

**Architectural and Site Control Commission**  
**Special Field Meeting, 228 Alamos Road, Cagan, and**  
**Regular Evening Meeting 765 Portola Road, Portola Valley, California**

**February 28, 2005**

Vice Chair Schilling called the special field meeting to order at 4:00 p.m. at 228 Alamos Road.

**Roll Call:**

ASCC: Breen, Gelpi, Schilling

Absent: Chase, Warr

Town Staff: Deputy Town Planner Vlastic, Planning Technician Borck

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

Sherry Cagan, applicant

Park Miller, project architect

Jerry Freeman, project geotechnical consultant

Paul Mayhews, project contractor

Kathryn Strickland, project landscape architect

George Comstock, 177 Alamos Road

June Mac Connell, 250 Alamos Road

Rebecca Willard, 170 Alamos Road

Walli Finch, Westridge Architectural Supervising Committee (WASC)

George Andreini, WASC

(There were one or two additional neighbors at the meeting, but their names were not recorded.)

Vlastic advised that ASCC member Warr had called him earlier in the day to say that because he had done some work recently for the Mr. and Mrs. Cagan, he could not participate in project review and therefore would not be attending the site meeting.

**Preliminary Architectural Review -- Proposed residential redevelopment of Westridge parcel and Site Development Permit X9H-532, 228 Alamos Road, Cagan**

Vlastic presented the February 24, 2005 staff report on this preliminary review of plans for residential redevelopment of the subject, 4.5 acre Westridge parcel. He explained that no action would be taken at this time and that the purpose of the meeting was to inform ASCC members, WASC members and neighbors of the proposal and obtain reactions to assist staff and the applicant in finalizing project plans. He noted that both the architectural review request and site development permit would need to be approved by the ASCC for the project to proceed. Vlastic also noted that the proposed floor area in the main house is 93% of the total allowed floor area and the applicant is asking the ASCC to make the findings needed to permit this concentration of floor space.

Project design team members presented the following project plans and data, unless otherwise noted, received by the town on February 18, 2005:

**Architectural and Site Plans, unless otherwise noted, by Park Miller Architect**

Sheet 1, Site Plan

Sheet 2, Floor Plans

Sheet 3, Exterior Elevations and Rood Plan

Sheet 4, Exterior Lighting, Fencing, Entry Gate and Barn Plans  
Sheet L-1, Conceptual Landscape Plan, Strickland Design, 2/18/05

**Grading and Drainage Plans, by Robert W. Steuer, Civil Engineer, 2/14/05**

Sheet G-1, Cover Sheet  
Sheet G-2, Site Plan  
Sheet G-3, Driveway Plan and profile  
Sheet G-4, Cross Sections

**Topographic Survey, Freyer & Laureta, Inc., Civil Engineers, 9/1/04**

Photo Sheet with proposed exterior colors and materials  
Tree Survey, McClenahan Consulting, LLC, February 3, 2005  
Support letters from three neighbors (i.e., Guichard, 225 Alamos; Willard, 170 Alamos;  
and Lorigan, 3338 Alpine Road)  
Photo examples of features similar to those desired for the project including entry  
door with glass, garage doors with finishes, swimming pool plaster color (Tahoe  
Blue), two-stall barn with tan siding and "charcoal" asphalt shingle roofing, and  
corral and pasture fencing.  
Photos of site conditions and views from adjoining properties  
Product sheet for proposed Allan Block retaining wall material  
Cut sheets for nine proposed exterior light fixtures

Design team members also pointed out the story poles and orange netting set to demonstrate the scope of house and stable improvements and staking to show the location of the new driveway, riding arena and access pathways. The applicant and design team members offered the following comments and clarifications as they conducted a tour of the site:

- The existing driveway has a slope of 17.5% and the new driveway grade and proposed turnaround area would meet the contemporary requirements of the fire district.
- There will be some fill for the garage floor surface to accommodate transition from the driveway to the garage. This helps minimize the cut associated with the retaining wall proposed along the west side of the garage apron.
- The use of retaining walls helps to minimize the extent of grading needed for the driveway, while still ensuring the needed grades are achieved. The walls will face to the east and not be visible from the street or from nearby residences.
- The finish floor level of the proposed house is approximately 18" above the existing pad.
- The eaves of the proposed house would extend out from the house approximately 16" - 18".
- The small two story portion of the house would have nine foot high plate heights in both the lower and upper floors. Higher plate heights are proposed in the one story part of the house.

- A small guest unit is proposed in the basement area. The desire is to keep most of the floor area in the main house and have this located within the existing pad area of the property. Location of additional accessory structures on the property is constrained by slope, geology and tree cover.
- The colors and materials have been selected to harmonize with site conditions. Photo examples were reviewed, including those of projects where the proposed dark gray "firefree" roof slate material has been used.
- The swale along the south side of the property is continuing to erode but appears to be less of a problem today than it was a number of years ago. The downhill neighbor has been contacted and he advised that the storm water is now conveyed to the drainage system along Alpine Road without adversely impacting his property. The drainage swale and pipe outlet were also discussed with town public works director Howard Young. He recommended that some rock riprap be placed at the outfall to dissipate water flow and control erosion.
- The more formal elements of the architectural detailing satisfy the desires of the applicants in terms of architectural style. Efforts have been made, however, to locate the entry columns and balustrade features so that they are not open to significant views from off site. Further, the selection of materials and textures of the proposed exterior surfaces has been with the objective of achieving compatibility with site and area conditions.
- The new house will be connected to the sanitary sewer in Alpine Road. The necessary easements and LAFCo approvals have been acquired for the connection. The existing septic system will be abandoned to the satisfaction of the health department.
- The plan is to only maintain two horses on the property. They will mostly be kept in the fenced pasture area shown along the south side of the parcel, but could also be "turned-out" in the proposed arena during winter conditions. The arena provides for the stable ordinance required "corral area."
- The roof pitch for the proposed house is 6:12.

During the site inspection, several neighbors offered comments in general support of the project. However, they also advised that any work to correct erosion associated with the swale along the south side of the parcel should not result in any change in the direction of water flow. It was noted that previously more storm water was directed to the north of the property and created problems for properties along the northern end of Alamos Road.

George Comstock expressed some concern over the two-story portion of the house and views from his pool/spa area to upper level windows proposed at the southwest corner. He was specifically concerned with the upper windows on the southeast elevation. He asked that ASCC members view conditions from his property. (Note: after making this request, Mr. Comstock asked WASC members present to visit his property. After this visit, Mr. Comstock returned to the ASCC site visit and indicated that WASC did not share his concerns and he also withdrew his request for ASCC members to visit his property.)

During the course of the site inspection, it was noted that the staking and story poles for the stable were considerably closer to the southern boundary drainage swale than indicated on the site plan. The applicant acknowledged the situation and agreed that the plan needed to be revised to reflect the proximity to the swale and slope conditions between the swale and stable structure.

At the conclusion of the site inspection, ASCC members identified the following issues that they asked be explored further in developing plans for final ASCC consideration:

1. Because of the plans to concentrate floor area, the mass of the house will take up much of the existing pad developed for the existing house improvements. While this appears appropriate, some efforts appear needed to mitigate for the massing. Specifically, consideration should be given to lowering the house heights perhaps by using a lower roof pitch, e.g., 5:12 or lower if possible, and/or reducing the proposed plate heights. Further, more data on the proposed roof materials should be provided. Concern was expressed that a very dark and/or reflective roof surface could appear more formal and massive. It was hoped that additional data could be presented on the proposed "firefree" slate that would ensure the material was appropriate for the site and project.
2. The arborist's report should be updated to address the proposed grading plan and fill that appears to be needed for the driveway construction within the dripline of the multi-trunk oak. The report currently states that the tree protection zone should extend 35 feet out from the trunk of the tree whereas the proposed fill would start within 15 to 16 feet of the tree trunk as measured on the engineers grading plan.
3. Some plans should be developed to deal with the erosion occurring on site within the drainage swale on the south side of the property.
4. Consideration should be given to "breaking up" the proposed, relatively long retaining walls. It was, however, acknowledged that most of the walls would not be visually expressed off site. Some concern did, however, focus on the walls planned on the downhill side of the arena, pool and stable and the need for landscape screening along these downhill walls.
5. A complete and detailed grading plan is needed for the stable area that addresses the specific site condition concerns identified during the ASCC site inspection.
6. Based on view of the story poles from the road, it appears that the more formal elements of the design, i.e., the main house entry columns and balustrades will be somewhat visible from the road. Some plan adjustments should be considered to reduce the apparent formality of these elements.

While identifying the above concerns, ASCC members also noted that the overall approach to site development appeared generally appropriate and that, with some plan adjustments, findings could likely be made to support the desired concentration of floor area. After the site inspection, it was agreed that project review would continue at the regular evening ASCC meeting.

## **Adjournment**

There being no further business, the site meeting was adjourned at 5:45 p.m.

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

**Roll Call:**

ASCC: Breen, Gelpi, Schilling

Absent: Chase, Warr

Town Council Liaison: Merk

Planning Commission Liaison: Zaffaroni

Town Staff: Deputy Town Planner Vlastic, Planning Technician Borck

**Oral Communications**

Oral communications were requested but none were offered.

**Change to Agenda Order**

Vlastic recommended that agenda item 4e., Dowler, be considered immediately following item 4a., Cagan. He noted this request was made as a courtesy to the Westridge Architectural Supervising Committee (WASC), which had a representative present to offer comments on both matters. ASCC members agreed to the recommended change to agenda order.

**Preliminary Architectural Review -- Proposed residential redevelopment of Westridge parcel and Site Development Permit X9H-532, 228 Alamos Road, Cagan**

Vlastic reviewed the comments in the January 24, 2005 staff report on this preliminary review and summarized the events of the afternoon ASCC site meeting (see above site meeting minutes). He stressed that no action would be taken at this time and that the applicant would be developing responses to the issues raised during the site meeting. In addition, Vlastic commented on the concerns raised in the staff report regarding the proposed exterior lighting, particularly the lighting planned along the driveway, in the area of the barn and in the veranda area proposed along the south side of the house. He also noted some inconsistencies in the planned lighting shown on plan Sheets 4 and L1, and the need for correcting the inconsistency in any revised plan submittal.

Sherry Cagan and Park Miller were present and offered the following comments and information in response to concerns raised during the site meeting:

- Photos of existing projects using the roof material proposed with this application were reviewed. It was noted that additional data would be provided as requested by the ASCC. It was also noted that it might be possible to introduce some variations in intensities of the gray tones, but caution was noted as to a result of mixing that would be to "busy" and call more attention to the roof.
- It was noted that options appeared available to lower the roof heights by perhaps 12" to 18" and that these would be explored if desired by the ASCC. The project architect

commented, however, that the current plans conform to town height limits and that the possible lowering in height would likely have minimum impact in terms of views from the street or surrounding properties.

- The lighting plan will be reconsidered in response to the comments offered in the staff report. The desire is to conform to the town's lighting standards and guidelines.
- In response to a question, it was noted that the large pine was in good condition and the desire is to preserve it for now and that this is consistent with the evaluations of the tree made by the project arborist.

Public comments were requested and the following offered:

**Gene Chaput, 358 Alamos Road** stated he had no concern with the proposed house or site improvements, but wanted to ensure that the drainage plans would not result in any more storm water being directed to properties at the north end of Alamos Road. He understood the need to deal with erosion in the gully along the south side of the property, but stressed that changes made a number years ago to direct water to the gully resolve many of the drainage problems at the north end of the street.

In response to Mr. Chaput's comments, Vlastic indicated that the current issues associated with the drainage swale are related to erosion mitigation, and might include, for example, rock riprap at the outfall below Alamos Road, and additional dissipation of water below the outfall, but not changing the direction of exiting water flows.

**Sue Chaput, 359 Alamos Road**, shared the concerns expressed by her husband, and also noted that the existing house on the subject site was the second house built in Westridge. She did, however, acknowledge its deteriorated condition. She also welcomed the Cagans to the neighborhood.

**Mark Wieland, Chair WASC**, stated that while his committee had yet to complete final review and action on the proposed plans, in general the project appeared acceptable. He added, however, that the WASC would be carefully reviewing some details of the proposal including grading, formality of some aspects of the design, roof material, exterior lighting and the fact that potential site improvements appear to be "maxing out" what is possible on the property.

**George Comstock, 177 Alamos Road**, thanked the applicant for the information provided at the site meeting and strongly encouraged the lowering of the house height by 18". He stated this would be a very positive change to the design and enhance how the house would fit into the neighborhood.

ASCC members discussed the project and offered the following comments and suggestions in addition to those stated at the site meeting:

1. The height of the building should be reduced at least as suggested possible by the project architect. This will be important in terms of the ASCC's ability to make the necessary findings to allow 93% of the floor area to be in the main house. Otherwise the

general approach to massing is acceptable given the building site and the fact that it is much lower than the elevation of the adjacent roadway.

2. Except for the roof concerns expressed at the site meeting, the exterior colors appear well developed and appropriate for the site and neighborhood. Roof material options, including color options for the "firefree" material should be considered and presented to the ASCC.
3. Some efforts are needed to mitigate the formality of some aspects of the design. For example, perhaps wrought iron or wood railing might be used instead of the proposed balustrade. It was also suggested that consideration be given to more screen landscaping along the base of the slope between Alamos Road and the house to screen views to the garage, portions of the roof and formal entry features. Some additional tree planting between the multi-trunk oak and large pine was suggested. It was also requested that, if possible, the time frame for growth and maximum height of possible screen plantings be specified. The objective being to select plants that provide for screening of the views to the house but that would not grow so high as to block more distant views from the roadway.
4. While the landscape plan appears appropriate some additional plantings along the retaining walls, including materials to cascade over the walls, should be considered to ensure the walls blend well with site and area conditions. Further, the plan should specify removal of the oleanders along the roadway.
5. The scope of exterior lighting should be reduced and the switching patterns identified. It was suggested that a target of a 50% reduction in proposed lighting be pursued. Particular concerns were the "runway" affect of lighting proposed along the driveway, and number of soffit lights at the stable and southern side veranda. It was also stated that there should be no lights at the entry gate.

Following discussion, preliminary review of the project was concluded and project review was continued to the regular March 14, 2005 ASCC meeting.

### **Architectural Review of plans for house additions, 35 Dos Loma Vista, Dowler**

Vlasic presented the January 24, 2005 staff report on this proposal for approval of plans for a 418 sf addition to an existing, 2,465 sf residence with attached garage, on the subject 2.8 acre Westridge Subdivision site. He noted that the project includes a deck extension and some new landscaping and pathways. ASCC members considered the staff report and the following project plans dated November 1, 2004 and prepared by Michelle Belden, A.I.A., Architect:

- Sheet 1, Site Plan and Project Data
- Sheet 2, Existing Floor Plan
- Sheet 3, Proposed First and Second Floor Plans, Notes
- Sheet 4, Building Sections, Exterior Elevations, Key to Exterior Finishes
- Sheet 5, Roof Plan, Details
- Sheet 6, Electrical Floor Plan with Mechanical, Key



Also considered were the proposed colors/materials board received January 21, 2005, and the cut sheet for

Mr. and Mrs. Dowler were present along with project architect Michelle Belden and offered the following comments and clarification, largely in response to comments offered in the staff report.

- While not shown on the site plan, there are actually two guest parking spaces on the subject site at the end of Dos Loma Vista. Further, it is possible that the use of a grass cell material would permit the preservation of two on-site parking spaces to satisfy the required two guest parking spaces called for in the staff report.
- In addition to the above, the applicant is seriously considering some grading along the south side of the existing driveway to improve access to the extended garage. This might permit identification of an additional guest parking space on the south side of the driveway.
- The lighting plans would be modified to eliminate one of the three lights proposed along the front elevation of the garage and one of the pendent lights in the new entry porch. Also, in response to comments, it was clarified that all of the existing floodlights in the addition area would be removed with project construction. It was also noted that no new yard lighting is planned.
- The desire is to maintain the proposed use of off white trim color. This is the case due to the darker site conditions.

Public comments were requested and the following offered.

**Mark Wieland, Chair of WASC**, referenced the committee's December 30, 2004 project approval letter. He noted that the committee concluded this was a good project but he also shared the concern discussed in the staff report regarding the proposed white trim color.

Vlasic advised that a written comment had been received from **Virginia Turezyn, 15 Dos Loma Vista**, regarding potential construction damage to the private road and how repair of any such damage could be assured. Vlasic noted that since this is a private road, the issues of road protection and repair would be the responsibility of the applicant and those neighboring property owners who share rights and responsibilities to the Road. He noted, however, that the town would typically require preparation and implementation of a construction staging plan to help ensure minimum site and neighborhood impacts.

ASCC members discussed the issues raised in the staff report and responses offered by the applicant and project architect. Following discussion, Breen moved, seconded by Gelpi and passed 3-0, approval of the proposed plans subject to the following conditions to be addressed, unless otherwise noted, to the satisfaction of planning staff prior to issuance of a building permit:

1. The guest parking problem identified in the staff report shall be resolved.
2. The lighting plan shall be revised to eliminate one of the three proposed lights along the front of the garage and one of the pendent lights proposed within the new entry porch.

3. The plans shall be revised to specify removal of all of the existing floodlights in proposed construction area.
4. The support system for the new deck extension shall be specified.
5. The exterior color scheme shall be modified to the satisfaction of a designated ASCC member to provide for a trim color that is closer to the 50% reflectivity limit than the trim color shown on the colors board received January 21, 2005. The objective is not necessarily to achieve conformity to the 50% policy limit, but to provide for less contrast between the final trim color and other proposed exterior colors. (This approach, allowing for a somewhat brighter trim color than would otherwise be considered, is in recognition of the darker overall conditions in the area of the house site.)
6. A construction staging/parking plan shall be prepared and once approved implemented to the satisfaction of planning staff.

#### **Architectural Review for house additions, 155 Bear Gulch Drive, Fisher**

Vlasic presented the January 24, 2005 staff report on this proposal for approval of plans for the addition of a new building. The addition will result in the single largest, and only building on the property having a total floor area of 91% of the total limit and exceeding the 85% limit for the largest building. He further explained that this could only occur subject to ASCC review and approval. ASCC members considered the staff report and the following proposed project plans, unless otherwise noted, dated 9/28/04 and prepared by Janet S. Chang, Architect:

- Sheet A-1, General Notes, Demolition Notes, Location Map, Project Data, Site/Roof Plan
- Sheet 1, Floor Plan, Partial Topographic Survey, Lea & Sung Engineering, Inc., 12/22/04
- Sheet A-2, (E)/Demo Main Floor Plan, (E)/Demo Garage Plan
- Sheet A-3, (N) Main Floor Plan
- Sheet A-4, Elevations
- Sheet A-5, Elevations

Also provided by the project architect and considered by the ASCC were photos of the existing residence, a revised garage floor plan received 1/12/05, and cut sheet for the proposed exterior light fixture, identified as Riverton Model W929, "Transitional Mission," by "Rejuvenation." It was also noted that data on the proposed plans states that all new improvements will match existing conditions.

Mr. and Mrs. Fisher and project architect Janet Chang were present. They noted they had no additional comments to offer beyond what was presented in the staff report.

Public comments were requested, but none were offered.

Following brief discussion of existing site conditions, Gelpi moved, seconded by Breen and passed 3-0, to make the findings, as evaluated in the staff report, to permit 91% of the floor

area to be in the main house and to approve the project subject to the following conditions to be addressed to the satisfaction of planning staff prior to issuance of a building permit:

1. The plans shall be revised to specify removal of all of the existing floodlights.
2. The lighting plans shall be modified to specify a maximum bulb size of 75 watts in the "Rejuvenation" light fixture.
3. A tree protection plan shall be prepared and once approved, implemented to the satisfaction of planning staff.

### **Architectural Review for house additions, 20 Iroquois Trail, Drake**

Vlasic presented the January 24, 2005 staff report on this proposal for 586 sf of single story additions to the existing single story, 2,782 sf house on the subject 1.0 acre Arrowhead Meadows parcel. ASCC members considered the staff report and the following project plans, unless otherwise noted, dated January 14, 2005 and prepared by The Bob Flury Design Group:

- Sheet 1, Site Plan/Site Analysis
- Sheet 2, Existing Floor Plan
- Sheet 3, Proposed Floor Plan
- Sheet 4, Proposed Roof Plan
- Sheet 5, Exterior Elevations
- Sheet 6, Right and Left Side Elevations
- Sheet L1, Planting Plan, Kikuchi & Associates, 12/16/04

Also provided by the applicant and considered by the ASCC were photos of existing site conditions and the cut sheet for the proposed exterior light fixture identified as Progress Lighting 6" Cylinder Fixture P5674-20 Bronze. It was noted that data on the proposed plans states that all new improvements will match existing conditions.

Mr. and Mrs. Drake and Bob Flury were present and stated they had no additional comments to offer beyond those in the staff report.

Public comments were requested, but none were offered. Following brief discussion, Gelpi moved, seconded by Breen and passed 3-0, approval of the project plans as proposed.

### **Architectural Review for Carport Conversion, 4 Woodfern, Ashford/Williford**

Vlasic presented the January 24, 2005 staff report on this proposal to enclose an existing detached, gabled roof carport, located immediately to the southeast of the existing two level-house on the subject Portola Valley Ranch parcel. He explained that the carport is within 12-15 feet of the Woodfern cul-de-sac bulb and that the plans include the addition of an extended stair landing at the rear of the carport and other changes to the existing rear stair system, largely to conform to building code requirements. ASCC members considered the staff report and the following 8.5" x 11" plan sheets provided by the applicant and, unless otherwise noted, received by the town on January 13, 2005:

Portola Valley Ranch street layout map showing parcel location  
Assessor's map sheet for parcel area  
Existing site plan  
Front Elevation, received January 24, 2005  
Existing Carport Floor Plan  
Proposed Garage Floor Plan  
Existing West (Rear) Elevation  
Proposed West (Rear) Elevation  
Existing North (Side) Elevation  
Proposed North (Side) Elevation  
Ranch Standard Detail 3.9.3.1A, (Proposed) Exterior Light Fixture  
Ranch Standard Detail 3.5.2.3, (Proposed) Exterior Handrail  
Ranch Standard Detail 3.5.2.3, (Proposed) Metal Deck Railing  
Ranch Standard Detail 3.5.2.8, (Proposed) Exterior Stairs From Deck to Ground

Also considered was the January 7, 2005 letter from Janene Wallace, Portola Valley Ranch Association management office, stating that the Ranch Design Review Committee had approved the application. Vlastic noted that conditions of Ranch approval have been addressed largely in plan revisions made to the application package before it was presented to the town and that these include the clarification of the proposed window details, and rear stair system.

Applicants Janice Ashford and Nancy Williford presented their proposal and offered the following clarifications and comments:

- The plans will be modified to eliminate the only proposed new light fixture that is shown over the center of the new garage door on the front elevation of the garage enclosure plans. With this change no new exterior lighting is proposed.
- The plans show the rear gable end enclosed with glazing and the front gable end enclosed with board and batten siding matching that used on the existing house. While the staff report suggests an option to allow for glazing in the front gable this is not desired. Other garages at the Ranch with such glazing were inspected and views through the glazing are often to storage containers and/or spider webs, etc. It is believed that the board and batten siding will result in a more pleasing overall view from the street.
- All new construction will match existing conditions, including materials and colors.

Public comments were requested, but none were offered. After brief discussion, Breen moved, seconded by Gelpi and passed 3-0, approval of the project plans as clarified by the applicants at the ASCC meeting.

### **Annual Election of Chair and Vice Chair**

Because of the absence of Chase and Warr, it was agreed that the annual election of Chair and Vice Chair should be deferred to the March 14, 2005 regular ASCC meeting.

## **Approval of Minutes**

Breen moved, seconded by Gelpi and passed 2-0-1 (Gelpi) approval of the January 28, 2005 regular meeting minutes with the following corrections:

Page 6, in the first line at the top of the page, change "agreed" to "agree."

Page 6, in the third line from the end of the first full paragraph, correct the spelling of "Warr."

Page 7, in the second line of the third bullet item from the bottom of the page, change "extent" to "extend."

## **Adjournment**

There being no further business, the meeting was adjourned at 9:43 p.m.

T. Vlastic