval.
- B. Lighting of entryway features, including pillars and posts, are only permitted subject to prior approval by the ASCC.
- C. Lights may not be placed in trees except as permitted in D., below.
- D. Temporary holiday lights may be placed in trees and other locations on properties without requiring prior approval by the ASCC.

*(Ord. 2001-338 § 2 (part), 2001)*

18.36.040 - Accessory uses.

A. An accessory use is a related minor use which is either (a) necessary to the operation or enjoyment of a lawful principal use or conditional use, or (b) a appropriate, incidental and subordinate to any such use. No use in any district shall be permitted as an accessory use which is not qualified as hereinabove set forth, or which constitutes in effect a conversion of a principal use to one not permitted in that district. In addition to other uses meeting the qualifications set forth in this section, and subject to the limitations set forth in this title, the following accessory uses are permitted in all districts when located on the same parcel as the principal use:

1. The installation and operation of necessary facilities and equipment in connection with such schools and other institutions as are permitted in the respective district;
2. Recreation, refreshment and service buildings in public parks;
3. Required off-street parking spaces and required off-street loading spaces as regulated by this title;
4. Fences and walls subject to the height and area regulations of this title;
5. Hedges, trees, shrubs and other ornamental planting;
6. Horticulture;
7. Electric and communication service lines provided that all such lines are placed underground except where exempted in accordance with the procedure set forth in subsection B of Section 18.36.010
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,
  - d. Outdoor illumination for night use of uncovered game courts, including but not limited to tennis, paddle tennis, and basketball courts, riding rings, and similar outdoor recreation facilities and areas, is prohibited;
9. Septic tanks and drainfields;
10. Antennas designed to receive television or microwave signals transmitted from satellite or terrestrial stations. Antennas with diameters exceeding four feet are subject to review by the architectural and site control commission as provided for by paragraph 6 of subsection A of Section 18.64.010
11. Tennis courts and paddle tennis courts, provided the sum of the maximum depth of cut and maximum height of fill for such facilities shall not exceed the following:

Parcel Area	Combined Cut & Fill Feet
1.0 ac. or less	<u>8</u>
1.2 ac.	<u>9</u>
1.4 ac.	10
1.6 ac.	<u>11</u>
1.8 ac. or more	<u>12</u>

B. This section shall apply to new construction or replacement of fixtures upon adoption, and to all installations after an amortization period of five years.  
(Ord. 1991-266 §§ 1 (part), 2, 1992: Ord. 1988-242 § 3 (Exh. B) (part), 1988: Ord. 1987-219 § 2, 1987: Ord. 1979-166 § 17, 1979: Ord. 1976-145 § 2, 1976: Ord. 1967-80 § 1 (6303), 1967)

## 18.12.040 - Accessory uses permitted.

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

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

13. Exterior lighting on the structure shall not exceed one light fixture per entry door. Each fixture shall be fitted with only one bulb and the bulb wattage shall not exceed seventy-five watts incandescent light if frosted or otherwise diffused, or twenty-five watts if clear. Each fixture shall be manually switched and not on a motion sensor or timer. Path lights, if any, shall be the minimum needed for safe access to the second unit and shaded by fixtures that direct light to the path surface and away from the sky.
  14. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines.
  15. An application for a second unit shall be referred to the town geologist, director of public works, fire chief and, if dependent on a septic tank and drain field, to the county health officer in accordance with town policies.
  16. An application for a second unit shall supply all information required by Section 18.64.040A.1 through 13.
  17. Second units on parcels with frontage on Portola Road or Alpine Road, both of which are identified as local scenic corridors in the general plan, are subject to ASCC approval per Chapter 18.64 to ensure consistency with the general plan.
- C. Equestrian facilities serving a single residential dwelling including stables, corrals, exercise rings, and the like, provided that (i) requirements of the stable ordinance, Chapter 6.12, shall apply, (ii) for a corral, the sum of the maximum depth of cut and maximum height of fill shall not exceed six feet and (iii) corrals and riding rings shall be set back a minimum of twenty feet from property lines.
- D. The renting of rooms and/or the providing of table board in a dwelling as an incidental use to its occupancy as a dwelling, provided that not more than one paying guest is accommodated. Provided further that this shall not be construed as authorizing the establishment of any rest home, convalescent home, boarding home, or any other institution of a type which requires any state or local license, nor any other operation which tends to change the character of the property involved or of the neighborhood.
- E. Home Occupation. The conduct of an art or profession, the offering of a service, or the handcraft manufacture of products subject to the following conditions:
1. Such occupations shall be conducted entirely by resident occupants.
  2. The floor area used for such occupations shall not exceed that equivalent to one-fourth of the floor area of the main residence but shall not be more than four hundred square feet in any case.
  3. No products shall be sold or stocked for sale other than those finished products which are produced on the premises.
  4. There shall be no unusual external alteration of the dwelling to accommodate a home occupation, and the existence of a home occupation shall not be apparent beyond the boundaries of the parcel.
  5. There shall be no show window, window display, or sign to attract customers or clients.
  6. There shall be no emission readily discernible at the property lines of sound, vibration, odor, electrical interference, light, dust, waste, or other properties not normally associated with residential occupancies.
  - 7.

No motor power other than electrically operated motors shall be used in connection with a home occupation. The horsepower of any single motor shall not exceed one-half horsepower, and the total horsepower of such motors shall not exceed one horsepower.

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

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

**ARCHITECTURAL AND SITE CONTROL COMMISSION**  
**Regular Evening Meeting, 765 Portola Road**

**FEBRUARY 9, 2015**

(1) CALL TO ORDER

Chair Ross called the regular meeting to order at 7:30 p.m. in the Town Center Historic School House Meeting Room, 765 Portola Road.

(2) ROLL CALL

Present: ASCC: Breen, Clark, Harrell, Ross  
Absent: Koch  
Planning Commission Liaison: Nate McKitterick  
Town Council Liaison: None  
Town Staff: Town Planner Debbie Pedro, Assistant Planner Carol Borck

(3) ORAL COMMUNICATIONS: None.

(4) OLD BUSINESS

(a) **Architectural Review and Site Development Permit X9H-686 for a New Residence and Detached Workshop, 40 Minoca Road, Hanrahan/Maxwell Residence, File #51-2014**

The ASCC conducted a preliminary review of this project on January 12, 2015 and the project was continued from the January 26, 2015 ASCC meeting to tonight at the request of the applicant. Assistant Planner Borck said that the comments and feedback were generally supportive of the project, with most of the input focused on landscaping and screen planting adjustments and reconsideration of the clear-coat aluminum window and door frames.

Ms. Borck provided a summary of the project and noted that the neighbors at 406 Minoca Road (Mefferts) and 405 Minoca Road (Strobers), who were present at the January 12, 2015 review, expressed concerns about screening. Materials and plans in the Commissioner packets responded to the preliminary ASCC comments as well as presented some minor voluntary revisions. As discussed in the staff report, the site plan has been modified to eliminate the above-ground water tank and reconfigure the east patio off the two-story wing. The architectural plans for the workshop have been modified to eliminate the doors and windows from the southern elevation, facing Minoca Road, to add clerestory windows to the west elevation, and add a door to the east elevation that opens into the interior courtyard.

The lighting plan has been revised, shifting the exterior light fixtures around the home, adding two downlights in the deep overhang on the second-story wing, and now includes downlights on both sides of the workshop's double-doors. The revised landscape lighting plan has eliminated all wall and step lights in the auto court, added one light at the outdoor barbeque counter and one light in the spa. No pathlights or other landscape lighting is proposed.

The ASCC had requested a detailed plan for removal of existing redwoods and pines on the site. Taking into account the off-site visibility concerns of the neighbors at 405 and 406 Minoca, the applicant is proposing a phased tree removal and installation of 24-inch box oaks as replacement screening.

Also at the preliminary meeting, the ASCC directed the applicant to consider the window and door-framing color to meet the Town's 50% light reflectivity requirement (LRV). The applicant requests that the ASCC reconsider the clear-coat aluminum framing, stating that the frames will be minimally visible from off-site. If the ASCC does not approve the clear-coat frames, the applicant offers that their alternate choice would be to custom match the frames to the proposed gray metal roofing.



## DRAFT MINUTES

Ms. Maxwell said they talked to the neighbors about the trees and their concerns about screening. She said they were committed to removing the trees that shouldn't be there, but she thought it could be done over a period of time while planting oak trees that are big enough to get a head start in helping to screen. She said the neighbors seemed to be agreeable.

Chair Ross asked whether the Commission had any questions.

Vice Chair Harrell asked the height of a 24-inch box oak. Ms. Maxwell said from the photographs the landscape architect provided, the coast live oaks appeared to be approximately 12 to 15 feet tall.

Commissioner Breen expressed concern regarding the two proposed lights in the second story overhang. As lights were not proposed in this location previously, she wanted to confirm that no neighbors would be looking up into a light source. Mark Hoffman, project architect, said he did not believe those lights would be visible.

As there were no other questions, Chair Ross opened the public hearing.

Barbara Kimball-Lewis from 375 Golden Oak Drive showed a photograph of the current view of the vegetation and pine trees from inside the living room. She said their family has lived in the home since 1964 and valued the view of the hills and skyline. She also showed an old photograph that showed when the house at 40 Minoca was not visible at all. She said that now that the trees are gone, there is a clear view of the house. Ms. Kimball-Lewis said it is her understanding that the oaks only grow 2 feet per year, so it may take a long time for them to grow from 15 feet up to a height that would screen the applicant's house. She asked if they could consider temporary screening such as a native hedge that would grow faster. She said she would like the view of the neighbor's house for the next five years to be less prominent. She would also prefer the applicant's house not be all lit up. Ms. Kimball-Lewis said she just had the oleanders trimmed down to provide a better view of the hill, so she believes her house is also more visible now. Commissioner Clark asked if the view in the photograph was from the rear of her home and not the living room. Ms. Kimball-Lewis said her home was an L-shape, with the small part of the L being the living room.

With no other public speakers, Chair Ross closed the public hearing and brought it back to the Commission for discussion.

Commissioner Clark said the staging of the landscape and tree removal will be critical for this project. He is very supportive of the project and likes the lighting updates to the plan and the overall massing and development of the site.

Commissioner Breen thanked the applicants for the changes that were made. She said this house expresses itself in a tall way but it works for this site. She said the beautiful oaks that are there will perform better with the removal of the pines. She suggested removing the pines now and stage removal of redwoods as they decline. She understands the neighbors' concerns, but the pine trees shouldn't be there. Commissioner Breen said this is an opportunity for the land to be restored and when the pine trees come down, there will be a glorious valley view. She said appropriate screening for properties such as this have to come from multiple properties. Ms. Kimball-Lewis's oleanders will grow back and she will likely keep it managed, but she may have quite an extraordinary view when the pines come down. Commissioner Breen said trying to keep redwoods in chaparral is difficult. She said that removing the pines will give character to the slope, and that the one beautiful oak will become an identity for the place.

Ms. Maxwell said while she agreed with the removal of the pines being good for the oaks, she looked at the view from the neighbor's living room and those pine trees presently do a good job of at least screening the construction process, which she thinks is an important consideration. Commissioner Breen said she would support the pines being removed at the end of construction. She believes the ASCC should do the right thing for the land and the trees. The pine trees do a disservice to the experience of that chaparral and should be removed.

## DRAFT MINUTES

Vice Chair Harrell stated she is satisfied with the clear-coat aluminum windows because it's not likely anyone will see the frames. She says it is great that the water tank is going underground. Vice Chair Harrell supports the other Commissioners' comments regarding the tree removal. She said the pine trees are limbed so high that they do not contribute to screening very much. The redwoods in the front are tall and perhaps screen distant views to the house, but she feels a 15- or 20-foot oak would screen the house more effectively. She agrees the pines should be removed no later than the end of construction when the oaks go are planted. Vice Chair Harrell said that while she realizes the applicant is trying to accommodate the neighbors, this is really the only time the ASCC has influence or control over correcting this. She advised Ms. Kimball-Lewis that she could let the oleanders grow, or install other planting to block the center section of the view that bothers her. Vice Chair Harrell stated she supported the proposed lighting.

Ms. Maxwell asked if the Commission would have any objection to them cutting down the two redwoods as soon as possible. Vice Chair Harrell had no objection.

Chair Ross was agreeable to all of the architectural changes and found them appropriate, thoughtful, and responsive. He particularly liked the idea of putting the water tank underground. He said he was becoming more agreeable to the aluminum window frames, but was concerned about the reflectivity of clear-coated aluminum at certain times of the day. Commissioner Breen suggested the possibility of creating a mock-up and sending two ASCC members to look at it.

Mr. Hoffman pointed out that the windows were not visible from most places, and it is a slim window, not a broad surface. Chair Ross said a sun angle that would reflect off of the aluminum would also reflect off the glass itself. Chair Ross noted that three trees on the left (southwest) corner are the ones more effective for screening views from the Kimball property since it was a steep upslope from the street at that corner location.

Commissioner Breen suggested mixing sizes, such as putting one 36-inch box, a couple of 24-inch boxes, and some 15 gallons so that there is some natural variation.

Chair Ross said he agreed with Commissioner Breen that mixing sizes of the trees would be appropriate. Chair Ross said he was supportive of this very nice project. Commissioner Breen asked the ASCC if they wanted the tree plan to be looked at by a designated member. She would like to see the different sizes and also see the tree removal plan. Ms. Pedro said that Condition #6 does specify that an ASCC member review the planting and tree removal.

Vice Chair Harrell moved to accept the revised proposal from Hanrahan/Maxwell for their new residence, with the conditions that were recommended in the staff report. Seconded by Commissioner Breen, the motion carried 4-0.

### (5) COMMISSION AND STAFF REPORTS

#### (a) **Alpine Road Retaining Wall Project**

Ms. Pedro presented the staff report regarding this capital improvement project. The project began in 2014 when the City Council and BP&TS approved the application for grant funding to the San Mateo County Transportation Authority (SMCTA) to do a shoulder widening project on Alpine Road. She said the project consists of widening the shoulder on the west side of Alpine, which spans approximately 500 linear feet, widening the shoulder from 2-1/2 feet to up to 6 feet to accommodate bicycle and pedestrian traffic. Because the shoulder will be widened, the bank will have to be cut back and a retaining wall will need to be installed. The project is currently in the design phase and the proposed wood retaining wall will be very similar to the one on Portola Road with a strip of berm buffer in front to soften the wall.

Commissioner Breen asked if the ASCC had anything to say about the project because she thought the wall would look horrible. She said she loves the sandstone cliff outcroppings at that location and there

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are implications to widening a road in an urban area – such as speeding up traffic flow. She does not like the wood retaining wall on Portola Road and is very unhappy about this project.

Commissioner Clark asked about the genesis of this project. Ms. Pedro said the proposal came from the Bicycle, Pedestrian and Traffic Safety Committee (BP&TS) and also the Council. The Council discussed this item in January 2014 and asked staff to submit a grant application to the County. She said the purpose of the project is to try to make the road safer.

Commissioner Breen said it was good to widen the road for the cyclists; however, she can't think of anything uglier than a wood retaining wall at that location. Commissioner Clark said he was not objecting to the style of what's being proposed, but asked why this project was necessary. Commissioner Breen said the wall design needs to be looked at closely because this is the scenic corridor and a key entrance into Portola Valley. She said that to accommodate the wooden wall, the chaparral and the rock outcroppings will have to be removed.

Vice Chair Harrell asked if we could expand the lanes on the other side. Ms. Pedro said that one option is to maintain the slope and reconfigure the road, but then the creek banks on the east side would need to be graded or filled because the slope drops off. She noted that another reason for the project is to widen the shoulders so it is more consistent with the rest of the shoulder along Alpine Road because it narrows at this intersection.

Chair Ross said he is an avid cyclist and rides that stretch all the time. He said due to the narrow shoulder, it is a treacherous spot and he feels very vulnerable in that area when on his bicycle. In addition, he said there is a fair amount of erosion and rock fall that fills up that shoulder and cyclists would end up having to ride in the roadway.

Chair Ross asked what role the ASCC has in the process. Ms. Pedro said this is a status report to the ASCC and if the Commission has suggestions or recommendations on the design and materials of the wall, the information will be forwarded to the Public Works Director to be included in the project design.

Chair Ross said he would like the ASCC to review the design in its preliminary state before it is completed and put out to bid. He said the Commission may have some good suggestions to mitigate the aesthetic impacts and still be consistent with good engineering practices.

Planning Commissioner Nate McKitterick said he was sympathetic to Commissioner Breen's comment and he suspects the grant money is what influenced the decision to move forward. He thinks the decision has already been made to go ahead with the project but there may alternatives to the wall design that would be better aesthetically.

Commissioner Breen said just because the Town received grant money doesn't mean we should proceed with the project.

Ms. Pedro said this project is still in the design phase. The geology study has just been completed and a wood retaining wall is being proposed. This item can be brought back to the ASCC for review once the design is further developed.

Chair Ross said he would be interested to see the height of the retaining wall reduced. Commissioner Breen would like to know what alternatives to wood for the retaining wall have been considered. Commissioner Breen also asked if traffic studies were done. Chair Ross said the proposal came from the BP&TS Committee and not a result of a traffic study.

Commissioner Clark said his specific comment would be to reduce the width that's being proposed from 6 feet to 4 feet because that will lower the height of the wall. Ms. Pedro said the center portion of the wall would be about 4 to 4-1/2 feet and tapers down to grade at either end. She also asked for clarification of whether they would prefer a berm in front of the wall. Commissioner Clark said a berm is appropriate.

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Chair Ross said that many retaining walls in Portola Valley seem to be about twice as tall as necessary and would like to see the wall as low as possible. Chair Ross agrees with Commissioner Clark that if it is going to be built, the less visual impact the better. He would like it to be low enough to still see the sandstone outcroppings.

Mr. McKitterick said it is interesting that capital improvement projects like this one have not come before the ASCC in the past. Chair Ross said any built structure in Portola Valley, including Town projects, should be reviewed by the ASCC. Commissioner Breen concurred and would like to see some evidence that the proposed improvements are necessary. Chair Ross responded that he believes the area is one of the more treacherous locations along the main bicycle routes. Commissioner Breen said that the situation could get worse because wherever the road is wider, people tend to drive faster. Commissioner Clark agrees with Commissioner Breen and noted that there is a beautiful bike path off of Alpine Road along the creek that can serve as an alternate route for the cyclists.

Ms. Pedro said when the design is more developed, the item will be brought back before the ASCC for review and comments. She said she will forward the ASCC's design recommendations to Public Works Director Howard Young.

### **(b) Annual ASCC Report**

Ms. Pedro presented the Annual Report summarizing the ASCC's work in 2014. The ASCC held a total of 32 meetings in 2014 – 12 field meetings and 20 evening meetings. The majority of projects that came before the ASCC were architectural review of new residences, additions, gates, fences, landscaping, lot line adjustments, and variances. ASCC also looked at use permits and held study sessions for long-range planning projects such as the Portola Road Corridor Plan. She presented a chart with the number of architectural review projects that came before the ASCC between 2010-2014 which shows that development activity has gone up approximately 5 to 7 percent per year in the last five years.

Chair Ross asked staff what is in the pipeline now. He thinks that the number of additions or remodels may go down while the number of new home applications may rise. Ms. Pedro said it is still early in the year, but presently there are 28 to 30 projects in the pipeline, which includes current and long-range planning items. There are perhaps five new homes that are currently under review or anticipated to be submitted soon.

Commissioner Breen asked if the ASCC would be holding any special study sessions in 2015. Ms. Pedro said the Second Unit Ordinance as well as an ordinance to address ASCC review of smaller projects will be coming before the ASCC.

Chair Ross said he hopes there will be a discussion regarding an update to the Municipal Code in relation to exterior lighting. He said that current requirements only applies to fixtures mounted on the outside of a home, even though the greatest light source at night comes from larger windows which are not always mitigated by window coverings, particularly for high windows. He said most people around Town know they are not supposed to flood their site with lights, but the ordinance is unclear about the requirements for landscape and tree lighting.

Vice Chair Harrell said that Portola Valley Ranch is updating its design guidelines and while they would like to keep lights to a minimum, there are concerns regarding safety lighting, particularly for getting to and from the house and the car. Vice Chair Harrell said her concern is that if the requirements are too restrictive, lights will be installed after final inspections because not enough lights are allowed for safety.

Commissioner Breen asked about the new house on Golden Oak where excessive number of exterior lights have been installed. Commissioner Clark said that he and staff met with the applicant and identified the lights that must be modified or removed. However, the applicant did not appear to understand the reasons why the lights are required to be removed.

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Chair Ross concurred with Vice Chair Harrell that there are illegal light fixtures all over Town. Mr. McKitterick said a lot of things go in at the end of construction and is not caught because it's not being inspected at night, or it is put in after construction is done.

Chair Ross said that the urbanizing pressure on Portola Valley is taking away from some of the characteristics that are important to the Town. Chair Ross said he cannot recall many projects where the Commission found the lighting plan to be perfect. Instead, applicants are always asked to significantly reduce the proposed lighting. He recognizes there are safety concerns but want to control the amount of lighting where it serves its purpose but not more.

Vice Chair Harrell said it would behoove the Commission, when asking applicants to reduce the number of lights, to have safety in mind.

Commissioner Breen added that lighting affects not only humans, but migratory birds as well.

Chair Ross asked for any additional Commissioner reports on site visits or plan reviews.

Commissioner Breen reported that she reviewed the follow-up fencing and landscaping conditions for the Wookey project at 110 Shawnee Pass.

Vice Chair Harrell asked if the Portola Valley Ranch updated design guidelines should be forwarded to the ASCC. Ms. Pedro advised that the updated guidelines will need to be submitted to staff who will then coordinate the ASCC review.

Chair Ross suggested that the ASCC have a discussion on their scope of project review including architectural style, siting and massing. He questioned whether the review of architectural style was the purview of the ASCC. Commissioner Breen stated that the ASCC has never reviewed architectural style. Ms. Pedro will place the item on a future agenda for open discussion.

(6) APPROVAL OF MINUTES: January 26, 2015 Commissioner Breen moved to approve the January 26, 2015 minutes as submitted. Seconded by Vice Chair Harrell, the motion passed 4-0.

(8) ADJOURNMENT 8:50 p.m.