

**Planning Commission and  
Architectural and Site Control Commission** **August 22, 2005**  
**Special Field Meeting 884 Portola Road, Village Square Shopping Center, Lo, and  
Regular ASCC Evening Meeting 765 Portola Road, Portola Valley, California**

Planning Commission Chair McIntosh and ASCC Chair Chase called the special field meeting to order at 4:05 p.m. at the Village Square Shopping Center, 884 Portola Road.

**Roll Call:**

Planning Commission: McIntosh, Elkind, McKittrick, Wengert

ASCC: Chase, Breen, Schilling

Absent: ASCC members Gelpi and Warr. Zaffaroni arrived at approximately 5:00 p.m., near the end of the site meeting.

Town Staff: Town Planner Mader, Deputy Town Planner Vlastic,  
Planning Manager Lambert and Planning Technician Borck

**Others present relative to the Lo project:**

Steve Kellond, CJW Architects, project architect

Gary Hass, manager of the Village Square Shopping Center

John Woo, representing adjacent property owner Al's Nursery

Louis Ebner, 255 Wyndham Drive

Ellen Hoffman, Village Square Shopping Center 18 year tenant

**Preliminary Review, Proposed Amendments to General Plan and Conditional use Permit X7D-70 for the Village Square Shopping Center, 884 Portola Road, Lo**

Vlastic presented the June 8, and August 18, 2005 staff reports on this application by Mr. Stanley Lo, owner of the Village Square Shopping Center, to amend the town general plan and the conditional use permit for the center to allow for four affordable housing units at the rear of the property. He explained that the plan calls for converting two existing buildings to housing and adding two new buildings and other changes to accommodate the desired affordable housing units, as well as relocation of tenants in the center. Vlastic advised that this is a preliminary review of the proposal and no formal actions are yet requested. He added, however that reactions to issues and any project concerns planning commission or ASCC members may have, should be identified to help staff and the project design team develop materials for the public hearings that will need to take place on the proposals.

Vlastic highlighted the project issues discussed in the staff report including: use changes, creek flooding and top of bank setbacks, noise, odor, lighting and visual screening associated with the existing sanitary district pump station, and visual presence of the proposed hay storage shed. He also mentioned parking and circulation impacts associated with the proposed modified site plan.

Steve Kellond reviewed the proposal and discussed the staking and story poles placed to facilitate the site meeting. He offered the following comments and clarifications during the course of the site visit:

- The applicant recognizes the need to make adjustments to accommodate the impacts associated with the sanitary district's pump station. Interaction with the district is ongoing to determine the extent of changes and mitigations that can be made, including even enclosing the facility. It was noted that efforts would be made to reduce the lighting and enhance screening and landscaping. He stressed that the sanitary district has indicated they would react to any proposals, but would not offer solutions. He also noted that the district has received a minimum number of complaints over a five-year period associated with similar facilities.
- The proposal would reduce the site impervious surface area by approximately 17,000 sf.
- The applicant has determined that there is not a high demand for additional commercial space in the community and this proposal for additions to the affordable housing stock appears to meet an important demand.
- The hayshed has been designed to help provide a break between the front, commercial area and the proposed rear housing area. It would serve the feed store, and include metal roll-up doors for access to hay and other materials that could be kept in the shed. The height allows for the needed hay storage space. The shed design and exterior finish would match those of the existing shopping center building. A large planting area is provided for on the south side of the shed that will help screen views to it from the shopping center parking lot.
- The Woodside Patrol has already moved from the rear building that is proposed to be converted to a residence. The Patrol use is now located in the office space in the upper floor of the northern end of the main shopping center building.
- Proposed plan data showing sections through the creek and extending across the site were reviewed. It was noted that new topographic data was being developed that would be used to update the plans and clarify the creek bank issues. It was also noted that a hydrologic analysis was being prepared that would help clarify any flooding issues, even though the property is not shown within any flood hazard areas on the town's flood plain zoning map.
- It was noted that the current plans show the proposed buildings setback 35 feet from the normal high water line and would be consistent with the setbacks discussed by the planning commission when it was recently considering possible riparian corridor regulations. The plans will be revised as needed when the new topographic and hydrologic information is available.

Elkind stated that the pump station was emitting a strong, offensive odor "right now" and asked that this be noted for the record. She also wondered about the process for receiving public input relative to compliance with the California Environmental Quality Act provisions. Vlasic noted that any input offered at this time would be considered when the initial environmental study is conducted on the project and tentative decisions made by staff relative to the necessary project environmental documents.

Public comments were requested and the following were offered:

**Louis Ebner** offered the following concerns:

- The existing sanitary district pump station seems to have gone in with little concern over potential impacts and he expressed considerable concern over the review and approval process. The main impacts on him and his home are associated with odor. It is emitted from the facility and seems to drift and be contained in the redwood trees on his property located immediately to the northwest. The odor is so offensive at times that windows cannot be kept open and it was noted that the facility is not operating at full capacity. It is not clear how the plans were processed or how the facility was installed and it appears that the process did not include full or proper consideration of all potential impacts. Of lesser concern are the lights, noise and vibration. Unfortunately, you become somewhat conditioned to deal with these things even though they are not the most desirable neighbors.
- The rear yard of the shopping center, including the pump station area has been run something like a corporation yard. It includes the existing storage associated with the feed facility. In general, the feed store related activities have not been problems. The main problem, besides the pump station, has been with previous tenants of the existing rental house. The current tenant has not created problems. The previous tenant was, however, a nuisance in terms of noise and other un-neighborly activities. If other houses are added in the rear area the potential for tenant related problems could be greater.
- If the housing is to be added, it is recommended it be located on the east side of the site and not near the pump station. This is a facility that has too much impact on the quality of life. It is recommended that the residential uses be kept on the east side, that the new shed not be added, and the feed storage uses continue in the rear yard area along the northwest property line. The area should, however, be cleaned up.
- Any new buildings or uses near the pump station should be evaluated in terms of impacts on airflow. The designs and heights should not result in more air/odor being directed to the residential uses to the north.
- There should be a "dead zone" around the pump station and no additional residential uses should be allowed in this zone.
- What real town needs are the housing units filling? This should be clarified if the project moves ahead.

**Ellen Hoffman** stated she is an 18-year tenant of the center and concurred with the odor impacts described by Ebner. She also stressed concern over loss of parking for use by shopping center tenants with the pump station and proposed housing.

Kellond noted that the available parking would actually increase with the project.

No further public comments were offered. Thereafter, planning commission and ASCC members offered the following comments and reactions.

**McKittrick:**

- The loss of commercial floor area to residential uses is of concern.
- The pump station creates major issues that need to be considered in deciding if any additional residential units are appropriate near it.
- Proximity to the creek is of major concern. Based on the staking and story poles, it appears the new residences would be very close to the creek bank, with little available yard area. The potential for creek bank impacts appears significant.
- The parking layout appears optimistic and needs further evaluation.
- The issues associated with the pump station and impacts on Ebner and other neighboring residents should be considered separately and addressed, as possible, whether or not the subject project is pursued.

**Wengert:**

- Favor conversion of floor area to affordable residential uses if site issues associated, particularly, with the creek bank and pumping station can be resolved.
- The proposed hay storage shed has problems of visual massing and blocking views to the trees to the rear of the property. It appears imposing even though it is designed to match the existing shopping center building.
- The proposed residential units appear close together and the siting is constrained by creek bank and pumping station areas.

**McIntosh:**

- Concur with Wengert's comments on the hay shed and McKittrick's with respect to the parking layout.
- The site visit results in the impression that the site would be crowded. It appears that perhaps one of the new units should be eliminated from the plan.
- The creek bank and pump station issues need to be fully evaluated and resolved. The 35 foot setback from the creek should be observed.

**Elkind:**

- Support, in concept, conversion from commercial to affordable housing, residential use if the key problems associated with the pump station can be resolved and adequate setback maintained from the creek bank. It may be necessary to increase the setback beyond 35 feet. The additional topographic and hydrologic data will be important in fully understanding the extent of the creek bank issues. Also, would be irresponsible to place new housing units where they would be subjected to sewage smell.

- The staking and story poles suggest that the rear yards of the new units will be hard up against the creek bank and this close proximity creates concern for protection of the riparian corridor. More setback from the creek may be needed.
- It appears that there has been some modification of grades along the top of the creek and "gravel" has been pushed to the edge of the creek. Some restoration of slopes may be needed.
- More data and design efforts are needed to support the addition of two new residential units.

**Zaffaroni** indicated she would defer her comments until she had more time to study the project and site conditions.

**Schilling:**

- It appears clear that the new, and accurate topographic data being prepared is needed. The current information does not appear to correctly reflect existing conditions and there is serious question as to the plans that have been prepared based on this data. In particular, accurate creek bank and flood hazard information is needed, including data on sheet flow across the adjoining property.
- There appears to be a need for more space between the residential units and between the units and top of the creek.
- The hay storage building appears to be too visually imposing on the site.
- Share the concerns expressed with the adequacy of the parking plan. Access to the hay shed and the location of the spaces behind it raise questions as to the use of the spaces.
- The pumping station concerns need to be resolved with respect to odor, noise and lighting.

**Chase:**

- The pump station issues seriously impact the viability of placing additional housing units adjacent to it and the sanitary district does not have a good history of solving such problems with its facilities.
- The simple, low architecture of the proposed residential units appears appropriate for the site.
- The hay storage shed design appears appropriate. It provides a buffer between the commercial and residential uses and works in favor of the residential uses.

**Breen:**

- Concur with Chase with respect to the hay shed as a buffer. It appears to be a good design solution.

- The biggest concern is the proximity to the creek bank. There appears to be the need for more space than 35 feet between the new units and creek bank. Further, the flood issues need to be fully evaluated and clarified.
- Even though there are a number of concerns, there appears to be sufficient space in the rear yard area to make adjustments and accommodate the new units.

Based on the concerns expressed over "crowding" of improvements in the rear yard area, Vlastic asked Kellond if consideration had been given to removing one or both of the existing residential units to allow for more options for site design solutions for the proposed residential improvements. He suggested that without having to, in particular, work around the former Woodside Patrol building, a better site design, with more sensitivity to the pump station and creek bank issues, might be possible for the four proposed units.

Kellond noted that this is one approach recommended by CJW Architecture and that it may have to be looked at again.

Elkind stressed that the issue to her is not the type of use proposed, but the adequacy of the site to accommodate the intensity of development that is being proposed.

### **Adjournment**

There being no further business, the special field Joint planning commission and ASCC meeting was adjourned at 5:25 p.m. It was noted that the regular ASCC meeting would continue that evening starting at 8:00 p.m. in the historic schoolhouse meeting room at the town center, 765 Portola Road. It was further noted that the ASCC would receive any additional comments on the Lo project that may be presented at the evening meeting.

Chair Chase called the meeting to order at 8:00 p.m.

**Roll Call:**

ASCC: Chase, Breen, Schilling, Warr

Absent: Gelpi

Town Council Liaison: Merk

Planning Commission Liaison: Elkind

Town Staff: Deputy Town Planner Vlastic, Planning Technician Borck

**Oral Communications**

Oral communications were requested, but none were offered.

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*Prior to consideration of the following, Lo project, Warr temporarily left the ASCC meeting room explaining his firm was providing the architectural services to the applicant on the proposal.*

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**Preliminary Review, Proposed Amendments to General Plan and Conditional use Permit X7D-70 for the Village Square Shopping Center, 884 Portola Road, Lo**

Vlastic briefly reviewed the comments in the August 18, 2005 staff report and the events of the afternoon site meeting on the project (see above site meeting minutes). Thereafter public comments were requested, but none were offered.

ASCC members reaffirmed the concerns expressed at the site meeting, particularly the issues related to the impact of odor from the pump station and the need for accurate topographic and hydrologic data. It was also suggested that the town do what it can to encourage the sanitary district to address the impacts associated with the pump station use.

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*Following review of the Lo project, Warr returned to his ASCC position.*

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**Architectural Review for new residence and Site Development Permit X9H-524, 2 Buck Meadow Drive (Lot 36, Blue Oaks Subdivision), McClatchie**

Vlastic briefly reviewed the comments on the statues of this proposal as set forth in the August 18, 2005 staff report. He noted that the applicant is still working with the Blue Oaks homeowners association to resolve issues; therefore, has again requested a continuance, this time to the September 12 ASCC meeting, and staff concurs with this request.

Public comments were requested, but none were offered. Thereafter, project review was continued to the September 12 regular ASCC meeting.

**Review of plans for conformity with Conditional Use Permit X7D-156, Jelich Ranch -- rebuilding of garage, apple barn improvements and replacement of main house, 683 Portola Road, Phil and Cindie White**

Vlasic presented the August 18, 2005 staff report on this request for review of plans for conformity with the subject conditional use permit. He reviewed the background on project approvals to date and noted that at this time, pursuant to the use permit requirements, the applicants are requesting two actions by the ASCC. He stated that these are: approval of revisions to the proposed garage, apple barn and office/project room plans approved by the ASCC in June of 2005, and approval of the details for the proposed main house replacement. ASCC members considered the staff report and the following plans dated August 22, 2005, prepared by Walker Warner Architects:

Sheet A1.1, Site Plan  
Sheet A1.2, Main House & Garage/Project Room: Key & Roof Plan  
Sheet AA 3.1, Main House: North & South Elevations  
Sheet AA 3.2, Main House: East & West Elevations  
Sheet AA 8.1, Main House: Details  
Sheet AB 2.1, Garage/Project Room: Floor Plan  
Sheet AB 3.1, Garage/Project Room: North & South Elevations  
Sheet AB 3.2, Garage/Project Room: East & West Elevations  
Sheet AB 8.1, Garage/Project Room: Details

The previously approved plans and the approved materials and colors board were available for reference.

Phil White and project architect Kathy Scott presented the proposal to the ASCC and offered the following comments and clarifications:

- Originally, the plan was to connect the new garage to the remodeled apple barn. It was determined, however, that the cost for apple barn remodeling to accommodate the connection was excessive. As a result, the current plan was developed that essentially preserves the existing appearances and relationships of the two structures.
- The structures would be approximately four feet apart to accommodate access for maintenance, storage of ladders, etc.
- The applicant is agreeable to eliminating the internal shower in the proposed project room. The external shower will, however, be installed.

Public comments were requested, but none were offered.

After brief discussion Warr moved, seconded by Breen and passed 4-0 approval of the plans as presented subject to the condition that the internal shower be deleted from the plans for the new project room. It was understood that the plans would be revised to the satisfaction of planning staff prior to issuance of a building permit to address this condition.

ASCC members also suggested that while the previous approvals allow for a new entry gate at the main driveway entrance, the applicants should consider an option that preserves the



chain control. It was further suggested that consideration be given to a design that would, for example, include a chain on a pole running in a track with the chain/pole automatically opened or closed similar to the desired operation for the new "automatic gate."

### **Follow-up Review -- Architectural Review of plans for residential redevelopment, 118 Solana Road, Avery**

Vlasic presented the August 18, 2005 report on this follow-up review. He noted that on May 23, 2005, the ASCC conditionally approved plans for residential redevelopment of the subject 2.6 acre Westridge Subdivision property. He then reviewed the building permit plans, received on August 5, 2005, explaining how they address the approval conditions. Also presented were samples of the proposed clay, barrel shaped roof tiles and the light fixture proposed to be used in the locations identified for sconce fixtures on the approved lighting plans.

Matt Avery and Tom Taylor presented the follow-up plans and materials to the ASCC. Responding to comments in the staff report, the following clarifications were offered:

- The currently proposed light fixture is the fixture used on the existing Avery residence and the desire is to salvage the existing fixtures for reuse on the new house. The design is consistent with the architectural style of the new house and there are sufficient existing fixtures to use in the locations previously approved by the ASCC for sconce, wall mounted lights. The fixture would be rewired to control the light source and a diffused glass or metal inserts could be used to control light and light spill.
- Various options have been considered for the final color of the stucco walls and an acceptable color has yet to be identified. The applicant concurs with the recommendation in the staff report that the final color be determined in the field to the satisfaction of the ASCC based on test samples applied to the house.

Public comments were requested, but none were offered.

ASCC members discussed the follow-up submittal as clarified and found it generally acceptable. Breen suggested some introduction of lighter colored roof tiles, but other ASCC members supported the use of the darker tiles as presented. Members also agreed that reuse of the "existing" light fixtures as proposed would be acceptable if the fixtures were properly retrofitted to limit views to the light source and control light spill.

After discussion, Schilling moved, seconded by Warr and passed 4-0 approval of the follow-up submittal subject to the following conditions:

1. The "existing" light fixtures may be reused on the new house as proposed subject to the requirement that they be retrofitted to limit views to the light source and control light spill in line with town lighting polices and regulations. Two fixture may, however, be used in their current form, i.e., without retrofit, on either side of the main entry door. The fixture retrofitting shall be to the satisfaction of a designated member of the ASCC prior to the time of fixture installation.

2. The final decision on the color and texture of the stucco siding shall be based on field testing of samples placed on the house prior to installation of the finish stucco coat. This field evaluation of color and texture shall be to the satisfaction of the ASCC and shall be completed at an ASCC site meeting.

### **Architectural Review for residential additions, 310 Corte Madera Road, Nelson**

Vlasic presented the August 18, 2005 staff report on this proposal for adding approximately 660 sf of floor area to an existing single story, 2,707 sf house on the subject 18,295 sf site. He explained that the additions would result in concentrating approximately 97% of the permitted floor area in the main house and this can only be done if the ASCC can make specific findings as evaluated in the staff report. ASCC members considered the staff report and the following project plans dated 8/10/05 prepared by ACS Architects:

Sheet T1, Site Plan and Landscape Plan  
Sheet A1, Main Floor Plan  
Sheet A2, Elevations

Mr. and Mrs. Nelson presented their proposal to the ASCC and offered the following comments, largely in response to issues discussed in the staff report.

- The plans will be modified to eliminate the laundry facilities in the new space, and the refrigerator will be an under counter design. Further, a statement will be provided for addition to the parcel file at town hall that the new space shall not be used as a second unit.
- The landscape plan is really only a "generic" proposal and a more detailed and appropriate plan will be prepared.
- If exterior lighting is needed to be meet code requirements, fixture(s) matching the Craftsmen style of the existing fixtures would be used.

Public comments were requested, but none were offered.

ASCC members concluded that the project was appropriate for the site and concurred with the recommendation in the staff report that the existing color scheme could be used on the added to house. Members discussed the findings needed to permit the desired 97% concentration of floor area in the single largest structure. While members concurred that the findings could be made, it was agreed that a more significant front yard landscaping effort was needed. It was noted, however, that the single story design and reduction in impervious surface area were positive elements, supporting the "superior" design of the proposed project.

Following discussion, Warr moved, seconded by Schilling and passed 4-0 approval of the project as proposed and clarified, subject to the following conditions to be addressed to the satisfaction of the ASCC prior to issuance of a building permit:

1. Any proposed/required exterior lighting shall be shown on the building permit plans and shall be in conformity with town lighting polices and regulations.

2. A comprehensive, detailed front yard landscape plan shall be prepared and implemented. The plan shall include more use of native plants than shown on the current plans and shall, for example, include a larger oak tree near the southeast corner of the addition area to enhance screening of views from the street and help soften views to the driveway area. Further, the final landscaping plan shall conform to the town's approved plant list.
3. Comprehensive, tree/vegetation protection and construction staging and parking plans, shall be prepared and once approved implemented to the satisfaction of planning staff. In addition, the project contractor shall provide a detailed construction schedule identifying projected start and completion dates as well as important completion milestones during the construction period.
4. The plans shall be revised to provide for only a bar sink and below counter refrigerator in the new family room. Further, the proposed washer/dryer facility in the family room shall be eliminated from the plans. Also, the applicant shall provide a letter for the property's parcel file at town hall acknowledging that second units are not permitted on parcels of less than one acre and that the proposed addition will not be used as a second unit.

#### **Planning Commission Referral for ASCC comment -- Gates**

Vlasic presented the August 18, 2005 staff report and July 6, 2005 memorandum to the ASCC explaining this referral from the planning commission relative to regulations and policies for gates. He noted that the ASCC should consider the information, particularly in the July 6 memorandum, and provide comments and recommendations to the planning commission relative to the adequacy of the proposed zoning regulations and design guidelines for controlling gates.

Warr noted he was at the planning commission meeting where the matter of gates was discussed and shared his concerns with respect to increasing the required front yard setback for gates. He offered that if gates were required to be set back, for example, at least 40 feet, property owners would simply move them to the building envelope (i.e., conform to the 50 foot setback) and then design the gates to meet their personal desires. He stressed that this would result in loss of town control of the design of such entry features and likely result in gates being installed that are far more imposing and out of character with town design guidelines.

Warr recommended the following:

- Maintain the current requirement that gates be setback at least one half the required front yard area (i.e., at least 25 feet in the one acre and larger zoning districts), and all gates and entry features within the front setback area be subject to ASCC review and approval.

- Enhance the design guidelines to, in general discourage gates, and ensure gates and entry features, if they are developed, be non-monumental and "rural" in character. Further, the guidelines and/or regulations should, for the most part, prohibit lighting on gates and entry features. Also, the guidelines should include the concept that gates be of a transparent design.

Planning commission liaison Elkind suggested that the guidelines emphasize non-obtrusive design for gates and that this should also include the support columns and pillars.

Other ASCC members concurred with the suggestions offered by Warr, but also wondered how best to ensure that the design of gates and entry features are controlled to meet town objectives no matter where they are located on a driveway. It was suggested that ASCC review might be required for any driveway gate or entry feature even if such elements are located within the building envelope.

After discussion, Vlastic agreed to draft some tentative language addressing the above comments for ASCC consideration at the September 12 meeting.

### **Approval of Minutes**

Schilling moved, seconded by Warr and passed 4-0 approval of the August 8, 2005 meeting minutes with the following addition to condition number 2 (page 4) relative to the approval of the Cingular Wireless conditional use permit application (added wording is underlined):

- "2. The applicant shall agree to the timely removal of the equipment if the power poles along Alpine Road are placed underground or if new technology makes the equipment obsolete."

### **Adjournment**

There being no further business, the meeting was adjourned at 9:10 p.m.

T. Vlastic