



**TOWN OF PORTOLA VALLEY**  
**REGULAR PLANNING COMMISSION MEETING**  
**Special Joint Field Meeting (time and place as listed herein)**  
**765 Portola Road, Portola Valley, CA 94028**  
**Wednesday, June 3, 2015 – 7:30 p.m.**  
**Council Chambers (Historic Schoolhouse)**

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**SPECIAL JOINT ASSC/PLANNING COMMISSION FIELD MEETING**

4:30 p.m. Pump Station 13 at Corner of Portola Road and Stonegate Road - Preliminary Review of Applications for Pipeline Replacement and Consolidation of Pump Stations 8 and 13. (Review to continue at Regular Meeting)

**REGULAR AGENDA**

Call to Order, Roll Call

Chairperson Targ, Vice-Chairperson Hasko, Commissioners Gilbert, McKitterick, and Von Feldt

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.

Regular Agenda

1. *Public Hearing*: Lot Line Adjustment Application, File #: 43-2014 and X6D-216, 846/850 Portola Road, Sausal Creek Associates (Staff: K. Kristiansson)
2. *Public Hearing*: Site Development Permit for a Landslide Repair Project, File #: X9H-660, 16/42 Santa Maria Avenue, Bylund (Staff: K. Kristiansson)
3. *Preliminary Review* of Conditional Use Permit, Variance, and Architectural and Site Plan Review Applications for Pipeline Replacement and Consolidation of Pump Stations 8 and 13, File #: 3-2015, X7D-176, and X7E-138, Portola Road right-of-way, Pump Station 8 on Portola Road across from Hayfields Road, and Pump Station 13 at the corner of Portola Road and Stonegate Drive, California Water Service Company (Staff: K. Kristiansson)
4. Study Session on Amendments to the Second Unit Ordinance (Staff: D. Pedro)

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: March 4, 2015 and May 20, 2015

Adjournment:

## **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 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

## **AVAILABILITY OF INFORMATION**

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.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

## **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: May 29, 2015

CheyAnne Brown  
Planning Technician

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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** Karen Kristiansson, Deputy Town Planner

**DATE:** June 3, 2015

**RE:** Continued Review of Plans for Lot Line Adjustment, 846/850 Portola Road, File #s: 42-2014 and X6D-216, Sausal Creek Associates

### RECOMMENDATION

Staff recommends that the Planning Commission find the project to be categorically exempt from the California Environmental Quality Act (CEQA) and approve the proposed lot line adjustment with the recommended conditions of approval.

### BACKGROUND

The proposed lot line adjustment is to modify the layout of the four existing nonconforming lots on the site in order to make the parcels more logical (see attached project plans). The parcel fronting on Portola Road would contain both the existing Hallett Store/office building, whose use is governed by Conditional Use Permit X7D-96, and the vacant yellow-tagged brown cottage. The remaining three lots would be vacant and could be developed under the provisions of the A-P (Administrative Professional) zoning district, which allows single family homes as a permitted use and uses such as business or professional offices, medical offices, veterinary clinics and the like as conditional uses. The applicant has stated that he foresees the rear two lots being used for single family homes, while the middle lot could be either office or residential in use.

This lot line adjustment would replace the current entitlements for the property, which consist of a Planned Unit Development (PUD) and Tentative Map to allow five homes for senior citizens with a shared driveway and garage, as well as the office building and renovation of the brown cottage for use as a below market rate housing unit. The owner will need to withdraw the approved tentative map prior to recording this lot line adjustment, at which point the approved PUD will lapse.

On December 3, 2014, the ASCC and Planning Commission conducted a preliminary review, including a field meeting, of the proposed lot line adjustment (staff report and minutes attached). A detailed analysis of the proposed lot line adjustment and its compliance with the

Town's building and zoning regulations was provided in the attached December 3, 2014 staff report.

As was discussed at the preliminary meetings, renovation of the yellow-tagged brown cottage would be subject to the requirements of Section 18.46.040 of the zoning ordinance governing nonconforming structures, which states that when reconstruction costs meet or exceed fifty percent of the current appraised value, the structure "shall adhere to all current requirements of the zoning regulations." In this case, if the reconstruction costs were to exceed fifty percent of the structure's appraised value, the structure would likely not be able to be reconstructed, as the amount of floor area in the office building alone exceeds the floor area limit for the parcel.

Additional information relative to items that were discussed or raised at the preliminary project review is provided in the ASCC report dated May 26, 2015 (Attachment 4). These topics include: the scope of Town review, nonconforming lots and structures, the top of bank location, and utilities.

### **CODE REQUIREMENTS**

As required by Chapters 17.12 and 17.16 of the Subdivision Ordinance, this application for a lot line adjustment is being forwarded to the Planning Commission for final review and action.

### **DISCUSSION**

Comments from the Subdivision Committee are generally supportive of the proposed lot line adjustment. These comments are attached and are summarized in the May 26, 2015 staff report (Attachment 4)

#### **ASCC Review, May 26, 2015**

The ASCC finished its review of this project at the May 26, 2015 ASCC meeting (staff report attached). Because minutes of that meeting are not yet available, the key points that were discussed at the meeting are summarized below:

- ASCC members clarified that single family residences are allowed in the A-P (Administrative Professional) zoning district, and that the owners' current intent is that the rear two lots would likely be used for single family homes.
- The yellow-tag on the brown cottage indicates that it cannot be inhabited, although it can be entered on a limited basis. Because the cottage is a nonconforming structure, if it were renovated and the cost of the renovation was more than 50% of the appraised value of the structure, the Municipal Code would require the structure to fully conform with the standards of the zoning code. As a result, the cottage likely would need to be removed, given the property setbacks and the location and size of the Hallett Store building.
- ASCC members asked whether weed removal or clean-up of the property could be a condition of approval. Staff noted that this would not be appropriate as a condition, but that staff would work with the property owners to resolve any weed abatement issues as needed. ASCC members further suggested that removal of invasive plants such as vinca and ivy would be part of responsible stewardship of a creek-side property.
- Although not an issue with the current application, ASCC members noted the Town Historian's comment that she would object to the demolition of Hallett Store. However,

the building has been renovated over the years, and the Historic Element of the General Plan classifies the Hallett Store building as one to be noted with a plaque. If demolition or renovation of the Hallett Store were proposed, its historic status and appropriate treatment would need to be discussed.

At the conclusion of their discussion, the ASCC unanimously recommended that the Planning Commission approve the lot line adjustment with the three recommended conditions of approval.

### **CEQA Analysis**

Per Section 15305 of the California Environmental Quality Act (CEQA) Guidelines, minor lot line adjustments not resulting in the creation of a new parcel are categorically exempt from CEQA.

### **NEIGHBOR COMMENTS**

No public comments had been received as of the time this report was written.

### **CONCLUSION**

With the demolition of the white buildings on new parcels III and IV, the abandonment of the septic system, and the connection of the existing building which is in use to the sewer system, the project will conform to the Town's zoning and building regulations and will have adequate provisions for utilities. To ensure these changes, as well as proper withdrawal of the approved tentative map, three conditions of approval are recommended for this project (Attachment 1).

As a result, staff recommends that the Planning Commission:

1. Find the project to be categorically exempt from the California Environmental Quality Act (CEQA); and
2. Approve the proposed lot line adjustment with the three recommended conditions of approval.

### **ATTACHMENTS**

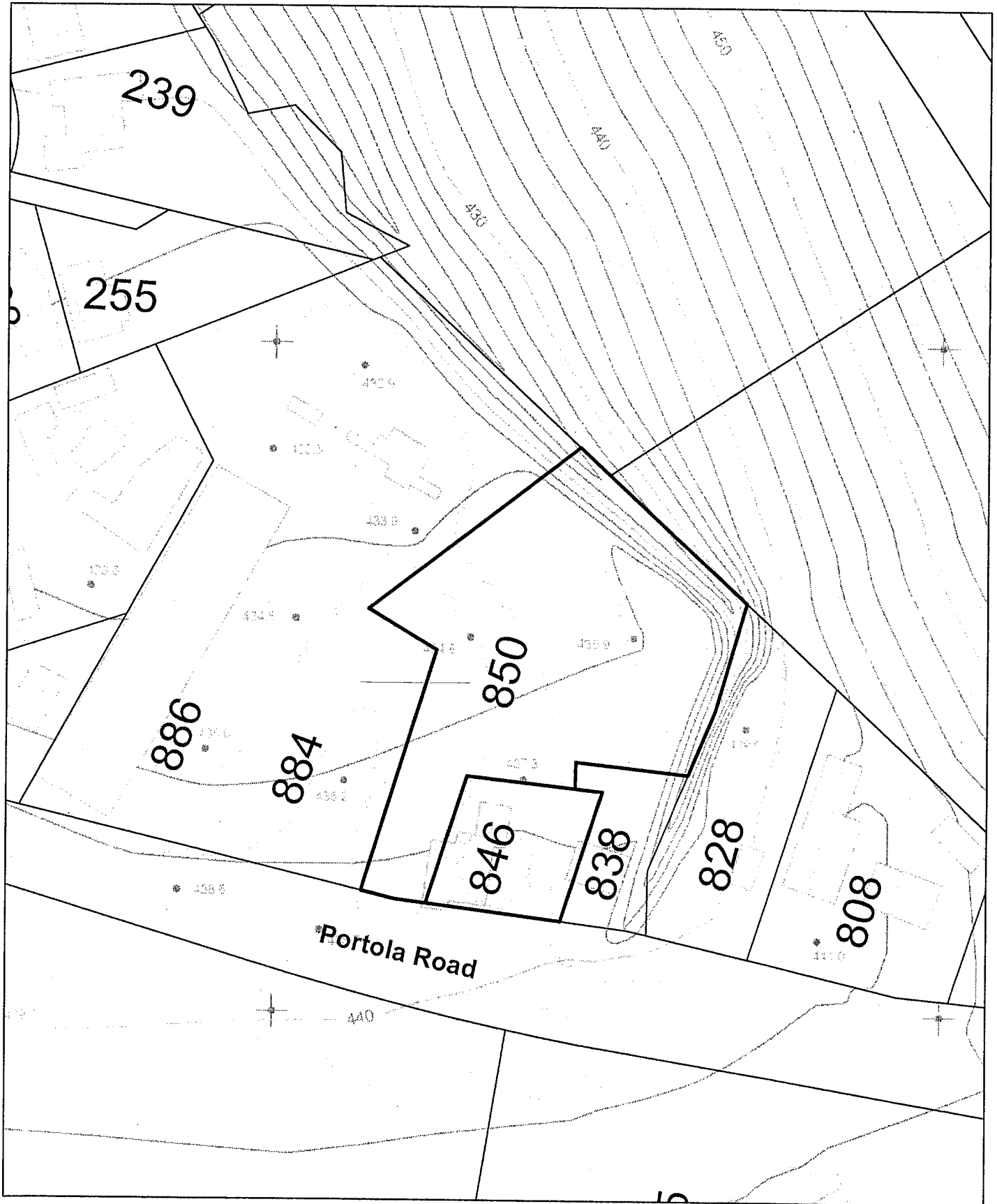
1. Recommended conditions of approval.
2. Vicinity map.
3. Planning Commission staff report and minutes from December 3, 2014.
4. ASCC staff report from May 26, 2015.
5. Town Geologist comments dated March 6, 2015.
6. NV5 comments dated May 4, 2015.
7. Woodside Protection District comments provided on plan sheet excerpt stamped approved February 26, 2015.
8. Conservation Committee comments dated February 27, 2015.
9. Town Historian comments dated February 27, 2015.
10. Project plans.

Report approved by: Debbie Pedro, Town Planner

**RECOMMENDED CONDITIONS OF APPROVAL  
For Proposed Lot Line Adjustment for 846/850 Portola Road, X6D-216  
Sausal Creek Associates, File #43-2014**

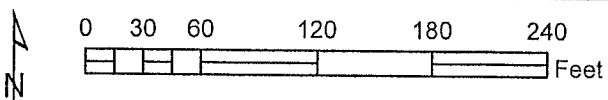
If the Planning Commission finds that it can approve the project, the following conditions of approval are recommended as necessary to ensure compliance with zoning and building regulations and to facilitate the relocation of utilities:

1. After Town approval but prior to recordation of the lot line adjustment, the property owner shall submit a letter to the Planning Commission in accordance with Section 17.20.300 withdrawing the Tentative Map approved as X6D-186. With this withdrawal, the approved PUD (X7D-139) will also lapse.
2. A demolition permit shall be issued for, and demolition of the white structures located on new parcels III and IV completed, prior to recordation of the proposed lot line adjustment.
3. The septic system shall be abandoned and the existing office building connected to sewer prior to recordation of the proposed lot line adjustment.

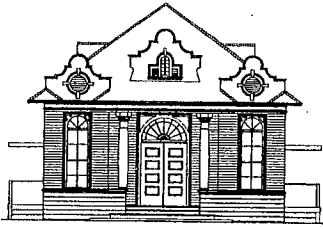


Vicinity Map

Lot Line Adjustment Proposal, Sausal Creek Associates



APN 076-261-130, 850 Portola Road  
APN 076-261-120, 846 Portola Road  
May 2015



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO:** ASCC and Planning Commission

**FROM:** Karen Kristiansson, Deputy Town Planner

**DATE:** December 3, 2014

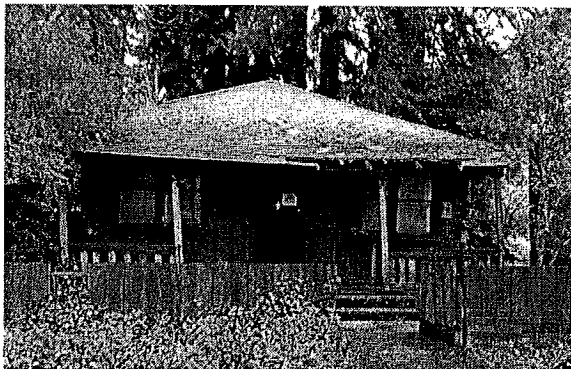
**RE:** Preliminary Review of Plans for Lot Line Adjustments, 846-850 Portola Road, Sausal Creek Associates LLC, File # 43-2014

### RECOMMENDATION

Attend the **4:00 p.m. site meeting on Wednesday, December 3, 2014** and review the preliminary lot line adjustment proposal. The ASCC should provide comments during the field meeting. The Planning Commission will have a further opportunity to provide comments at their regularly scheduled evening meeting on December 3<sup>rd</sup>. This staff report was drafted to support both the ASCC and the Planning Commission preliminary reviews.

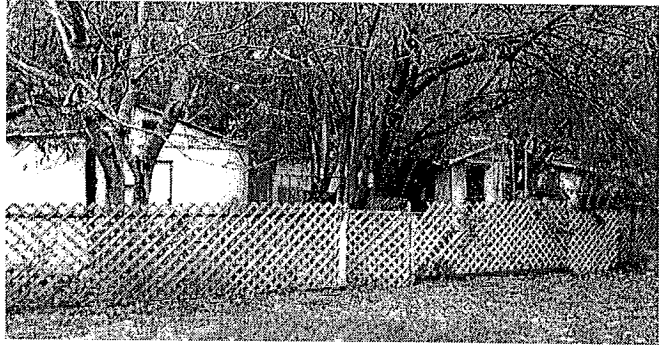
### BACKGROUND

These four properties, totaling 1.41 acres, are located along Portola Road, just east of the Village Square Shopping Center, as shown on the attached vicinity map. There are a number of structures on these parcels: the historic Hallett Store, which is currently being used as an office building, a yellow-tagged brown shingle cottage, and a number of small white sheds and cottages along the common property line with the Village Square. These structures are shown in the pictures on this page and the following page. The Hallett Store is listed in the Historic Resources Inventory of the General Plan as site #28. The Historic Element classifies the Hallett Store as a "Historic Resource to be Noted with a Plaque" and does not call for the





building itself to be preserved, as the structure has been altered over time and now has little historic value.



Although shown on the Town's base map as two properties, the Town has formally recognized that there are actually four legal parcels here for the past 25 years (see the attached letter from former Town Planner George Mader dated May 9, 1989), and these four parcels are shown on enclosed Sheet A-1.2. The Town's recognition of the legal parcels is also noted in the Town Council Area Plan Element of the General Plan (Section 6315).

This application is for adjustment of the property lines between the four legal parcels, as described on the following enclosed materials prepared by CJW Architecture and dated 9/23/2014:

Plan Sheets

A-1.1 - Proposed Lot Line Adjustment

A-1.2 - (E) Site Plan

Supporting Materials

Summary of Requested Lot Line Adjustments

The Planning Commission is the approving authority for lot line adjustments, and under subdivision ordinance provisions, the ASCC is required to provide a report to the Planning Commission on the proposal. Under the Town's subdivision ordinance, review and approval for this type of lot line adjustment where no new lots are created "shall be confined to a determination of compliance with zoning regulations, building regulations, and requirements to facilitate the relocation of existing utilities, infrastructure or easements." (PVMC Section 17.12.020).

With this application, the property owner is requesting that the Commissions provide initial reactions and comments on the proposed lot line adjustments, in case any refinements are needed before survey documents are prepared. As a result, this is a preliminary review only at this point. The formal application would return to both Commissions for formal consideration and action once it is finalized, including responses to preliminary review comments.

## **DISCUSSION**

This application is for lot line adjustments between the four legal parcels to make the parcels more rational. The existing parcels are legal parcels which can be developed under the provisions of the zoning code (PVMC 18.50.030). Although a PUD and tentative subdivision map were previously approved for these lands, the property owner now wants to abandon those approvals due to "the extensive costs of constructing a required creek bank retaining wall along two sides of the site and performing the rest of the required site improvement conditions . . ." as stated in the summary document submitted with the application. Instead, the property owner would like to develop the lots individually as permitted under the zoning code.

Under this proposal, the existing brown cottage and the Hallett Store structure would be allowed to remain as legal nonconforming structures and would both contain office uses and be located on a single parcel. The white sheds/cottages on the property would be removed. The two rear parcels would be developed with single family homes, while the middle parcel could potentially accommodate either an office building or a single family home. Under this proposal, development on these properties would be less intense than what was previously entitled under the PUD and tentative subdivision map.

**Previous PUD and Subdivision Approvals**

In 1996, these parcels were both rezoned from C-C (Community Commercial) to A-P (Administrative Professional) and conditional use permit X7D-139 was approved for a planned unit development (PUD) for residential and office uses. A tentative subdivision map was approved to implement these approvals in 2005. Because of State actions to extend the life of approved tentative maps, these existing entitlements are valid until July 22, 2015.

The approved development plan would allow five homes for senior citizens on the rear of the properties, with a common entry road and garage. The existing brown cottage and Hallett Store structure would remain on the site, with the brown cottage to be renovated and provided as a below market rate housing to fulfill the Town’s inclusionary housing requirements. The attached plan shows the site plan for the project with the five senior homes, the office building, and the BMR unit in the brown cottage.

The property owners have not been able to implement the project as approved and have had particular difficulty with the restriction for senior housing only and the requirement for creek improvements. The creek improvements were needed because the homes were closer to the top of bank than would normally be permitted, and as a result additional creek stabilization measures were needed to ensure that the home sites would be buildable. The original project was approved prior to adoption of the current creek setback regulations.

As was stated previously, development on the parcel would be less intense if accommodated through the proposed lot line adjustments rather than the existing PUD and subdivision approvals, with fewer single family residences, more office space, and less square footage total. The table below compares the amount of development under each set of existing and proposed entitlements.

Development	PUD & Tentative Map		Lot Line Adjustments	
	Number	Square Feet	Number	Square Feet
Single family homes	Six	11,128	Two or three	4,663-6,000
Office buildings	One	2,662	Two or three	3,746-5,289
Maximum total square feet	13,790		9,747	

In addition, the proposed lot line adjustment would accommodate more of the development program on the front of the properties and less on the back. This would help with both allowing for larger setbacks from the creek to comply with current creek setback standards, and providing increased compatibility with existing single family residential uses abutting the properties to the rear.

**Lot Line Adjustment Provisions: Compliance with Zoning Regulations**

Consideration of a lot line adjustment which does not create any additional lots is limited to determining whether it complies with zoning regulations, building regulations, and requirements

to facilitate the relocation of existing utilities, infrastructure or easements. Any conditions of approval would also need to be limited to ones which are necessary to ensure compliance. As a result, the key question for the Planning Commission to consider is whether the proposal complies with zoning regulations. To help with this process, some important zoning regulations are discussed below.

As a side note, staff discussed earlier versions of this proposal with the applicant starting last summer and encouraged the property owner to apply for a PUD for residential development on the rear three lots. This would have allowed a more tailored approach to the development and could have provided an avenue to adjust the development standards for these lots to better fit the unique situation of the lots. However, the property owner did not want to take this approach and instead opted to propose development under the A-P zoning district standards. Therefore, the discussion below reviews those standards and how they would apply to this project. At this point, there are no proposals for specific buildings or uses, but only a lot line adjustment application. As a result, at this point the Town simply needs to be sure that these lots could be developed in compliance with the zoning regulations.

### ***Purpose of the Zoning Ordinance***

The overall purpose of the zoning ordinance is set forth in Section 18.02.020 (attached), and compliance with zoning regulations includes finding compliance with the purpose of the zoning ordinance. That section states that the zoning ordinance was adopted "to promote and protect the public health, safety, peace, morals, comfort, convenience and general welfare" and then proceeds to list a number of particular purposes, including the following:

- "A. To guide control and regulate the future growth and development of the town in a manner consistent with the general plan;
- B. To protect the established "rural" quality and the stability of private and public areas within the town and assure the orderly and beneficial development of such areas;"

The proposed lot line adjustment does appear to be consistent with the adopted General Plan and the provisions in the Town Center Area Plan (TCAP). In particular, paragraphs 6314 – 6316 (attached) discuss these properties. To summarize, the TCAP states that the front parcel "is well-suited to office use having direct frontage on Portola Road." That front parcel is proposed to continue in office use under the lot line adjustment proposal. In terms of the rear parcels, the TCAP states that "there is slightly more land designated for commercial and office uses in the town than is needed" and that "the most appropriate alternate use . . . is for residential purposes." While the TCAP anticipated that the residential development would occur under a PUD, the zoning ordinance does allow single family homes as a permitted use in the A-P district, as discussed below. As a result, it appears that the proposal of residential uses for the rear portion of the properties is also consistent with the TCAP and the General Plan.

The lot line adjustment proposal also seems to be consistent with "the established 'rural' quality" and "orderly and beneficial development." The existing structures along Portola Road are proposed to remain on the front parcel, so that there would be little change along the road. Three new structures would be built behind this front parcel, including two single family homes and one which could be either an office building or a home. This is less than the five new structures (or six, if the common garage were included) which were previously approved for the rear portion of the parcel. All of these structures would be subject to the Town's normal architectural review process and would be expected to be designed to minimize visual impacts from the Portola Road Corridor.

Overall, it appears that the Planning Commission could find that the proposed lot line adjustment would be consistent with the purpose of the zoning ordinance.

### ***Permitted Uses***

The uses allowed in the A-P zoning district are set forth in Chapter 18.22 of the zoning ordinance. The permitted uses include "Uses permitted by Section 18.14," which is the chapter concerning the R-1 zoning district, and which allows single family homes as a permitted use. Conditional uses include "Administrative and professional offices that meet the domestic needs of the residents of the town and its spheres of influence or which provide services to other businesses or institution in the town or its spheres of influence meeting domestic needs" provided that such uses comply with floor area limits.

As a result, the applicant is proposing to have office uses on the front portion of the properties in the existing Hallett Store building and brown cottage. There are existing office uses in the Hallett Store, but the brown cottage has not been previously occupied by office uses and therefore that would need to be authorized by a conditional use permit.

### ***Lot Size***

The minimum lot size the A-P zoning district is one acre. All four of these lots are less than one acre, and the total area of all four lots is 1.41 acres. As a result, creating these four lots would not be allowable under current regulations. However, the four lots exist and are recognized as separate legal lots under the provisions of Section 18.50.030 of the Town's Municipal Code. As such, they can be developed "provided that all other regulations for the district are complied with." Given the current lot configuration, two of the lots would be challenging to develop logically without variances. Therefore, the applicant is proposing to reconfigure the lots to allow for more rational development. Since the lots are pre-existing legal nonconforming lots, it appears that this type of lot line adjustment would be allowable.

### ***Required Yard Setbacks***

The A-P district requires setbacks of 20' for the side and rear yards, and 50' for the front yard. These properties also need to accommodate both the increased setback for the Portola Road corridor (35') and the creek setback (30' from the top of bank or 35' from the ordinary high water mark). Sheet A1.1 shows the required setbacks for three of the lots (as well as other lines such as the setback averaging line) and indicates that there would be developable areas for each of the lots within the setbacks. The tightest lot would be the middle one (Lot #4), which would have a building envelope of approximately 950 sf. This is, however large enough to accommodate a structure, either for office or residential use.

The plans do not show the required setbacks for the front parcel along Portola Road. Both of the existing buildings that are proposed to remain on that lot are legal nonconforming structures which are located within required yard areas. These buildings are both subject to the Town's regulations for nonconforming structures, as set forth in Chapter 18.46 of the PVMC, which regulate how much of each structure may be rebuilt and under what conditions. If the nonconforming structures were removed, it appears that there would be sufficient area on the lot outside of the required yard setbacks to accommodate an office building.

**Access and Parking**

Access to the rear lots would be provided by a proposed 20' wide access easement which would pass through the parking lot of the Hallett Store property and along the eastern boundary of Lot# 4. A fire truck turnaround is also shown on the plans on this lot.

Parking requirements vary depending on the use in the A-P district. For the homes, the requirement would be for two covered parking spaces plus two guest spaces, and there does appear to be sufficient space to accommodate this amount of parking on both of the two rear lots, as well as the middle lot if it should be used as a home.

For the office uses, one space is required for every 200 sf of professional offices, or five spaces are required for a doctor or dentist. The front parcel would have 3,746 sf of floor area in the two existing nonconforming structures on the site. At one space for every 200 sf, 18.73 parking spaces would be required, and 18 spaces are shown on this parcel on the proposed plan, which is just under the required amount. The middle parcel could have a maximum of 1,338 sf of floor area, which would need 6.69 parking spaces at one for every 200 square feet, and the plan shows seven parking spaces for this lot.

If doctor or dentist offices were included on either parcel, the required parking could exceed the amount of parking shown on the plans. However, the uses would be regulated through a conditional use permit in general, and each specific use would also need a zoning permit. Part of the zoning permit review is an assessment of the adequacy of parking on the site. As a result, it appears that this issue could be considered in more detail as part of the conditional use permit application review and regulated through the zoning permit process. Therefore, parking impacts could be addressed through the normal permitting process.

**Other Zoning Standards: Floor Area, Lot Coverage, and Landscaping**

In the A-P zoning district, the floor area is governed by a floor area ratio rather than the floor area formula used in residential districts. This ratio is 0.13, which means that the amount of floor area on a parcel in the A-P district cannot exceed 13% of the area of the parcel. Another difference from the residential zoning districts is that permanent parking space is not counted as floor area under the provisions of the A-P district. However, there is a lot coverage limit which limits the area which can be covered by buildings to no more than 15%.

Instead of an impervious surface limit, the A-P district has a landscaping requirement as described in Section 18.56.011 of the zoning ordinance. This requires 40% of the lot to have "natural vegetative cover or in a landscaped condition." In addition, at least 25% of the required front yards of each parcel need to be landscaped, and landscaping within 75' of Portola Road must be approved by the Conservation Committee. The table below summarizes the proposed lot areas and the amount of floor area, lot coverage, and landscaping that would apply to each.

Lot	Description	Existing Lot Size (sq. ft.)	Proposed Lot Size (sq. ft.)	Max Floor Area (sq. ft.)	Max Lot Coverage (sq. ft.)	Required Landscaping Area (sq. ft.)
1	Residential	32,007	17,936	2,332	2,690	7,174
2	Office	10,273	15,273	1,985*	2,291	6,109
3	Residential	9,609	17,936	2,332	2,690	7,174
4	Residential or Office	9,544	10,289	1,338	1,543	4,116

\*Lot 2 has 3,746 sq. ft. of existing nonconforming structures

As the table indicates, the amount of floor area in existing structures on Lot 2, the front office lot substantially exceeds the amount of floor area which would normally be allowed on a lot of that size in the A-P district. One question the Commissions may want to address at this time is whether, if the buildings cannot be repaired under the provisions of the nonconforming structures ordinance, the allowable floor area should revert to the amount which would normally be permitted on the lot.

On residential lots with existing floor area which is over the floor area limit, the Town generally allows the overage to remain on the parcel even in new structures. However, this situation is different from a residence which was built prior to adoption of the Town's floor area limits because the lot configurations are being change. The Commission may impose conditions on a lot line adjustment to ensure compliance with zoning regulations, and could therefore consider a condition related to the amount of floor area on the front lot, particularly if one or both of the existing structures cannot be repaired under the nonconforming structures ordinance.

### **Subdivision Committee Initial Comments and Additional Review**

Comments were received from the Town Geologist on an earlier version of these plans, and these comments are noted in the attached letter from Cotton-Shires dated November 19, 2014. This review included the following recommendations:

- That a "current survey be completed of the top of bank and that depicted building envelopes and proposed lot lines be reevaluated given an accurate top of bank location."
- "that appropriate setbacks or erosion mitigation be considered prior to approval of Site Development Permits or Building Permits for new residences on individual parcels."



These comments would be incorporated into the approvals. In particular, when preparing the surveyed documents for formal action, the survey of the property would need to identify the current top of bank of the creek so that the creek setbacks will be accurate, and that location would need to be accepted by the Town Geologist, Town Engineer, and Planning staff. The current plans show the top of bank as of 2003, but this may have changed given the dynamic nature of the Corte Madera Creek in this location.

Initial comments have also been provided by NV5, and their letter dated October 7, 2014 is attached. These comments primarily related to the need for documents that are prepared by a licensed land surveyor and will need to be addressed in the formal submittal.

The plans have not yet been reviewed by the Fire Marshal but any plans would need to conform with the requirements of Woodside Fire District.

In addition, the Deputy Building Official will also need to provide input relative to compliance with building regulations; planning staff will work with the Deputy Building Official to have any initial comments by the December 3 meeting.

Finally, the ASCC will review the proposal and provide preliminary comments at the field meeting on December 3. In addition, the ASCC will have the opportunity to review the formal submittal and provide a recommendation to the Planning Commission for final action.

## **CONCLUSION**

The purpose of this preliminary review is to identify any issues concerning the proposed lot line adjustment before the applicant has the required land survey documents prepared. Therefore, both the ASCC and the Planning Commission should consider whether there are any items of concern, particularly if they could affect the ability to approve the lot line adjustment as proposed.

As was discussed above, the review and approval for this type of lot line adjustment where no new lots are created "shall be confined to a determination of compliance with zoning regulations, building regulations, and requirements to facilitate the relocation of existing utilities, infrastructure or easements." (PVMC Section 17.12.020). Based on the analysis set forth above it appears that:

- The lot line adjustment is generally consistent with the purpose of the zoning ordinance.
- The proposed uses are either permitted or conditional uses in the A-P district.
- Although all of the lots would be smaller than the minimum lot size required for the A-P district, because these are existing nonconforming lots they can be developed under the provisions of Section 18.50.030.
- Development of the lots could occur within the required yard setbacks on each parcel. To ensure this, the current top of bank location will be surveyed as part of preparing the formal application so that the creek setbacks will be current and accurate.
- Access can be provided with an easement over the front and middle lots.
- There is sufficient space on the parcels to accommodate the minimum amount of required parking, and the proposed office uses can be regulated to ensure there are no parking impacts through the Town's normal conditional use and zoning permit processes.
- The proposed lots could accommodate development that would conform to the floor area, lot coverage, and landscaping standards for the A-P district.
- Because two nonconforming structures would be located on the front parcel, the amount of floor area on that parcel would be more than is permitted under the A-P district provisions. The Commission should specify as part of the action on the lot line adjustment as to whether the additional square footage over the allowed floor area would be permitted to continue on the parcel even if the existing buildings are removed.

**ATTACHMENTS**

1. Vicinity Map
2. Letter from George Mader, dated May 9, 1989 re: legal status of lots
3. Plans and supporting materials prepared by CJW Architecture and dated 9/23/14
4. Approved site plan for the 1996 PUD
5. PVMC Section 18.02.020
6. Town Center Area Plan Element of the General Plan, Sections 6314-6316
7. Letter from Cotton-Shires dated November 19, 2014
8. Letter from NV5 dated October 7, 2014

Report approved by: Debbie Pedro, Planning Director



SPECIAL JOINT FIELD MEETING OF THE PLANNING COMMISSION AND ASCC, TOWN OF PORTOLA VALLEY, DECEMBER 3, 2014, 846 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Gilbert called the special joint field meeting of the Planning Commission and ASCC to order at 4:00 p.m.

Present: Planning Commissioners Alexandra Von Feldt, and Judith Hasko; Vice Chair Nicholas Targ; Chair Denise Gilbert

ASCC Commissioners Jeff Clark, Iris Harrell and Danna Breen; Chair Megan Koch

Absent: Planning Commissioner Nate McKittrick

ASCC Vice Chair David Ross

Staff Present: Debbie Pedro, Planning Director  
Karen Kristiansson, Deputy Town Planner

Others Present: Tom Lodato and Fred Krefetz, Sausal Creek Associates; Carter Warr, Project Architect

Ms. Kristiansson presented the staff report. She mentioned that the property had previously received a conditional use permit and a tentative subdivision map for a project which would have continued the office use of the Hallett Store building, converted the brown cottage to a below market rate housing unit, and built five homes for senior citizens and a shared garage on the back of the property. Because of difficulties the owners have had developing the property under those entitlements, the owners now are looking to develop the lots in as straightforward a manner as possible. Ms. Kristiansson explained that the current proposal is to abandon the previous approvals and simply develop the four existing legal lots, with a lot line adjustment to make the potential development more rational. Further, she noted that all four of the existing lots are less than the minimum lots size for the A-P zoning district, and all four of the proposed lots would be as well. To describe the proposed lot line adjustment, she referred to Sheet A-1.2 showing the current parcel lines, and Sheet A-1.1 showing the proposed parcel lines.

In acting on this type of lot line adjustment where no new parcels are created, Ms. Kristiansson said that the proposal needs to be considered in light of whether it is consistent with zoning and building regulations and requirements for utilities and easements. She noted that the Deputy Building Official had found no conflicts with building regulations, and she was not aware of any issues concerning utilities and easements. In terms of zoning regulations, the written staff report reviewed these in detail and noted two potential issues related to the proposed front parcel: parking and floor area. Parking could likely be addressed through the conditional use permit and zoning permits which would be needed for the front parcel. In terms of floor area, although the floor area in the two existing nonconforming buildings on the front parcel would exceed the allowable floor area ratio, the degree of nonconformity would be less than currently exists. Currently, the floor area ratio on the office parcel is 0.26, which is twice the allowable 0.13 in the A-P district, while the floor area ratio on the narrow parcel is 0.22. With the proposed lot line adjustment, there would only be one parcel on which the floor area would exceed the allowable amount, and its floor area ratio would be 0.25. Looking ahead, one question which will likely arise is whether the approval of this lot line adjustment with the floor area exceeding the limit would indicate that the parcel could continue to have the additional floor area even if the buildings are reconstructed, or whether it would then need to comply with the floor area limit.

Finally, Ms. Kristiansson advised that the main purposes of the field meeting are to view the existing structures and their conditions, as well as the creek, and to hear preliminary comments from the ASCC, as they will not have preliminary consideration of the application at an evening meeting. In response to a question from Chair Gilbert, she said she was not familiar with the utilities issue raised in the 1989 letter by George Mader but would look into it. She said that all new development on the property could connect to sewer in any case.

Carter Warr, project architect, said that the main goal of the owners is to simplify the project. He noted that the parking will likely comply because space dedicated to storage and the like is not counted as floor area. In response to a question from Commissioner Clark, he said that parking is shown on Lot IV for a potential office

use to demonstrate that it could be used for offices, but the decision as to whether it will be used for office or residential use will be made by whoever buys the lot.

The Commissioners then walked the perimeter of the lot to view the creek, the proposed lot areas, and the existing buildings. During the walk, the following facts were shared:

- Under the A-P district zoning, each of the back two residential lots would be able to have a house of approximately 2,200 square feet.
- There are not a lot of trees which would need to be removed, although other vegetation would need to be cleared. All of the vegetation is in the two rear lots which are proposed for residences. There are no trees within the building envelope for one of the residences, and only three trees within the other residential building envelope.
- The white cottages on the rear of the narrow parcel were last occupied about five years ago and are not currently occupied.

ASCC members then shared their comments on this preliminary lot line adjustment proposal. Commissioner Breen said that she thinks the lot line adjustment would make sense, particularly in pulling the buildings in the rear further away from the creek. Her concerns going forward would be related to commercial signage and lighting, and those would likely depend on what the use would be. In terms of landscaping, she would like to see invasive plants removed and the creek cleaned up.

Commissioner Koch agreed that the lot line adjustment proposal makes sense. Given the condition of the existing structures, she wondered if it would be possible to repair them for less than 50% of their value. She also said that for any project on this site, she would like to hear how it would improve the Portola Road Corridor.

Commissioner Harrell noted that the lot line adjustment was a good plan. Since many of the buildings are falling down, she thought it would be better to have them removed. Carter Warr advised that the white buildings would come out as part of this proposal, and the brown cottage would be remodeled to preserve the square footage.

Commissioner Clark said that he was concerned that some creek improvements would likely still be needed, particularly where the creek bends, and that it might not be feasible to develop one or both of the rear parcels without some creek remediation. In response, Carter Warr noted that the problem has been that the water comes out of the concrete pipe under Portola Road very quickly, leading to erosion. The flow has likely slowed due to opening the creek on the Town Center property, and in addition, this proposal would reduce the intensity of use on the back part of the property so that the level of improvements which was previously anticipated would no longer be necessary. He also said that another approach could be to further reduce the development area. Commissioner Clark noted that another change is that the future owner of that parcel would need to deal with the creek rather than the current property owner. He then said that he liked the flexibility at this point of being able to have either office or residential uses on Lot IV. In addition, it was difficult to see how the brown cottage could be rehabilitated. Commissioner Clark noted that he was supportive of the lot line adjustment and agreed that it proposes a good way to have the lots configured.

Commissioner Breen said that she would support removal of both of the existing nonconforming buildings and could see their replacement as an opportunity for a significant improvement along the Portola Road Corridor. Commissioner Harrell noted that the buildings do not have much architectural value. In response to a question from Chair Gilbert, Ms. Kristiansson advised that although the Hallett store building is listed as a historical resource in the General Plan, it has been significantly remodeled over the years and therefore is not recommended for preservation. If the building were removed, its location should, however, be noted with a plaque. Commissioner Clark said that he liked the character of the existing buildings and was not sure that making them comply with current zoning would be a significant improvement.

Commissioner Targ noted that there are very narrow grounds for action by the Planning Commission, and that there would likely be a number of downstream issues which would return to one or both Commissions after any action on the lot line adjustment.

The meeting adjourned at approximately 4:45 p.m.

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, DECEMBER 3, 2014,  
SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Gilbert called the Planning Commission regular meeting to order at 7:30 p.m. Ms. Pedro called the roll.

Present: Commissioners Alexandra Von Feldt, Judith Hasko and Nate McKitterick; Vice Chair Nicholas Targ; Chair Denise Gilbert

Absent: None

Staff Present: Debbie Pedro, Planning Director  
Karen Kristiansson, Deputy Town Planner  
Maryann Derwin, Town Council Liaison

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

- (1) Preliminary Review of Plans for Lot Line Adjustments, 846-850 Portola Road, Sausal Creek Associates LLC.

Ms. Kristiansson reviewed the grounds for making a decision on a lot line adjustment where no new lots are created, as set forth in Section 17.12.020 of the municipal code and said that these decisions: "shall be confined to a determination of compliance with zoning regulations, building regulations, and requirements to facilitate the relocation of existing utilities, infrastructure or easements." As was mentioned at the field meeting, the Deputy Building Official found the proposed lot line adjustment to be consistent with building regulations. Ms. Kristiansson said that in terms of infrastructure, the 1989 letter indicated that the septic system crosses parcel lines. If it was still going to be used to serve the existing buildings, the location of the septic system would need to be noted as part of the formal application for the lot line adjustment, and the system would need to be on the same parcel as the building(s) it serves.

In terms of zoning consistency, the issues relate to the front parcel only, on which both of the existing legal nonconforming buildings would be located as well as more floor area than would be permitted in the A-P zoning district. However, as was discussed at the site meeting, two parcels currently do not comply with these standards, and the amount of nonconformity under the proposed lot line adjustment would be less than it is now. In terms of the amount of floor area that would be allowed on the parcel in the future, she noted that the municipal code states in section 18.46.040 that if reconstruction of a nonconforming structure "meets or exceeds 50% of the structure's current appraised value, such structure shall adhere to all current requirements." The Commission could emphasize this as part of any lot line adjustment action by stating that if reconstruction of either of the existing nonconforming structures would exceed 50% of the building's appraised value, the size of the structure would need to be reduced to comply with the floor area limit.

Ms. Kristiansson then summarized the comments that ASCC members had provided at the afternoon field meeting. In general, the ASCC found that the proposed lot line adjustment made sense for the property, particularly because of the reduced amount of development on the rear of the property and the increased creek setback. Several ASCC members said that they believed it would be better to remove the existing nonconforming structure and build a new building, and that could provide an opportunity for improvement. Also, one member raised the question of whether some creek stabilization could be necessary as part of the development of the two residential lots at the back of the site. Ms. Kristiansson summarized the Town Geologist's recommendations, which call for an updated survey of the top of bank for the creek and for geotechnical evaluations to be provided addressing appropriate setbacks and mitigation measures prior to issuance of any site development permits or building permits for the rear parcels. Practically speaking, she said, the Town would likely need those prior to any approvals for a new residence on those parcels.

Tonight's meeting is intended as an opportunity for the Planning Commission to provide preliminary comments so that the applicant can consider those before preparing a formal application. Any formal application would then be reviewed and brought back to the ASCC for comment and the Planning Commission for action.

Carter Warr, the project architect, said that the site meeting had provided a great opportunity to share the plans for the proposed lot line adjustment. He noted that he had also been able to walk Commissioner McKitterick through the proposal quickly before the evening meeting since he could not be at the site meeting. Mr. Warr said that the goal of the project was to simplify the shape and configuration of the lots and improve conformity with Town standards. He said that the project team looked forward to hearing the Commission's comments and eventually receiving approval.

Commissioner McKitterick asked for more information about the existing septic system and requirements for consolidation on the lot with the building it serves. Chair Gilbert noted that it may be possible to slightly adjust the line to accommodate the septic system, depending on where it is located. Ms. Kristiansson said that this is something that needs to be looked into and that staff could work with the applicant to figure out the best way to address it. After some discussion, Mr. Lodato said that they have already paid to bring the sewer by the site and plan to put both of the existing buildings on sewer.

Commissioner Von Feldt said that given the conditions at the site, it seems like it would make sense to address the creek issues sooner rather than later because otherwise the site will continue to erode and property could be lost. It seems like there needs to be more understanding of the creek conditions before setting the building envelopes. Ms. Kristiansson noted that the Town Geologist had recommended that the top of bank be re-surveyed and approved by the Town Geologist and Town Engineer as part of the lot line adjustment process to ensure that the top of bank has not changed since it was last surveyed more than a decade ago. In addition, before any development is approved for individual lots, geotechnical investigations would be conducted to see if any additional erosion control measures or setbacks are needed. Commissioner Von Feldt said that she would like to see a more sustainable approach to any creek improvements on the site, rather than rip-rap or bank hardening, and she thinks this may need to be looked at sooner. Mr. Warr noted that the requested lot line approval is not like the PUD that was previously approved, and they are at this point essentially just redrawing the lot lines to make the parcels make more sense on the property and not trying to figure out what all of the opportunities are. Chair Gilbert asked whether the applicant was then willing to take the risk of negotiating with a potential buyer about potential creek work, and Mr. Warr responded that they were. He said that one lot may not need anything, but the other may need more creek work or may lose some land, and may therefore be worth less. At this point, they are not designing or seeking approval for any buildings, and building envelopes are not part of the recorded document for a lot line adjustment. Instead, there are simply the setbacks established by the zoning ordinance which would apply to the approved lots. Ms. Pedro advised that unless the Commission sees a potential for the creek mitigation work to render one of the lots unbuildable, the need for creek repair work can be evaluated at the site development stage. Commissioner Von Feldt asked what would prevent a purchaser from buying the lot and then being shocked that they have to do some creek improvements. Ms. Pedro responded that this discussion is part of the record, and someone thinking of purchasing the property would hopefully do their due diligence and understand that this is a potential issue. Commissioner Von Feldt noted that creek improvements could be a benefit to the land.

Commissioner Von Feldt then said that other main question seemed to be whether the property would need to come into compliance with the floor area ratio, particularly if the two nonconforming buildings were removed. She said that having more development along the frontage is part of the historical character, and if a use were proposed that would be of benefit to the Town, she would be willing to consider allowing additional floor area. Ms. Kristiansson said that because the application is for a lot line adjustment, the Commission has limited discretion. Floor area adjustments could be accommodated as part of a later conditional use permit process.

Chair Gilbert noted that under the current ordinance, if the cost of reconstruction is greater than 50% of the appraised value, the property should be brought into compliance. If the cottage could not be reconstructed under that provision, the office building would still be nonconforming. She asked whether the property owner would then be required to move the office building back and reduce its size to conform. Ms. Kristiansson responded that the cottage simply could not be rebuilt. Ms. Pedro noted that the larger building would need to comply if it were remodeled. Commissioner McKitterick asked about the amount of nonconformity in the existing situation. Ms. Kristiansson said that the parcel with the office building currently has a floor area ratio of 0.26, and the narrow

parcel with the brown cottage has a ratio of 0.22. Under the lot line adjustment proposal, the larger front parcel would include both the office building and the brown cottage, and would have a floor area ratio of 0.25. Because only one of the four lots would have nonconforming floor area and the floor area ratio would be less than currently exists on one of the parcels, the level of nonconformity would be less than current conditions.

Commissioner Targ asked whether a permit would be needed for the demolition of the white structures on the property, and whether demolition permits are discretionary or ministerial. Ms. Kristiansson noted that a demolition permit would be needed and the permits are processed by staff as a ministerial action. In this case, the standard conditions would apply. Mr. Warr said that they would expect that the demolition of those buildings, with a demolition permit, to be a condition of approval of the lot line adjustment, as well as abandoning the septic system. Commissioner Targ asked whether the Town can approve a lot line adjustment which results in four nonconforming lots. Ms. Kristiansson advised that she had discussed that question with the Town Attorney at length and the conclusion was that the Town could approve four nonconforming lots in place of four nonconforming lots. Commissioner Targ said that he is comfortable with that conclusion. He then asked whether a lot line adjustment would be a discretionary or a ministerial action in Portola Valley. After some discussion, staff noted that this could be further discussed with the Town Attorney before any final action. Commissioner Targ then asked how the project would be addressed under CEQA, and Ms. Kristiansson noted that there is a categorical exemption for lot line adjustments.

Commissioner Hasko asked for clarification about the 50% standard on reconstruction and whether 25% of the building could be rebuilt. Ms. Kristiansson responded that the municipal code says that if reconstruction of a nonconforming structure exceeds 50% of the structure's appraised value, the structure would have to adhere to all current requirements. As a result, she said, if the cost for repairs was only 25% of the appraised value, the repairs could occur and the building could remain as it is. The intent of that provision is to allow people to repair and maintain legal nonconforming structures, but encourage their replacement when the building is largely being rebuilt. Chair Gilbert noted that in this case, the applicant is running a risk because it does not seem that it could be repaired for less than 50% of its value. She then asked about the recommendation that the Commission clarify the future floor area for the front parcel, and whether that is necessary as part of the lot line adjustment action. Ms. Kristiansson responded that if the Commission does nothing as part of the lot line adjustment, the question of whether either building could be reconstructed could be determined at the time the owner applied to do work on it and would be based on the standard of 50% of the appraised value that is in the code. If this is how the Commission would like to handle that, it should just be clear in the record.

Commissioner Von Fedlt said that in general she sees this proposal as an improvement over the previous approvals, because there would be less development on the site and it would be pulled back further from the creek. Therefore, she is generally supportive of the proposal. The creek issues which she raised earlier would appear to be surmountable. In addition, she would be willing to consider allowing the increased floor area to continue on the front parcel for the right use.

Commissioner McKittrick noted that he would be open to rezoning or taking the most expansive view of development proposed for those front parcels that will serve the town, as he is concerned about the loss of retail uses in the town over the past 16 years. However, he is not sure that he wants to address the floor area question as part of the lot line action.

Commissioner Hasko agreed and said that the lot line adjustment makes a lot of sense and could end up with a really nice result. In terms of the floor area, she would tend to just let it run its course.

Chair Gilbert said that she had originally struggled with the issue that Commissioner Targ raised as to whether it was possible to approve a lot line adjustment with nonconforming parcels. After the site visit and listening to the comments, however, she sees the lot line adjustment as an action which would turn a site which would be difficult to develop into something that could provide a lot of value to the community. There are some issues which will need to be dealt with in moving forward, particularly the floor area and stabilizing the creek. She is generally supportive of the proposal and looks forward to seeing the formal application with the survey of the top of bank.

Chair Gilbert asked whether the applicant had any additional comments or questions.

Mr. Warr responded that many of the stakes of the top of bank from the earlier survey are still visible on the property, and that opening the creek on the Town Center property likely reduced the flow of the creek to this site. At this point, he said, they feel comfortable putting together the rest of the application. Based on the discussion he has heard, he believes that the conditions would likely include connecting the remaining buildings to sewer showing where the utilities would enter and exit the site, and demolishing the white structures. Mr. Warr also said that the applicant hears the Commission's comments regarding the brown cottage and understands clearly that exceeding 50% of the appraised value in repairs could be putting that additional floor area in jeopardy. At least two Commissioners sounded supportive of continuing the level of development on the front parcel and could potentially support that if the proposed uses truly served the town, such as more commercial or service-oriented uses. However, this may not be the time to deal with the floor area question.

Chair Gilbert confirmed that the applicant appeared to have a good understanding of the range of the Commission's comments, and these issues will all be discussed in more detail with the formal application.

#### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

Ms. Kristiansson advised the Commission that the Portola Road Corridor Plan would be brought back to the Planning Commission at their December 17, 2014 meeting.

Ms. Pedro noted that the neighbors of a proposed house at 40 Antonio were considering appealing the ASCC's approval of the house. If an appeal is filed, the appeal would be brought to the Planning Commission in early 2015.

In response to a question from Commissioner McKitterick, Ms. Pedro said that the property owner of the observatory on Minoca was working with his neighbors to develop landscaping to screen the observatory.

#### Approval of Minutes: November 19, 2014

Commissioner McKitterick moved to approve the minutes of the November 19, 2014 meeting as submitted. Seconded by Commissioner Hasko, the motion carried 5-0.

#### ADJOURNMENT

The Commission adjourned at 8:10 p.m.

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Denise Gilbert, Chair

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Debbie Pedro, Planning Director



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC

**FROM:** Karen Kristiansson, Deputy Town Planner

**DATE:** May 26, 2015

**RE:** Continued Review of Plans for Lot Line Adjustment, 846/850 Portola Road, File #s: 42-2014 and X6D-216, Sausal Creek Associates

### RECOMMENDATION

Staff recommends that ASCC provide a recommendation for action to the Planning Commission relative to this lot line adjustment proposal.

### BACKGROUND

The proposed lot line adjustment is to modify the layout of the four existing nonconforming lots on the site in order to make the parcels more logical (see attached project plans). The parcel fronting on Portola Road would contain both the existing Hallett Store/office building and the vacant yellow-tagged brown cottage. One parcel would be located immediate behind that and could potentially be developed either with office uses or a single family home under the provisions of the A-P zoning district. The rear of the property would be divided into two parcels which are intended to be used for single family homes.

The existing parcels are legal parcels which can be developed under the provisions of the zoning code (PVMC 18.50.030). Although a planned unit development (PUD) and tentative subdivision map were previously approved for these lands, the property owner now wants to abandon those approvals and develop the lots individually as permitted under the zoning code (more information on the previous approvals is in the December 3, 2014 staff report and minutes in Attachment 3). As a result, the owner will need to withdraw the approved tentative map prior to recording this lot line adjustment, at which point, the approved PUD will lapse.

On December 3, 2014, the ASCC and Planning Commission conducted a preliminary review, including a field meeting, of the proposed lot line adjustment. As was discussed at the preliminary meetings, renovation of the yellow-tagged brown cottage would be subject to the requirements of Section 18.46.040 of the zoning ordinance governing nonconforming structures, which states that when reconstruction costs meet or exceed fifty percent of the current appraised value, the structure "shall adhere to all current requirements of the zoning

regulations.” In this case, if the reconstruction costs were to exceed fifty percent of the structure’s appraised value, the structure would likely not be able to be reconstructed, as the amount of floor area in the office building alone exceeds the floor area limit for the parcel.

Following the December 3, 2014 field meeting, the applicant has completed a re-survey of the top-of-bank location on the site and prepared the documentation needed for a lot line adjustment under the Town’s subdivision ordinance and the California Subdivision Map Act. The application is now ready for formal review and action.

### **CODE REQUIREMENTS**

As required by Chapters 17.12 and 17.16 of the Subdivision Ordinance, this application for a lot line adjustment has been forwarded to the ASCC and Planning Commission for review. The ASCC will consider the project and provide comments to the Planning Commission, which is the deciding body for this application.

### **DISCUSSION**

A detailed analysis of the proposed lot line adjustment and its compliance with the Town’s building and zoning regulations was provided in the attached December 3, 2014 staff report. Additional information is provided below relative to items that were discussed or raised at the preliminary project review.

#### **Scope of Town Review**

Under the Town’s subdivision ordinance and in accordance with Government Code Section 66412, review and approval for this type of lot line adjustment where no new lots are created “shall be confined to a determination of compliance with zoning regulations, building regulations, and requirements to facilitate the relocation of existing utilities, infrastructure or easements.” (PVMC Section 17.12.020). The Government Code further provides that a local agency shall not impose conditions or exactions on its approval of a lot line adjustment except to conform to the local general plan, any applicable specific plan, and zoning and building ordinances, to require the prepayment of real property taxes prior to the approval of the lot line adjustment, or to facilitate the relocation of existing utilities, infrastructure, or easements.

The question was raised at the December 3, 2014 Planning Commission meeting of whether lot line adjustments are considered discretionary or ministerial. Planning staff discussed this question with the Town Attorney. In general, a ministerial action involves the application of fixed standards and little or no personal judgement by a public official. A common example of a ministerial action is the issuance of a building permit. A discretionary action is one in which a public official may use personal subjective judgement in deciding whether or how a project should be carried out. A common example of a discretionary action is a conditional use permit. In this case, as specified in the Town’s subdivision ordinance and the Government Code, the Town has limited discretion and may impose conditions only as needed to ensure that the project complies with zoning and building requirements as well as to facilitate relocation of utilities, infrastructure or easements.

#### **Nonconforming Lots and Structures**

The four existing parcels are all legal nonconforming lots, in that they are smaller than the minimum parcel size for the zoning district in which they are located. In addition, all of the structures on the existing parcels are also nonconforming in that they are located within



required side or front yard setback areas. Currently, two of the four lots also have more floor area than would be permitted under the zoning ordinance: the office parcel has an FAR of 0.26, and the parcel with the brown cottage has an FAR of 0.22, whereas the maximum permitted FAR in the A-P district is 0.13.

Under the proposal, the four parcels would continue to be nonconforming and would all continue to have parcel areas below the one acre minimum for the A-P district. In addition, the existing office building and brown cottage would continue to be located partially in required yard setback areas. The white buildings behind the brown cottage also encroach on the side setback, and one structure would cross the proposed property line between new parcels III and IV. The applicant, however, has stated that he intends to demolish these white buildings.

With the removal of the white buildings and the lot line adjustment, only one parcel would have an FAR over the 0.13 limit. The office parcel would have an FAR of 0.25, while all of the other parcels would comply with the FAR standard. As a result, the lot line adjustment will reduce the amount of nonconformity on the site.

### **Top of Bank**

The plans which were reviewed last December showed the top of bank from a survey completed over a decade ago, in 2003. Because Corte Madera can be a dynamic creek, the applicant re-surveyed the top of bank in January 2015 so that the plans would reflect the current situation. Since the Town requires a setback of 30' from the top of bank for any structures on these lots (PVMC 18.59.020), an accurate top of bank location is necessary to determine whether the proposed parcels contain sufficient developable area.

The 2015 survey shows that the top of bank has remained the same over most of the distance. In two locations, however, the top of bank has moved inland by up to 3 feet. Both of the rear residential parcels are large enough to be developable with this minor change in the location of the top of bank. Prior to approval of site development permits or building permits for these lots, appropriate setbacks or erosion mitigation measures would need to be considered.

### **Utilities**

There are no issues relative to gas, electric, or water service to the site. The proposed driveway easement would include a utility easement as well, which could accommodate these services. The existing buildings on the site are currently served with a septic system which likely crosses the proposed property lines. However, the property owner participated in the sewer line extension project in Portola Road and proposes to abandon the septic system and connect the office building to sewer. With this change, the project will accommodate the utilities needed to serve the proposed parcels. Because the brown cottage is not currently occupied or in use, it will not need to be connected to sewer until it is renovated.

### **Subdivision Committee Comments**

Comments from the Subdivision Committee generally supportive of the proposed lot line adjustment. These comments are attached and summarized below.

- Town Geologist. The Town Geologist recommended approval of the application from a geotechnical standpoint. Looking ahead, the Town Geologist also recommended that "appropriate setbacks (at a minimum, in accordance with Town creek setback guidelines) or erosion mitigation be considered prior to approval of Site Development Permits or Building Permits for new residences on individual parcels. Geotechnical

evaluations should be submitted addressing appropriate setbacks and/or erosion mitigation measures. In addition, the potential for local flooding should be re-evaluated during the design process for individual lot development and prior to construction of any common improvements that serve the four parcels.”

- Town Engineering Consultant (NV5). The land surveyor at NV5 reviewed the lot line adjustment application for the Town and found that the revised application is in conformance with the Subdivision Map Act and the Town's subdivision ordinance.
- Woodside Fire Protection District. The only comment from Woodside Fire was that any shared driveways will need to meet the Fire District's standards.
- Conservation Committee. The Committee had no objections to the lot line adjustment proposal and noted that this proposal appears to be more protective of the creek than the previous approvals for the site.
- Town Historian. The Town Historian found no problems with the proposal. She said that renovation of the Hallett Store (the office building) would be beneficial, although she would object strongly to demolition of the building.

### **CEQA Analysis**

Per Section 15305 of the California Environmental Quality Act (CEQA) Guidelines, minor lot line adjustments not resulting in the creation of a new parcel are categorically exempt from CEQA.

### **NEIGHBOR COMMENTS**

No public comments had been received as of the time this report was written.

### **CONCLUSION**

The ASCC's action on this item is to make a recommendation to the Planning Commission, who will be considering this lot line adjustment at their June 3, 2015 meeting. With the demolition of the white buildings on new parcels III and IV, the abandonment of the septic system, and the connection of the existing building which is in use to the sewer system, the project will conform to the Town's zoning and building regulations and will have adequate provisions for utilities. To ensure these changes, as well as proper withdrawal of the approved tentative map, three conditions of approval are recommended for this project (Attachment 1).

### **ATTACHMENTS**

1. Recommended conditions of approval.
2. Vicinity map.
3. Staff report and minutes from December 3, 2014.
4. Town Geologist comments. Letter dated March 6, 2015.
5. NV5 comments. Letter dated May 4, 2015.
6. Woodside Protection District comments. Plan sheet excerpt stamped approved February 26, 2015.
7. Conservation Committee comments. Email from Judith Murphy dated February 27, 2015.
8. Town Historian comments. Email from Nancy Lund dated February 27, 2015.
9. Project plans.

Report approved by: Debbie Pedro, Town Planner



**COTTON, SHIRES AND ASSOCIATES, INC.**  
CONSULTING ENGINEERS AND GEOLOGISTS

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March 6, 2015  
V5364A

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

SUBJECT: Supplemental Geotechnical Peer Review  
RE: Sausal Creek Associates  
Proposed Lot Line Adjustments  
846 Portola Road

We have completed a geotechnical peer review of the proposed lot line adjustment using:

- Proposed Lot Line Adjustment Plat (1 sheet, 20-scale), prepared by CJW Architecture, dated January 27, 2015; and
- Topographic Survey (1 sheet, 20-scale), prepared by Lea & Braze Engineering, dated January 21, 2015, with latest revision dated January 27, 2015.

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

### DISCUSSION

The applicant is proposing to revise existing lot lines for the subject 1.41-acre property. A previously submitted Lot Line Adjustment Map was reviewed by CSA, and a review report issued on November 19, 2014. In our letter, we stated that: *"The proposed lot line adjustments may be potentially impacted by changes in the top of bank position that have occurred since 2003 (date of topographic survey). We recommend that a current survey be completed of the top of bank and that depicted*

Northern California Office  
330 Village Lane  
Los Gatos, CA 95030-7218  
(408) 354-5542 • Fax (408) 354-1852

Central California Office  
6417 Dogtown Road  
San Andreas, CA 95249-9640  
(209) 736-4252 • Fax (209) 736-1212

Southern California Office  
550 St. Charles Drive, Suite 108  
Thousand Oaks, CA 91360-3995  
(805) 497-7999 • Fax (805) 497-7933

[www.cottonshires.com](http://www.cottonshires.com)

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**

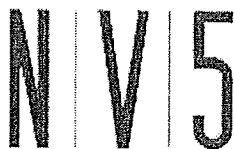


John M. Wallace  
Principal Engineering Geologist  
CEG 1923



Patrick O. Shires  
Senior Principal Geotechnical Engineer  
GE 770

JMW:POS:kd



BEYOND ENGINEERING

May 4, 2015  
SJ00717-19-23

Karen Kristiansson, Deputy Town Planner  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

**RE: 846-850 Portola Road Lot Line Adjustment**

Dear Karen,

We have completed our third review of the Lot Line Application for 846-850 Portola Road, located in the Town of Portola Valley, CA. We have found that the requested revisions are acceptable, and that the materials are technically correct, and that the suggested lot line adjustment is in conformance with the Subdivision Map Act, and the Town of Portola Valley Lot Line Adjustment Application requirements.

Should you have any questions or comments, feel free to contact me.

Submitted by:

NV5

A handwritten signature in black ink that reads 'T.W. Park'.

Tracy W. Park, PLS  
(707) 688-8143 c

# PROJECT INFORMATION

EXISTING PARCELS:

APN: 076-261-120  
 DOC. 2008-38288 PARCEL 1  
 32,007 SQ.FT. | 0.73 ACRES

APN: 076-261-130  
 DOC. 2008-38288 PARCEL 2  
 10,274 SQ.FT. | 0.24 ACRES

APN: 076-261-130  
 DOC. 2008-38288 PARCEL 3  
 9,544 SQ.FT. | 0.22 ACRES

APN: 076-261-130  
 DOC. 2008-38288 PARCEL 4  
 9,609 SQ.FT. | 0.22 ACRES

PROPOSED PARCELS:

PARCEL 1  
 17,936 SQ.FT. | 0.41 ACRES

PARCEL 2  
 15,272 SQ.FT. | 0.35 ACRES

PARCEL 3  
 17,936 SQ.FT. | 0.41 ACRES

PARCEL 4  
 10,290 SQ.FT. | 0.24 ACRES

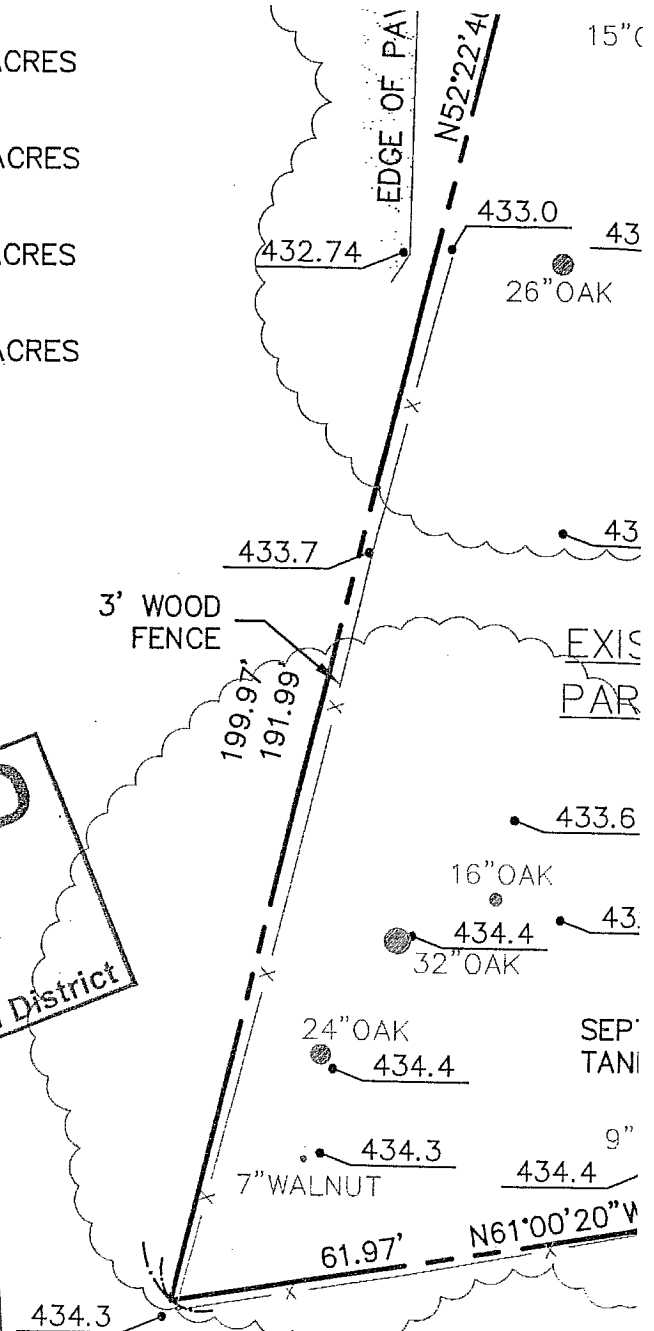
# OWNER INFORMATION

EXISTING PARCELS 1, 2, 3 & 4

SAUSAL CREEK ASSOCIATES, LLC  
 846 PORTOLA ROAD  
 PORTOLA VALLEY, CA 94028

**APPROVED**  
*[Signature]* 2/26/15  
 Woodside Fire Protection District

Note: Any shared  
 driveways will need  
 to meet WFD  
 requirements  
 X M.H. 2/26/15



OVERHEAD LINE

LANDS OF  
 GRPA, LLC

**Karen Kristiansson**

---

**From:** Judith Murphy <jammurr123@gmail.com>  
**Sent:** Friday, February 27, 2015 3:49 PM  
**To:** Karen Kristiansson  
**Subject:** Re: lot line adjustment application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Marianne Plunder and I reviewed the plans for lot line adjustments at 846/850 Portola Road.

Conservation committee has no objections. We will be very concerned about protecting the creek going forward as these lots get developed, but it looks like this plan is more protective of the creek than the previous one was.

Judy

Judith Murphy  
8 Portola Green Circle  
Portola Valley, CA 94028  
650-851-2766

**Karen Kristiansson**

---

**From:** Tor/Nancy Lund <thelunds@ix.netcom.com>  
**Sent:** Friday, February 27, 2015 3:21 PM  
**To:** Karen Kristiansson  
**Subject:** RE: lot line adjustment review request

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Karen:

I've looked over the proposal for 846/850 Portola; I see no problems from a historic point of view. In fact, renovation of the Hallett Store couldn't come soon enough. The encroaching redwoods are a huge threat, never mind the overall attention it needs. I would raise a major objection to any future proposal for its demolition. (Just a point of information: The summary says the current approved map allows for the removal of ALL buildings. I cannot believe that is accurate. My memory is that removal of the Hallett building was never approved, nor even suggested.)

I've long been curious about the story of that little house next door. If any information about its history surfaces, I'd like to be informed.

Best,  
Nancy



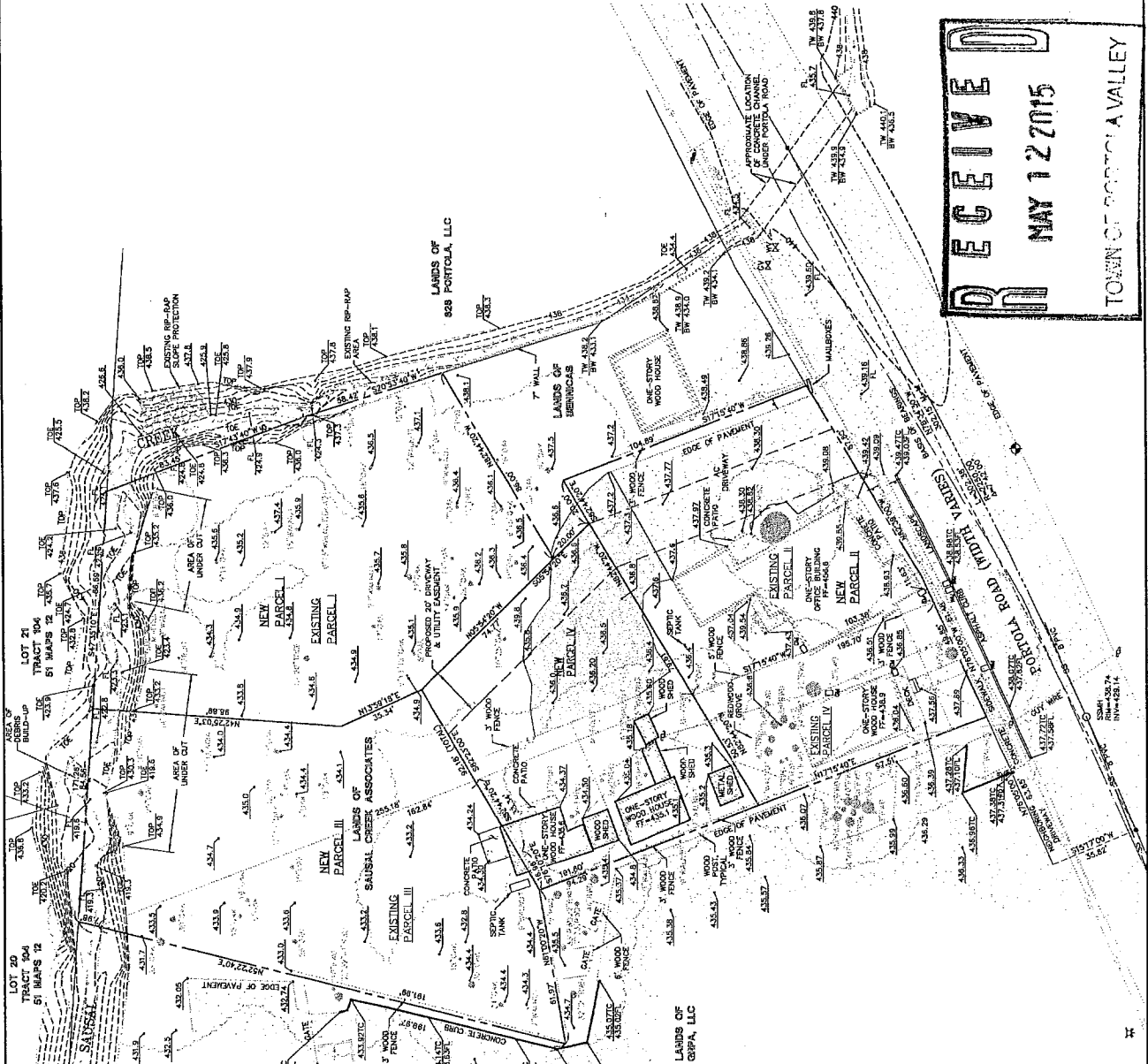


LEA & BRAZ ENGINEERING, INC.  
 CIVIL ENGINEERS - LAND SURVEYORS  
 1425 NORTH RIVERSIDE AVENUE, SUITE 100  
 SAN MATEO COUNTY, CALIFORNIA 94062  
 (415) 887-4288  
 (415) 887-4289  
 (415) 887-4290  
 WWW.LEABRAZ.COM

846 PORTOLA ROAD  
 PORTOLA VALLEY, CALIFORNIA  
 SAN MATEO COUNTY  
 APR. 078-281-130

PROPOSED LOT LINE  
 ADJUSTMENT PLAT

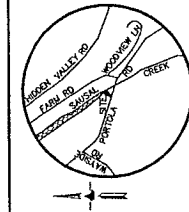
DATE	1-21-15
JOB NO.	2141187
SCALE	1"=20'
SHEET NO.	1
OF 1 SHEETS	



**RECEIVED**  
 MAY 12 2015  
 TOWN OF PORTOLA VALLEY

**PROJECT INFORMATION**  
 EXISTING PARCELS:  
 806 2000-3028 PARCEL 1 17.936 SQ.FT. 1.041 ACRES  
 32,007 SQ.FT. 1.073 ACRES  
 406 078-281-129 PARCEL 2 15,272 SQ.FT. 1.035 ACRES  
 10,574 SQ.FT. 1.024 ACRES  
 406 078-281-130 PARCEL 3 17,145 SQ.FT. 1.041 ACRES  
 806 2000-3028 PARCEL 4 10,280 SQ.FT. 1.024 ACRES  
 9,899 SQ.FT. 1.022 ACRES

**OWNER INFORMATION**  
 SAUSAL CREEK ASSOCIATES, LLC  
 PORTOLA VALLEY, CA 94028



- LEGEND AND NOTES**
- FRAMES IN BRASS DISK WITH
  - WATER METER
  - ELECTRIC METER
  - CONCRETE
  - WOOD
  - GRAVEL
  - ASPHALT
  - OVERHEAD UTILITY LINE
  - FIRE ALARM
  - ELECTRICAL/TELEPHONE/TV CABLE OVERHEAD LINE
  - CABLE TV OVERHEAD LINE
  - TELEPHONE OVERHEAD LINE
  - BOUNDARY LINE
  - NEW PROPERTY LINE
  - EXISTING PROPERTY LINE

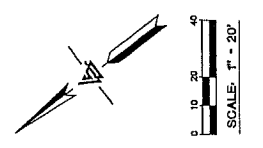
**BASIS OF BEARINGS**  
 THE CALCULATED BEARINGS INTERSECTION BETWEEN TWO FOUND MONUMENTS ON THE MONUMENT LINE OF PORTOLA ROAD AS RECORDED IN VOLUME 28 OF 113 PAGES AT PAGE 23 SAN MATEO COUNTY RECORDS ARE USED AS THE BASIS OF ALL BEARINGS SHOWN UPON THIS MAP.

**REFERENCES**  
 MONUMENT MAPS AT PAGE 12  
 PORTOLA RECORDS  
 VOLUME 18 OF 113 PAGES AT PAGE 28  
 REVISED ON 06/04/10  
 RIGHT-OF-WAY MAP  
 COUNTY ROAD NO. 52  
 REVISED ON 07/12/09  
 LANDS OF SAUSAL CREEK ASSOCIATES  
 DEED DOCUMENT 2009-03028  
 LANDS OF JEFFERSON ST. CORPORATION  
 DEED DOCUMENT 2009-03294  
 LANDS OF COLON  
 DEED DOCUMENT 2009-103161  
 RECORD OF SURVEY, S/S NO. 2464,  
 28 113 PAGES 24

**EASEMENTS**  
 THESE ARE TO EASEMENTS  
 RECORD FOR PRELIMINARY TITLE  
 RECORD FOR PRELIMINARY TITLE  
 ALBERTSON TITLE COMPANY,  
 DATED AS OF 4/27/11, 2011.

**SITE BENCHMARK**  
 SURVEY CONTROL POINT  
 WITH AN ELEVATION MARKER  
 (PORTOLA VALLEY DATUM)

**BENCHMARK**  
 TOWN OF PORTOLA VALLEY BENCHMARK P/23  
 15'x15'x20' CONCRETE MONUMENT  
 79'-37" 47'3" SOUTHEAST OF WOOD HOUSE, 9'  
 SOUTH OF PORTOLA VALLEY ROAD, AT THE INTERSECTION OF PORTOLA  
 ROAD AND VALLEY PRESBYTERIAN CHURCH  
 (PORTOLA VALLEY DATUM)

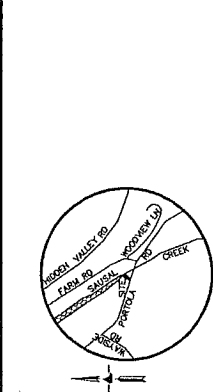
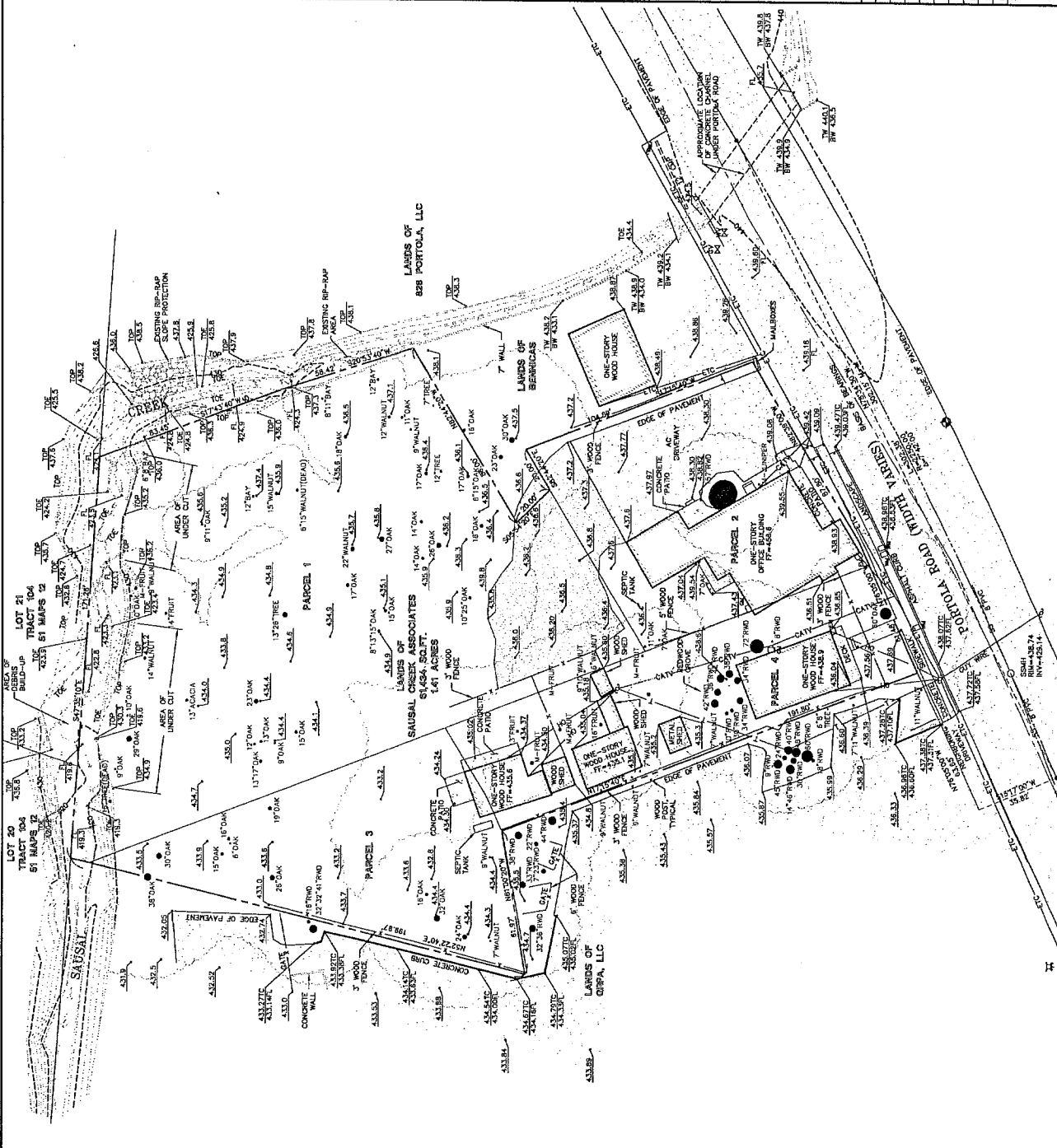




LEA & BRAZE ENGINEERING, INC.  
 CIVIL ENGINEERS  
 245 WEST WASHINGTON STREET  
 PORTLAND, OR 97201  
 (503) 227-0215  
 (503) 227-0216  
 (503) 227-0217  
 (503) 227-0218  
 (503) 227-0219  
 FAX: (503) 227-0210  
 WWW.LEABRAZE.COM

846 PORTOLA ROAD  
 TOPOGRAPHIC SURVEY  
 PORTOLA VALLEY, CALIFORNIA  
 SAN MATEO COUNTY  
 MAP NO. 096-201-120 & 130

DATE: 11-24-15  
 SHEET NO. 1 OF 1 SHEETS  
 DRAWN BY: USE/20  
 SCALE: 1" = 20'  
 JOB NO. 241102  
 REVISIONS: BY  
 CHECKED BY: RM  
 APPROVED BY: RM



**VICINITY MAP**  
 NO SCALE

**LEGEND AND NOTES**  
 • POUND # GRADES MEAS WITH  
 1110 WATER METER  
 1110 MANHOLE  
 1110 ELECTRICAL METER  
 1110 GAS METER  
 1110 JOINT POLE  
 1110 STREET SIGN  
 SPONGE  
 CONCRETE  
 WOOD  
 GRAVEL  
 ASPHALT

--- OVERHEAD UTILITY LINE  
 --- FLOWING CREEK  
 --- CABLE TV OVERHEAD LINE  
 --- C-ATV  
 --- TELEPHONE OVERHEAD LINE

**EASEMENTS**  
 THESE ARE NO EASEMENTS OF RECORD FOR RECORD BY TITLE AMERICAN TITLE COMPANY, DATED AS OF JULY 23, 2014

**◆ SITE BENCHMARK**  
 WITH SET IAGD AND WASSER WITH AN ELEVATION=438.0 (PORTOLA VALLEY DATUM)

**BENCHMARK**  
 TOWN OF PORTOLA VALLEY BENCHMARK PCD 3.5' BRASS NAIL IN MONUMENT WELL STAMPED N-25-17-22 SOUTHWEST OF WOOD SIGN 9.5' SOUTH OF INTERSECTION OF PORTOLA ROAD AND ELEVATION = 443.07 (PORTOLA VALLEY DATUM)

0 10 20 40  
 SCALE: 1" = 20'

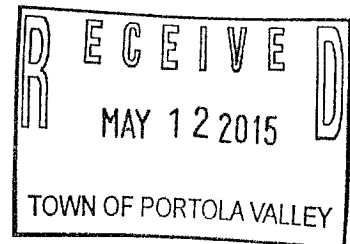
**EXHIBIT "A"**  
**LEGAL DESCRIPTION**  
**NEW PARCEL 1**

All that certain Real Property, situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of the lands of Sausal Creek Associates LLC per that certain deed recorded April 7, 2008 as Document Number 2008-038288, Official Records of San Mateo County, all as shown on Exhibit "B" made a part hereof, more particularly described as follows:

**Beginning** at a 3/4" iron pipe and tag "LS 7623" located at the most Northerly corner of the Lands of 828 Portola, LLC, formerly Lands of David Brian Wexler MD, Inc., as said lands and pipe are shown on that certain Record of Survey filed January 30, 2014 in Volume 39 of LLS Maps at page 52, San Mateo County Records; said point also being the most Northeasterly corner of said Lands of Sausal Creek Associates LLC; thence along the easterly line of last said lands South 17°43'40" West, 83.45 feet to a 3/4" iron pipe and tag "LS7623" as shown on last said map; thence South 20°53'40" West, 58.42 feet; thence leaving last said easterly line North 82°44'20" West, 86.00 feet; thence North 05°54'20" West, 74.77 feet; thence North 13°59'18" East, 35.34 feet; thence North 42°25'03" East, 98.89 feet to a point on the Northerly line of last said lands; thence along last said line South 47°35'10" East, 86.69 feet to the **Point of Beginning**.

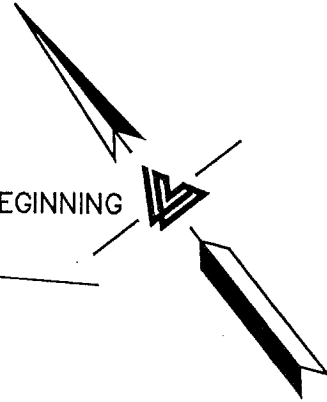
Containing 0.41 acres, more or less.

**END OF DESCRIPTION**



LOT 20  
TRACT 104  
51 MAPS 12

LOT 21  
TRACT 104  
51 MAPS 12



S47°35'10"E  
86.69'

POINT OF BEGINNING

LANDS OF  
SAUSAL CREEK  
ASSOCIATES

R/S NO. 2484  
39 LLS 52

**LEGEND**

3/4" IRON PIPE  
& TAG, LS 7626  
PER 39 LLS 52

NEW PARCEL 1  
17,936± SQ.FT.  
0.41± ACRES

LANDS OF  
828 PORTOLA, LLC

N42°25'03"E  
98.89'

S17°43'40"W  
83.45'

S20°53'40"W  
58.42'

N13°59'18"E  
35.34'

N05°54'20"W  
74.77'

86.00'  
N82°44'20"W

LANDS OF  
BENNICAS

LANDS OF  
GRPA LLC



SCALE: 1" = 60'

PORTOLA ROAD  
(WIDTH VARIES)



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(510) 887-3019 FAX  
WWW.LEABRAZE.COM

JOB NO 2141167

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL**  
**DESCRIPTION FOR LOT LINE**  
**ADJUSTMENT**  
**NEW PARCEL 1**  
**PORTOLA VALLEY, CALIFORNIA**

-----  
Parcel name: NEW PARCEL 1

North: 4634.5270 East : 5529.9715  
Line Course: S 17-43-40 W Length: 83.45  
North: 4555.0397 East : 5504.5614  
Line Course: S 20-53-40 W Length: 58.42  
North: 4500.4615 East : 5483.7260  
Line Course: N 82-44-20 W Length: 86.00  
North: 4511.3311 East : 5398.4157  
Line Course: N 05-54-20 W Length: 74.77  
North: 4585.7043 East : 5390.7227  
Line Course: N 13-59-18 E Length: 35.34  
North: 4619.9963 East : 5399.2653  
Line Course: N 42-25-03 E Length: 98.89  
North: 4693.0018 East : 5465.9693  
Line Course: S 47-35-10 E Length: 86.69  
North: 4634.5310 East : 5529.9718

Perimeter: 523.56 Area: 17,936 sq.ft. 0.4118 acres

Mapcheck Closure - (Uses listed courses and chords)  
Error Closure: 0.0040 Course: N 05-05-03 E  
Error North: 0.00398 East : 0.00035  
Precision 1: 130,890.00

**EXHIBIT "C"**  
**LEGAL DESCRIPTION**  
**NEW PARCEL 2**

All that certain Real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of the lands of Sausal Creek Associates LLC per that certain deed recorded April 7, 2008 as Document Number 2008-038288, Official Records of San Mateo County, all as shown on Exhibit "D" made a part hereof, more particularly described as follows:

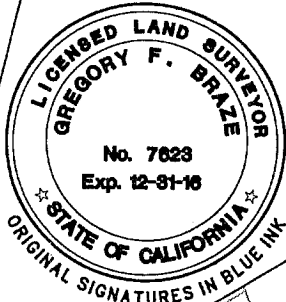
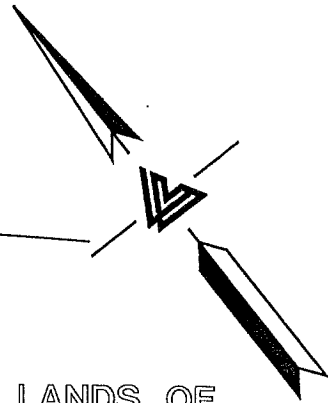
**Commencing** at a 3/4" iron pipe and tag "LS 7623" located at the Southwesterly corner of the Lands of 828 Portola LLC, formerly Lands of David Brian Wexler MD, Inc., as said lands are shown on that certain Record of Survey filed January 30, 2014 in Volume 39 of LLS Maps at page 52, San Mateo County Records; said point also being on the Northerly Right of Way line of Portola Road, width varies; thence along last said Northerly line North 78°18'00" West, 12.67 feet; thence North 82°39'00" West, 54.01 feet to the **Point of Beginning**; thence continuing along last said line North 82°39'00" West, 87.80 feet; thence North 76°05'00" West, 61.48 feet to the most Southwesterly corner of said Lands of Sausal Creek Associates LLC; thence leaving last said Right of Way line and along the Southwesterly line of last said lands North 17°15'40" East, 97.51 feet; thence leaving last said line South 82°44'20" East, 150.14 feet; thence South 17°15'40" West, 104.89 feet to the **Point of Beginning**.

Containing 0.35 acres, more or less.

**END OF DESCRIPTION**

LOT 20  
TRACT 104  
51 MAPS 12

LOT 21  
TRACT 104  
51 MAPS 12



LANDS OF  
SAUSAL CREEK  
ASSOCIATES

LANDS OF  
828 PORTOLA, LLC

R/S NO. 2484  
39 LLS 52

POINT OF  
COMMENCEMENT

LANDS OF  
GRPA LLC

NEW PARCEL 2  
15,272±  
0.35± ACRES

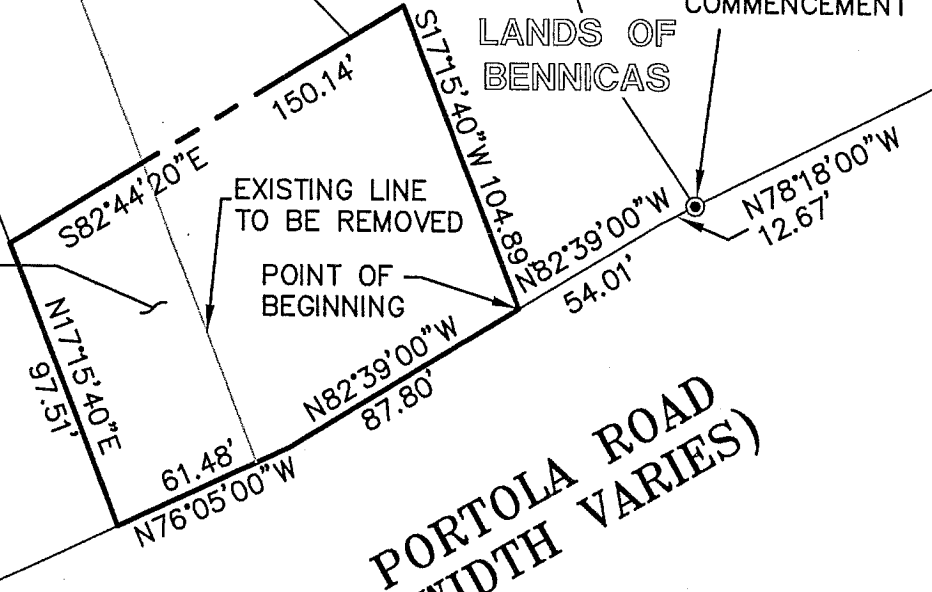
LANDS OF  
BENNICAS

EXISTING LINE  
TO BE REMOVED

POINT OF  
BEGINNING

**LEGEND**

- FOUND 3/4" IRON PIPE & TAG, LS 7626 PER 39 LLS 52



**PORTOLA ROAD  
(WIDTH VARIES)**



**SCALE: 1" = 60'**



**LEA & BRAZE ENGINEERING, INC.**

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(510) 887-3019 FAX  
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JOB NO 2141167

**EXHIBIT "D"**  
**PLAT TO ACCOMPANY LEGAL  
DESCRIPTION FOR LOT LINE  
ADJUSTMENT  
NEW PARCEL 2  
PORTOLA VALLEY, CALIFORNIA**

-----  
Parcel name: NEW PARCEL 2

North: 4388.7459      East : 5389.1910  
Line Course: N 82-39-00 W Length: 87.80  
North: 4399.9781      East : 5302.1124  
Line Course: N 76-05-00 W Length: 61.48  
North: 4414.7647      East : 5242.4370  
Line Course: N 17-15-40 E Length: 97.51  
North: 4507.8831      East : 5271.3709  
Line Course: S 82-44-20 E Length: 150.14  
North: 4488.9067      East : 5420.3068  
Line Course: S 17-15-40 W Length: 104.89  
North: 4388.7407      East : 5389.1831

Perimeter: 501.82 Area: 15,272 sq.ft. 0.3506 acres

Mapcheck Closure - (Uses listed courses and chords)  
Error Closure: 0.0094      Course: S 56-29-30 W  
Error North: -0.00517      East : -0.00781  
Precision 1: 53,385.11



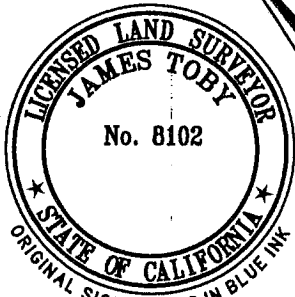
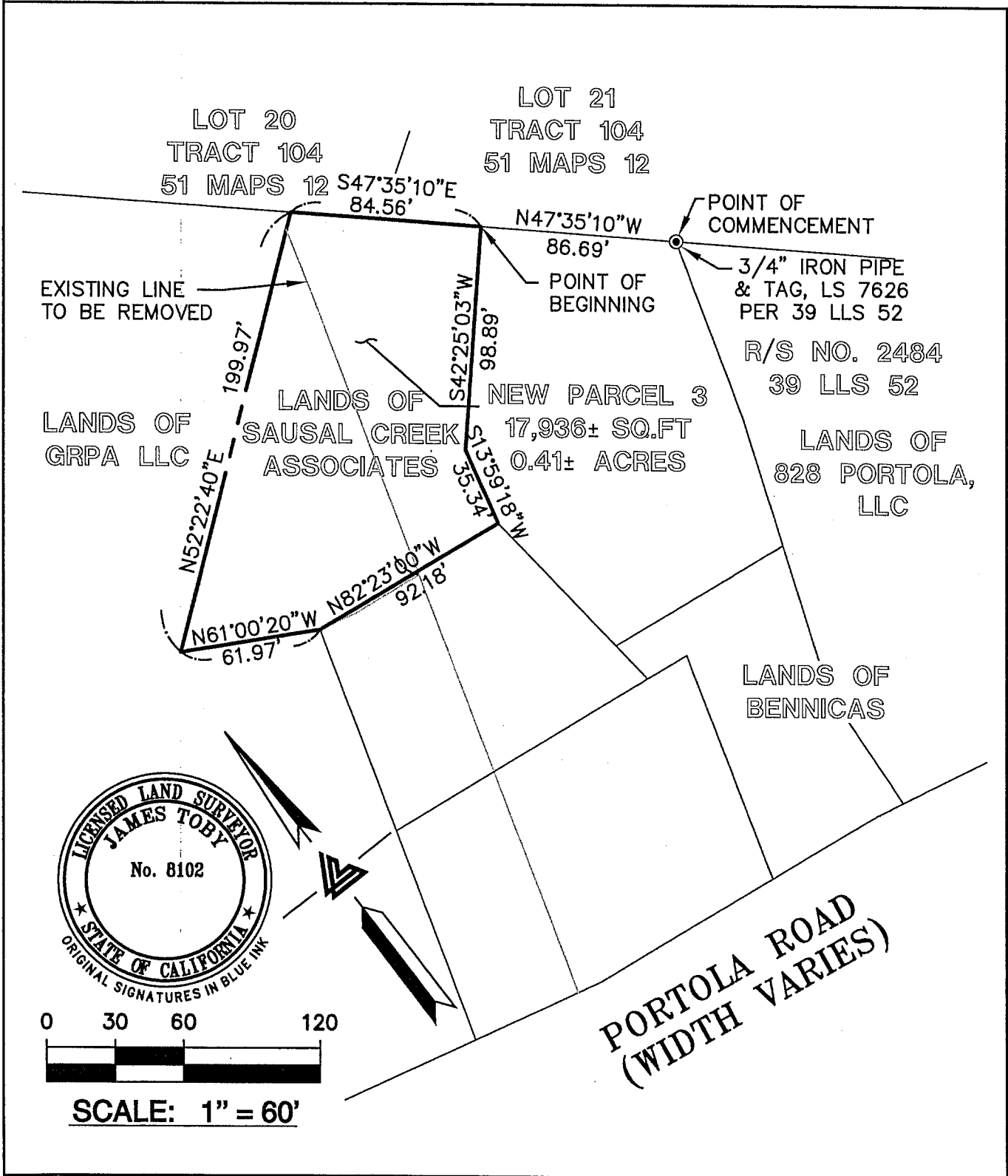
**EXHIBIT "E"**  
**LEGAL DESCRIPTION**  
**NEW PARCEL 3**

All that certain Real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of the lands of Sausal Creek Associates LLC per that certain deed recorded April 7, 2008 as Document Number 2008-038288, Official Records of San Mateo County, all as shown on Exhibit "F" made a part hereof, more particularly described as follows:

**Commencing** at a 3/4" iron pipe and tag "LS 7623" located at the most Northerly corner of the Lands of 828 Portola, LLC, formerly Lands of David Brian Wexler MD, Inc., as said lands are shown on that certain Record of Survey filed January 30, 2014 in Volume 39 of LLS Maps at page 52, San Mateo County Records; said point also being the most Northeasterly corner of said Lands of Sausal Creek Associates LLC; thence along the northerly line of last said lands North 47°35'10" West, 86.69 feet to the **Point of Beginning**; thence leaving last said line South 42°25'03" West, 98.89 feet; South 13°59'18" West, 35.34 feet; thence North 82°23'00" West, 92.18 feet; thence North 61°00'20" West, 61.97 feet to a point on the Northwesterly line of last said lands; thence along last said line North 52°22'40" East, 199.97 feet to the most Northwesterly corner of last said lands; thence along the Northerly line of last said lands South 47°35'10" East, 84.56 feet to the **Point of Beginning**.

Containing 0.41 acres, more or less.

**END OF DESCRIPTION**



SCALE: 1" = 60'



**LEA & BRAZE ENGINEERING, INC.**  
CIVIL ENGINEERS • LAND SURVEYORS

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(510) 887-3019 FAX  
WWW.LEABRAZE.COM

JOB NO 2141167

**EXHIBIT "F"**  
**PLAT TO ACCOMPANY LEGAL**  
**DESCRIPTION FOR LOT LINE**  
**ADJUSTMENT**  
**NEW PARCEL 3**  
**PORTOLA VALLEY, CALIFORNIA**

-----  
Parcel name: NEW PARCEL 3

North: 4693.0005      East : 5465.9662  
Line Course: S 42-25-03 W Length: 98.89  
    North: 4619.9950      East : 5399.2621  
Line Course: S 13-59-18 W Length: 35.34  
    North: 4585.7030      East : 5390.7196  
Line Course: N 82-23-00 W Length: 92.18  
    North: 4597.9210      East : 5299.3529  
Line Course: N 61-00-20 W Length: 61.97  
    North: 4627.9594      East : 5245.1498  
Line Course: N 52-22-40 E Length: 199.97  
    North: 4750.0315      East : 5403.5366  
Line Course: S 47-35-10 E Length: 84.56  
    North: 4692.9974      East : 5465.9665

Perimeter: 572.91    Area: 17,936 sq.ft. 0.4118 acres

Mapcheck Closure - (Uses listed courses and chords)  
Error Closure: 0.0031      Course: S 07-13-05 E  
Error North: -0.00308      East : 0.00039  
Precision 1: 184,809.68

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**  
**SHARED DRIVEWAY & UTILITY EASEMENT**

All that certain Real property, situate in the Town of Portola Valley, County of San Mateo, State of California, being a portion of the lands of Sausal Creek Associates LLC per that certain deed recorded April 7, 2008 as Document Number 2008-038288, Official Records of San Mateo County, all as shown on Exhibit "B" made a part hereof, more particularly described as follows:

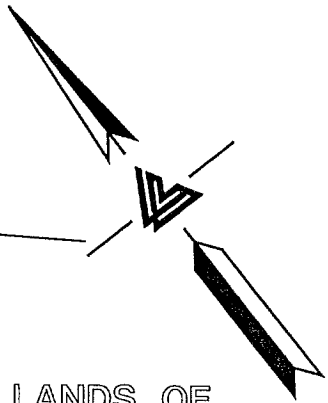
**Commencing** at a 3/4" iron pipe and tag "LS 7623" located at the Southwesterly corner of the Lands of 828 Portola LLC, formerly Lands of David Brian Wexler MD, Inc., as said lands are shown on that certain Record of Survey filed January 30, 2014 in Volume 39 of LLS Maps at page 52, San Mateo County Records; said point also being on the Northerly Right of Way line of Portola Road, width varies; thence along last said line North 78°18'00" West, 12.67 feet; thence North 82°39'00" West, 73.97 feet to the **Point of Beginning**; thence continuing along last said line North 82°39'00" West, 20.30 feet; thence leaving last said line North 17°42'24" East, 104.24 feet; thence North 05°54'20" West, 95.49 feet; thence South 82°23'00" East, 20.57 feet; thence South 05°54'20" East, 94.77 feet; thence South 17°14'24" West, 104.85 feet to the **Point of Beginning**.

Containing 0.09 acres, more or less.

**END OF DESCRIPTION**

LOT 20  
TRACT 104  
51 MAPS 12

LOT 21  
TRACT 104  
51 MAPS 12



**LEGEND**

○ FOUND 3/4" IRON PIPE & TAG, LS 7626 PER 39 LLS 52

LANDS OF  
828 PORTOLA, LLC

LANDS OF  
SAUSAL CREEK  
ASSOCIATES

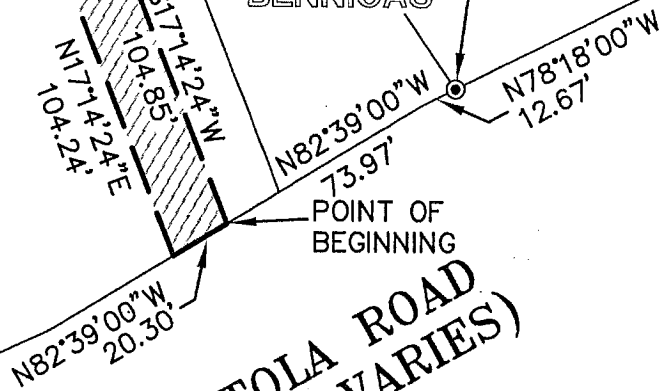
R/S NO. 2484  
39 LLS 52

POINT OF  
COMMENCEMENT

LANDS OF  
GRPA LLC

SHARED DRIVEWAY  
& UTILITY  
EASEMENT  
3,944 SQ.FT.

LANDS OF  
BENNICAS



**SCALE: 1" = 60'**

**PORTOLA ROAD  
(WIDTH VARIES)**



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS • LAND SURVEYORS

2495 INDUSTRIAL PARKWAY  
WEST HAYWARD, CALIFORNIA  
94545 (510) 887-4086 VOICE  
(510) 887-3019 FAX  
WWW.LEABRAZE.COM

JOB NO 2141167

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL  
DESCRIPTION FOR SHARED  
DRIVEWAY & ACCESS EASEMENT  
PORTOLA VALLEY, CALIFORNIA**

-----  
Parcel name: EASEMENT

North: 4391.2989      East : 5369.3987  
Line Course: N 82-39-00 W Length: 20.30  
North: 4393.8959      East : 5349.2655  
Line Course: N 17-14-24 E Length: 104.24  
North: 4493.4526      East : 5380.1596  
Line Course: N 05-54-20 W Length: 95.49  
North: 4588.4358      East : 5370.3348  
Line Course: S 82-23-00 E Length: 20.57  
North: 4585.7093      East : 5390.7233  
Line Course: S 05-54-20 E Length: 94.77  
North: 4491.4423      East : 5400.4741  
Line Course: S 17-14-24 W Length: 104.85  
North: 4391.3030      East : 5369.3992

Perimeter: 440.22    Area: 3,994 sq.ft. 0.0917 acres

Mapcheck Closure - (Uses listed courses and chords)  
Error Closure: 0.0041      Course: N 06-08-57 E  
Error North: 0.00412      East : 0.00044  
Precision 1: 107,370.73



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

---

**TO:** Planning Commission

**FROM:** Karen Kristiansson, Deputy Town Planner

**DATE:** June 3, 2015

**RE:** Review of Site Development Permit for Landslide Repair Project, 16/42 Santa Maria Drive, Bylund, File # X9H-660

### RECOMMENDATION

Staff recommends the Planning Commission approve the Initial Study/Mitigated Negative Declaration and Site Development Permit X9H-660 with the conditions of approval in Attachment 1. Draft resolutions for these actions are provided in Attachments 2 and 3.

### BACKGROUND

The project site, off of Santa Maria Avenue, is shown on the vicinity map in Attachment 4. This project is to repair a 1998 landslide on the site through grading, including 16,261 cubic yards of cut and 15,619 cubic yards of engineered fill, and installation of a subdrain system. Approximately 642 cubic yards would be off-hauled. The total area to be disturbed is about 0.8 acres, and the maximum depth of cut/fill would be approximately 35 feet. Dirt will be stockpiled on the site during the construction process. Vegetation, including two significant trees, would be removed in order to accommodate the landslide repair.

In addition to the grading, the project would include demolition of existing residences on both 16 and 42 Santa Maria Avenue and construction of storm drainage improvements on both properties to better manage water entering and leaving the properties. As part of the project, existing utilities that pass between the two lots to serve 150 Louise Lane would be temporarily relocated uphill of the landslide repair and replaced upon completion of the project.

### CODE REQUIREMENTS

As required by Section 15.12.100.C of the Site Development Ordinance, this application for a landslide repair project has been forwarded to the Planning Commission for final review and action.

## **DISCUSSION**

The site development committee was generally supportive of the project, with certain conditions. Comments from committee members can be found in Attachment 5 and are summarized in the May 20, 2015 staff report (Attachment 6).

A summary of the May 20, 2015 preliminary review is provided in the May 26, 2015 staff report to the Planning Commission (Attachment 7). That staff report also provides information on the following key issues which were raised at the field and evening meetings: potential damage to roads, fire prevention/suppression, septic system design and slope stability, storm drainage system maintenance and inspections, and the driveway location for 42 Santa Maria.

### **ASCC Review, May 26, 2015**

The ASCC finished its review of this project at the May 26, 2015 ASCC meeting (staff report attached). Because minutes of that meeting are not yet available, the key points that were discussed at the meeting are summarized below:

#### ***Driveway to 42 Santa Maria Avenue***

Mr. Bylund noted that he met with the owner of 40 Santa Maria to discuss this issue at the site, and it appeared that the original, upper driveway location could likely work. However, he advised that the driveway location will not be set until the lot is developed, which could be done by another party, and therefore he could not guarantee the driveway location at this time. The ASCC will have the opportunity to weigh in on the driveway location when a house is proposed for this site.

#### ***Vegetation***

ASCC members noted that there is a lot of Sudden Oak Death (SOD) in the area of the project. Mr. Bylund said that he would be removing a number of non-significant Bay trees, as well as acacias, from the site as part of the project, and that he also intends to treat the four large oaks on the site for SOD.

#### ***Staging and Traffic Plans***

Staff clarified that a stockpile sequencing/staging plan is currently being reviewed by the Town Geologist, and that a traffic and parking control plan is being reviewed by the Woodside Highlands Road Maintenance District. Both of these will also be reviewed by Town staff, including the Public Works Director. Following the meeting, staff also received a request as to whether the Town could require the applicant to post a bond with the Woodside Highlands Road Maintenance District to ensure that any damage to Santa Maria Avenue, which is a private road, would be repaired. While the responsibility for overseeing and maintaining the road rests with the District, staff is discussing this issue with the Town Attorney to determine whether the Town can appropriately assist the District in this way.

#### ***Septic System Designs***

Staff reported on a conversation with the San Mateo County Department of Environmental Health, who confirmed that they have reviewed and tentatively approved septic system designs for these properties. Once the landslide repair is complete, assuming that work is done according to plan, the property owner will be able to apply to install the septic systems. The design of the systems is not anticipated to change unless the landslide repair cannot be completed as planned. Both septic system designs fully comply with the County's standards for alternative septic systems, and both would receive operating permits upon



installation which would require regular maintenance from a service company and annual inspections from the County.

***Storm Drainage System Maintenance and Inspections***

In general, continued maintenance of storm drainage systems is needed to keep those systems functioning properly. This is a responsibility of the individual property owner. The Town does not require ongoing maintenance or annual inspections for storm drainage systems on private properties. At the May 20<sup>th</sup> Planning Commission meeting, Commissioners did, however, encourage neighbors to work together to address ongoing storm drainage concerns in the neighborhood.

At the conclusion of their discussion, the ASCC unanimously recommended that the Planning Commission approve the Initial Study/Negative Declaration for this project and the site development project, with the recommended conditions of approval.

**Consistency with the Site Development Ordinance (PVMC Chapter 15.12)**

The site development ordinance calls for a permit application to be denied if it is contrary to the purposes of the ordinance. The purposes are set forth in Section 15.12.030 (Attachment 8). This application appears to be consistent with these purposes by promoting public safety and the general public welfare by repairing an active landslide returning the property from an Md (moving deep landslide) to a Pd (potential deep landslide) condition. In addition, the proposed storm drainage improvements would also protect property against loss from erosion. These improvements will also help to reduce erosion and earth movement hazards for adjacent properties.

**CEQA Analysis**

Per Section 15070 of the California Environmental Quality Act (CEQA) Guidelines, an Initial Study/Mitigated Negative Declaration has been prepared for this project. The recommended mitigation measures are listed at the end of the recommended conditions of approval in Attachment 1, and the full IS/MND is in Attachment 9. With these measures, the analysis found that the project would not have a significant impact on the environment.

The public comment period on this document started on May 6 and will end on May 26 at 5:00 p.m. No comments had been received on the document as of the time this staff report was prepared.

**NEIGHBOR COMMENTS**

No written public comments had been received as of the time this report was written; oral comments provided during the May 20 meeting are summarized in the attached May 26, 2015 staff report. No neighbor comments were provided at the May 26 meeting.

**CONCLUSION**

Attachment 1 lists the recommended conditions of approval for this project. Staff recommends that the Planning Commission:

1. Adopt the Initial Study/Mitigated Negative Declaration for this project, using the resolution in Attachment 2; and

2. Approve Site Development Permit X9H-660 for this landslide repair, using the resolution in Attachment 3.

## **ATTACHMENTS**

1. Recommended conditions of approval
2. Draft Resolution for Adoption of the Mitigated Negative Declaration for the Project
3. Draft Resolution for Approval of Site Development Permit X9H-660
4. Vicinity map
5. Site Development Permit Committee Member Comments
6. Staff report from May 20, 2015 Planning Commission meeting
7. Staff report from May 26, 2015 ASCC meeting
8. PVMC Section 15.12.030, Site Development Ordinance - Purpose
9. Initial Study/MND
10. Project plans

Report approved by: Debbie Pedro, Town Planner

**RECOMMENDED CONDITIONS OF APPROVAL  
For Site Development Permit for Landslide Repair Project,  
16/42 Santa Maria Drive, Bylund, File #X9H-660**

The following conditions of approval would be recommended for this project:

1. Prior to issuance of any demolition permits, the Fire Marshal shall inspect the site for compliance with the Fire Code, and any additional work needed for compliance shall be completed.
2. Prior to the start of grading, updated documents shall be provided demonstrating that the property owners of 12 Santa Maria and 1111 Portola Road grant permission for work to occur on their properties as shown on the final approved project plans.
3. The applicant shall comply with the conditions of the Town Geologist as set forth in his April 30, 2015 letter. This includes preparation of a grading sequence plan, including provisions for slope monitoring and geotechnical inspection, to be reviewed and approved by Town staff, and approval of details of the project staging and construction by the Project Geotechnical Consultant and the Town Geologist, to be completed prior to the start of grading.
4. The applicant shall comply with the conditions of the Public Works Director as set forth in his August 13, 2014 memorandum. This includes preparation of a traffic control plan, coordination with the homeowners' association and neighbors concerning storm drainage facilities, and provision of more detailed pre- and post-construction erosion control plans.
5. The applicant shall continue to maintain a deposit fund with the town to cover the costs for inspections during the course of work by the town grading inspector, planning staff, and Town Geologist. Once the deposit fund drops to \$1,500 or less, it shall be replenished to the \$5,000 level, and this process shall continue during the life of the construction effort.
6. All finish contours shall be blended with the existing site contours to result in a finished slope condition that appears as natural as is reasonably possible, to the satisfaction of the Public Works Director and Town Planner.
7. Non-native invasive plants shall be removed from all disturbed areas of both properties. Prior to final Town approval of the project, the site shall be walked by a designated member of either the ASCC or the Planning Commission in order to determine compliance with this condition of approval.
8. The project shall comply with all mitigation measures set forth in the approved Initial Study/Mitigated Negative Declaration for the project, as listed below:

***AIR QUALITY***

The project will incorporate the following measures related to air quality:

- All exposed surfaces, including parking areas, stockpiles, staging areas, and graded areas, shall be watered two times per day.
- All haul trucks transporting soil, sand, or other loose material off-site shall be covered.

- All visible mud or dirt on Santa Maria Avenue shall be removed at least once per day, using wet power vacuum street sweepers or another similar method approved by the Public Works Director. The use of dry power street sweepers is prohibited.
- All vehicle speeds on the site will be limited to 15 miles per hour.
- A publicly visible sign will be posted with the telephone numbers and names of the construction manager and the Public Works Director for reporting dust complaints. The air district's phone number will also be posted.
- Idling times will be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes. Clear signage will be provided for construction workers at all access points.
- All construction equipment will be maintained and properly tuned in accordance with manufacturer's specifications. All equipment will be checked by a certified mechanic and determined to be running in proper condition prior to operation.

### ***BIOLOGICAL RESOURCES***

The applicant shall develop a landscape plan for both lots which includes, at a minimum, hydroseeding all disturbed areas with an approved native plant mix and planting at least two 24" box Coast Live Oak trees. The landscape plan shall be reviewed and approved by a designated member of the Portola Valley Architectural and Site Control Commission.

### ***CULTURAL RESOURCES***

The project will incorporate the following mitigation measures related to disturbance of archeological or paleontological resources or human remains. These measures shall be printed on the project plans prior to building permit issuance:

- In the event that potentially significant archeological or paleontological deposits are found during ground disturbing activities, ground-disturbing activities shall be immediately stopped and the Town Planning Department shall be informed. The applicant shall arrange for a qualified archeologist or paleontologist to inspect the property site and develop a plan for evaluation. If evaluative testing demonstrates that additional construction-related earthmoving would affect materials eligible for inclusion on the California Register of Historic Resources or significant paleontological resources, the Town shall develop a plan for mitigating potential impacts before work is allowed to recommence inside the project area.
- If human remains are encountered, ground-disturbing activities shall be stopped and the Town Planning Department and the County Coroner shall be informed immediately pursuant to Section 7050.5 of the California Health and Safety Code. If the remains are determined to be Native American, the coroner shall notify the Native American Heritage Commission, and the procedures outlined in CEQA Guidelines Section 15064.5(d) and (e) shall be followed.

### ***TRAFFIC***

The applicant shall develop a Traffic and Parking Control Plan to manage worker traffic and parking as well as truck and equipment traffic, particularly on Santa Maria Avenue. In developing the Plan, the applicant shall notify and work with neighbors and the homeowners' association. The Traffic and Parking Control Plan shall be reviewed and approved by the Public Works Director prior to the start of work.

RESOLUTION NO. 2015 - \_\_\_\_\_

**A RESOLUTION OF THE PLANNING COMMISSION OF THE  
TOWN OF PORTOLA VALLEY RECOMMENDING ADOPTION OF A MITIGATED  
NEGATIVE DECLARATION FOR SITE DEVELOPMENT PERMIT X9H-660  
FOR A LANDSLIDE REPAIR AT 16/42 SANTA MARIA AVENUE (BYLUND)**

**WHEREAS**, an application was received for a landslide repair project, including project grading, drainage improvements, house demolition, and related vegetation removal; and

**WHEREAS**, in accordance with the California Environmental Quality Act (CEQA), an Initial Study was prepared based on substantial evidence analyzing the potential environmental impacts of the landslide repair project; and

**WHEREAS**, the Initial Study found that, with recommended mitigation measures, there would be no potential significant environmental impacts, a Mitigated Negative Declaration was prepared, and a Notice of Intent to adopt a Mitigated Negative Declaration was issued; and

**WHEREAS**, public notice was provided in accordance with the requirements of Section 15072 of the CEQA Guidelines, and

**WHEREAS**, the comment period on the Initial Study and Negative Declaration extended from May 6, 2015 through May 26, 2015, and

**WHEREAS**, the project and the Initial Study/Mitigated Negative Declaration were considered at a joint field meeting of the Planning Commission and the Architectural and Site Control Commission (ASCC) on May 20, 2015, at the May 20, 2015 evening meeting of the Planning Commission, at the May 26, 2015 evening meeting of the ASCC, and at the June 3, 2015 evening meeting of the Planning Commission, all of which were duly noticed, and

**WHEREAS**, the Planning Commission considered and reviewed all of the information contained in the Initial Study and Mitigated Negative Declaration and all comments received in writing and at the public meetings and hearings, and finds that the environmental review is complete and adequate pursuant to the California Environmental Quality Act,

**NOW, THEREFORE**, be it resolved that the Planning Commission approves the Mitigated Negative Declaration for the project.

**PASSED AND ADOPTED** at the regular meeting of the Planning Commission of the Town of Portola Valley on June 3, 2015.

For:

Against:

Absent: None

By: \_\_\_\_\_  
Nicholas Targ, Chairperson

Attest: \_\_\_\_\_  
Debbie Pedro, Town Planner

RESOLUTION NO. 2015 - \_\_\_\_\_

**A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF PORTOLA VALLEY APPROVING SITE DEVELOPMENT PERMIT X9H-660 FOR A LANDSLIDE REPAIR AT 16/42 SANTA MARIA AVENUE (BYLUND)**

**WHEREAS**, a landslide occurred in 1998 affecting these two properties; and

**WHEREAS**, an application has been received to repair the landslide, including project grading, drainage improvements, house demolition, and related vegetation removal; and

**WHEREAS**, this application and the Mitigated Negative Declaration for this project were considered at a joint field meeting of the Planning Commission and the Architectural and Site Control Commission (ASCC) on May 20, 2015, at the May 20, 2015 evening meeting of the Planning Commission, at the May 26, 2015 evening meeting of the ASCC, and at the June 3, 2015 evening meeting of the Planning Commission, all of which were duly noticed; and

**WHEREAS**, the Planning Commission has reviewed all of the information presented on this project, including the Initial Study and Mitigated Negative Declaration, all staff reports, and all comments received in writing and at the public meetings; and

**WHEREAS**, the Planning Commission has approved the Mitigated Negative Declaration for this project; and

**WHEREAS**, the Planning Commission finds that the proposed Site Development Permit X9H-660 is consistent with the purposes of Chapter 15.12 of the Portola Valley Municipal Code (Site Development and Tree Protection).

**NOW, THEREFORE**, be it resolved that the Planning Commission approves the Site Development Permit X9H-660 with the conditions of approval as listed in Attachment 1.

**PASSED AND ADOPTED** at the regular meeting of the Planning Commission of the Town of Portola Valley on June 3, 2015.

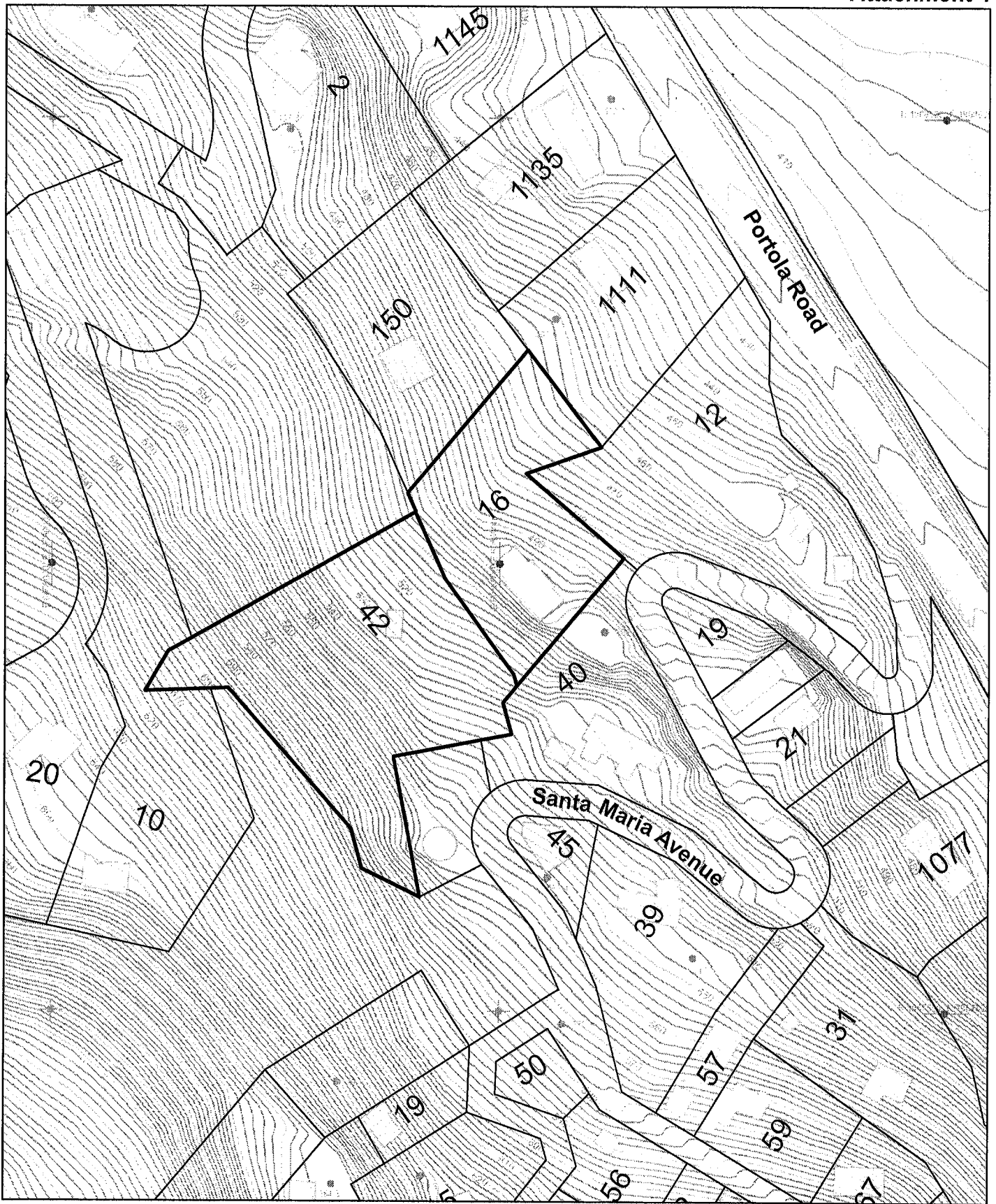
For:

Against:

Absent: None

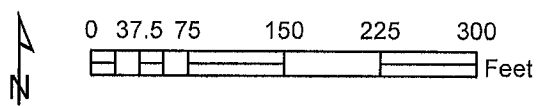
By: \_\_\_\_\_  
Nicholas Targ, Chairperson

Attest: \_\_\_\_\_  
Debbie Pedro, Town Planner



Vicinity Map

Site Development Permit X9H-660, Bylund



16 & 42 Santa Maria Avenue  
June 2015

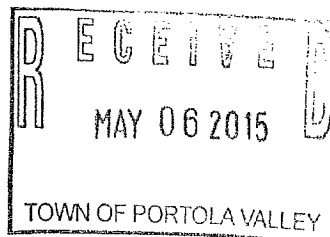


**COTTON, SHIRES AND ASSOCIATES, INC.**  
CONSULTING ENGINEERS AND GEOLOGISTS

April 30, 2015  
V5153E

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

SUBJECT: Supplemental Geotechnical Peer Review  
RE: Bylund, Landslide Mitigation Grading  
SDP #X9H-660 (Previous)  
16 and 42 Santa Maria Avenue



At your request, we have completed a supplemental geotechnical peer review of the Site Development Permit application using the following:

- Slide Repair/Grading Plan and Details (2 Sheets) prepared by Berry and Associates, dated April 27, 2015.

In addition, we have reviewed pertinent technical documents from our office files.

### DISCUSSION

The applicant proposes to demolish existing site residential structures and undertake landslide mitigation measures (site mass grading) to stabilize/remove an active landslide that mobilized in 1998. In our previous formal project geotechnical peer review (dated April 15, 2015), we indicated that submitted technical information and revised project design plans had satisfactorily addressed our previous project design questions. Design changes on the referenced plans are restricted to alteration of the drainage inlet design at the top of the property so that permanent drainage improvements are avoided outside of the subject property in this vicinity.

The recently active landslide will be excavated (removed) and stabilized as part of the currently proposed grading; however, deeper landslides will remain beneath the subject property. The intent of proposed grading is to restore the subject property to a condition characterized by a "Pd" ground movement potential category (condition of pre-existing relatively older landslides with the potential for future deep seated movement). We understand that after completion of proposed site grading measures,



the two properties will be developed by two replacement residences consistent with size restrictions imposed by the Town.

The current design proposal anticipates future use of two shallow, pressurized leachfield dispersal systems. The depicted leachfield area for 16 Santa Maria is located immediately downslope of the existing damaged residence, while the leachfield area proposed for 42 Santa Maria is situated near the upslope margin of the property and requires a pumped system. Septic systems will not be installed as part of the landslide mitigation grading.

### CONCLUSIONS AND RECOMMENDED ACTION

We do not have geotechnical objections to the drainage design changes on the referenced plan set and have received verification that these changes are also approved by GeoForensics and Schaaf & Wheeler. Consequently, we recommend geotechnical approval of the site development permit application for landslide mitigation grading. We understand that proposed keyway grading which will encroach across the eastern property line onto 12 Santa Maria (illustrated on C-O Section A-A) has been accepted by the adjacent property owner. Prior to initiation of site grading (ideally starting August 1 or earlier), we recommend that a pre-construction meeting be convened with the applicant, grading contractor, geotechnical consultant, and appropriate Town staff to discuss grading sequence, stockpile locations, slope monitoring, storm water pollution protection, emergency mitigation plans, and other project construction details. Periodic inspections should be completed by appropriate Town staff during project construction.

Pre-Construction Meeting - After approval of a Site Development Permit, but prior to initiation of project grading, the contractor should prepare a grading sequence plan. A meeting should be convened between the Project Team and Town staff to discuss the sequence of site grading, slope monitoring, and project geotechnical inspection and testing. Details of project staging and construction should be approved by the Project Geotechnical Consultant and Town Geologist. Periodic Town staff inspections are anticipated during project grading to verify compliance with approved plans.


### LIMITATIONS

This supplemental 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

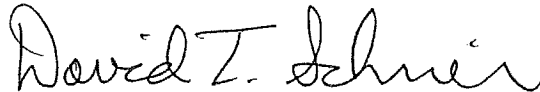
of the property. Our opinions and conclusions are made in accordance with generally accepted principles and practices of the geotechnical profession. This warranty is in lieu of all other warranties, either expressed or implied.

Respectfully submitted,

COTTON, SHIRES AND ASSOCIATES, INC.  
TOWN GEOTECHNICAL CONSULTANT



Ted Sayre  
Principal Engineering Geologist  
CEG 1795



David T. Schrier  
Principal Geotechnical Engineer  
GE 2334

TS:DTS:kc



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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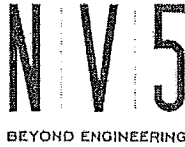
TO: Carol Borck, Assistant Planner  
FROM: Howard Young, Public Works Director  
DATE: 8/13/2014  
RE: 16 & 42 Santa Maria - Bylund

Initial Site Development Grading, Drainage, and Erosion Control plan comments to revised plans received 8/12/14:

1. All items listed in the most current "Public Works Site Development Standard Guidelines and Checklist" shall be reviewed and met. Completed and signed checklist by the project architect will be submitted with 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:

4. All current and revised comments by Town engineering consultant reviewer NV5
5. Revised drawings need to be signed by the civil engineer
6. Provide Traffic Control plan. Plan should indicate notification and coordination with homeowners association.
7. Coordination with homeowners association and neighbors concerning any shared or affected storm drainage facilities during and after construction. Drainage facilities affecting homeowners association and neighbors shall be functional during and after construction.
8. Adequate and more detailed Pre and post construction erosion control plan. Plan should include annual erosion control inspection and maintenance plan until site is developed.



May 1, 2015

CheyAnne Brown and Karen Kristiansson  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

**Subject: 6th Review of Site Development Drainage Plans, 16 & 42 Santa Maria Avenue**

NV5 has completed the review of the revised Improvement Plans dated 04/27/15 for the 16 & 42 Santa Maria Avenue Project.

The revisions in the plans, associated with the movement of the catch basin downhill a few feet from previously approved location are acceptable.

We have no further comments on the site development drainage plans.

The engineering service performed for the subject location has been limited to review of documents identified above. Our comments for the review are made in accordance with generally accepted principles and practices of the Civil Engineering profession.

Please feel free to contact me with any questions by phone at (408) 392-7247 or Charmaine at (408) 392-7281 or via e-mail at [nona.espinosa@nv5.com](mailto:nona.espinosa@nv5.com) or [charmaine.zamora@nv5.com](mailto:charmaine.zamora@nv5.com).

Sincerely,

Nona Espinosa, P.E.  
Senior Engineer

OFFICES NATIONWIDE

2025 GATEWAY PLACE, SUITE 156 | SAN JOSE, CA 95110 | [WWW.NV5.COM](http://WWW.NV5.COM) | OFFICE 408.392.7200 | FAX 408.392.0101

CONSTRUCTION QUALITY ASSURANCE | INFRASTRUCTURE ENGINEERING | MUNICIPAL DESIGN/BUILD | ASSET MANAGEMENT | ENVIRONMENTAL SERVICES

Tree Removal 16 and 42 Santa Maria



AUG 28 2014

16 and 42 Santa Maria were badly damaged by soil movement during a heavy rain storm in 1998. As a result the 2 homes have been vacant since their destruction. Broom, thistles and invasive annuals and trees have made the property difficult to examine. In general the Conservation Committee supports the removal of all of the acacia, poplar, wild plums, willows, Monterey pines and cypress. However, many of these trees are located where the 35,000 cubic yards of soil are planned to be graded and we are concerned about further soil movement as these trees are removed.

Protection should be provided to the coast live oaks # 1 - 4, 12,13, 21,35, 39 and # 7, valley oak. Number 34, a madrone in excellent condition, should be protected from construction damage.

Marge DeStaebler

## Karen Kristiansson

---

**From:** Margaret DeStaebler <marged1@stanford.edu>  
**Sent:** Wednesday, April 08, 2015 10:54 PM  
**To:** Karen Kristiansson  
**Cc:** Margaret DeStaebler  
**Subject:** Review of 16 & 42 Santa Maria  
**Attachments:** 16 & 24 Santa Maria plan

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Karen,

I sent the following review to Judy, and she suggested I send it to you directly. Her thought is that the committee does not need to go over it again.

Marge

We have gone over the new plan material for 16 & 42 Santa Maria provided by Karen Kristiansson. The new documents provide information about the location and design of the leach field from the septic system and the slide control and grading plan for water run off from the site.

I visited the site for the Conservation Committee in 2013 in response to the Inventory of Existing Trees located at the site. dated 8/1/13. Karen included the report I wrote at that time.

Presently the land anticipated to be graded for stabilization is covered with heavy black plastic and anchored with sandbags. All of the trees in the area, of the 35,000 cubic yards of soil regrading, have been removed.

Many of the recommendations of the previous 2013 visit are still applicable. The coast live oaks #1- 4, 12,13,35,39 should be protected from construction damage. The plan shows tree protection for coast live oaks: #1 & 2, #12 & 13, #35 & 39. There is no protection for #3 or for #4 that is on the neighbor's land, but very close to the work site.

We assume that the Monterey pines, Monterey cypress, Lombardy poplar, Acacias, invasive broom, thistles, ivy, and wild plums will be removed even if they are not in the to be graded area.

The Recommended Tree Preservation Procedures should be followed to prevent the near by coast live oaks from root damage.

April 8, 2015

Marge DeStaebler and Jane Bourne

**COUNTY OF SAN MATEO**  
**HEALTH SYSTEM**

March 5, 2015

Mr. Tom Bylund  
PO Box 592  
Redwood Estates  
CA 95044

APN 076-220-060

Environmental Health  
2000 Alameda de las Pulgas  
Suite 100  
San Mateo, CA 94403  
www.smchealth.org  
www.facebook.com/smchealth

**SUBJECT: PROPOSED SEPTIC SYSTEM DESIGN, 16 SANTA MARIA, PORTOLA VALLEY**

Dear Mr. Bylund:

Thank you for the proposed septic system design plans dated January 23, 2015 (Revision A), for the subject property. As confirmed with Debbie Pedro, Portola Valley Planning Director, it is our understanding that this design is considered a repair of the existing system for a 3-bedroom home on the property.

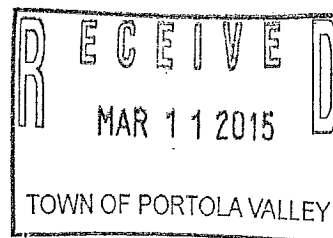
Based on our review of the BioSphere Consulting proposed septic system plans, as designed the system will allow a 3-bedroom house using an enhanced treatment system and shallow pressure-dosing drip dispersal/irrigation system with limited trench distribution as emergency backup. These septic design plans are tentatively approved with the following conditions.

1. The shallow, drip emitters must be installed in native material below the proposed engineered fill.
2. Install structural honeycomb support within the backfill over the distribution pipe of the trench to support across the area of trench in a permeable-pavement driveway.
3. As specified in the County Septic Ordinance, the owner of the septic system will be required to maintain a County Environmental Health Annual Inspection Permit for the system. Annual inspection shall be coordinated with Environmental Health staff.
4. To continue the application process, an application, fees and three copies of septic design plans, as well as a copy of the grading and drainage plans, must be submitted showing locations of the house, driveway and all manmade structures. Until the application is submitted, the project will be considered as "in process" for no more than 24 months.

Therefore, this letter constitutes Environmental Health tentative approval of the septic design toward building permit application for 3-bedroom repair of the existing home. If you have questions or if I can be of assistance please contact me at (650) 372-6202.

Sincerely,

  
Stanley Low, REHS  
Land Use Program Specialist



cc: Debbie Pedro, Town of Portola Valley

**COUNTY OF SAN MATEO**  
**HEALTH SYSTEM**

Heather Forshey, MS, REHS  
Director

Environmental Health  
2000 Alameda de las Pulgas  
Suite 100  
San Mateo, CA 94403  
www.smchealth.org  
www.facebook.com/smchealth

March 5, 2015

Mr. Tom Bylund  
PO Box 592  
Redwood Estates  
CA 95044

APN 076-220-030

**SUBJECT: PROPOSED SEPTIC SYSTEM DESIGN, 42 SANTA MARIA, PORTOLA VALLEY**

Dear Mr. Bylund:

Thank you for the proposed septic system design plans dated February 24, 2015 (Revision B), for the subject property. This design is considered to support "new development" of a proposed 3-bedroom home on the subject property (following slide repair).

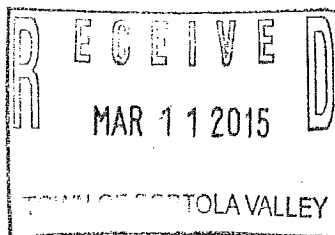
Based on our review of the BioSphere Consulting proposed septic system plans, as designed the system will allow a 3-bedroom home using an enhanced treatment system with a combination of shallow pressure-dosing drip distribution, as well as pressure-dosing trench distribution. These septic design plans are tentatively approved with the following conditions.

1. As specified in the County Septic Ordinance, the owner of the septic system will be required to maintain a County Environmental Health Annual Inspection Permit for the system. Annual inspection shall be coordinated with Environmental Health staff.
2. To continue the application process, an application, fees and three copies of septic design plans, as well as a copy of the grading and drainage plans, must be submitted showing locations of the house, driveway and all manmade structures. Until the application is submitted, the project will be considered as "in process" for no more than 24 months.

Therefore, this letter constitutes Environmental Health tentative approval of the septic design toward building permit application for 3-bedroom home on the subject property. If you have questions or if I can be of assistance please contact me at (650) 372-6202.

Sincerely,

  
Stanley Low, REHS  
Land Use Program Specialist



cc: Debbie Pedro, Town of Portola Valley







# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC and Planning Commission

**FROM:** Karen Kristiansson, Deputy Town Planner

**DATE:** May 20, 2015

**RE:** Preliminary Review of Site Development Permit for Landslide Repair Project, 16/42 Santa Maria Drive, Bylund, File # X9H-660

### RECOMMENDATION

Staff recommends that the Planning Commission and ASCC provide preliminary comments on the proposed site development permit application for a landslide repair project. The ASCC should provide comments during the site meeting, scheduled at **4:30 p.m. on Wednesday, May 20, 2015**, and the Planning Commission should provide comments at their regularly scheduled **7:30 p.m. meeting**. This staff report was drafted to support both the ASCC and the Planning Commission preliminary reviews.

### BACKGROUND

The two parcels on which the landslide repair is located are just north of the Woodside Highlands area and are accessed by existing driveways extending north from Santa Maria Avenue (see attached vicinity map). The property at 16 Santa Maria has a total area of 1.04 acres, and the parcel at 42 Santa Maria has an area of 1.65 acres. The parcels have existed since prior to town incorporation and were each developed with single family homes. They are now in an area with a minimum parcel size of 3.5 acres and do not conform to the current parcel area requirements, but are recognized as pre-existing separate legal parcels under Town zoning provisions.

In 1998, a landslide approximately 15-30 feet in depth occurred on these properties, starting just below the house on 42 Santa Maria and moving downhill onto the parcel at 16 Santa Maria. Immediately following the landslide, both homes were "red-tagged" as unsafe to occupy. The homes still exist on the lots but would be demolished as part of this landslide repair project.

In 2008, the Town Council approved a Deviation request per Resolution 2506-2010 (originally Resolution 500; and Resolution 2279-206 at the time of the Town Council's action) concerning land use policies relative to the Geologic and Ground Movement Potential Maps. The Deviation was to allow a maximum total of 4,960 square feet of floor area to be built on the two

properties, with the square footage distributed between the properties subject to approval of the Planning Commission. Also in 2008, the Planning Commission approved Site Development Permit X9H-555 to repair the landslide. However, the site development work was not done and the permit approval has expired. Because Deviations do not expire, that approval is still valid.

Because the property owner failed to repair the landslide, the Town recorded a Notice of Code Violation in 2011 on both lots, stating that the condition of the properties "presents a hazard and constitutes a nuisance." The parcels changed hands in 2012, and the new owner, Mr. Thomas Bylund, submitted an application for a site development permit in 2013 to repair the landslide conditions. The application is now ready for formal consideration and action.

Both parcels have moderate to steeper slopes and relatively limited tree cover in the area disturbed by landsliding. Both parcels are designated Pd (potential for deep landsliding) on the Town's adopted Ground Movement Potential Map. However, due to the 1998 landslide, the current condition is Md (moving deep landslide). The proposed landslide repair would return the properties to the Pd condition.

### **CODE REQUIREMENTS**

As required by Section 15.12.100.C of the Site Development Ordinance, this application for a landslide repair project has been forwarded to the ASCC and Planning Commission for review. The ASCC will consider the project and provide comments to the Planning Commission, which is the deciding body for this application.

### **DISCUSSION**

The proposed landslide repair is being undertaken to stabilize the hillside and allow for replacement of the two single family homes on the lots, one on each parcel. Each home would be served by a shallow, pressurized leachfield disposal system. Neither the homes nor the septic systems would be built at this time, although the septic systems have been designed in order to ensure that they could fit on the lots given the specifics of the proposed landslide repair.

The site development permit application is for grading to repair a landslide on the two properties. A total of 16,261 cubic yards of cut and 15,619 cubic yards of fill are proposed, with 642 cubic yards to be off-hauled. The total area to be disturbed is approximately 0.8 acres, and the maximum depth of cut/fill would be approximately 35 feet. Dirt will be stockpiled on the site during the construction process. The project would include demolition of existing residences on both 16 and 42 Santa Maria Avenue and construction of storm drainage improvements on both properties to better manage water entering and leaving the property. As part of the project, existing utilities that pass between the two lots to serve 150 Louise Lane would be temporarily relocated uphill of the landslide repair and replaced upon completion of the project.

A small amount of work for this project will occur on two neighboring properties. First, excavation will extend up to 13 feet onto the property at 12 Santa Maria in order to allow the necessary depth of excavation at the property line; this excavated area will be restored upon completion of the project. Second, a rock outfall will be placed on the property at 1111 Portola Road to protect from erosion from storm water leaving 16 Santa Maria. Both adjacent property owners have previously provided written permission to the applicant to carry out work on their properties. Although the changes to the plans since then have not significantly changed in

terms of the work proposed on the neighbors' properties, that permission will need to be updated to refer to the current plans.

### **Traffic and Parking Control Plan**

Santa Maria Drive is a private road which is maintained by the Woodside Highlands Road Maintenance District. To manage construction parking and traffic, the applicant will need to work with neighbors and the Homeowners' Association to develop a Traffic and Parking Control Plan, which must be reviewed and approved by the Public Works Director before work starts on the site. The Traffic and Parking Control Plan is required as a mitigation measure in the Initial Study/Mitigated Negative Declaration for the project, as discussed below. Staff understands that the applicant has already met once with the Homeowners' Association, in September of 2014, to discuss the project.

### **Stormwater Drainage Improvements**

The project plans include improvements to the stormwater drainage system on the site, in order to manage the water which enters the site from uphill and to ensure that this water does not destabilize the repaired landslide or lead to erosion on the steep slopes of the site. Much of this water enters the site from a single culvert just above the property line of 42 Santa Maria, and prior to 1998, drained overland down a very steep slope. After the landslide occurred, two 12" plastic pipes were installed to convey this water down the slope.

To improve the stormwater drainage system on the properties, the applicant proposes to install erosion control and a catch basin at the uphill side of 42 Santa Maria, with the two existing 12" plastic pipes on the site to remain to move water from the catch basin approximately 300 feet downhill to two rock outfalls and drainage swale which would be approximately 180 feet long and 10 feet wide. The swale would be lined with rip rap composed of fractured natural rock. Because of their locations on the site, these features will not be visible from roads or trails in the area.

### **Tree Removal and Replacement Plantings**

According to the arborist's report which has been prepared for the project (attachment 3), fifteen trees will need to be removed in order to accommodate the landslide repair grading. Most of these trees are not native to Portola Valley and are not significant trees under the Town's tree protection ordinance. Two significant trees will need to be removed as part of the project: #26, which is a multi-stem bay tree in poor condition, and #34, which is an 8" madrone tree in excellent condition.

To mitigate the loss of these trees and provide erosion control, the Initial Study/Mitigated Negative Declaration calls for the applicant to develop a landscape plan for both lots with an approved native plant mix and at least two 24" box Coast Live Oak trees. The landscape plan would be reviewed and approved by a designated member of the ASCC. The property owner has stated that he intends to plant approximately 8-10 oaks.

### **Project Timing**

The applicant estimates that this project will take approximately 8-12 weeks to complete. He intends to begin work as soon as possible after project approval and complete the work by the end of the summer. To ensure the continued stability of the site, the project needs to be completed in one dry season.

### **Site Development Committee Comments**

Comments from the site development committee members on the project are attached and summarized below:

1. **Town Geologist.** The project was found acceptable, with the condition that the contractor prepare a grading sequence plan that addresses the sequence of site grading, slope monitoring, construction, and site inspections. This plan is to be discussed at a meeting with Town staff and approved by the project geotechnical consultant and Town Geologist before project grading begins.
2. **Public Works Director and Town's Engineering Consultant (NV5).** The project was found acceptable with standard conditions of approval for site development work, plus conditions that 1) the applicant provide a Traffic Control Plan to be developed in coordination with the homeowners' association, 2) the applicant coordinate with the homeowners' association and neighbors concerning shared drainage facilities; and 3) a more detailed erosion control plan be prepared.
3. **Conservation Committee.** The Committee reviewed the original plans in 2013 and a subcommittee examined the revised plans in April. The subcommittee review suggested that tree protection fencing be provided on the site for trees 3 and 4 which are adjacent to and overhang the site, that various non-native and invasive plants and trees be removed from the site even if they are not in the landslide repair area, and that recommended procedures be used to prevent nearby oak trees from root damage.
4. **County Environmental Health.** The County has reviewed and tentatively approved septic system designs for both parcels, each of which would serve a 3-bedroom home. These designs were reviewed by the Town Geologist and the Town's Engineering Consultant to ensure that the designs would be compatible with the landslide repair work, but the septic systems are not proposed to be constructed at this time.

### **CEQA Analysis**

Per Section 15070 of the California Environmental Quality Act (CEQA) Guidelines, an Initial Study/Mitigated Negative Declaration has been prepared for this project and includes the following mitigation measures:

#### ***AIR QUALITY***

The project will incorporate the following measures related to air quality:

- All exposed surfaces, including parking areas, stockpiles, staging areas, and graded areas, shall be watered two times per day.
- All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- All visible mud or dirt on Santa Maria Avenue shall be removed at least once per day, using wet power vacuum street sweepers or another similar method approved by the Public Works Director. The use of dry power street sweepers is prohibited.
- All vehicle speeds on the site will be limited to 15 miles per hour.
- A publicly visible sign will be posted with the telephone numbers and names of the construction manager and the Public Works Director for reporting dust complaints. The air district's phone number will also be posted.

- Idling times will be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes. Clear signage will be provided for construction workers at all access points.
- All construction equipment will be maintained and properly tuned in accordance with manufacturer's specifications. All equipment will be checked by a certified mechanic and determined to be running in proper condition prior to operation.

### ***BIOLOGICAL RESOURCES***

The applicant shall develop a landscape plan for both lots which includes, at a minimum, hydroseeding all disturbed areas with an approved native plant mix and planting at least two 24" box Coast Live Oak trees. The landscape plan shall be reviewed and approved by a designated member of the Portola Valley Architectural and Site Control Commission.

### ***CULTURAL RESOURCES***

The project will incorporate the following mitigation measures related to disturbance of archeological or paleontological resources or human remains. These measures shall be printed on the project plans prior to building permit issuance:

- In the event that potentially significant archeological or paleontological deposits are found during ground disturbing activities, ground-disturbing activities shall be immediately stopped and the Town Planning Department shall be informed. The applicant shall arrange for a qualified archeologist or paleontologist to inspect the property site and develop a plan for evaluation. If evaluative testing demonstrates that additional construction-related earthmoving would affect materials eligible for inclusion on the California Register of Historic Resources or significant paleontological resources, the Town shall develop a plan for mitigating potential impacts before work is allowed to recommence inside the project area.
- If human remains are encountered, ground-disturbing activities shall be stopped and the Town Planning Department and the County Coroner shall be informed immediately pursuant to Section 7050.5 of the California Health and Safety Code. If the remains are determined to be Native American, the coroner shall notify the Native American Heritage Commission, and the procedures outlined in CEQA Guidelines Section 15064.5(d) and (e) shall be followed.

### ***TRAFFIC***

The applicant shall develop a Traffic and Parking Control Plan to manage worker traffic and parking as well as truck and equipment traffic, particularly on Santa Maria Avenue. In developing the Plan, the applicant shall notify and work with neighbors and the homeowners' association. The Traffic and Parking Control Plan shall be reviewed and approved by the Public Works Director prior to the start of work.

The full IS/MND is attached. The public comment period on this document started on May 6 and will end on May 26 at 5:00 p.m. No comments had been received on the document as of the time this staff report was prepared.

### **CONCLUSION**

The May 20 field and evening meetings will provide the opportunity for the ASCC and Planning Commission to provide preliminary review of this project. The ASCC will then be able to offer

additional comments and its recommendation on the project at the May 26 special meeting. The Planning Commission is currently scheduled to act on this project at its June 3 meeting.

#### **ATTACHMENTS**

1. Vicinity map
2. Initial Study/Mitigated Negative Declaration
3. Arborist's report, prepared by Michael L. Bench, dated July 23, 2012
4. Town Geologist letter report, dated April 30, 2015.
5. Public Works Director review memo, dated August 13, 2014 and NV5 report, dated May 1, 2015
6. Conservation Committee review comments as transmitted by Marge DeStaebler, received August 28, 2014, and Subcommittee Report in email from Marge DeStaebler, dated April 8, 2015
7. Letters from Stan Low, County of San Mateo Health System, dated March 5, 2015
8. Project plans

Report approved by: Debbie Pedro, Town Planner



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC

**FROM:** Karen Kristiansson, Deputy Town Planner

**DATE:** May 26, 2015

**RE:** ASCC Review of Site Development Permit for Landslide Repair Project, 16/42 Santa Maria Drive, Bylund, File # X9H-660

### RECOMMENDATION

Staff recommends that ASCC recommend Planning Commission approval of the Initial Study/Mitigated Negative Declaration and Site Development Permit X9H-660 with the conditions of approval in Attachment 1.

### BACKGROUND

The two parcels on which the landslide repair is located are just north of the Woodside Highlands area and are accessed by existing driveways extending north from Santa Maria Avenue (see attached vicinity map). The site development permit application is for grading including 16,261 cubic yards of cut and 15,619 cubic yards of fill, with 642 cubic yards to be off-hauled. The total area to be disturbed is approximately 0.8 acres, and the maximum depth of cut/fill would be approximately 35 feet. Dirt will be stockpiled on the site during the construction process.

In addition to the grading, the project would include demolition of existing residences on both 16 and 42 Santa Maria Avenue and construction of storm drainage improvements on both properties to better manage water entering and leaving the properties. As part of the project, existing utilities that pass between the two lots to serve 150 Louise Lane would be temporarily relocated uphill of the landslide repair and replaced upon completion of the project.

### CODE REQUIREMENTS

As required by Section 15.12.100.C of the Site Development Ordinance, this application for a landslide repair project has been forwarded to the ASCC for review. The ASCC will consider the project and provide comments to the Planning Commission, which is the deciding body for this application.

## DISCUSSION

### May 20, 2015 Preliminary Review

The ASCC participated in a joint field meeting with the Planning Commission at this site on May 20, 2015 to provide preliminary comments on this proposed landslide repair project (staff report attached). That evening, the Planning Commission also heard public comments and provided preliminary feedback during their regularly scheduled meeting. Because minutes are not yet available from those meetings, they are summarized below.

At the field meeting, the following additional pieces of information were shared:

- The amount of offhaul may be less than the 642 cubic yards calculated.
- The applicant has prepared a traffic and parking plan, which he has provided to the Woodside Highlands Road Maintenance District for their review. They are distributing the plan to the neighbors as well. The plan will need to be finalized and approved by the Public Works Director before the start of work on the site.
- The applicant has also prepared a grading sequence, stockpile and staging plan which is being reviewed by his geotechnical engineer and will be reviewed by Town staff and the Town Geologist.
- There will be no parking along the roadway or under the large oak near the entrance to 16 Santa Maria.
- There will be no work or access west of 42 Santa Maria; the catch basin and erosion control measures will start at the property line, and access will be provided solely from the applicant's property.

Neighbors from Santa Maria Avenue and Hayfields Road attended the field meeting, and a representative of the Woodside Highlands Road Maintenance District noted that they were concerned about possible road damage from the project and looking for ways to protect the road.

ASCC members offered preliminary comments at the field meeting indicating that they were generally supportive of the project and of stabilizing the site. For landscaping, members suggested that in addition to the hydroseeding and coast live oaks, non-native invasive plants should be controlled to allow native plants on and adjacent to the site to fill in.

At the evening Planning Commission meeting, the Town Geologist was able to provide further information about the approaches to the landslide repair and to the storm drainage system improvements in response to questions. He advised that although this approach to the landslide repair is different from the approach approved in 2008, it will also repair the 1998 landslide to an appropriate level of stability. The storm drainage system was analyzed by a reputable hydrology firm and the design should stabilize the erosion along the channel.

Neighbors also offered comments at the evening meeting, including the following:

- Appreciation for the owner's efforts to move this project along and complete the work this summer;
- The necessity for all of the pending items, such as erosion control, the traffic plan, and landscaping to occur before the start of work;



- Concern about fire suppression, as the work will be conducted during a high fire hazard summer;
- Concern about the septic system design, whether it would work, and whether it could potentially lead to instability of the slopes;
- The need for ongoing maintenance of the storm drainage improvements, and a question as to whether annual inspections could be required;
- Confirmation that all work will be done on the site, except for the excavation work on 12 Santa Maria and the rock outfall on 1111 Portola Road for which the applicant has received permission from the property owners;
- Concern about the location of the driveway to 42 Santa Maria, which appears from the grading to be closer to 40 Santa Maria than it was previously and located on a parking pad on the property at 40 Santa Maria and installed by the owners of that property.

The Planning Commission then discussed these issues and requested additional information and clarification for several to be brought back for the final review of this project. Key issues raised at the field and evening meetings are discussed below.

#### **Potential Damage to Roads**

Santa Maria Avenue is a private road which is maintained by the Woodside Highlands Road Maintenance District. The District has adopted regulations for construction projects in the District (provided in Attachment 5) which including requiring a bond, limiting the hours of construction traffic, the weight of certain trucks, and prohibiting street parking. The applicant has received a copy of these regulations and is working with the District to address their concerns.

#### **Fire Prevention/Suppression**

Staff has discussed this with the applicant, the Public Works Director, and the Fire Marshal. The applicant noted that he will be using a California Water Service hydrant meter with a fire hose attachment during the course of the project to control dust, and that hose would also be available for fire prevention and suppression. The Public Works Director noted that, given that this project is primarily an earth-moving project, the likelihood of fire would be low, and standard construction procedures should be adequate. The Fire Marshal advised that the Woodside Fire Protection District had previously requested that the owner remove hazardous vegetation on the site, and an inspection to determine compliance with the Fire Code would be appropriate prior to any demolition or grading is started. A condition of approval calling for such an inspection has therefore been included in the recommended conditions set forth in Attachment 1.

#### **Septic System Design and Slope Stability**

As was discussed in the May 20, 2015 staff report, the San Mateo County Department of Environmental Health, which oversees septic systems in the Town, has reviewed and tentatively approved the proposed septic system designs, as set forth in the two attached letters dated March 5, 2015. Because of the steep slopes where the leach field for 42 Santa Maria is being proposed, the Town also requested a separate analysis of that leach field and any potential impacts on slope stability. That analysis was carried out by an engineering geologist, Steven Connelly, and his review letter is provided in Attachment 7. The Town's engineering consultant and the Town Geologist also reviewed the septic system plans and the analysis of the engineering geologist. Based on these studies, it was determined that the designed septic systems could be installed as proposed and would not jeopardize the stability of the site.

### **Storm Drainage System Maintenance and Inspections**

In general, continued maintenance of storm drainage systems is needed to keep those systems functioning properly. This is a responsibility of the individual property owner. The Town does not require ongoing maintenance or annual inspections for storm drainage systems on private properties. At the May 20<sup>th</sup> Planning Commission meeting, Commissioners did, however, encourage neighbors to work together to address ongoing storm drainage concerns in the neighborhood.

### **Driveway Location for 42 Santa Maria**

The project plans show a driveway leading to the property and the grading design includes an area which is flatter and would therefore be more appropriate for a driveway. This is further east, closer to 40 Santa Maria, than the location of the previous driveway for 42 Santa Maria. According to the neighbor at 40 Santa Maria, the area shown on the plans as the driveway leading to the site is actually located on the property of 40 Santa Maria and is a parking pad which the owners there installed previously. As a result, the owners of 40 Santa Maria would like to be sure that the driveway for 42 Santa Maria will be located further west, where the previous driveway was sited.

Staff has reviewed the property records, and it appears that the original driveway for 42 Santa Maria was in fact located further west than is shown on the current project plans. Both the original driveway and the current driveway locations would be on property which is owned by 40 Santa Maria, and both locations also appear to be within an ingress/egress easement granted to the owner of 42 Santa Maria. Staff has suggested that the two property owners meet to discuss this issue and work towards a resolution.

However, it is important to note that this project does not include a house or driveway design, and even with the grading as proposed, the location could likely be adjusted at the time that the house is designed. As a result, this landslide repair project can proceed, and the neighbors should work together to craft a solution which can be reflected in any future proposed site development plans.

### **CEQA Analysis**

Per Section 15070 of the California Environmental Quality Act (CEQA) Guidelines, an Initial Study/Mitigated Negative Declaration has been prepared for this project. The recommended mitigation measures are listed at the end of the recommended conditions of approval in Attachment 1, and the full IS/MND is attached. With these measures, the analysis found that the project would not have a significant impact on the environment.

The public comment period on this document started on May 6 and will end on May 26 at 5:00 p.m. No comments had been received on the document as of the time this staff report was prepared.

### **NEIGHBOR COMMENTS**

No written public comments had been received as of the time this report was written; oral comments provided during the May 20 meeting are summarized above.

## **CONCLUSION**

The ASCC's action on this item is to make a recommendation to the Planning Commission, who will be considering this site development permit at their June 3, 2015 meeting. That recommendation should address the Initial Study/Mitigated Negative Declaration as well as the site development permit itself. Attachment 1 lists the conditions of approval which staff recommends for this project.

## **ATTACHMENTS**

1. Recommended conditions of approval.
2. Vicinity map.
3. Initial Study/MND.
4. Staff report from May 20, 2015.
5. Woodside Highlands Road Maintenance District notice to all contractors doing business in Woodside Highlands.
6. Letters from Stan Low, County of San Mateo Health System, dated March 5, 2015.
7. Letter report from Steven F. Connelly, C.E.G., dated April 3, 2015.
8. Project plans.

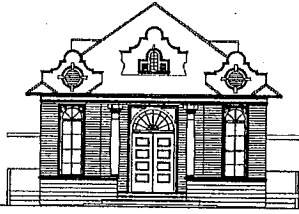
Report approved by: Debbie Pedro, Town Planner

### 15.12.030 - Purpose.

The ordinance codified in this chapter is adopted to promote public safety and the general public welfare, to protect property against loss from erosion, earth movement and flooding, to promote and enhance a superior community environment, to maintain the rural character, to maintain air quality and ecologic balance, to maintain property values, to preserve historical value, and to ensure the maximum preservation of the natural scenic character of major portions of the town by establishing minimum standards and requirements relating to land grading, excavations and fills, protection of trees, installation of driveways and procedures by which these standards and requirements may be enforced. It is intended that this chapter be administered with the foregoing purposes in mind and specifically so as to:

- A. Ensure that the development of each site occurs in a manner harmonious with adjacent lands so as to minimize problems of drainage, erosion, earth movement and similar hazards as well as visually unpleasant relationships;
- B. Ensure that public lands and places, watercourses, streets and all other lands in the town are not subject to erosion and the hazard of earth movement or faulty drainage;
- C. Ensure that the planning, design and construction of any project will be done in a manner which provides both maximum safety and human enjoyment, while making it as unobtrusive in the natural terrain as possible;
- D. Ensure, insofar as practical in permitting reasonable development of land and minimizing fire hazard, the maximum retention of natural vegetation to aid in protection against erosion, earth movement and other similar hazards and to aid in preservation of natural scenic qualities of the town;
- E. Protect significant trees in order to retain as many trees as possible consistent with the purposes set forth herein and also consistent with reasonable economic enjoyment of private property;
- F. Ensure that the planning, design and construction of any project is consistent with the general plan, any specific plans and Title 18 of this code.

*(Ord. 1994-276 § 1 (part), 1994; Ord. 1993-274 § 1 (part), 1993; Ord. 1984-201 § 1 (7102), 1984)*



# Town of Portola Valley Mitigated Negative Declaration

**Project Title:** Landslide Repair Project

**Project Applicant/Owner:** Pensco Trust FBO Thomas Bylund

**Project Location:** 16/42 Santa Maria Avenue

**Project Planner:** Karen Kristiansson, Deputy Town Planner

**Permit Type:** Site Development Permit X9H-660

**Public Review Period:** May 6, 2015 – May 26, 2015

## **Public Comments**

All comments received by 5:00 PM on May 26, 2015 will be considered by the Town of Portola Valley. Copies of the Initial Study/Mitigated Negative Declaration and the project plans are on file at the Town of Portola Valley Town Hall, 765 Portola Road, Portola Valley, CA 94028.

## **Project Description**

The project is a site development permit for grading associated with repair of a landslide on the properties. A total of 16,261 cubic yards of cut and 15,619 cubic yards of fill is proposed to accomplish the project, with 642 cubic yards to be off-hauled. The project would include demolition of existing residences on both 16 and 42 Santa Maria Avenue and construction of improvements to the storm drainage system on both properties. The project is being undertaken to stabilize the hillside and allow for replacement of the two single family homes on the lots, one on each parcel. Each home would be served by a shallow, pressurized leachfield disposal system. Neither the homes nor the septic systems would be built at this time, although the septic systems have been designed in order to ensure that they could fit on the lots given the specifics of the proposed landslide repair.

## **FINDINGS AND BASIS FOR A MITIGATED NEGATIVE DECLARATION:**

The Town of Portola Valley has reviewed the Initial Study for this project and found that, once the mitigation measures are incorporated, the project:

- a. will not result in significant impacts that would degrade the quality of the environment.
- b. will not result in significant impacts that would achieve short-term to the disadvantage of long-term environmental goals.
- c. will not result in significant impacts that are individually limited, but cumulatively considerable.

- d. will not result in significant impacts that would cause substantial adverse effects on human beings, either directly or indirectly.

The Town of Portola Valley has, therefore, determined that there is no substantial evidence that the project may have a significant impact on the environment. Pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15064(f)(3) and 15070(b), a Mitigated Negative Declaration has been prepared for consideration.

**Initial Study**

Town staff has reviewed the environmental evaluation of this project and has found that the probable environmental impacts are not significant. A copy of the initial study is attached.

Initial Study Review Period: 5/6/15 to 5/26/15

All comments regarding the correctness, completeness, or adequacy of this Negative Declaration must be received by the Town of Portola Valley, 765 Portola Road, Portola Valley, CA 94028, no later than 5:00 p.m. on May 26, 2015.

# Town of Portola Valley Initial Study: Environmental Evaluation Checklist

**LANDSLIDE REPAIR PROJECT  
SITE DEVELOPMENT PERMIT #X9H-660 (BYLUND)  
16/42 SANTA MARIA AVENUE, APNs 076-203-060 & 076-220-030  
MAY 6, 2015**

**I. Background**

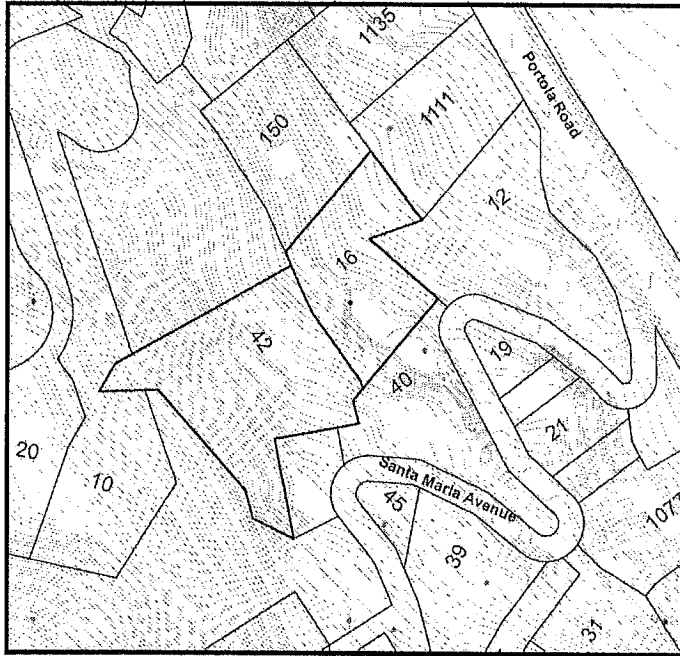
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Project title: Landslide Repair Project, Bylund

Lead agency name & address: Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

Contact person: Karen Kristiansson, Deputy Town Planner  
[kkristiansson@portolavalley.net](mailto:kkristiansson@portolavalley.net)  
(650) 851-1700 x212

Project location: 16 & 42 Santa Maria Avenue, Town of Portola Valley  
APNs 076-203-060 and 076-220-030



Project sponsor's name & address: Pensco Trust FBO Thomas M. Bylund  
P.O. Box 592  
Redwood Estates, CA 95044

General Plan designation: Low-Medium Residential, less than one acre per dwelling unit

Zoning: R-E/3.5A/SD-2/D-R

Residential Estate/3.5 acres minimum parcel area/slope density combining district 2

Description of Project:

The project is a site development permit for grading associated with repair of a landslide on two adjacent, developed hillside residential properties. The parcels are located just north of the Woodside Highlands area and are accessed by existing driveways extending north from Santa Maria Avenue. The property at 16 Santa Maria has a total area of 1.04 acres and the parcel at 42 Santa Maria has an area of 1.65 acres. The parcels have existed since prior to town incorporation and have been separately improved. They are now in an area with a minimum parcel size of 3.5 acres and do not conform to the current parcel area requirements, but are recognized as preexisting separate legal parcels under Town zoning provisions.

Both parcels have moderate to steeper slopes and relatively limited tree cover in the area disturbed by landsliding (i.e., the area proposed for landslide repair). Both parcels are designated Pd (potential for deep landsliding) on the Town's adopted Ground Movement Potential Map. However, with the 1998 landslide, for all practical purposes, the current condition is Md (moving deep landslide). The proposed landslide repair would return the property to the Pd condition.

The repair plans are to address active landsliding that was initiated in 1998 and involved movement on the order of 15 to 30 feet in depth. The project would include demolition of both existing residences on 16 Santa Maria and 42 Santa Maria and would allow for future development of two new three-bedroom single family homes, one on each parcel. To serve these homes, two shallow, pressurized leachfield disposal systems could be installed. The designs for these have been reviewed and tentatively approved by the San Mateo County Department of Environmental Health. The overall scope of new improvements on the lots would be limited by the sizes of the septic systems, Town of Portola Valley zoning controls, and geologic hazard land use policies set forth in Town Council Resolution 2506-2010.

A total of 16,261 cubic yards of cut and 15,619 cubic yards of fill is proposed to accomplish the project, with 642 cubic yards to be off-hauled. The total area to be disturbed is approximately 0.8 acres. Dirt will be stockpiled on the site during the construction process. The maximum depth of cut/fill would be approximately 35 feet, and significant surface and subsurface drainage improvements are proposed as part of the project as well.

Other public agencies whose approval is required:

No other public agency review is required relative to the landslide repair effort. However, the project has been shared with the San Mateo County Health Department and , as described above, the department has found the proposed septic system design conceptually acceptable.

## **II. Environmental Factors Potentially Affected**

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The environmental factors checked below would be potentially affected by this project, as indicated by the checklist on the following pages. Provisions have, however, already been provided for or will be conditions of the final town permit to address the potentially affected factors.



- |   |   |
|---|---|
| <input type="checkbox"/> Aesthetics                         | <input type="checkbox"/> Land Use/Planning                    |
| <input type="checkbox"/> Agricultural Resources             | <input type="checkbox"/> Mineral Resources                    |
| <input checked="" type="checkbox"/> Air Quality             | <input checked="" type="checkbox"/> Noise                     |
| <input checked="" type="checkbox"/> Biological Resources    | <input type="checkbox"/> Population/Housing                   |
| <input checked="" type="checkbox"/> Cultural Resources      | <input type="checkbox"/> Public Services                      |
| <input checked="" type="checkbox"/> Geology/Soils           | <input type="checkbox"/> Recreation                           |
| <input checked="" type="checkbox"/> Greenhouse Gases        | <input checked="" type="checkbox"/> Transportation/Traffic    |
| <input type="checkbox"/> Hazards & Hazardous Materials      | <input checked="" type="checkbox"/> Utilities/Service Systems |
| <input checked="" type="checkbox"/> Hydrology/Water Quality | <input type="checkbox"/> Mandatory Findings of Significance   |

**III. Determination (to be completed by the Lead Agency)**

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On the basis of this initial evaluation:

I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared pursuant to Section 15162(b) of the California Public Resources Code.

I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.

I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect

- 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and
- 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets.

An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects

- 1) have been adequately analyzed in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and
- 2) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

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Karen Kristiansson  
Deputy Town Planner  
May 5, 2015

**Town of Portola Valley**  
**Initial Study: Environmental Evaluation Checklist Attachment**  
 EVALUATION OF ENVIRONMENTAL IMPACTS

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
<b>1.</b>	<b>AESTHETICS</b> Would the project:					
1a.	Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
1b.	Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 8, 10
1c.	Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
1d.	Create a new source of substantial light or glare which would affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
<p>Discussion: The project site consists of two developed residential parcels which were affected by a landslide. The site is not part of a scenic vista and does not contain scenic resources. Repairing the landslide will not significantly change the character of the site or the neighborhood. No lighting is proposed as part of this project; future development on the site will be subject to the Town's normal design review processes.</p>						
<b>2.</b>	<b>AGRICULTURAL AND FOREST RESOURCES</b> In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiles by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:					
2a.	Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 2, 6, 10, 15

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
2b.	Conflict with exiting zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 9, 10
2c.	Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220 (g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104 (g))?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 7, 9, 10
2d.	Result in the loss of forest land or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 7, 9, 10
2e.	Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to nonagricultural use or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 7, 10
Discussion: The project site consists of two developed residential parcels and does not include farmland, timberland, or forest land.						
3.	<b>AIR QUALITY</b> Where available, the significant criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:					
3a.	Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 21
3b.	Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6, 10
3c.	Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6, 10, 21

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
3d.	Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6, 10, 20
3e.	Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10

**Discussion:**

3a. The applicable air quality plan is the Bay Area 2010 Clean Air Plan (CAP) which was adopted by the Bay Area Air Quality Management District board in September of 2010. Projects are considered consistent with this plan if they are consistent with the underlying regional plans used to develop the CAP and would not result in unanticipated population or economic growth. The project is to repair a landslide on two developed residential parcels for future residential use and is therefore consistent with underlying plans and would not lead to unplanned growth.

3b. The only emissions from this project would be short-term, temporary emissions during construction. These would be generated by heavy equipment, construction-related trips by workers, material-hauling trucks, and dust from clearing and grading activities. Heavy construction equipment will be limited to one CAT330 size excavator for demolition, together with the following for the landslide repair work: one or two CAT 330 size excavators, one CAT816 size compactor, and possibly one or two CAT246 size skid-steer loaders. To ensure that emissions do not exceed air quality standards and mitigate any impacts to a less than significant level, the following mitigation measures are recommended to reduce dust and exhaust emissions.

**AIR:** The project will incorporate the following measures related to air quality:

- All exposed surfaces, including parking areas, stockpiles, staging areas, and graded areas, shall be watered two times per day.
- All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- All visible mud or dirt on Santa Maria Avenue shall be removed at least once per day, using wet power vacuum street sweepers or another similar method approved by the Public Works Director. The use of dry power street sweepers is prohibited.
- All vehicle speeds on the site will be limited to 15 miles per hour.
- A publicly visible sign will be posted with the telephone numbers and names of the construction manager and the Public Works Director for reporting dust complaints. The air district's phone number will also be posted.
- Idling times will be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes. Clear signage will be provided for construction workers at all access points.
- All construction equipment will be maintained and properly tuned in accordance with manufacturer's specifications. All equipment will be checked by a certified mechanic and determined to be running in proper condition prior to operation.

3c. As was discussed above, the project is consistent with the Portola Valley General Plan and the Bay Area 2010 Clean Air Plan. In addition, with the mitigation measures set forth above, the project would not violate any air quality standards. The project would have no long-term operational emissions. As a result, the project

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
would have less than significant cumulative air quality impacts.						
<p>3d. The only sensitive receptors near the project site are rural residences located approximately 100 feet from the work area. The project is a short-term landslide repair project, lasting approximately 8-10 weeks. The project will have an approved Traffic and Parking Control Plan, as required by the Public Works Director and Mitigation Measure TRA (see below), which will control construction traffic on local roadways and prevent congestion that could create substantial CO hotspots. Because of the short-term nature of these construction emissions, diesel exhaust emissions would not expose sensitive receptors to substantial pollutant concentrations. As a result, the impacts on sensitive receptors would be less than significant.</p> <p>3e. The only odors created would be temporary construction-related odors, which would affect only workers on the site and possibly a small number of residents in this rural neighborhood. Because of the short-term nature of the odors and the limited number of people who could be affected, this would be a less than significant impact.</p>						
4.	<b>BIOLOGICAL RESOURCES</b>					
	Would the project:					
4a.	Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 22
4b.	Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 22
4c.	Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 22
4d.	Interfere substantially with the movement of any native resident or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 22

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?					
4e.	Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6, 10, 22
4f.	Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
<p>Discussion: 4a-4d, 4f: The project site consists of two developed residential parcels in a residential neighborhood which have been affected by a landslide. As such, the land has already be developed or disturbed such that it would not provide habitat for any special status species. In addition, the parcels do not include any riparian areas or wetlands and are not included in any habitat conservation plans. The landslide repair work would not interfere with wildlife movement.</p> <p>4e: The project is generally consistent with Portola Valley's policies and ordinance, but does involve removing two live trees which are considered significant under Portola Valley's Municipal Code: one California Bay Laurel with multiple trunks which is in extremely poor condition, and one 8" Pacific Madrone in excellent condition. The following mitigation measure would mitigate this loss to a less than significant level:</p> <p>BIO: The applicant shall develop a landscape plan for both lots which includes, at a minimum, hydroseeding all disturbed areas with an approved native plant mix and planting at least two 24" box Coast Live Oak trees. The landscape plan shall be reviewed and approved by a designated member of the Portola Valley Architectural and Site Control Commission.</p>						
5.	<b>CULTURAL RESOURCES</b>					
	Would the project:					
5a.	Cause a substantial adverse change in the significance of a historical resource as defined in §15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 8, 10
5b.	Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6, 8, 10
5c.	Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6, 8, 10

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
5d.	Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6, 8, 10
<p>Discussion: The project site was previously developed and does not include any known historical, archeological, or paleontological resources. Nonetheless, to ensure that there is no impact or a less than significant impact on archeological or paleontological resources or human remains that are not known, the following mitigation measures will be followed:</p> <p>CUL: The project will incorporate the following mitigation measures related to disturbance of archeological or paleontological resources or human remains. These measures shall be printed on the project plans prior to building permit issuance:</p> <ul style="list-style-type: none"> <li>In the event that potentially significant archeological or paleontological deposits are found during ground disturbing activities, ground-disturbing activities shall be immediately stopped and the Town Planning Department shall be informed. The applicant shall arrange for a qualified archeologist or paleontologist to inspect the property site and develop a plan for evaluation. If evaluative testing demonstrates that additional construction-related earthmoving would affect materials eligible for inclusion on the California Register of Historic Resources or significant paleontological resources, the Town shall develop a plan for mitigating potential impacts before work is allowed to recommence inside the project area.</li> <li>If human remains are encountered, ground-disturbing activities shall be stopped and the Town Planning Department and the County Coroner shall be informed immediately pursuant to Section 7050.5 of the California Health and Safety Code. If the remains are determined to be Native American, the coroner shall notify the Native American Heritage Commission, and the procedures outlined in CEQA Guidelines Section 15064.5(d) and (e) shall be followed.</li> </ul>						
6.	<b>GEOLOGY AND SOILS</b>					
	Would the project:					
6a.	Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:					
i.	Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2, 3, 10, 12, 14, 27, 28
ii.	Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2, 3, 10, 12,



No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
						14
iii.	Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2, 3, 6, 10, 12, 14, 17
iv.	Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2, 3, 6, 10, 12, 14
6b.	Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2, 3, 6, 10, 12, 14, 20
6c.	Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2, 3, 6, 10, 12, 14
6d.	Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2, 3, 6, 10, 12, 14, 28
6e.	Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2, 3, 6, 10, 12, 13, 14

Discussion:

6.a,i-iii: The site is located within a State of California Earthquake Fault Zone (formerly known as an Alquist-Priolo Special Studies Zone). However, the Town has conducted detailed geologic investigations based on local and site-specific investigations and has determined that the San Andreas fault does not pass through this site but is located no closer than 700 feet to the east of it. The site may experience strong seismic ground shaking, but is not in an area identified as being susceptible to liquefaction. The project will reduce impacts of seismic activity from ground shaking and landslides on humans and structures by repairing the existing landslide condition on the site.

6a, iv: In 1998, a landslide occurred which started on 42 Santa Maria and moved downhill to 16 Santa Maria, where it stopped against the existing house. This landslide involved movement ranging from 15' - 30' deep. Geologic investigations have shown that there are also deeper underlying landslides affecting this property, as indicated by its classification on the Town's Ground Movement Potential Map as Pd (potential deep landslide). Although there has been little active ground movement since 1998, the current condition on the properties could be more accurately described as Md (moving deep landslide). The proposed landslide repair project would stabilize the hillside and return the properties back to their Pd condition. As a result, the project will not create or increase the risk from landslides, but instead would reduce the exposure of people and homes to potential adverse effects from landslides.

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
<p>6b. This project will be completed during the dry season so that erosion would be minimal. In addition, the Erosion Control Plan required by the Public Works Director and revegetation of the site using a native plant mix upon completion of the project, as described in the <b>BIO</b> mitigation measure will further reduce erosion to a less than significant level.</p> <p>6c. The proposed project would repair an active landslide on the site and therefore reduce the potential impacts from landslides. In addition, the project plans have been reviewed and approved by the project geologist, GeoForensics, as well as the Town Geologist.</p> <p>6d. Soils at the project site have only limited expansive potential and would have a less than significant impact on this project.</p> <p>6e. Although they will not be installed as part of the project, septic systems have been designed for the two parcels based on percolation tests. These septic systems have been reviewed and tentatively approved by the San Mateo County Department of Environmental Health.</p>						
<b>7.</b>	<b>GREENHOUSE GAS EMISSIONS</b>					
	Would the project:					
7a.	Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10, 23
7b.	Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10, 24
<p>Discussion:</p> <p>7a. Construction activities will generate greenhouse gases, including carbon dioxide. However, given the relatively small scale of this project and its temporary, short-term nature, this will not have a significant impact on the environment. In addition, GHGs will be further reduced by compliance with Portola Valley's requirement that at least 60% of construction and demolition debris be recycled.</p> <p>7b. In 2013, San Mateo County adopted a Climate Action Plan (CAP) setting forth the County's long-term Strategy for reducing GHG emissions. This plan includes measures related to water conservation, waste reduction, and land use. Construction activities would not conflict with any of the policies in the CAP.</p>						
<b>8.</b>	<b>HAZARDS AND HAZARDOUS MATERIALS</b>					
	Would the project:					
8a.	Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	materials?					
8b.	Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10
8c.	Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7, 10
8d.	Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10, 25
8e.	For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
8f.	For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
8g.	Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
8h.	Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
Discussion: The project is a short-term, temporary landslide repair project which does not involve the use of hazardous materials. The project site is not located within a quarter mile of a school, or on a site on the						

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
<p>Cortese List, or within an airport land use plan area, or in the vicinity of a private airstrip. The project is located on two residential parcels, and with the required Traffic and Parking Control Plan (mitigation measure TRA), will have limited impacts on traffic on local roads. As a result, the project would not impair implementation or interfere with an emergency response or evacuation plan. Because the project would not change any land uses or increase development levels, the project would not expose people or structures to risks from wildland fires.</p>						
9.	<b>HYDROLOGY AND WATER QUALITY</b>					
	Would the project:					
9a.	Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 11, 13
9b.	Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 11, 12, 14
9c.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5, 6, 10, 11, 12, 14, 18
9d.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5, 6, 10, 11, 12, 14, 18
9e.	Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5, 6, 10, 11, 12, 18
9f.	Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 11, 12, 18

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
9g.	Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4, 5, 6, 10, 11
9h.	Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4, 5, 6, 10, 11
9i.	Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4, 5, 6, 10, 11
9j.	Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4, 5, 6, 12, 27
<p>Discussion:</p> <p>9a-b, f: The project would not violate any water quality standards or deplete groundwater supplies, and will not substantially degrade water quality.</p> <p>9c-e. The project includes changes to the drainage pattern of the site in order to better manage stormwater runoff. These changes have been reviewed by the project engineer and peer reviewed by the Town's engineering consultants. The changes to the drainage system will not lead to erosion or flooding, but will improve stormwater management on the site.</p> <p>9g-h: The project is not within a 100-year floodplain.</p> <p>9i: The project will not expose people to risk involving flooding and does not include or affect any dams or levees.</p> <p>9j: The project is to improve stability of the site by repairing a landslide which occurred in 1998. The project is located on a hillside well inland and is not at risk for inundation by seiche, tsunami or mudflows.</p>						
<b>10.</b>	<b>LAND USE AND PLANNING</b>					
	Would the project:					
10a.	Physically divide the physical community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
10b.	Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 9, 10

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?					
10c.	Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
Discussion: The project would not physically divide a community, conflict with any land use plan, or with any applicable habitat conservation plan or natural community conservation plan.						
<b>11.</b>	<b>MINERAL RESOURCES</b> Would the project:					
11a.	Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 6, 10
11b.	Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1, 6, 10
Discussion: There are no known mineral resources at the project site.						
<b>12.</b>	<b>NOISE</b> Would the project result in:					
12a.	Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
12b.	Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
12c.	A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
12d.	A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6, 10
12e.	For a project located within an airport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
	land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?					
12f.	For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
<p>Discussion: Noise would be generated during this project by construction activities. However, there would be no permanent noise resulting from this project. Portola Valley's noise ordinance (Municipal Code Chapter 9.10) requires all construction equipment to incorporate design features in good operating order that meet current industry standards for noise muffling and noise reduction. In addition, the noise ordinance limits construction activities to weekdays between the hours of 8:00 a.m. and 5:30 p.m. Given these requirements and the short-term nature of the project, the noise impacts would be less than significant. The project is not located within an airport land use plan, within two miles of a public airport, or in the vicinity of a private airstrip.</p>						
<b>13.</b>	<b>POPULATION AND HOUSING</b>					
	Would the project:					
13a.	Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 7, 9, 10
13b.	Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 7, 9, 10
13c.	Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 7, 9, 10
<p>Discussion: The project is for a landslide repair of two developed residential parcels. It would not induce substantial population growth or displace any people or housing.</p>						
<b>14.</b>	<b>PUBLIC SERVICES</b>					
	Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental					

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:						
14a.	Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
14b.	Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
14c.	Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
14d.	Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
14e.	Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
Discussion: The project, which is a landslide repair for two developed residential parcels, would not require any new or physically altered governmental facilities.						
<b>15.</b>	<b>RECREATION</b>					
15a.	Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
15b.	Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
Discussion: The project would not lead to substantial deterioration of or require construction of recreational facilities. The two parcels are zoned and planned for residential development and were previously developed; their impact on recreational facilities was accounted for in the General Plan and would in any case be minimal.						
<b>16.</b>	<b>TRANSPORTATION/TRAFFIC</b>					
Would the project:						
16a.	Conflict with an applicable plan, ordinance, or policy establishing measures of effectiveness for the performance of the circulation system, including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 20



No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
16b.	Conflict with an applicable congestion management program, including, but not limited to level of service standard and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 20
16c.	Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
16d.	Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6, 10, 20
16e.	Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 20
16f.	Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 20
<p>Discussion: 16a-c, 16e-f: The project would not lead to any permanent changes in traffic in the project vicinity. The project would not conflict with any applicable plans for the performance of the circulation system, an applicable congestion management plan, or public transit, bicycle or pedestrian plans or facilities. The project will not change air traffic patterns.</p> <p>16d: During construction, traffic on Santa Maria Avenue, which is narrow and sharply curved, will increase with traffic from workers, trucks, and equipment. Hazards due to the increased traffic on this road will be mitigated through the Traffic and Parking Control Plan required by the Public Works Director and Mitigation Measure TRA below. This Plan will include traffic control measures to reduce hazards due to the design of the road to a less than significant level.</p> <p>TRA: The applicant shall develop a Traffic and Parking Control Plan to manage worker traffic and parking as well as truck and equipment traffic, particularly on Santa Maria Avenue. In developing the Plan, the applicant shall notify and work with neighbors and the homeowners' association. The Traffic and Parking Control Plan shall be reviewed and approved by the Public Works Director prior to the start of work.</p>						
17.	UTILITIES AND SERVICE SYSTEMS					
	Would the project:					

No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
17a.	Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 13
17b.	Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 13
17c.	Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5, 6, 10, 11, 12, 14, 18
17d.	Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
17e.	Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 13
17f.	Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
17g.	Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6, 10, 23

Discussion:

17a-b: The project would not affect wastewater treatment requirements or require the construction of new water or wastewater treatment facilities.

17c: As was discussed in the Hydrology section, new storm drainage facilities will be built on the site in order to improve drainage. These facilities have been developed by the project engineer and reviewed and approved by the Town's engineering consultant and the Town Geologist. The facilities will improve stability of the site and will not have any significant environmental impacts.

17d-g: As a landslide repair project, there will be no issues with water supply or wastewater. Impacts on

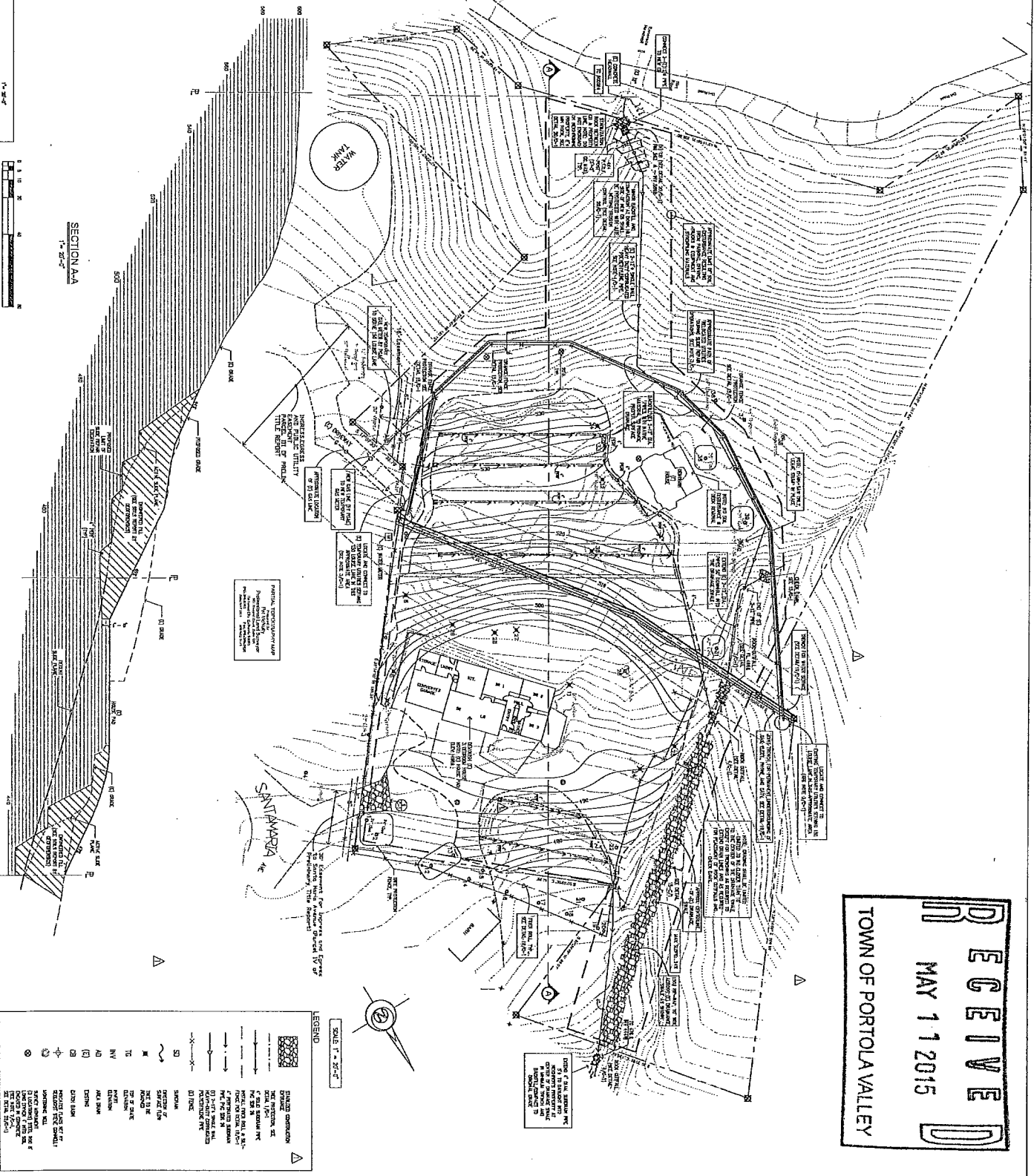
No.	Environmental Topic	Level of Impact				Source
		Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact	
solid waste disposal from the demolition of the two houses will be mitigated by the Town's requirement that at least 60% of all construction and demolition debris be recycled.						
<b>18. MANDATORY FINDINGS OF SIGNIFICANCE</b>						
18a.	Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 7, 8, 10, 22
18b.	Does the project have impacts that are individually limited, but cumulatively considerable ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10
18c.	Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6, 10, 12, 14
<p>Discussion:</p> <p>18a: The project is a landslide repair on two developed residential parcels. With the recommended mitigation measures, the project as designed would not have the potential to degrade the environment, significantly affect plant or animal populations, or eliminate examples of California history or pre-history.</p> <p>18b: The project would not have impacts that are cumulatively considerable.</p> <p>18c: The project would not cause substantial adverse effects on human beings. By repairing an active landslide within a residential neighborhood, the project would improve stability of the land and improve safety for neighbors as well as for the project site.</p>						

## Sources

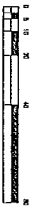
1. Town of Portola Valley Soils Map.
2. Portola Valley Adopted Geologic Map.
3. Portola Valley Adopted Ground Movement Potential Land Map.
4. FEMA Flood Hazard Boundary Maps.
5. Master Storm Drainage Report, 1970.
6. General Plan, as amended.
7. Comprehensive Plan Diagram, as amended.
8. Historic Element Diagram, as amended.
9. Zoning Map, as amended.
10. Town Planner and Deputy Town Planner, general knowledge and site inspections on September 14, 2014 and April 15, 2015.
11. NV5 reports of 9/15/14, 4/6/15, 4/15/15, and 5/1/15.
12. Town Geologist project review reports of 9/4/14, 3/23/15, 4/15/15, and 4/30/15.
13. Letters from the County of San Mateo Health System, dated 3/5/15.
14. UPP Geotechnology reports of 1/0/08, 5/20/08, & 6/30/08; GeoForensics Supplemental Landslide Investigation, June 2013 and July 4, 2013, and letter reports of 4/18/15 & 4/28/15.
15. California Department of Conservation, Farmland Mapping and Monitoring Program, Important Farmland Finder, checked online at <http://maps.conservation.ca.gov/ciff/ciff.html> checked online on April 9, 2015.
16. U.S. Geological Survey, Zoomable Map of Susceptibility to Liquefaction, located at <http://geomaps.wr.usgs.gov/sfgeo/liquefaction/susceptibility.html> checked on April 14, 2015.
17. Letter report of Stephen Connolly, dated April 3, 2015.
18. Schaaf & Wheeler letter reports re: drainage dated 2/12/15, 4/9/15, and 4/29/15.
19. Inventory of Trees, Michael Bench, 7/23/12.
20. Public Works Director review and comments, 8/13/14.
21. Bay Area 2010 Clean Air Plan, accessed online at <http://www.baaqmd.gov/Divisions/Planning-and-Research/Plans/Clean-Air-Plans.aspx>.
22. Portola Valley Sensitive Biological Resources Assessment, TRA Environmental Sciences, April 2010.
23. Portola Valley Conservation and Demolition Ordinance (Municipal Code Chapter 8.09, Recycling and Diversion of Construction and Demolition Debris).
24. San Mateo County Climate Action Plan, 2011; accessed online on April 28, 2015 at: <http://planning.smcgov.org/sites/planning.smcgov.org/files/documents/files/Vulnerability-Assesment-Report---December-Final.pdf>.
25. Cortese List, accessed online at <http://www.calepa.ca.gov/SiteCleanup/CorteseList/> on April 28, 2015.

26. Portola Valley Municipal Code, Chapter 9.10, Noise Control.
27. Bay Area Interactive Map of Liquefaction Susceptibility, Alquist-Priolo Zones, and Tsunami Evacuation Areas, accessed on May 1, 2015 online at <http://gis.abag.ca.gov/website/Hazards/?hlyr=liqSusceptibility>.
28. Town Geologist, personal communication, May 1, 2015.

20 SLIDE REPAIR GRADING PLAN



SECTION AA  
1" = 20'-0"



**RECEIVED**  
MAY 11 2015  
TOWN OF PORTOLA VALLEY

LEGEND

	EXISTING STRUCTURE
	PROPOSED STRUCTURE
	EXISTING DRIVEWAY
	PROPOSED DRIVEWAY
	EXISTING SIDEWALK
	PROPOSED SIDEWALK
	EXISTING CURB
	PROPOSED CURB
	EXISTING RETAINING WALL
	PROPOSED RETAINING WALL
	EXISTING FENCE
	PROPOSED FENCE
	EXISTING UTILITY
	PROPOSED UTILITY
	EXISTING TREE
	PROPOSED TREE
	EXISTING SPOT ELEVATION
	PROPOSED SPOT ELEVATION
	EXISTING BENCHMARK
	PROPOSED BENCHMARK

<p>16 &amp; 42 SANTA MARIA AVENUE</p>	<p>DATE: APRIL 21, 2015</p> <p>PROJECT: SLIDE REPAIR GRADING PLAN</p> <p>SCALE: 1" = 20'-0"</p> <p>C-0</p>	<p>CONSULTANTS</p> <p>ENGINEER'S STAMP</p>	<p>NEARBY UTILITIES</p> <p>1775 WYOMING ROAD, BOX 255 PORTOLA VALLEY, CA 94028</p> <p>ENGINEER: JACOB 30100 TOWN CENTER DRIVE SAN FRANCISCO, CA 94134</p> <p>REGISTERED PROFESSIONAL ENGINEER NO. 51237 EXPIRES 12/31/2016</p>	<p>VICINITY MAP</p>
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# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** ASCC and Planning Commission

**FROM:** Karen Kristiansson, Deputy Town Planner

**DATE:** June 3, 2015

**RE:** Preliminary Review of Conditional Use Permit, Variance, and Architectural and Site Plan Review, Pump Stations 8 and 13 and Portola Road right-of-way, California Water Service, File #s: 3-2015, X7D-176, and X7E-138

### RECOMMENDATION

Staff recommends that the Planning Commission and ASCC provide preliminary comments on the proposed project. The ASCC should provide comments during the site meeting, scheduled at **4:30 p.m. on Wednesday, June 3, 2015**, and the Planning Commission should provide comments at their regularly scheduled **7:30 p.m. meeting**. This staff report was drafted to support both the ASCC and the Planning Commission preliminary reviews.

### BACKGROUND

This project is proposed by the California Water Service Company (Cal Water) in order to upgrade the water supply pumps serving the southern portion of the Bear Gulch system, Portola Valley Ranch, and Los Trancos. The project includes removing water booster pumps from Station 8 and creating a combined pump station at Station 13, as well as replacing roughly two miles of water transmission pipeline in the Portola Road right-of-way. The proposed equipment is designed to meet existing demand, and no increase in system capacity is proposed.

The pipeline replacement will span three jurisdictions, San Mateo County, the Town of Woodside, and the Town of Portola Valley, and will occur in two segments, one extending from Sand Hill Road to La Honda Road and the other from Tadin Lane to Westridge Drive. The location of the pipeline replacement is shown on the vicinity map in Attachment 1. As part of this project, the replacement pipe must cross Sausal Creek. Cal Water is proposing to do that by using a jack and bore method to install the pipe under the existing culvert.

Station 8 is located in the Town of Woodside, on the east side of Portola Road across from Hayfields Road. The station site is small (1,290 square feet (sf), or 0.03 acres) and difficult to



access because the site is approximately 10 feet lower than Portola Road. The site is accessed via a metal staircase from the road down to the pump station, and a trail passes between the station and the staircase. Vehicles cannot enter the pump station property.

As part of this project, the above-ground equipment at Station 8 would be removed, including pumps, generators and electrical panel, all debris would be hauled off-site, and the site would be revegetated. The staircase from Portola Road to the station would also be removed.

Station 13 is located in the Town of Portola Valley, along Portola Road between Westridge Drive and Stonegate Road. This station is larger than Station 8 (2,881 sf or 0.07 acres) and is approximately 40 feet deep by 75 feet long. This site is accessible by vehicles. This project would replace the two existing booster pumps with upgraded pumps and would also add two new upgraded pumps to replace those being removed from Station 8. The plans also provide for two new backup pumps to be installed, which would provide redundancy during pump failures; however, no more than four pumps would operate at one time. The booster pumps would each be enclosed in acoustic shelters to reduce noise from the pumps. In addition, a backup generator and an electric panel board would be installed at the site.

## **CODE REQUIREMENTS**

As required by Section 18.36.020 and Chapters 18.62 and 18.68 of the Portola Valley Municipal Code (PVMC), the work at Station 13 requires a conditional use permit, variance, and architectural review. The entire project, including the work at Station 8 and the pipeline replacement, is also subject to CEQA as is discussed below. In accordance with the Town's zoning requirements, this project has been forwarded to the ASCC and Planning Commission for review. The ASCC will take the final action on the architectural review and will provide recommendations to the Planning Commission on the use permit and variance applications. The Planning Commission will take the final action on the use permit and variance.

## **DISCUSSION**

The three permits needed for the Station 13 work are each discussed below, followed by a summary of the CEQA analysis which was carried out for the whole project, including work at Stations 8 and 13 and the pipeline replacement project.

### **Conditional Use Permit**

Per Section 18.36.020.A of the PVMC, major utility installations are a conditional use in all zoning districts. Station 13 has been in operation since 1955, and while Cal Water has use permits for six other facilities in town, a use permit was never issued for Station 13.

In order to grant a use permit, the Planning Commission must be able to make the six findings specified in Section 18.72.130 of the PVMC (Attachment 2). These findings are each discussed below.

#### ***1. Proper Location***

This finding relates to the location of the use relative to the community as a whole and the land uses and transportation and services facilities in the vicinity. In this case, the pump station is a pre-existing use which is connected to the water system. Its location along a major arterial and between two roads minimizes the number of close neighbors. As a result, the pump station use appears to be properly located.

## ***2. Adequate in Size and Shape***

Pump Station 13 is small, only 40' by 75', and therefore the required yard setbacks encompass the entire site. As a result, a variance will be needed for this project, as is discussed below. However, the proposed water pump station use is different from the single family homes which are the primary use in this zoning district. As a result, the adequacy of the size and shape of the site should be considered in light of whether the use:

- a) "will be reasonably compatible with land uses normally permitted in the surrounding area and"
- b) "will insure the privacy and rural outlook of neighboring residences."

In terms of compatibility, the acoustical analysis completed for the project indicates that the pump station will fully comply with the Town's noise ordinance and standards (PVMC Chapter 9.10) at the rear property line, which is the only one adjacent to a residential parcel. While the pump station will look different from a residential use, it has an appropriate design for a utility station, and both a solid grape-stake fence and landscaping is proposed as part of the project to screen the site and reduce its visual impact. The pump station use therefore appears to be compatible with the uses in the surrounding residential area.

The pump station will not affect the privacy of neighbors, as the station will not be occupied but will only be visited as necessary to check and repair equipment. The proposed landscaping, which would consist of native plantings in a natural pattern, would also help to provide a rural appearance. As a result, it appears that the Planning Commission can make Finding 2.

## ***3. Served by Adequate Roads***

The pump station is adjacent to three roads: Portola Road, Westridge Drive, and Stonegate Road. Portola Road is a major arterial and Westridge Drive is a major collector. As a result, the site is served by streets adequate to carry the traffic generated by this use.

## ***4. No Adverse Impact to Abutting Property***

There is only one property that directly abuts the site: 1385 Westridge Drive. As is shown on the Vicinity Map for Station 13 in Attachment 1, this property is narrowest where it abuts the pump station, and widest at the far end from the station. The house is located at that wider end, and is approximately 240 feet away from the boundary of the pump station property at its closest point. As was stated previously, noise from the booster pumps will comply with the noise ordinance at that property line. Because of the distance, topography, and vegetation between the pump station and the house on the abutting property, the station would not be visible from the house. As a result, it appears that the proposed use would not adversely affect the abutting property or the house on that property, and therefore the Planning Commission can make this finding.

## ***5. Reasonably Safe from Hazards***

The pump station is located on land which is shown in the SUN category on the Town's Ground Movement Potential Map, which is the most stable category in town. In addition, the pump station structures will be subject to the requirements of the California Building Code. As a result, the site is reasonably safe from hazards.

**6. Proposed Use in Harmony with Zoning Ordinance and General Plan**

The General Plan and zoning ordinance both include provisions for utilities. The zoning ordinance specifically lists utility facilities as a conditional use allowed in all zoning districts. In the General Plan, the Land Use Element in Section 2163.2 calls for utilities to be provided "adequate to serve local needs" in the planning area. The Land Use Element further specifies in Sections 2163.1 and 2164.3 that utilities should be developed "in a manner that will cause minimum disruption of the natural beauty of the area" and "should be sited, designed, developed and landscaped so as to blend with the natural scenery of the area."

The proposed project would upgrade the pump boosters to better serve the Town. Disruption in this case would be limited to one 2,881 square foot site, while another 1,290 square foot pump station would be vacated and revegetated. Once construction is complete, the disruption to the area around Station 13 will be minimal. As was stated previously, noise levels at the residential property line will comply with the Town's noise standards, and the proposed fence and landscaping will screen the site and help it to blend into the environment. Therefore, the proposed use appears to be in harmony with the zoning ordinance and General Plan.

**Variance**

The Planning Commission, sitting as the Board of Adjustment, has the power to "vary any of the requirements of this title in the case of a parcel that is exceptionally, narrow, shallow or of unusual shape" as set forth in PVMC Section 18.68.010.A. Cal Water stated in their letter of May 7, 2015 (Attachment 3) that the small size of the parcel makes a variance necessary for reasonable use of the property.

A variance will be needed for this project, as is discussed below, because the required front yard setback is 50' and the required rear yard setback is 20'. Since the parcel depth is only 40', the pump station equipment must be located within required yard setbacks, as is the existing equipment. Although the existing equipment on the site are legal nonconforming structures, a variance is needed for this project because Cal Water is replacing this equipment with larger structures and also increasing the number of structures on the site due to the consolidation with Pump Station 8.

To consider the variance application, the Planning Commission will need to determine whether it can make the findings set forth in Section 18.68.070 of the PVMC (Attachment 4). These findings are discussed below.

**1. Special Circumstances Applicable to the Property**

The small size of this property, particularly its depth, means that the entire property is located within the required 50' front yard setback area. As a result, the property would not be usable without a variance.

**2. Literal Enforcement of Standard would Deprive Property of Privileges**

Because the property would not be usable without a variance, the literal enforcement of the zoning standards would deprive the property of privileges available to other properties.

**3. Variance Subject to Conditions to Ensure no Grant of Special Privilege**

Granting the variance will allow the site to be used as a pump station, as it has historically been used since 1955. This variance will not grant the property owner a special privilege but will make the property usable.

**4. Not Materially Detrimental to Public Welfare**

As was stated previously, the proposed project will comply with the Town's noise ordinance once the required acoustical shelters and related mitigation measures are taken into account. Visually, the project will be screened with a solid grape-stake fence and native landscaping. As a result, the project will not be materially detrimental to the public welfare or injurious to properties or improvements in the vicinity.

**5. Use or Activity is Authorized by the Zoning Ordinance**

The pump station use is authorized by Section 18.36.020.A of the zoning ordinance.

**6. Variance Consistent with Zoning Ordinance and General Plan**

The variance would allow use of the property as a water pump station. For all of the reasons discussed above relative to finding 6 for the conditional use permit, this would be consistent with the zoning ordinance and the General Plan.

Therefore, it appears that the Board of Adjustment can make the findings necessary to grant a variance for this project.

**Architectural and Site Plan Review**

This project is subject to Architectural and Site Plan Review because it is located on Portola Road, which is an arterial road (PVMC Section 18.64.010.3).

**Height, Floor Area, and Impervious Surface**

The generator is 7' 2" in height, while the panel board is 7' 6" tall. The booster pumps are 9' 4" in height. Although taller than the equipment which is currently on the site, all of the equipment fully complies with the 28' height limit for the zoning district. Given the increased height of the equipment on the site, as well as the increased intensity of use, staff asked Cal Water to consider placing the booster pumps at the rear of the property rather than at the front, to minimize the visual impact of the project from Portola Road. Cal Water was willing to do so, but found that with that change, the noise level at the property line with the adjacent residential neighbor would exceed the 40 dBA noise standard for nights by 3 decibels (see the acoustical study in Attachment 5). The equipment cannot be located in the center of the site because Cal Water needs to have a driveway entrance and work space. As a result, the booster pumps are proposed to remain at the front of the site.

The project includes about 190 square feet of floor area in the booster pumps, generator and electrical panel, compared to 1,166 square feet which would be allowed on the property.

For impervious surface, the plans indicate that the entire site except for the equipment locations would be compacted to 85% with four inches of Class 2 base rock laid over that and compacted to 90%. Section 18.56.010 of the zoning ordinance specifically states that "compacted gravel and rock areas" are included as impervious surfaces. As a result, the plans show that there would be 2,881 sf of impervious surface, compared to the 820 sf which would be allowed for this property. After discussion with Cal Water, they are considering whether they can either 1) reduce the impervious surface, including compacted base rock, to no more than 820 sf, with the remainder of the site to continue in its current condition, or to be hydroseeded or covered with mulch or uncompacted base rock, or 2) to use Geoblock for no more than 1,640 sf of the site, as Geoblock is counted as 50% impervious.

### ***Tree Removal***

An arborist's report was prepared for the project and is provided in Attachment 6. This report was prepared in September of 2014, and some changes were made to the project after that date; however, the type, size and condition of all trees remains as shown in the report.

The project as revised would involve the removal of 11 trees all together (#3, 4, 5, 6, 7, 11, 12, 13, 14, 15, 16), as shown on the landscape plan for the Station 13 improvements. Of these, five are significant trees (#3, 6, 12, 14 and 15). All of the significant trees are Coast Live Oaks, with sizes ranging from 11.8" to 15.7", with one multiple-trunk tree. One of these is rated as being in poor condition.

The project plans were routed to the Conservation Committee because of the proposed tree removals and the fact that PVMC Section 18.56.020.D calls for Conservation Committee approval of tree/shrub planting within 75' of the right-of-way on Portola Road. The Conservation Committee's full comments on the project are provided in Attachment 7. In terms of the proposed removals of significant trees, the Committee recommended a jog in the fence to spare tree #6 and objected to the removal of tree #12. However, Cal Water noted that tree #6 would be subject to severe root damage for the installation of piping, pump foundation and flowmeter vault, which will be installed less than 2' from the tree trunk. As a result, jogging the fence would not be sufficient to save this tree. Tree #12 (as well as tree #13, which is not significant) is proposed for removal because the tree protection measures would require installing fencing approximately 10' from the trunk, and this would significantly reduce the work area. Staff has requested that the driplines for these trees be marked for consideration at the field meeting.

### ***Landscaping***

The landscape plan for the project shows three 24" box Coast Live Oaks and seven 24" box Scrub Oaks, as well as five 5-gallon Chapparal Current (*Robes malvaceum*) and seven 5-gallon California Sage Brush (*Artemisia californica*) plants. While a few of these plants would be located in the five feet of the property in front of the fence, most of the landscaping and all of the trees would be planted in the Town's right of way. To ensure that this would not cause any safety issues, Cal Water determined the sight line setbacks required by CalTrans standards for the intersections of Westridge Drive and Stonegate Road with Portola Road. These were reviewed by the Public Works Director, and all plantings are outside of those areas.

The Conservation Committee also offered comments on the proposed landscaping (Attachment 7). To summarize, they suggest that:

- smaller plants would establish better than the proposed 24" box trees;
- toyon, shiny redberry, or holly-leaved cherry be substituted for the scrub oaks; and
- Trees #5, 6 and 7 be preserved in lieu of planting the live oak closest to those trees.

Cal Water is willing to use smaller plants and substitute one of the recommended species for the scrub oaks. However, they note that trees #5 and 6 need to be removed for water pipeline installation, although tree #7 could likely remain.

### ***Fence***

The project proposes a 6' tall grape-stake fence to be located on the side and rear property lines. At the request of staff, Cal Water agreed to move the front location of the fence to 5' behind the front property line. However, they cannot move it further because they need to preserve the space next to the booster pumps for a driveway and work area. The fence is being proposed for visual screening, security and safety.

In this one-acre zoning district, fence regulations require that fences be set back 25' from the front property line (PVMC Section 18.43.020), fences within front yards be limited to 4' in height (PVMC Section 18.43.030.1), and fences in front yards not exceed 50% in opacity (PVMC Section 18.43.040.2). However, PVMC Section 18.43.080.C.3 allows the ASCC to grant relief from the fence regulations when the application "demonstrates that the proposed fence cannot conform to the regulations given the conditions on the parcel."

In this case, the property would not be usable if the fence were located 25' from the front property line. Given the nature of the use, as well as the visual screening provided by the fence, the ASCC could reasonably conclude that a solid 6' high fence would be appropriate in this instance, and could therefore grant relief from these requirements of the fence ordinance.

### ***Lighting***

No exterior lights proposed, and the existing floodlights at Pump Station 13 would be removed as part of this project. The only lighting proposed consists of fluorescent lighting which will be installed on the interior of the electrical panel cabinet.

### ***Colors and Materials***

The fence would be a natural wood grape-stake fence. All equipment on the site would be metal, painted the standard Cal Water color "grouse tan" which is a greenish-tan color. A color sample will be available at the field meeting.

### ***Signs***

The Town's sign ordinance allows "signs used by public utilities for the safety, welfare, or convenience of the public" in all zoning districts (18.40.030.C). As shown on the proposed north elevation of the Station 13 improvements plan, signs are proposed to be mounted on the gate at the entrance to the site from Stonegate Road. These signs would include the Cal Water logo, the District's phone number, and a statement that trespassing is forbidden. The second sign would be a hazardous material classification sign for the diesel fuel in the generator. Samples of or pictures of the signs will be available at the field meeting, including information about the sizes and colors of the signs.

### ***CEQA Analysis***

An Initial Study was prepared for this project. The analysis indicates that with specific mitigation measures, the project would not have a significant impact on the environment. As a result, a Mitigated Negative Declaration was also prepared. Copies of the Initial Study/Mitigated Negative Declaration (IS/MND) are included in Commissioner's packets and are available for review at Town Hall. In addition, the body of the IS/MND is available on the Town's webpage for the June 3, 2015 Planning Commission meeting.

The recommended mitigation measures are listed on pages 2-6 of the Mitigated Negative Declaration. Commissioners may also want to review the discussions relative to Aesthetics, Biological Resources, and Noise in particular. These start on pages 10, 20 and 60 respectively of the IS/MND (following the MND itself).

The public comment period on this document started on May 13, 2015 and will end on June 11, 2015 at 5:00 p.m. No comments had been received on the document as of the time this staff report was prepared.

## **NEIGHBOR NOTIFICATION**

All neighbors within 300' of the pipeline replacement, Station 8 and Station 13 received notices from the Town about this project and the scheduled public meetings. In addition, Cal Water contacted neighbors of the two pump stations earlier in the process to inform them about the project.

## **CONCLUSION**

The June 3 field and evening meetings will provide the opportunity for the ASCC and Planning Commission to provide preliminary review of this project. The ASCC will then be able to offer additional comments and its recommendation on the project at its June 8 evening meeting. The Planning Commission is currently scheduled to act on this project at its June 17 meeting.

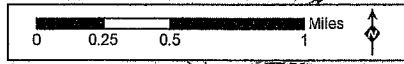
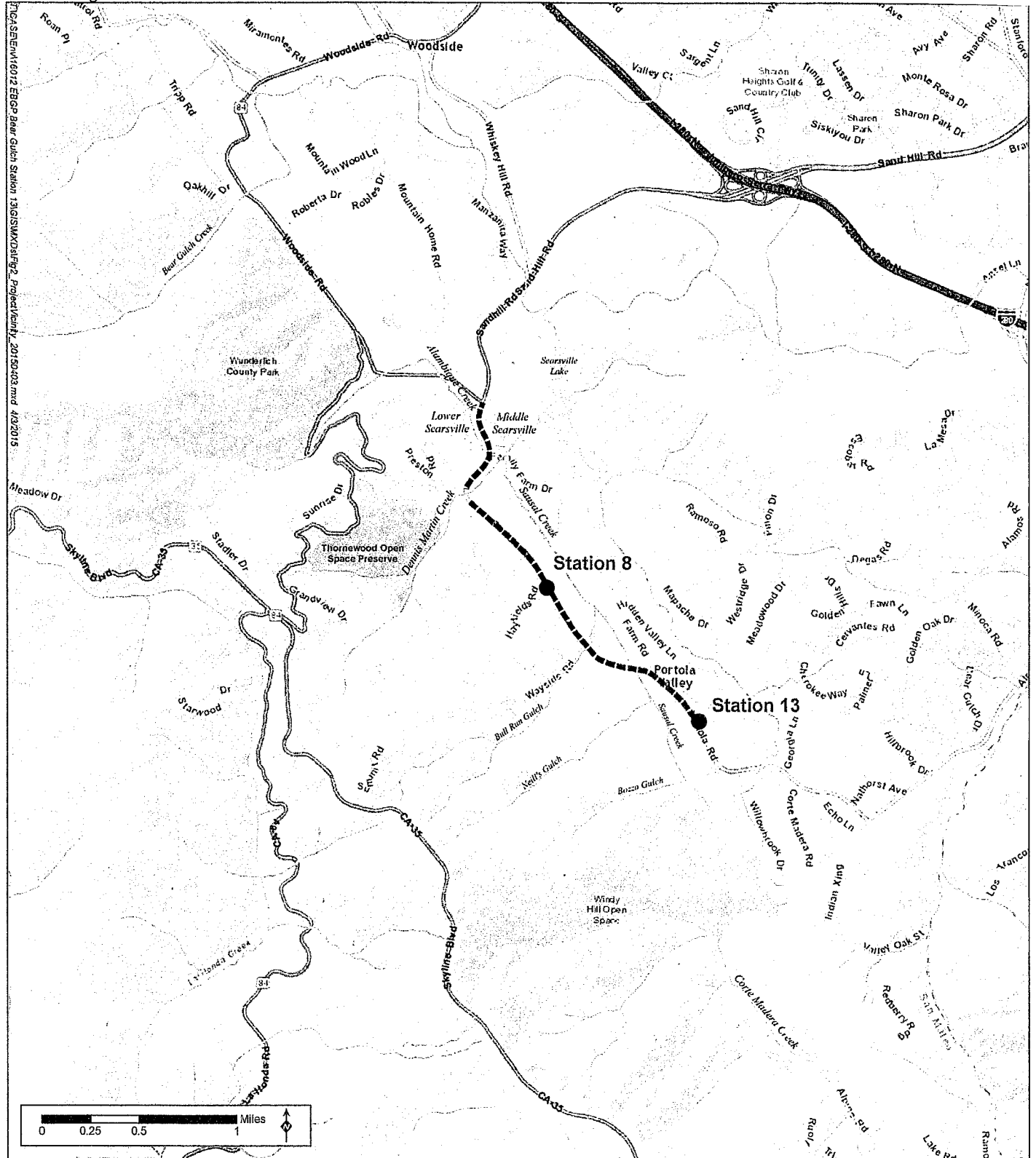
## **ATTACHMENTS**

1. Vicinity maps
2. PVMC Section 18.72.130, conditional use permit findings
3. Letter from Cal Water dated May 7, 2015
4. PVMC Section 18.68.080, variance findings
5. Technical Noise Memo dated April 21, 2015
6. Arborist's report, prepared by Kielty Arborist Services and dated September 15, 2014
7. Conservation Committee comments
8. Project plans

*Note: The Initial Study/Mitigated Negative Declaration for the project is being transmitted as a separate enclosure.*

Report approved by: Debbie Pedro, Town Planner

Figures



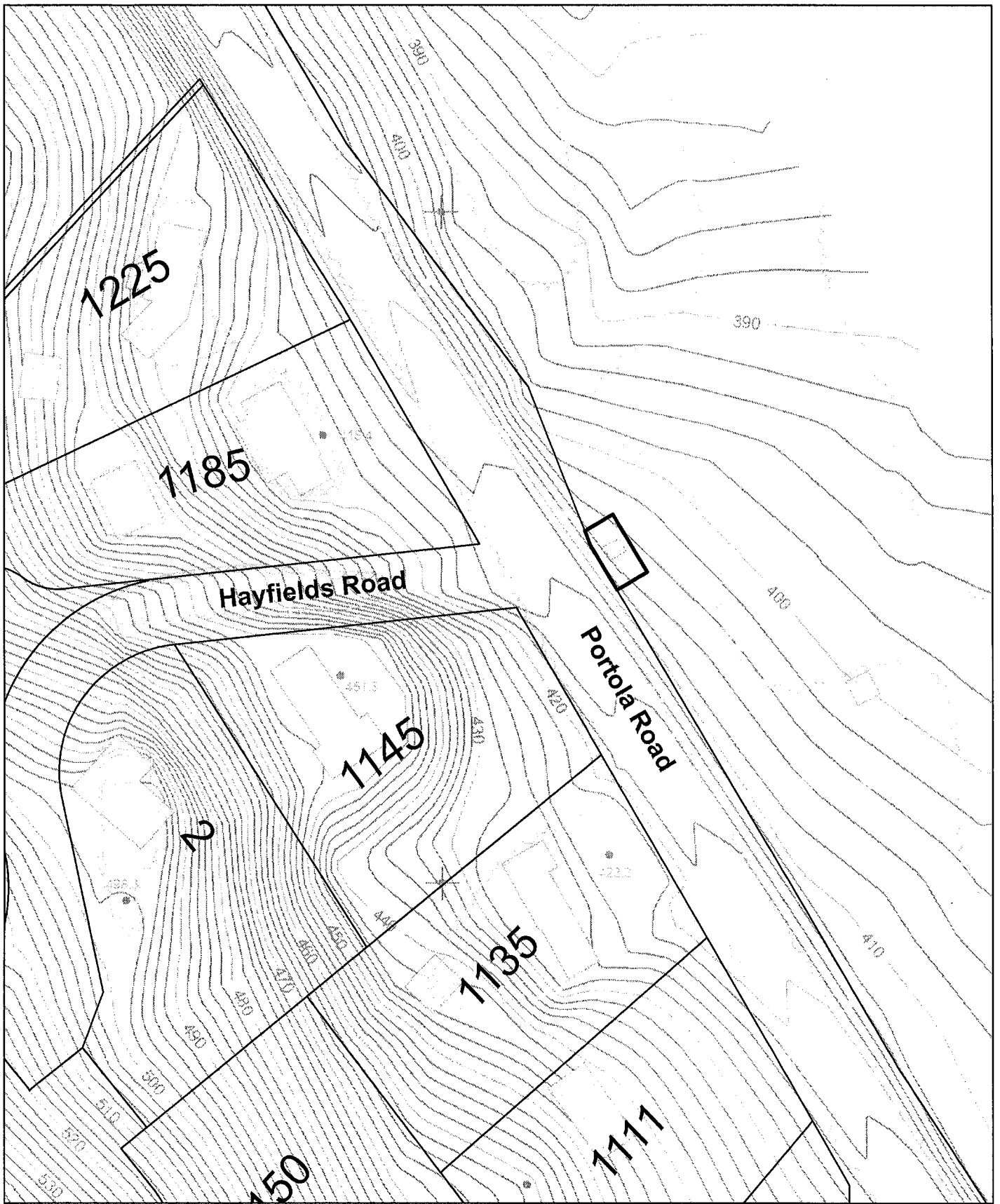
Source: ESRI 2015; M/G/TRA 2015

- Water pump station
- Pipeline

Figure 2 Project Vicinity

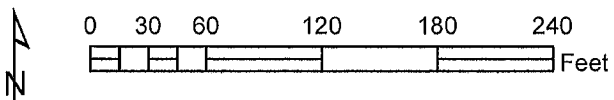
Bear Gulch Station 13 Improvement Project





**Vicinity Map**

**CUP, Variance and Architectural Review, Cal Water**



APN 076-320-030, Pump Station 8  
June 2015



18.72.130 - Planning commission—Findings—Action.

A. All actions of the planning commission related to the findings shall be taken in accordance with the requirements of Section 18.76.080. The planning commission may grant a conditional use permit if it finds that:

1. The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.
  2. The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.
  3. The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.
  4. The proposed use will not adversely affect the abutting property or the permitted use thereof.
  5. The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.
  6. The proposed use will be in harmony with the general purpose and intent of this title and the general plan.
  7. When this title or the town general plan specifies that a proposed use shall serve primarily the town and its spheres of influence, the approving authority must find that it is reasonable to conclude, based on the evidence before it, that the proposed use will meet a need in the town and that a majority of the clientele of the proposed use will come from the town and its spheres of influence within the near future, normally no more than two years. In general, in making such finding, the approving authority shall, in addition to other information, explicitly take into consideration all similar uses in the town and its spheres of influence.
  8. For wireless communications facilities, findings in addition to those set forth above shall be made as called for in Section 18.41.060
- B. If the planning commission is unable to make the findings required above, the planning commission shall disapprove the granting of the conditional use permit. Action of the planning commission in approving or disapproving the granting of the conditional use permit shall be final, except that the matter may be appealed to the council in accordance with Sections 18.78.010 through 18.78.110 or the council may elect to review the action of the planning commission in accordance with the provisions of Section 18.78.120

*(Ord. 2011-393 § 4, 2011; Ord. 1998-313 § 2, 1998; Ord. 1997-295 § 6, 1997; Ord. 1980-177 § 3, 1980; Ord. 1979-166 § 26 (part), 1979; Ord. 1973-119 § 4, 1973; Ord. 1967-80 § 1 (6935.10), 1967; Ord. 2001-337 § 4 (part), 2001)*



## CALIFORNIA WATER SERVICE

1720 North First Street  
San Jose, CA 95112-4598 Tel: (408) 367-8200

Attachment 3

May 7, 2015

Karen Kristiansson  
Planning Division  
Town of Portola Valley  
765 Portola Rd  
Portola Valley, CA 94028

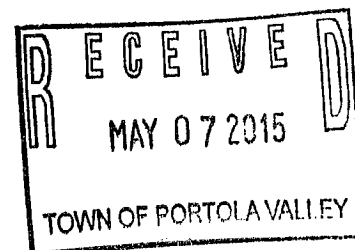
### RE: Variance for Cal Water Station 13 on Portola Road

Dear Karen,

In accordance with the Variance Permit Application, we offer the following supplemental information:

1. The property owned by Cal Water and designated for water pumping facilities is approximately 75ft x 40ft, or 0.066 acres in area. Given the exceptionally small footprint of the site, the entire area is needed to install equipment and allow access for operation and maintenance.
2. Conforming to the required setbacks would render the site useless for the purpose of a water pumping station.
3. Such variance is necessary and required for the installation and use of the proposed equipment. Such variance for the perimeter fencing and proposed landscaping is required to comply with the Town's General Plan, see item 6 below.
4. Cal Water has been using the property to the extents of the boundary for several decades which has proven to not be detrimental to the public welfare.
5. Other properties in the zoning district are residential. This variance will hold no impact on other properties.
6. The granting of such variance will be in harmony with the general purpose and intent of this ordinance and the General Plan for the following reasons:
  - a. Zoning Ordinance
    - i. Section 18.36.020 lists major utility installations when operating requirements necessitate a specific location in order to serve best the immediate vicinity or the town as a whole, as a conditional use in all zoning districts.

Quality. Service. Value.  
[calwater.com](http://calwater.com)





## CALIFORNIA WATER SERVICE

- ii. Section 18.68.010.A—Applicability (Variances): “To vary any of the requirements of this title in the case of a parcel that is exceptionally narrow, shallow or of unusual shape . . .”

- b. General Plan

- i. Land Use Element—see sections 2163 – 2165a re: Public Facilities and Services, particularly

- 1. 2163.1: To ensure the development of public utilities in a manner that will cause minimum disruption of the natural beauty of the area.
    - 2. 2163.2: To provide utilities adequate to serve local needs in the planning area
    - 3. 2164.3: All utility installations should be sited, designed, developed and landscaped so as to blend with the natural scenery of the area.

- ii. Scenic Roads & Highways Element

- 1. 3303.8: Landscape all development along scenic routes and maintain such landscaping.
    - 2. 3303.10: Encourage planting of native wildflowers, shrubs and trees on public and private property.”

- iii. Noise Element

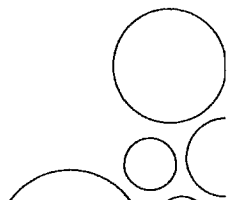
- 1. 4301.1: To maintain an acoustical environment in harmony with the pastoral nature of the community.

- iv. Sustainability Element

- 1. 4421.4: To encourage and provide for enhanced resource efficiency . . .
    - 2. This would only apply if the proposed project would improve efficiency, either by using less energy or by replacing old/leak-prone pipes with new ones that are less likely to leak

- v. Portola Road Corridor Plan

- 1. 6406.7: The town should require utility companies and property owners to screen utility boxes and related equipment or develop other measures to decrease their aesthetic impact.



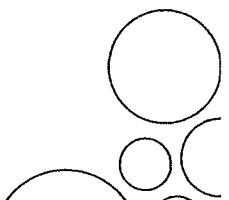


# CALIFORNIA WATER SERVICE

Sincerely,

A handwritten signature in black ink, appearing to read "John Puccinelli".

John Puccinelli, P.E.  
Associate Engineer



18.68.070 - Findings and decision.

A. The board of adjustment shall grant the requested variance in whole or in part, if from the facts presented in connection with the application, or at the public hearing, it appears and the board of adjustment specifies in its findings the facts that establish:

1. There are special circumstances applicable to the property, including, but not limited to, size, shape, topography, location or surroundings that do not apply generally to other properties or uses in the district;
  2. Owing to such special circumstances the literal enforcement of the provisions of this title would deprive such property of privileges enjoyed by other property in the vicinity and under identical zoning;
  3. The variance is subject to such conditions as are necessary to assure the adjustment authorized will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and zone in which such property is situated;
  4. The variance will not be materially detrimental to the public welfare or injurious to properties or improvements in the vicinity or in the district in which the property is located;
  5. A variance shall not be granted for a parcel of property which authorizes a use or activity which is not authorized by the zone regulation governing the parcel of property.
  6. That the granting of such variance shall be consistent with this title and the general plan.
- B. If the facts do not establish that all of the six conditions set forth in subsection A. of this section apply to the subject case, the board of adjustment shall deny the requested variance.

*(Ord. 2008-371 § 1, 2008)*



## Memo

To: John Puccinelli, P.E.

From: Becca Dannels and Chris Dugan

Job Code: 16012

Date: April 21, 2015

**SUBJECT: Bear Gulch Station 13 Improvement Project – Technical Noise Memo**

MIG | TRA Environmental Sciences, Inc. (MIG|TRA) has prepared the following memo at the request of Cal Water to determine the noise level estimates for Station 13 water pump placement. The following describes our understanding of the project and presents our calculations for each of the scenarios, as discussed in the Bear Gulch Station 13 Improvement Project Initial Study and comments. Assumptions are based on information provided by the California Water Service Company (Cal Water) and attached for reference.

### Background

Cal Water has identified a need to upgrade water supply pumps serving the southern portion of Bear Gulch system in Portola Valley. The project includes combining booster pumps at Stations 8 and 13 into a single facility at Station 13 and installing roughly two miles of new water transmission pipeline in the Portola Road right-of-way. The proposed project would install four new, 50-horsepower (hp) and two 25-hp water pumps at Station 13; however no more than four pumps will run at any given time. Station 13 is a 0.07-acre (2,881 square feet) site located on Portola Road between Westridge and Stonegate Roads (APN 079-011-120). The site is surrounded by scattered residences and mature vegetation. The proposed improvements include a 6-foot high wood fence along the site perimeter.

### Pump Sound Level Estimates

Water pump sound level estimates are based on the sound levels produced by an existing 60-horsepower water pump in operation at Cal Water Station 8, as measured at a distance of one-foot from the pump (Puccinelli 2015). Pump sound level information provided by Cal Water is summarized in Table 1.

**Table 1. Cal Water Pump Sound Level Information Without Mitigation**

Cal Water Station / Pump	Water Pumps	Pump Capacity (Hp)	Sound Level (dB) at Distance from Pump			
			1-Foot	5-Feet	8-Feet	26.5-Feet
Station 8-D	1	60	85*	65**	67**	57**
Station 13 <sup>(A)</sup>	4	50	90**	76**	72**	62**

Sources: Caltrans 2009; Puccinelli 2015; modified by MIG|TRA 2015

\* Actual readings

\*\* Sound level estimates based on Cal Water measurements (Gilli 2007; Puccinelli 2015a); and Equation (2-17) (Caltrans 2009): Point Source = dBA<sub>2</sub> = dBA<sub>1</sub> + 10log<sub>10</sub>(D<sub>1</sub>/D<sub>2</sub>)<sup>2+α</sup>, where α = 0 for hard site (as opposed to α = 0.5 for soft site)

(A) Proposed water pump currently under evaluation



Sound level estimates are provided for two different scenarios. Scenario 1, as originally proposed by Cal Water, places the pumps closer to Portola Road leaving a distance of 26.5 feet between the pumps and the nearest property (to the east of the pumps). Scenario 2, currently being evaluated for reduced aesthetic impacts, sets the water pumps further back into the property leaving a distance of eight feet between the pumps and the nearest property (to the east).

As shown in Table 1, a single 60-hp water pump is estimated to produce continuous sound levels of 67 dBA and 57 dBA at distance of 8 and 26.5 feet respectively. These readings are used to estimate the concurrent operation of four 50-hp pumps<sup>1</sup> resulting in sound levels of 72 dBA and 62 dBA at distances of 8 and 26.5 feet respectively. This is a worse-case scenario as normal station operations would utilize two 25-hp and two 50-hp pumps. Pump sound levels would be reduced through implementation of the following design features, listed below as installed from the pump outward toward the shelter.

- Quash<sup>®</sup> FR2000 sound management foam is made from low density polyethylene for optimum structural and sound management properties at a low foam density. It is a sound absorptive material that physically absorbs sound allowing less sound to escape from the acoustic shelter. Sound absorption efficiency varies with frequency; lower frequencies produce less efficiency. We initially assume a conservative 0.20 absorption coefficient, which results in an expected minimum of 17 dB reduction if 100% of the sound source is covered in foam. Design photos indicate the presence of floor to ceiling panels; however approximately 80% of the shelter would be covered with acoustic paneling. We believe this will reduce the attenuation that will be achieved. Accordingly, we provide a rough approximation of 0.16 as a sound absorption coefficient, which results in an expected minimum of 13 dB reduction.
- Owen Corning<sup>®</sup> Fiberglas<sup>®</sup> 700 Series Insulation is made of inorganic glass fibers with a thermosetting resin binder and formed into flexible, semi-rigid or rigid rectangular boards. The selected model, one-inch thick Owen Corning<sup>®</sup> 705 insulation, lists a noise reduction coefficient (NRC) ranging between 0.27 and 0.65. Similar to the sound management foam, the sound absorption efficiency of the insulation will vary with sound frequency levels and installation design. A conservative sound absorption coefficient of 0.27 produces an expected minimum of 18 dB noise reduction. However, taking into account the potential reduced attenuation attributed to only 80% of the shelter being covered with acoustic paneling, we assume a more conservative sound absorption coefficient of 0.22, which produces an expected minimum of 16 dB reduction.
- Prospec<sup>®</sup> Barriers, by Illbruck Acoustic, are specifically designed to isolate noisy machinery by reducing vibrations associated with exterior shelter walls. Product specifications state a sound transmission class (STC) loss of up to 27 dB. Since wall vibration is not expected to be a significant source of noise, and we are unsure of the effect of the louvers indicated in the water pump shelter design without further information, we are not including a noise reduction for the barrier.

Cal Water would install these materials to mitigate noise levels at all six water pumps at Station 13. Since the water pumps would need adequate circulation involving several open vents, the steel enclosure is not assumed to add significant noise attenuation. With the incorporation of these design measures, we estimate a 29 dB reduction for a single pump. With attenuation for

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<sup>1</sup> Under the logarithmic dB scale, a doubling of sound energy corresponds to a 3 dB increase in noise levels.

distance, noise levels would be approximately 43 dBA and 33 dBA at distances of 8 and 26.5 feet, respectively. The resulting project sound levels with implementation of these measures are shown in Table 2.

	<b>Scenario 1</b>	<b>Scenario 2</b>
Distance to nearest property line	26.5 feet	8 feet
Noise level at nearest property line without mitigation	62 dBA <sup>(A)</sup>	72 dBA <sup>(A)</sup>
Noise level at nearest property line with mitigation	33 dBA <sup>(A)</sup>	43 dBA <sup>(A)</sup>
Portola Valley Leq Standards Daytime (7 AM – 10 PM) Nighttime (10 PM – 7 AM)	50 dBA 40 dBA	50 dBA 40 dBA
Compliance with Portola Valley Leq Standard	YES	NO
Portola Valley Lmax Standards Daytime (7 AM – 10 PM) Nighttime (10 PM – 7 AM)	65 dBA 55 dBA	65 dBA 55 dBA
Compliance with Portola Valley Lmax Standard	YES	YES
<i>Source: Portola Valley General Plan Noise Element 2009; modified by MIG TRA 2015</i>		
<i>(A) See Table 1 for specific information on distance calculations.</i>		

## Conclusions

Based on the information provided in the *Assumptions* section, Scenario 1, which constructs the six water pumps 26.5 feet from the nearest property line, achieves both maximum (Lmax) and ambient (Leq) noise standards for Portola Valley. Scenario 2, which constructs the six water pumps 8 feet from the nearest property line, achieves the maximum (Lmax) noise standard, but is in non-compliance with the ambient (Leq) noise standard. In order to achieve applicable ambient noise standards, Scenario 2 would require additional mitigation. This could potentially take the form of a high, concrete masonry sound wall at the property line, which presumably would not be consistent with Town standards for fences and walls. Consistent with the Town of Portola Valley General Plan, we recommend the attenuation achieved by the proposed design be verified following installation.

## References

- California Department of Transportation (Caltrans). November 2009. *Technical Noise Supplement*. ICF Jones & Stokes.
- Puccinelli, John. 2015. *Acoustical Readings at Sta 8 and 16*. Attachment and inline chart from email sent to Mark A. Bloom, Kate Werner, Christopher Dugan and Becca Dannels on 8 April 2015.
- Town of Portola Valley. 2009. *Portola Valley General Plan Noise Element*.

85 DB AVG: 58  
PEAK: 0  
MAX: 94

Woodside, 12:10 PM

Wednesday, April 8, 2015



Sta 8 Pump D – 60 Hp

**Kielty Arborist Services**

Certified Arborist WE# 0476A

P.O. Box 6187

San Mateo, CA 94403

650-515-9783

September 15, 2014

Mr. John Puccinelli, P.E.  
Associate Engineer  
California Water Service Co.  
1720 North First Street  
San Jose, CA 95112

Site: Pump Station, Portola Road, Portola Valley, CA

Dear, Mr. Puccinelli,

At your request on Saturday, September 13, 2014, I visited the above site to inspect and comment on the significant trees that may be affected by the proposed construction. A water pump station is to be installed on this site and as required a survey of the significant trees and a tree protection will be included.

**Method:**

The lot was inspected from the ground. The trees were located on a map provided by you. Each tree was assigned an identification number; this number was inscribed on a metal foil tag and nailed to the tree at eye level. The trees were then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). A condition rating of 1 – 100 was assigned to each tree representing form and vitality using the following scale:

1 - 29	Very Poor
30 - 49	Poor
50 - 69	Fair
70 - 89	Good
90 - 100	Excellent

The height of each tree was estimated and the spread was paced off. The location of each tree was described. Observations for each tree will be included.

PV pump station/9/15/14 (2)

**Survey:**

Tree #	Species	DBH	CON	HT/SP	Comments
1	Coast live oak ( <i>Quercus agrifolia</i> )	11.2-12.4	50	30/20	Fair vigor, poor form, codominant at base, Severe bleeding on lower trunk.
2	Valley oak ( <i>Quercus lobata</i> )	11.9	60	30/20	Fair vigor, fair form, scar from vehicle on trunk.
3*	Coast live oak ( <i>Quercus agrifolia</i> )	13.4	40	30/25	Poor-fair vigor, poor form, decay at base, 50% of conducting tissue.
4	Coast live oak ( <i>Quercus agrifolia</i> )	7.3	60	25/20	Good vigor, fair form, trunk bends east.
5	Valley oak ( <i>Quercus lobata</i> )	3.0	45	10/5	Good vigor, poor form, suppressed by number 6.
6*	Coast live oak ( <i>Quercus agrifolia</i> )	15.7	55	35/30	Good vigor, poor form, multi leader at 3' with poor crotch formations.
7*	Douglas fir ( <i>Pseudotsuga menziesii</i> )	11.2	40	30/30	Good vigor, poor form, suppressed, trunk bends north.
8	Coast live oak ( <i>Quercus agrifolia</i> )	18est.	55	30/35	Fair vigor, poor form, trimmed for line clearance.
9*	Silver dollar gum ( <i>Eucalyptus polyanthemos</i> )	13.4	55	40/25	Good vigor, fair form, leans north.
10*	Silver dollar gum ( <i>Eucalyptus polyanthemos</i> )	15.1	50	45/20	Good vigor, fair form, codominant at 3'.
11*	River red gum ( <i>Eucalyptus camaldulensis</i> )	34.6	60	70/35	Good vigor, fair form, history of limb failure.
12*	Coast live oak ( <i>Quercus agrifolia</i> )	12.2	50	35/20	Fair vigor, fair form, codominant at 8'.
13*	Coast live oak ( <i>Quercus agrifolia</i> )	11.4	55	35/25	Fair vigor, fair form, suppressed by number 11.
14*	Coast live oak ( <i>Quercus agrifolia</i> )	11.8	50	30/25	Good vigor, poor form, topped in past, sycamore borer.

PV pump station/9/15/14 (3)

Tree #	Species	DBH	CON	HT/SP	Comments
15*	Coast live oak ( <i>Quercus agrifolia</i> )	6.6-3.5-3.5	45	10/20	Good vigor, poor form, suppressed, heavy lean to the south.
16*	Coast live oak ( <i>Quercus agrifolia</i> )	8est	40	25/20	Poor-fair vigor, poor form, oozing from trunk, sycamore borer.

\*indicates tree to be removed and replaced with 24 inch boxed native oaks.

**Summary:**

The trees located on this site are for the most part native oaks with some eucalyptus. The eucalyptus are competing with the oaks and are a fire danger. Remove the eucalyptus trees.

The oaks are in poor to fair condition with no excellent trees. Several of the oaks will be removed and replace to help facilitate the planned construction. The oaks are still quite small and the newly planted replacement trees will soon outperform the existing trees. The replacement trees shall consist of 24 inch boxed native oaks planted in the western corner of the lot. The newly planted trees will not be located where the vision of drivers will not be impaired when turning on to Westridge. The removal of the existing trees will have no long term negative effect on the surrounding environment.

The oaks should be replaced with valley oak or coast live oak as the two species are the dominant native species in the area. The trees to be retained should be protected and the following tree protection plan will help to keep impacts to the retained trees to a minimum.

**Tree Protection Plan:**

Tree protection zones should be established and maintained throughout the entire length of the project. Fencing for the protection zones should be 4 foot tall orange plastic supported metal poles or stakes pounded into the ground. The support poles should be spaced no more than 10 feet apart on center. The location for the protection fencing should be as close to the dripline as possible still allowing room for construction to safely continue. Signs should be placed on fencing signifying “Tree Protection Zone - Keep Out”. No materials or equipment should be stored or cleaned inside the tree protection zones. Areas outside the fencing but still beneath the dripline of protected trees, where foot traffic is expected to be heavy, should be mulched with 4 to 6 inches of chipper chips. The spreading of chips will help to relieve compaction and improve the soil structure. The driplines can be calculated by multiplying the trunk diameter by 10.

Any roots to be cut should be monitored and documented. Large roots or large masses of roots to be cut should be inspected by the site arborist. The site arborist may recommend fertilizing or irrigation if root cutting is significant. Cut all roots clean with a saw or loppers. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

PV pump station/9/15/14

(4)

Trenching for irrigation, electrical, drainage or any other reason should be hand dug when beneath the driplines of protected trees. Hand digging and carefully laying pipes below or beside protected roots will dramatically reduce root loss of desired trees thus reducing trauma to the entire tree. Trenches should be backfilled as soon as possible with native material and compacted to near its original level. Trenches that must be left exposed for a period of time should also be covered with layers of burlap and kept moist. Plywood over the top of the trench will also help protect exposed roots below.

Normal irrigation should be maintained throughout the entire length of the project. Native oak trees on this site should not require irrigation during the warm season months unless their root zones are traumatized. If the root zones are traumatized normal irrigation should be provided. Some irrigation may be required during the winter months depending on the seasonal rainfall. During the summer months the trees on this site should receive heavy flood type irrigation 2 times a month. During the fall and winter 1 time a month should suffice. Mulching the root zone of protected trees will help the soil retain moisture, thus reducing water consumption. The native oaks generally do not need warm season irrigation unless their root zones have been traumatized.

This information should be kept on site at all times. The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,

Kevin R. Kielty  
Certified Arborist WE#0476A





## **Preliminary Conservation Committee Comments**

### **Bear Gulch Station 13, Portola Road between Stonegate and Westridge May 24, 2015**

#### **Volume of Grading**

Cut = 20 cu yards; fill = 0 cu yards

#### **Visual and acoustical impact**

Several aspects of the plans indicate that this proposed consolidation of two pump stations at station 13—which is within the scenic corridor—will have greater visual impact than the current station, and possibly great acoustical impact as well.

The acoustical shelters for the booster pumps appear to be about 8 feet tall, more than twice the height of the existing shelters, and a new generator and electrical panelboard appear to be 7-8 feet tall.

The acoustical shelters raise the question of how loud the pumps will be, how much the acoustical impact will be attenuated by the shelters, and what hours of the day the pumps will be operated.

The “East Elevation View” shows a prominent and unlabeled 20-foot pole (near the power pole that is to be removed). What is this pole?

See also comments on fencing.

#### **Fencing**

The plans show a 6-foot high grapestake fence completely surrounding the station facilities, including a 14-foot wide grapestake gate at the top of the driveway. The proposed fence is 2 feet higher and 5-fold longer than the current grapestake fencing (there is currently 40 feet of grapestake fence and the rest is post-and-wire). Although the proposed fence is about 4 feet farther from Portola Road than the current grapestake fence, the increase in height to 6 feet will have substantial visual impact and we question putting a solid 6-foot fence in the heart of the scenic corridor. Is the fence for security, safety, or visual/acoustical screening?

Has the adjoining neighbor been notified of the fence plan? the Westridge Homeowners?

We recommend a jog in the fence to spare tree #6 (a Coast Live Oak, which the arborist described as having “good vigor, poor form”); a jog in the fence would put the tree outside the fence, which would aid in screening the fence.

### **Lighting**

The existing pump station has flood lamps/work lights. Is there a lighting plan for the proposed project?

### **Impervious Surfaces**

Plans show a compacted and graveled driveway and maintenance area, but the extent of impervious surface is unclear. The plans indicate that the impervious area will more than double, from 145 to 375 (no units given). If the “crushed gravel maintenance area within property boundary” applies to the entire fenced area, then the impervious area would be > 2,800 square feet, or more than 300 square yards.

We would object to the intent and effects of a wall-to-wall impervious surface, if that is in fact what the plan calls for. Among our concerns is that part of the site apparently would not drain to the single catch basin, so runoff could become an issue.

### **Landscape Plan:**

The landscape plan calls for removal of all 7 trees within the proposed fencing, apparently driven by the plan to make the entire fenced area impervious.

Of those seven, we agree with removing four, including #11, a *Eucalyptus*. Trees #14, 15, 16 (all Coast live oaks) would interfere with maintenance vehicles pulling into the property, so we can see the reason for removing them, although we note that the arborist described #14 and 15 as having “good vigor.”

Trees #12 and 13, also within the fenced area, have “fair vigor, fair form” and do not impede vehicle access to the site, so we object to removing them. It appears that they are slated for removal as part of making the entire fenced area impervious.

As noted under fencing, we recommend a jog in the fence to save tree #6, a Coast live oak with “good vigor, poor form.”

Of the trees outside the proposed fence that are slated for removal, we agree that tree #3 should go because it has a large wound with extensive decay.

There are four mismatches between the Landscape plan and the arborist’s report concerning tree removals. The plans indicate removal of trees #4 and 5 (a Coast live oak and a Valley oak), but the arborist’s report does not designate removal. They

should remain. The plans do not indicate removal of trees #9 and 10 (both *Eucalyptus*) whereas the arborist's report indicates they are to be removed. In addition to removal, we recommend grinding the stumps of all *Eucalyptus* to prevent re-sprouting.

Three 24" boxed *Quercus agrifolia* trees would be planted outside the fenced area, but the southernmost of them (near existing trees #5, 6, and 7) strikes us as a poor location because it is at the edge of the bank and close to the anchor wire for the power pole. We recommend instead leaving the existing nearby trees. Also, we recommend planting trees in sizes smaller than 24" boxes for better establishment.

Seven new scrub oaks (*Quercus berberidifolia*) are indicated outside the fenced area. We think Toyon (*Heteromeles arbutifolia*), spiny redberry (*Rhamnus croceus*), or holly-leaved cherry (*Prunus ilicifolia*) would be better matches for the soil (Toyon is already doing well at the site). For these, too, smaller plants would establish better.

All planting should take place in the fall and, as called for in the landscape plan, drip-irrigated as needed until established.

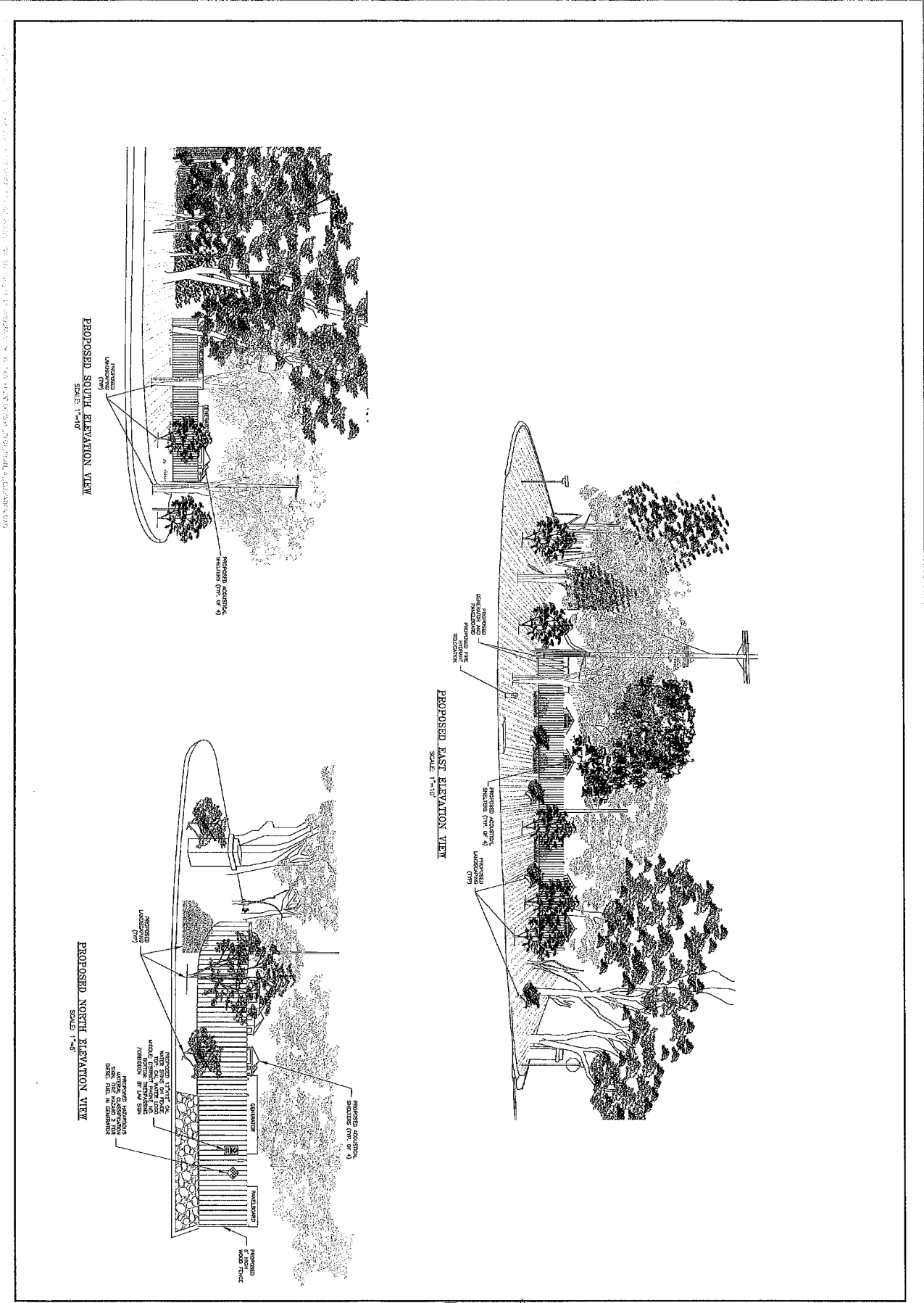
### **Sustainability**

We recommend that the project reduce the impervious area to the minimum necessary, and we recommend that staging of the project take advantage of the proximity to other possible staging areas, especially if this will help reduce the need for impervious surface. If native soil needs to be temporarily removed, we recommend that the native soil be stored (near Springdown?) and returned, rather than bringing in soil from elsewhere.

The Committee would like to accompany ASCC on their site visit to see if additional comments from us are warranted.

Summary by Nona Chiariello.





PROPOSED SOUTH ELEVATION VIEW  
SCALE 1/4\"/>

PROPOSED EAST ELEVATION VIEW  
SCALE 1/4\"/>

PROPOSED NORTH ELEVATION VIEW  
SCALE 1/4\"/>

ENGINEERING  
CALIFORNIA  
WALTERS & SEYMOUR CO.

DEPARTMENT

REGISTERED PROFESSIONAL ENGINEER

NO. 42372

DATE

PROJECT NO.

NO. 27

NO. 28

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STATION 13 IMPROVEMENTS  
PLOT PLAN AND ELEVATION

DATE 7/24/15

PROJECT NO. 64060

DRAWING NO. DC-789112

BY BNAW/CUC

NOTES:

1. ALL DIMENSIONS ARE IN FEET AND INCHES UNLESS OTHERWISE SPECIFIED.

2. REFER TO THE PLOTTING SHEET FOR THE LAYOUT OF THE STATION IMPROVEMENTS.

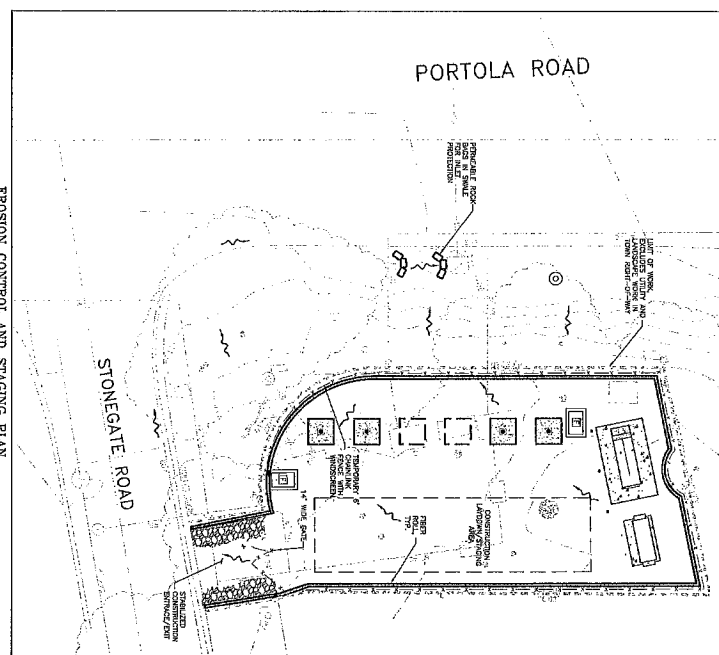
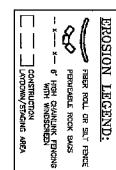
3. THE PROPOSED IMPROVEMENTS ARE SUBJECT TO THE APPROVAL OF THE CALIFORNIA STATE WATER RESOURCES DIVISION.

**TOWN OF PORTOLA VALLEY STAGING NOTES:**

1. CONSTRUCTION SHALL BE LIMITED TO WORKING HOURS, MONDAY THROUGH FRIDAY, 8:00 AM TO 5:00 PM. ALL WORK SHALL BE COMPLETED BY 5:00 PM. CONSTRUCTION SHALL NOT BE PERMITTED ON SUNDAYS, HOLIDAYS, OR PUBLIC HOLIDAYS.
2. ALL TRUCKS AND EQUIPMENT SHALL BE CLEANED AND MAINTAINED TO PREVENT SOILING OF ADJACENT PROPERTIES AND THE PUBLIC RIGHT-OF-WAY.
3. ALL TRUCKS AND EQUIPMENT SHALL BE OPERATED IN A MANNER THAT MINIMIZES NOISE AND VIBRATION TO ADJACENT PROPERTIES AND THE PUBLIC RIGHT-OF-WAY.
4. ALL TRUCKS AND EQUIPMENT SHALL BE OPERATED IN A MANNER THAT MINIMIZES AIR POLLUTION TO ADJACENT PROPERTIES AND THE PUBLIC RIGHT-OF-WAY.

**EROSION CONTROL NOTES:**

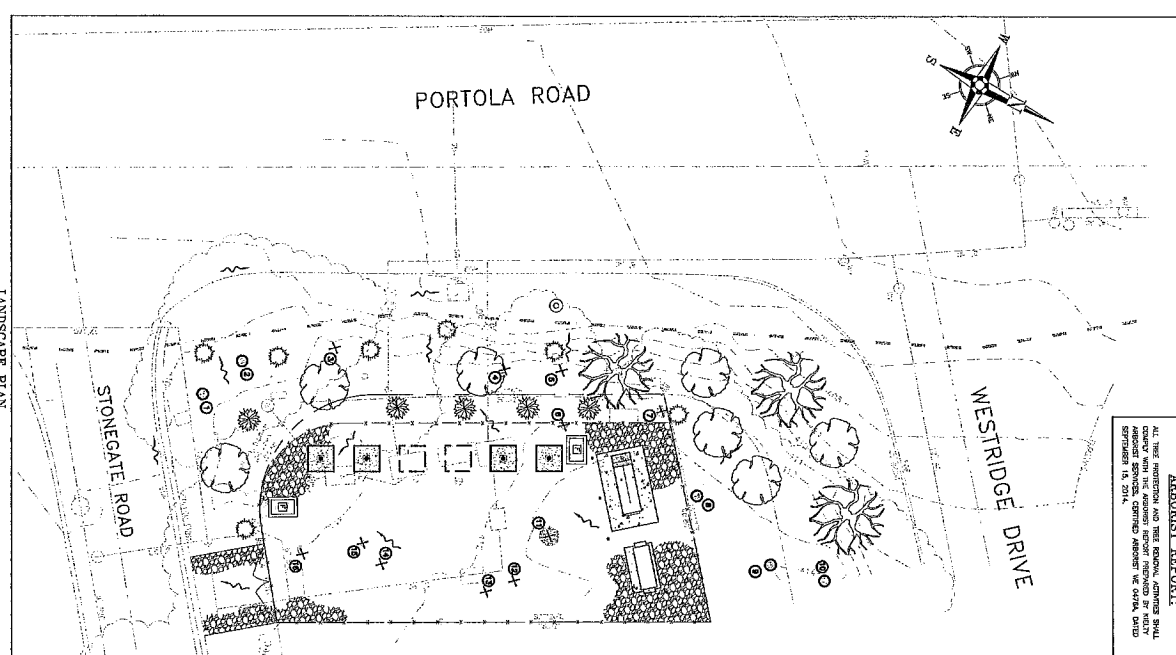
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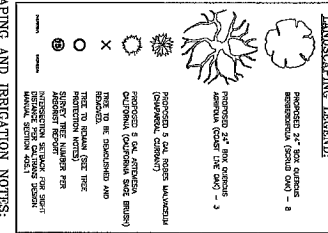
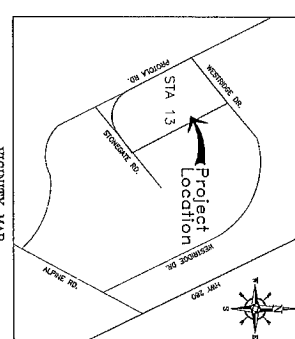
**EROSION CONTROL AND STAGING PLAN**  
SCALE 1"=10'

**ARBOREST REPORT:**

ALL TREE REMOVAL AND TREE ROOT CUTTING SHALL BE PERMITTED BY THE TOWN OF PORTOLA VALLEY. ALL TREE REMOVAL SHALL BE PERMITTED BY THE TOWN OF PORTOLA VALLEY. ALL TREE REMOVAL SHALL BE PERMITTED BY THE TOWN OF PORTOLA VALLEY.



**LANDSCAPE PLAN**  
SCALE 1"=10'



**LANDSCAPING AND IRRIGATION NOTES:**

1. ALL PLANTING SHALL BE COMPLETED BY THE END OF THE CONSTRUCTION PERIOD.
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**TREE PROTECTION NOTES:**

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ENGINEERING  
WATER SERVICES  
DEPARTMENT  
1 PUCINELLI  
DATE: 03/06/15  
PROJECT: STATION 13 IMPROVEMENTS  
DRAWN BY: BEC-78123



ENGINEERING

DEPARTMENT OF PUBLIC WORKS

STATION 13 IMPROVEMENTS

EXISTING SITE & DEMOLITION PLAN

DATE: 3/24/15

PROJECT NO: 04080

ISSUE NO: 001

DATE: 3/24/15

BY: P. BOHO

CHECKED BY: J. PIGNONELLI

DATE: 3/24/15

SCALE: 1" = 10'

PROJECT: STATION 13 IMPROVEMENTS

LOCATION: 1. PIGNONELLI

DATE: 3/24/15

BY: P. BOHO

CHECKED BY: J. PIGNONELLI

DATE: 3/24/15

SCALE: 1" = 10'

PROJECT: STATION 13 IMPROVEMENTS

LOCATION: 1. PIGNONELLI

DATE: 3/24/15

BY: P. BOHO

CHECKED BY: J. PIGNONELLI

DATE: 3/24/15

SCALE: 1" = 10'

PROJECT: STATION 13 IMPROVEMENTS

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DATE: 3/24/15

BY: P. BOHO

CHECKED BY: J. PIGNONELLI

DATE: 3/24/15

SCALE: 1" = 10'

PROJECT: STATION 13 IMPROVEMENTS

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DATE: 3/24/15

BY: P. BOHO

CHECKED BY: J. PIGNONELLI

DATE: 3/24/15

SCALE: 1" = 10'

PROJECT: STATION 13 IMPROVEMENTS

LOCATION: 1. PIGNONELLI

DATE: 3/24/15

BY: P. BOHO

CHECKED BY: J. PIGNONELLI

DATE: 3/24/15

SCALE: 1" = 10'

PROJECT: STATION 13 IMPROVEMENTS

LOCATION: 1. PIGNONELLI

DATE: 3/24/15

BY: P. BOHO

CHECKED BY: J. PIGNONELLI

DATE: 3/24/15

SCALE: 1" = 10'

PROJECT: STATION 13 IMPROVEMENTS

LOCATION: 1. PIGNONELLI

DATE: 3/24/15

BY: P. BOHO

CHECKED BY: J. PIGNONELLI

DATE: 3/24/15

SCALE: 1" = 10'

PROJECT: STATION 13 IMPROVEMENTS

LOCATION: 1. PIGNONELLI

DATE: 3/24/15

BY: P. BOHO

CHECKED BY: J. PIGNONELLI

DATE: 3/24/15

SCALE: 1" = 10'

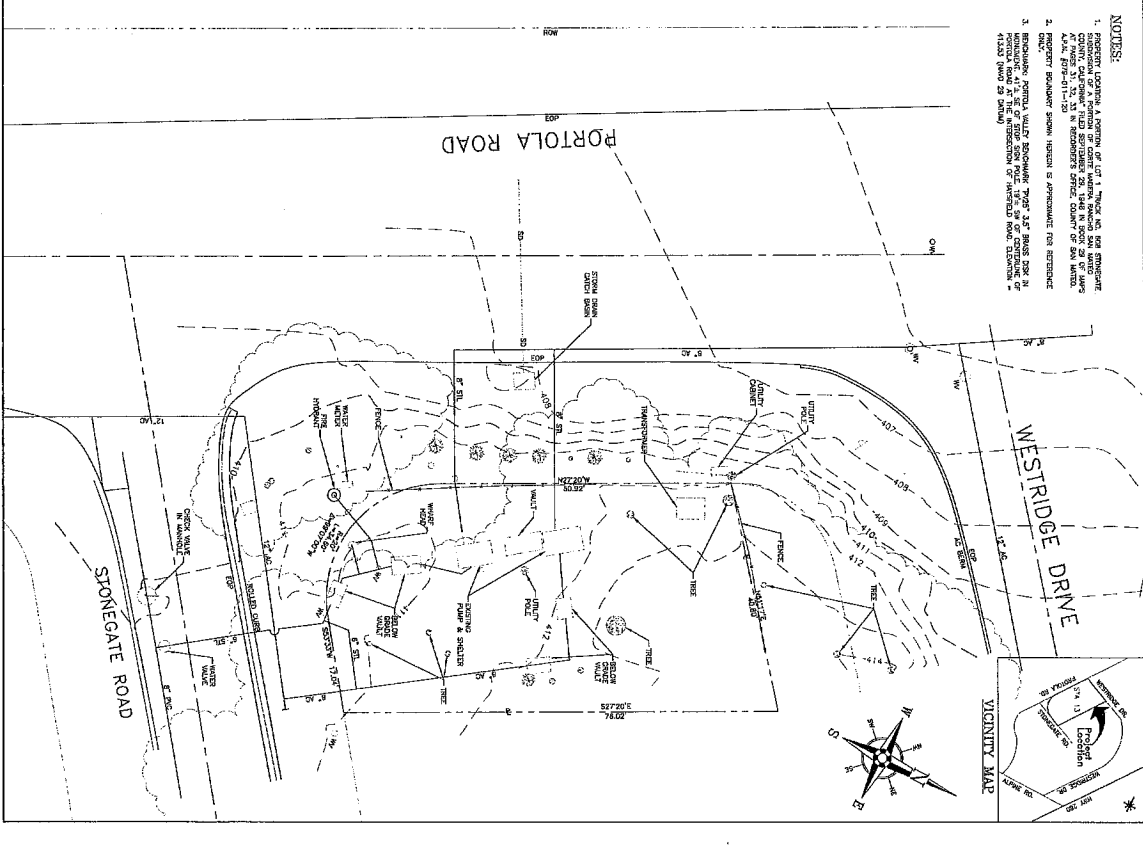
PROJECT: STATION 13 IMPROVEMENTS

LOCATION: 1. PIGNONELLI

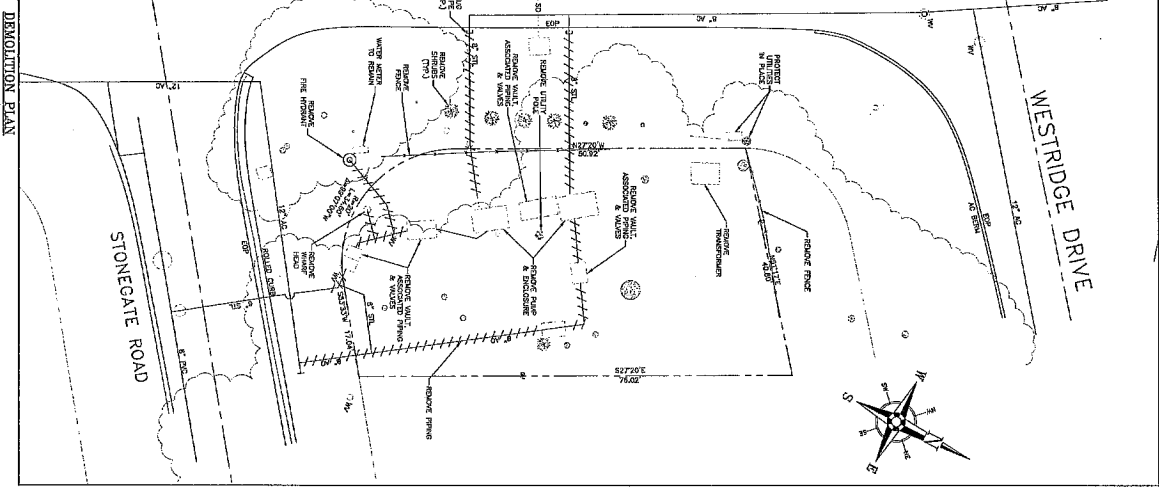
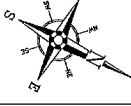
DATE: 3/24/15

BY: P. BOHO

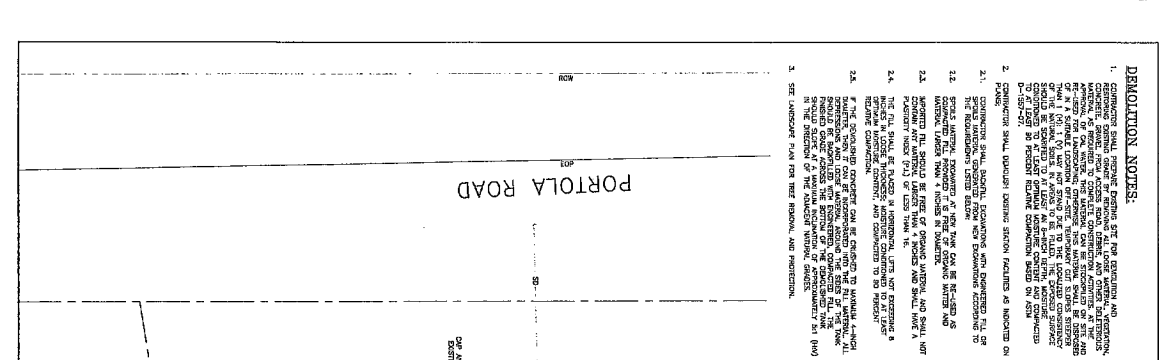
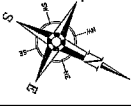
CHECKED BY: J. PIGNONELLI



- NOTES: 1. EXISTING LOCATIONS... 2. EXISTING FOUNDATION... 3. EXISTING UTILITIES...



- DEMOLITION NOTES: 1. DEMOLITION SHALL INCLUDE... 2. DEMOLITION SHALL INCLUDE... 3. DEMOLITION SHALL INCLUDE...



DEMOLITION PLAN SCALE 1" = 10'

EXISTING SITE PLAN SCALE 1" = 10'

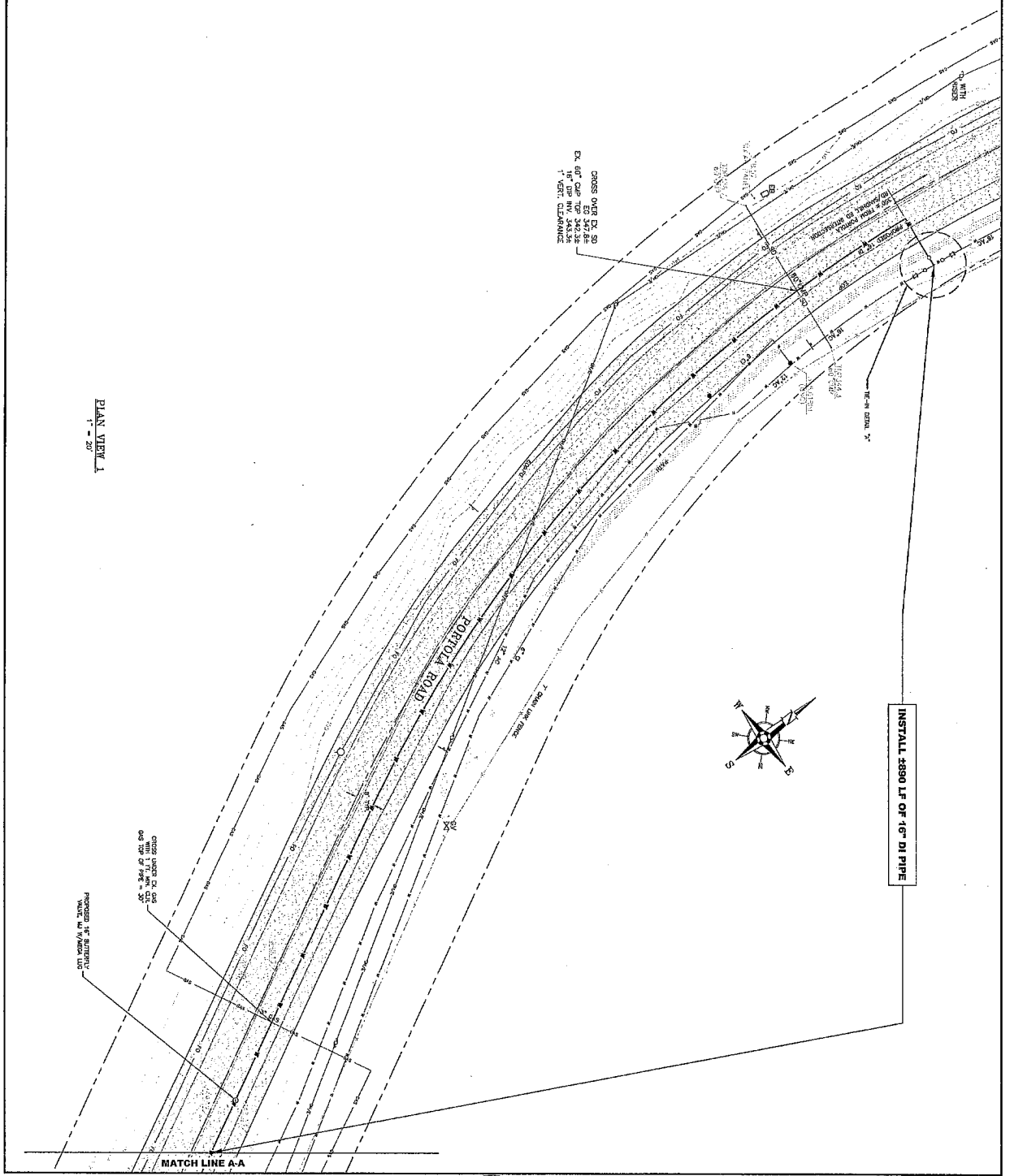
STATION 13 IMPROVEMENTS EXISTING SITE & DEMOLITION PLAN



DATE: 3/24/15 PROJECT NO: 04080 ISSUE NO: 001 DATE: 3/24/15 BY: P. BOHO CHECKED BY: J. PIGNONELLI DATE: 3/24/15 SCALE: 1" = 10' PROJECT: STATION 13 IMPROVEMENTS LOCATION: 1. PIGNONELLI

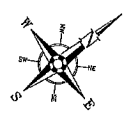




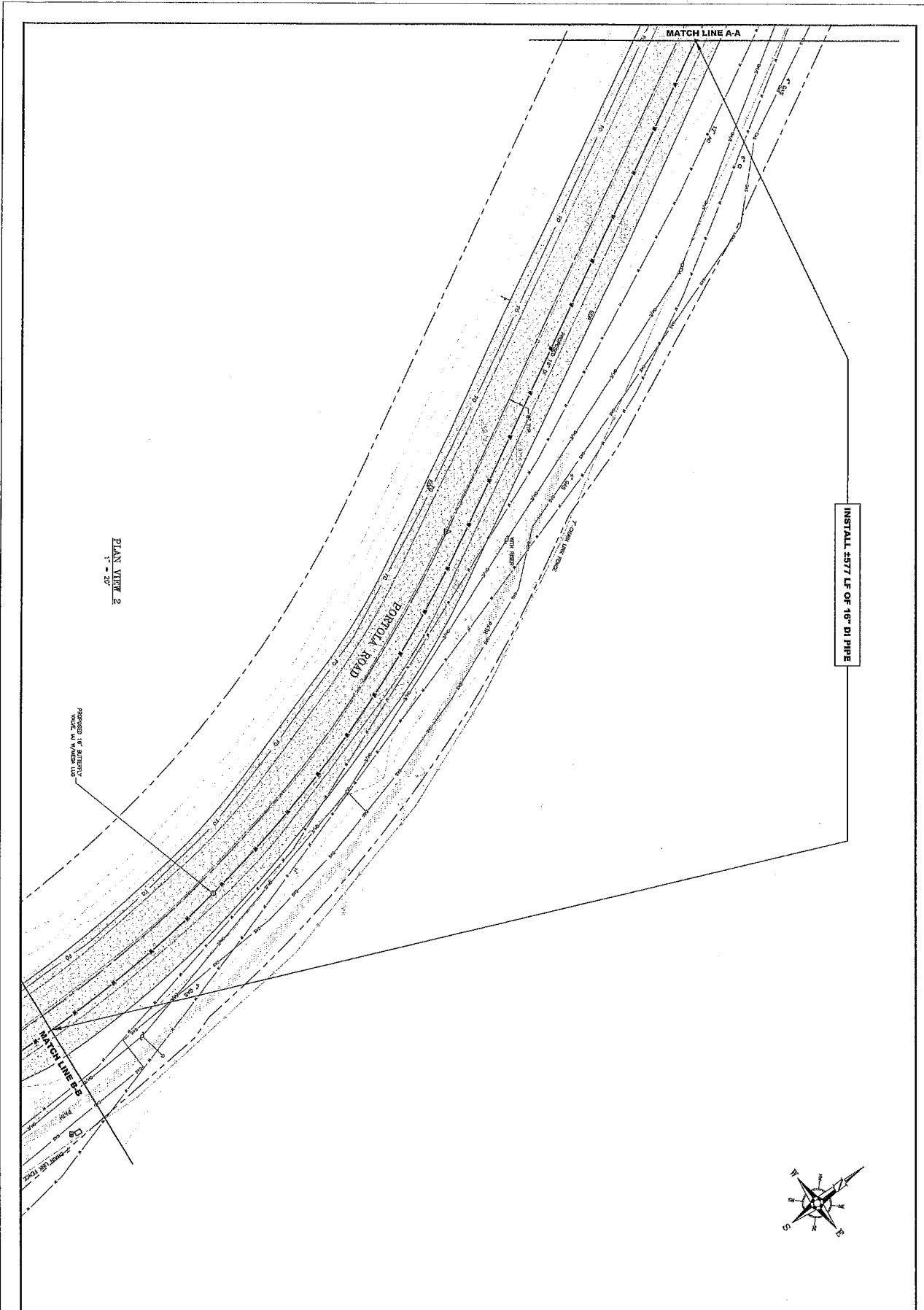


PLAN VIEW J  
1" = 20'

INSTALL 4890 LF OF 16" DI PIPE



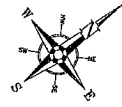
<p><b>OS</b> ENGINEERING CALIFORNIA REGISTERED PROFESSIONAL ENGINEERS</p>	<p><b>DEPARTMENT</b> ENGINEERING</p>	<p><b>TITLE</b> PROPOSED 16" PIPELINE ON PORTOLA RD BETWEEN SAND HILL &amp; OLD LA HONDA RD. TOWN OF WOODSIDE AND SAN MATEO COUNTY</p>	<p><b>REGISTERED PROFESSIONAL ENGINEER</b> L. PUCONELLI No. 43871 EXPIRES 12/31/2015</p>	<p><b>DATE</b> 12/2/2013</p>	<p><b>PROJECT NO.</b> 3C-7600</p>
---	--	--	--	----------------------------------	---------------------------------------



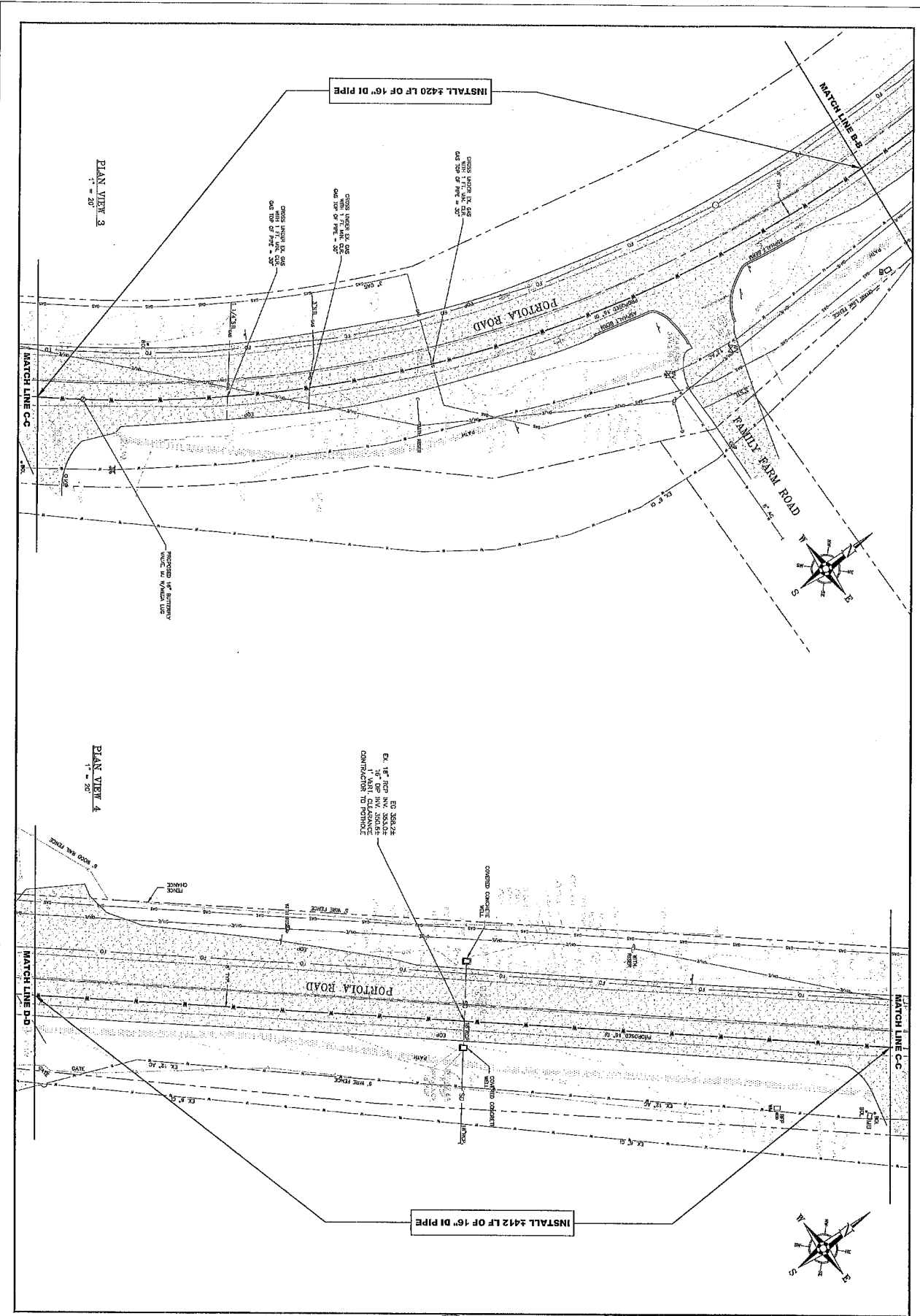
PLAN VIEW 2  
1" = 20'

PROPOSED 16" DI PIPELINE  
LOCATED AT VERTICAL CURVE

INSTALL 2577 LF OF 16" DI PIPE

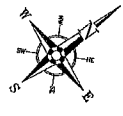
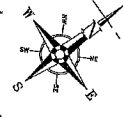


ENGINEERING  
 CALIFORNIA  
 DEPARTMENT OF INDUSTRIAL RELATIONS  
 REGISTERED PROFESSIONAL ENGINEER  
 J. POCORNELLI  
 No. 45829  
 State of California  
 License No. 45829  
 Date 1/9/2015  
 Project No. 15-0000  
 Title: PROPOSED 16" PIPELINE ON PORTOLA RD BETWEEN SAND HILL & OLD LA HONDA RD. TOWN OF WOODSIDE AND SAN MATEO COUNTY  
 Date: 1/9/2015  
 Drawing No.: 05621  
 Revision: 00  
 Scale: 1" = 20'  
 Project: 15-0000  
 Sheet: 3 of 3



PLAN VIEW 3  
1" = 20'

PLAN VIEW 4  
1" = 20'



**TITLE**  
 PROPOSED 16" PIPELINE ON PORTOLA RD  
 BETWEEN SAND HILL & OLD LA HONDA RD.  
 TOWN OF WOODSIDE AND SAN MATEO COUNTY

**DATE**  
 1/9/2015

**PROJECT NO.**  
 99281

**SCALE**  
 AS SHOWN

**DESIGNED BY**  
 J. PUCONELLI

**CHECKED BY**  
 P. BONO

**IN CHARGE**  
 J. PUCONELLI

**REGISTERED PROFESSIONAL ENGINEER**  
 CIVIL ENGINEERING  
 STATE OF CALIFORNIA  
 NO. 44428  
 EXPIRES 12/31/16

**REGISTERED PROFESSIONAL ENGINEER**  
 CIVIL ENGINEERING  
 STATE OF CALIFORNIA  
 NO. 346  
 EXPIRES 12/31/16

**DEPARTMENT**  
 WATER DIVISION  
 CALIFORNIA ENGINEERING

**PROJECT NO.**  
 99281

**DATE**  
 1/9/2015

**SCALE**  
 AS SHOWN

**DESIGNED BY**  
 J. PUCONELLI

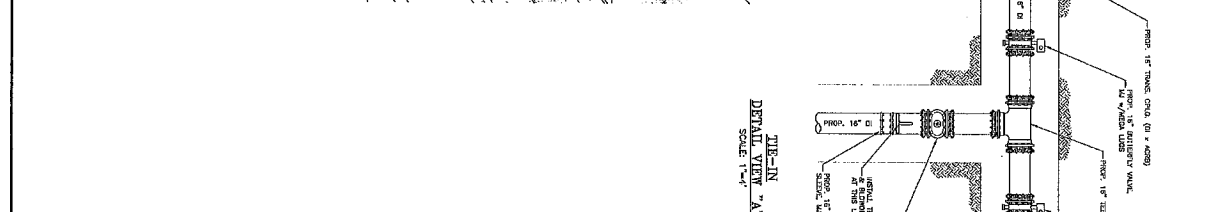
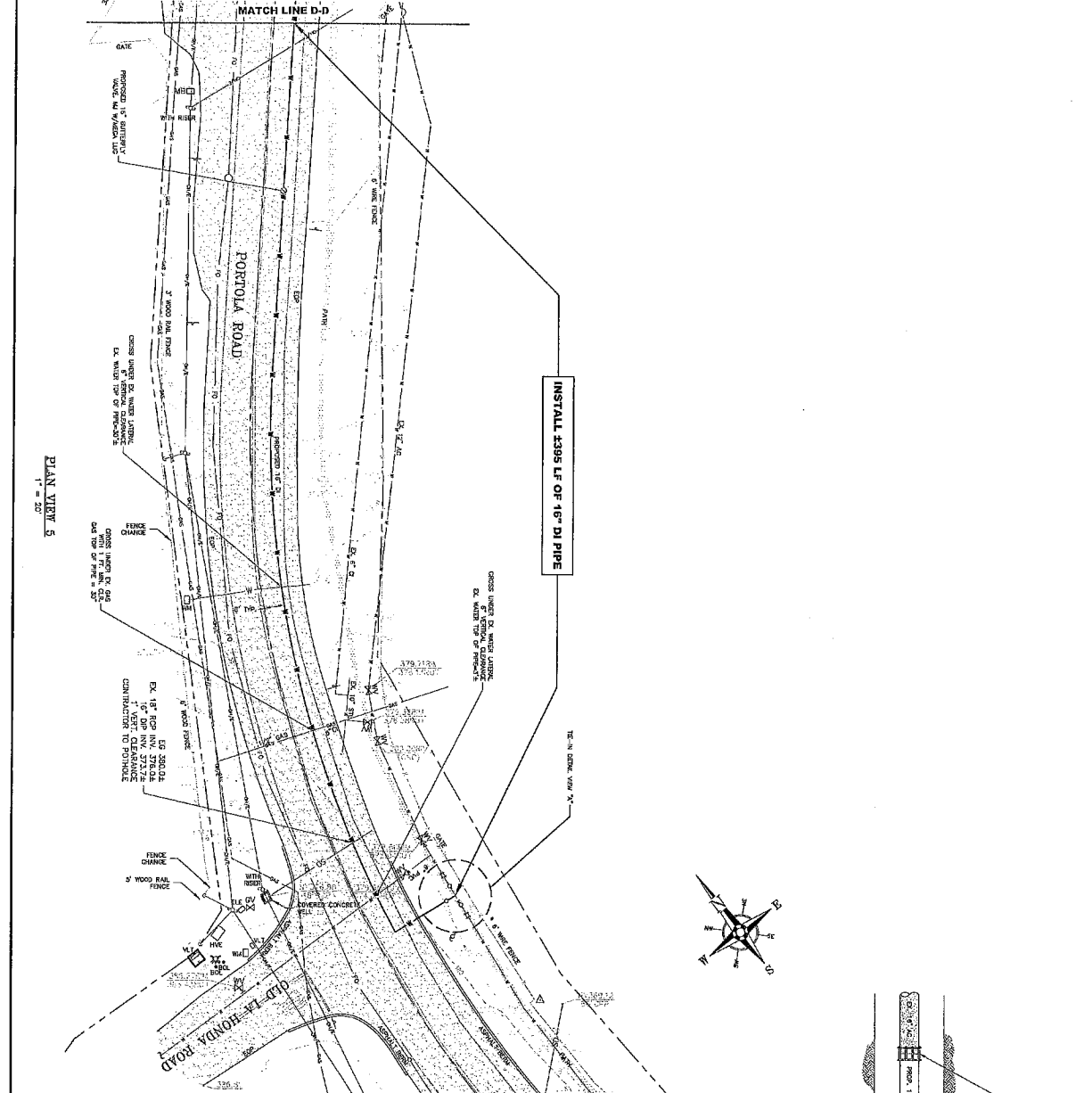
**CHECKED BY**  
 P. BONO

**IN CHARGE**  
 J. PUCONELLI

**REGISTERED PROFESSIONAL ENGINEER**  
 CIVIL ENGINEERING  
 STATE OF CALIFORNIA  
 NO. 44428  
 EXPIRES 12/31/16

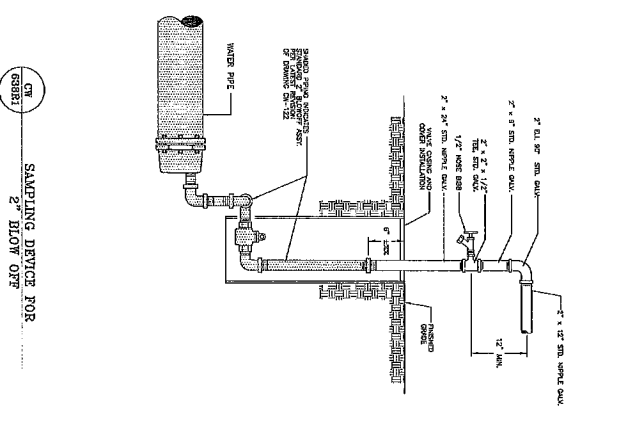
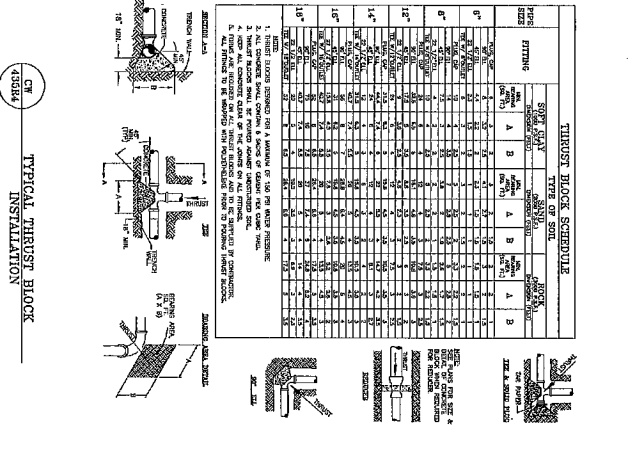
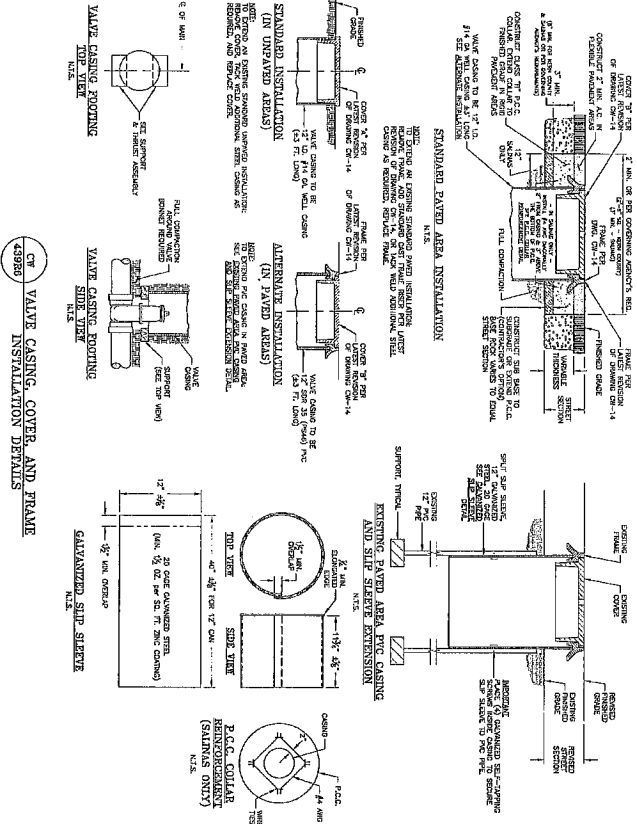
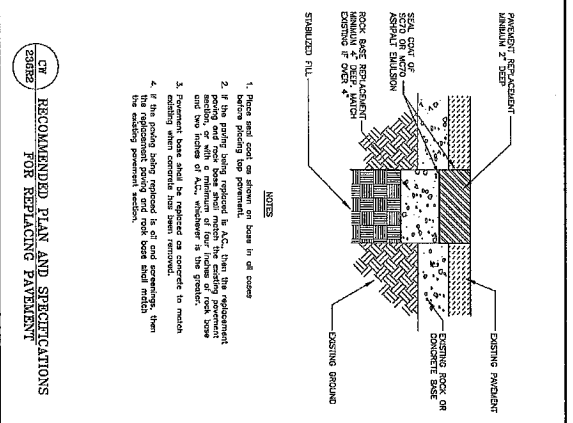
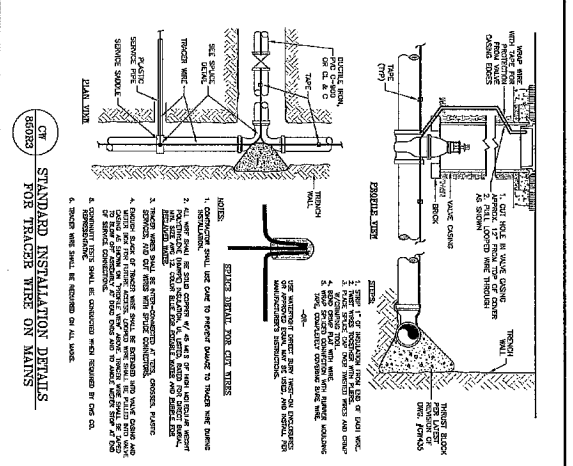
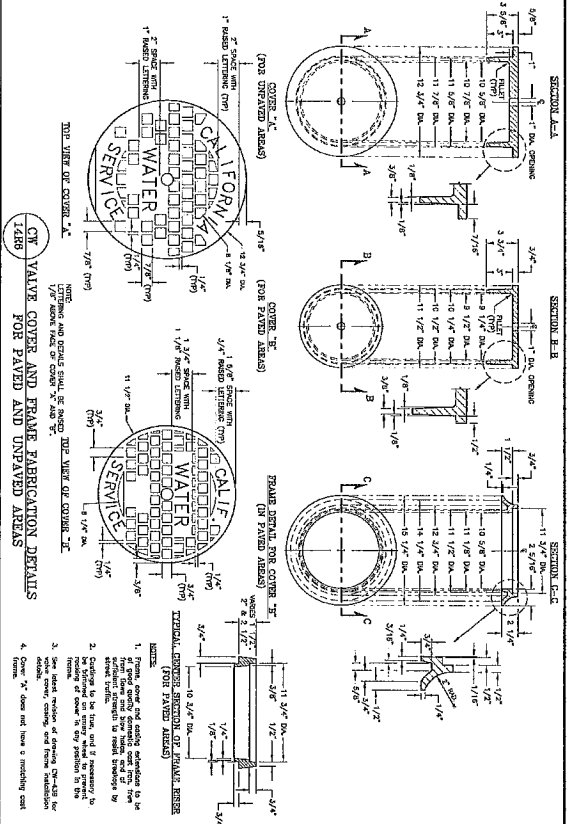
**REGISTERED PROFESSIONAL ENGINEER**  
 CIVIL ENGINEERING  
 STATE OF CALIFORNIA  
 NO. 346  
 EXPIRES 12/31/16

**DEPARTMENT**  
 WATER DIVISION  
 CALIFORNIA ENGINEERING



TIE-IN  
 DETAIL VIEW "A-A"  
 SCALE 1" = 1'-0"

REGISTERED PROFESSIONAL ENGINEER  
 No. 42683  
 CIVIL  
 STATE OF CALIFORNIA  
 I, P. BONO  
 L. MCCOMB  
 1/9/2015  
 352621  
 36-7800





ENGINEERING DEPARTMENT

PROJECT NO. **16" PIPE**

DATE **1/9/2016**

BY **50822**

CHECKED BY **50822**

SCALE **AS SHOWN**

PROJECT **16" PIPE**

DATE **1/9/2016**

BY **50822**

CHECKED BY **50822**

SCALE **AS SHOWN**

PROJECT **16" PIPE**

PROPOSED 16" PIPELINE ON PORTOLA RD BETWEEN SAND HILL & OLD LA HONDA RD TOWN OF WOODSIDE AND SAN MATEO COUNTY

171718

REGISTERED PROFESSIONAL ENGINEER

NO. 50822

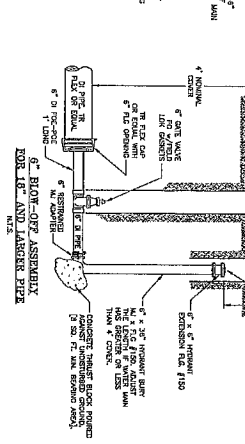
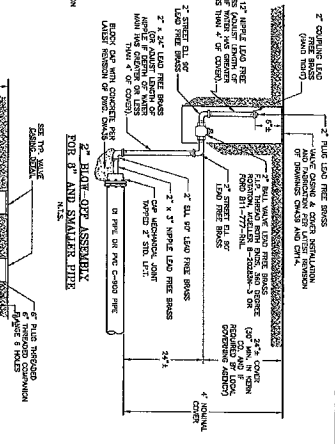
DATE 1/9/2016

BY 50822

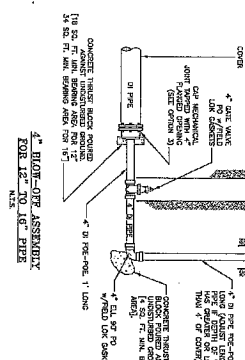
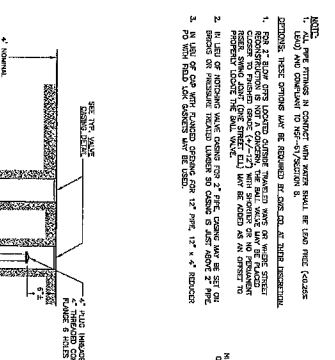
CHECKED BY 50822

SCALE AS SHOWN

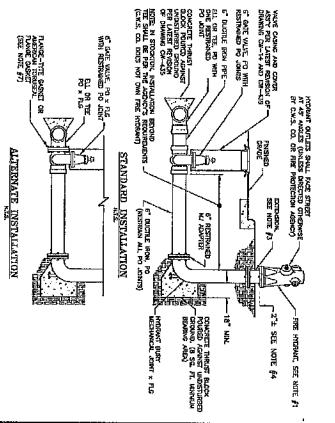
PROJECT 16" PIPE



CT 12264 STANDARD BLOW OFF ASSEMBLY

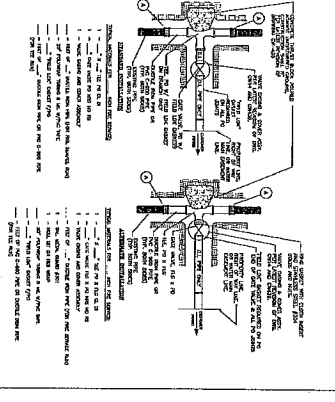


CT 350819 TYPICAL FIRE HYDRANT INSTALLATION



NOTES:

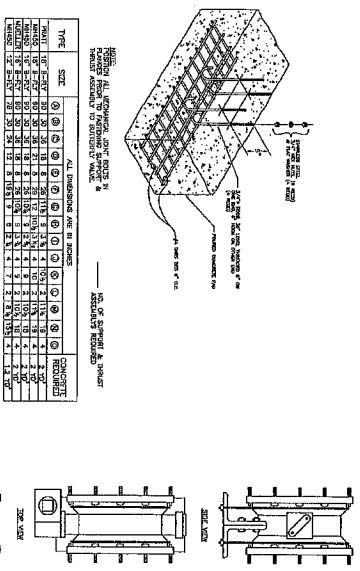
1. For detailed specifications, refer to the project manual, Section 28.00, Fire Protection.
2. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.
3. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.
4. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.
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8. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.
9. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.
10. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.



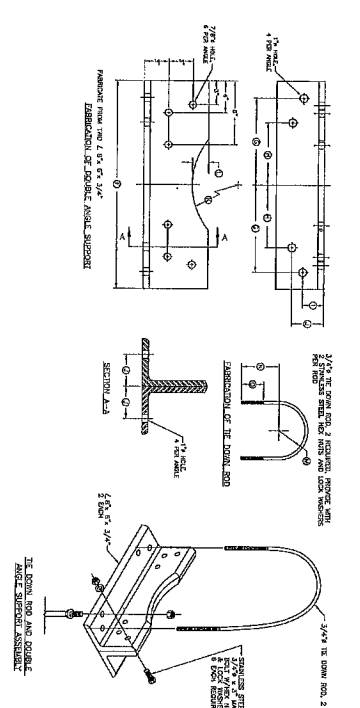
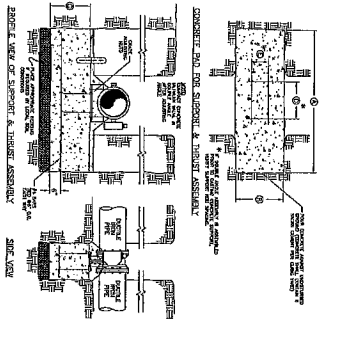
NOTES:

1. For detailed specifications, refer to the project manual, Section 28.00, Fire Protection.
2. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.
3. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.
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8. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.
9. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.
10. All fire hydrants shall be installed in accordance with the project manual, Section 28.00, Fire Protection.

CT 84004 STANDARD PRIVATE FIRE SERVICE CONNECTION



CT 80122 BUTTERFLY VALVE (MECHANICAL JOINT) SUPPORT & THRUST ASSEMBLY



CT 84004 STANDARD PRIVATE FIRE SERVICE CONNECTION

1/9/2016

50822

50822

AS SHOWN

16" PIPE

REGULATIONS FOR MATERIALS

These materials shall be used in accordance with the provisions of the following regulations... The materials shall be used in accordance with the provisions of the following regulations...

REGULATIONS FOR INSTALLATION OF STRUCTURAL STEEL AND... The provisions of these regulations shall apply to the installation of structural steel...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...

These materials shall be used in accordance with the provisions of the following regulations... The materials shall be used in accordance with the provisions of the following regulations...

REGULATIONS FOR INSTALLATION OF STRUCTURAL STEEL AND... The provisions of these regulations shall apply to the installation of structural steel...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...

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These materials shall be used in accordance with the provisions of the following regulations... The materials shall be used in accordance with the provisions of the following regulations...

REGULATIONS FOR INSTALLATION OF STRUCTURAL STEEL AND... The provisions of these regulations shall apply to the installation of structural steel...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...

REGULATIONS FOR INSTALLATION OF STEEL JOIST AND... The provisions of these regulations shall apply to the installation of steel joist...



DEPT. OF PUBLIC WORKS

PERMIT NO. 1000

DATE: 1/9/2015

PROJECT: 86681

ISSUE: RC-7800

SCALE: AS SHOWN

PROJECT NO. 1000

PROJECT NO. 1000

PROJECT NO. 1000

PROJECT NO. 1000

PROJECT NO. 1000

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PROJECT NO. 1000

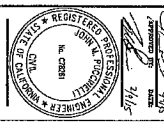
PROJECT NO. 1000

PROJECT NO. 1000

PROJECT NO. 1000

PROJECT NO. 1000

PROJECT NO. 1000



TOWN OF WOODSIDE AND SAN MATEO COUNTY  
PROPOSED 16" PIPELINE ON PORTOLA RD  
BETWEEN SAND HILL & OLD LA HONDA RD





ENGINEERING

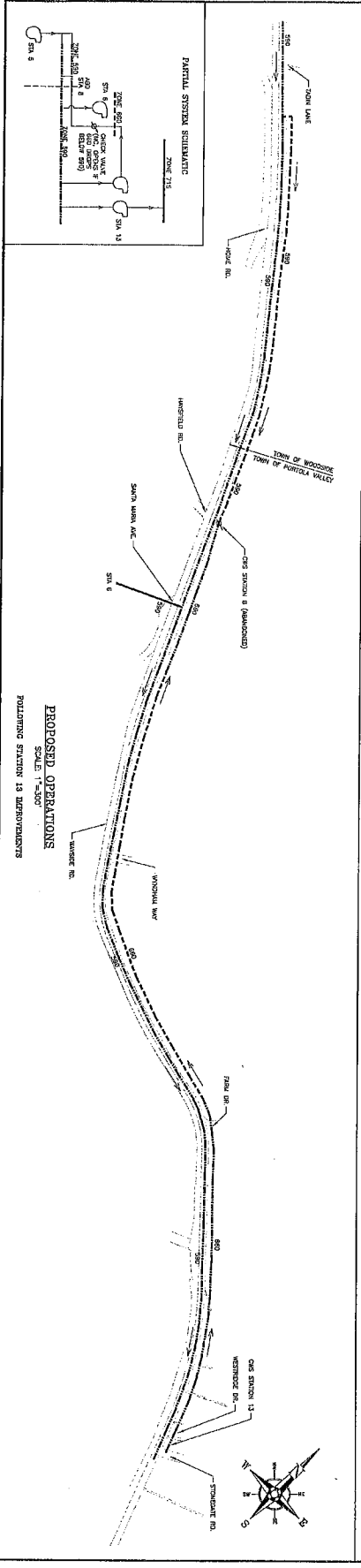
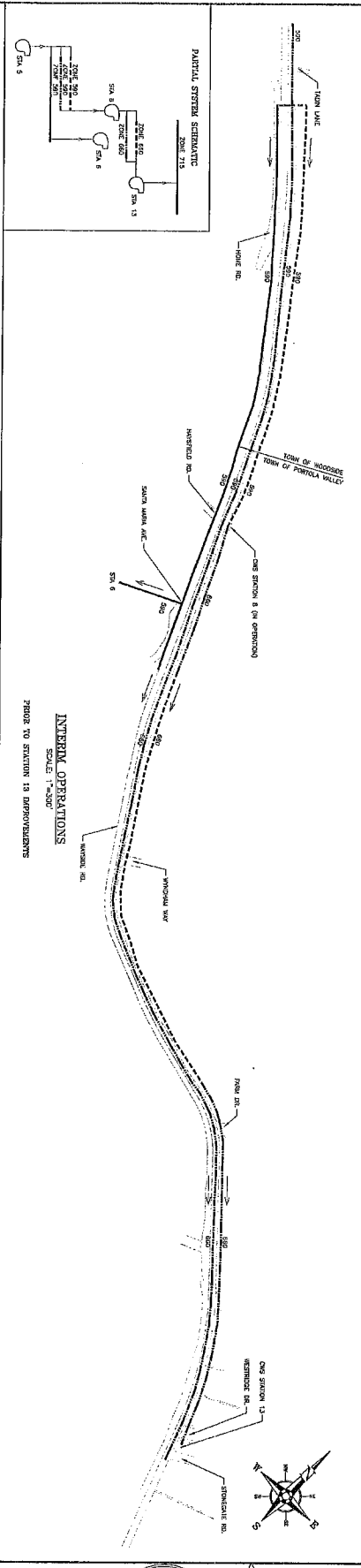
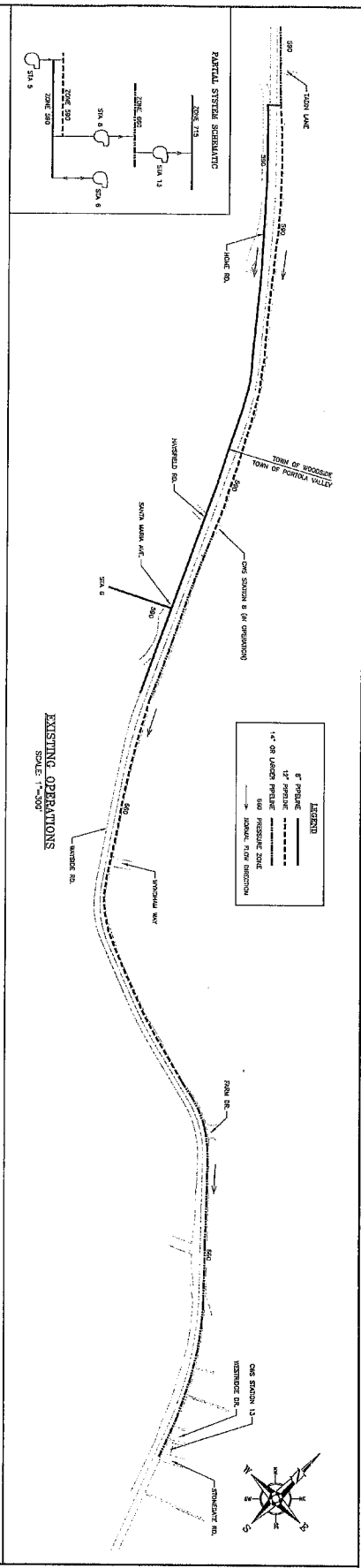


DEPARTMENT OF WATER CONTROL

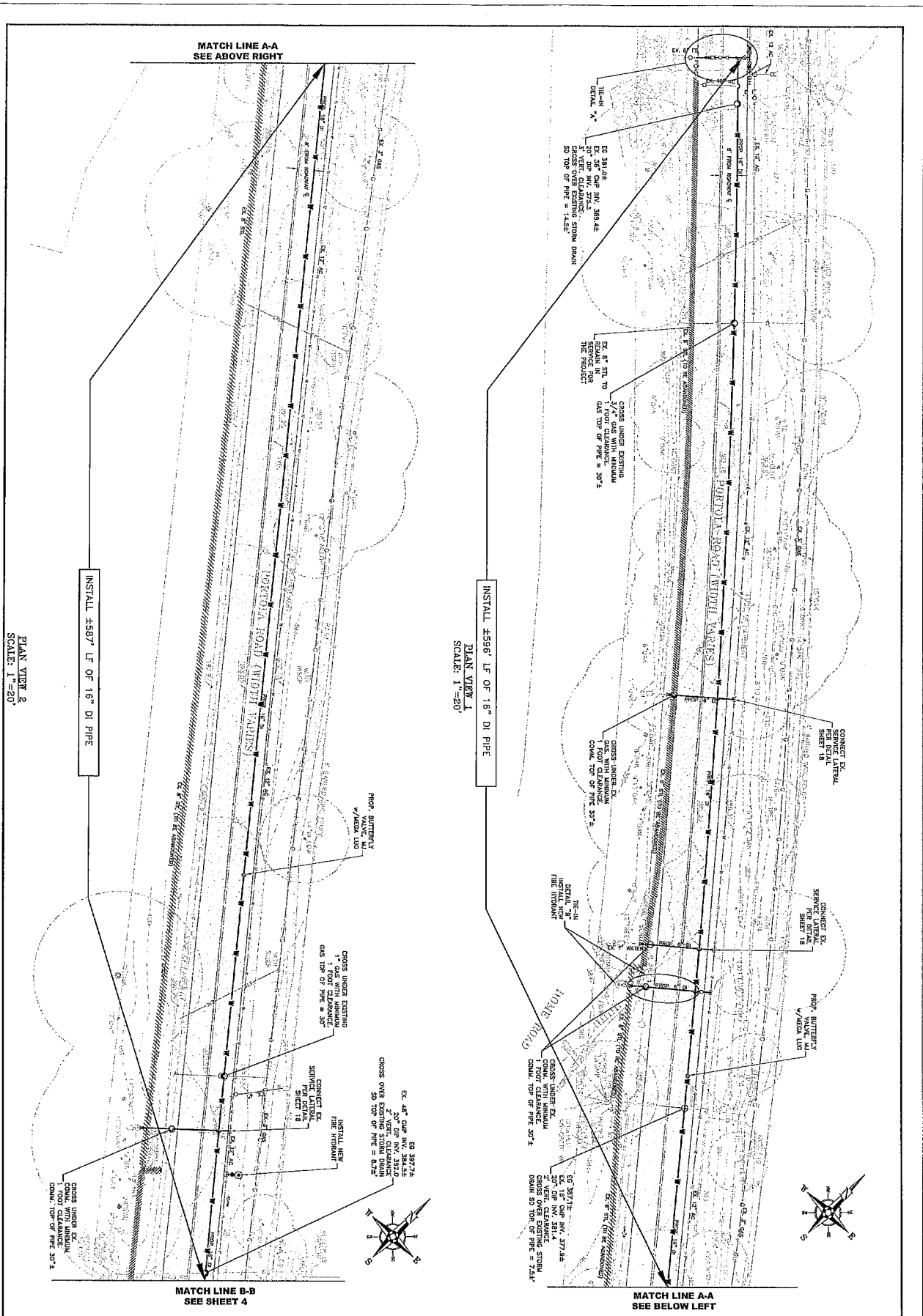
AS SHOWN  
 D. BRANN  
 J. PICCINELLI  
 1/14/2016  
 1/14/2016  
 1/14/2016

REGISTERED PROFESSIONAL ENGINEER  
 CIVIL  
 No. 42820  
 State of California  
 J. PICCINELLI  
 1/14/2016  
 1/14/2016

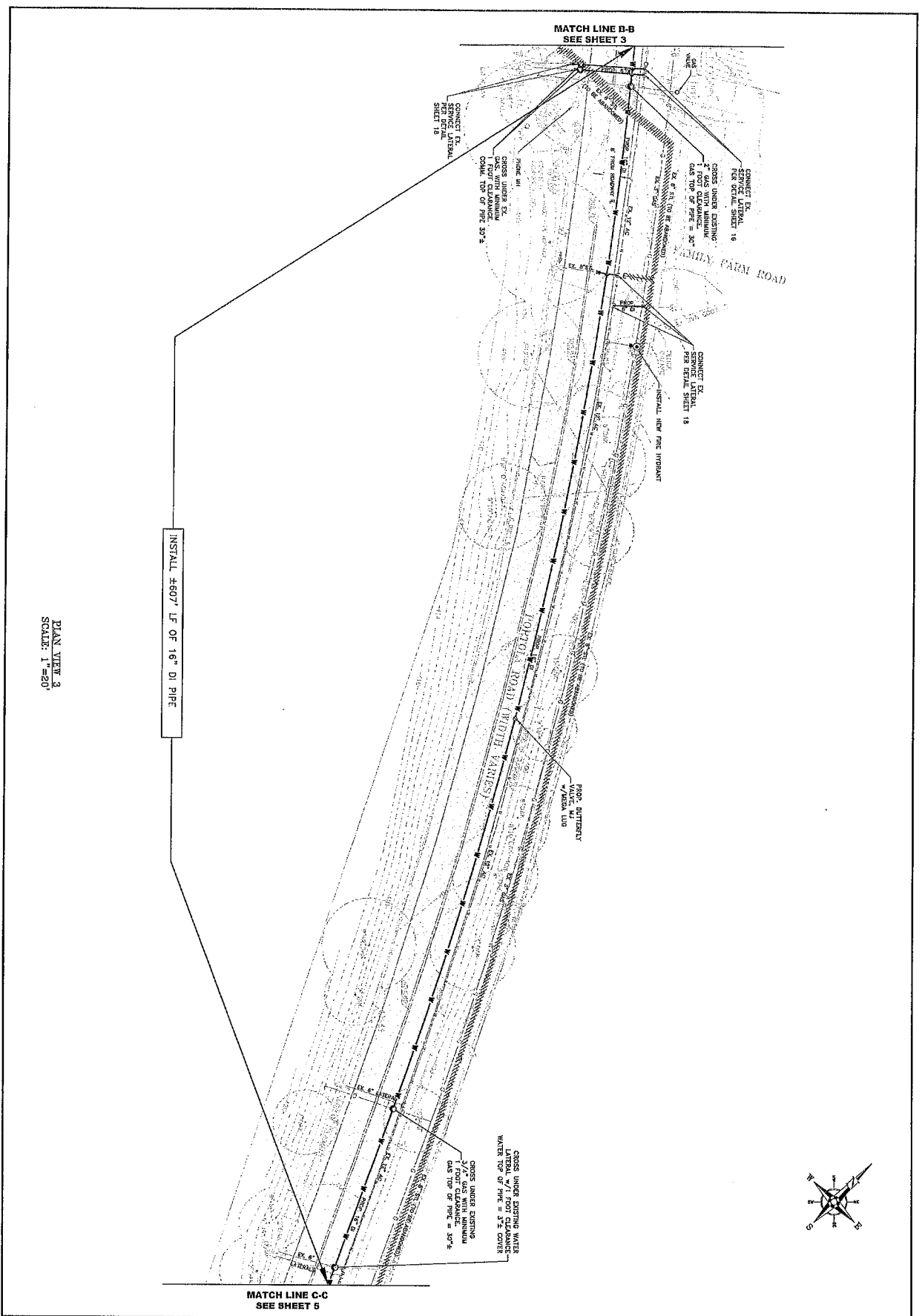
TITLE: PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD TOWN OF WOODSIDE AND PORTOLA VALLEY  
 DRAWN BY: BEAR CULICH  
 DATE: 1/14/2016  
 PROJECT NO: 04089  
 SHEET NO: BG-7814  
 OF 12



DATE: 1/14/2016  
 PROJECT NO: 04089  
 SHEET NO: BG-7814  
 OF 12



	<b>REGISTERED PROFESSIONAL ENGINEER</b> J. J. McCONNELL No. 62818 State of California
DATE: 1/14/2015 DRAWN BY: G. G. GARDNER CHECKED BY: B. C. GARDNER SCALE: 1" = 20'	<b>PROJECT:</b> PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD <b>TOWN OF:</b> TOWN OF WOODSIDE AND PORTOLA VALLEY <b>CLIENT:</b> BEAR CULVER



PLAN VIEW 3  
SCALE: 1"=20'

INSTALL 1607' LF OF 16" DI PIPE

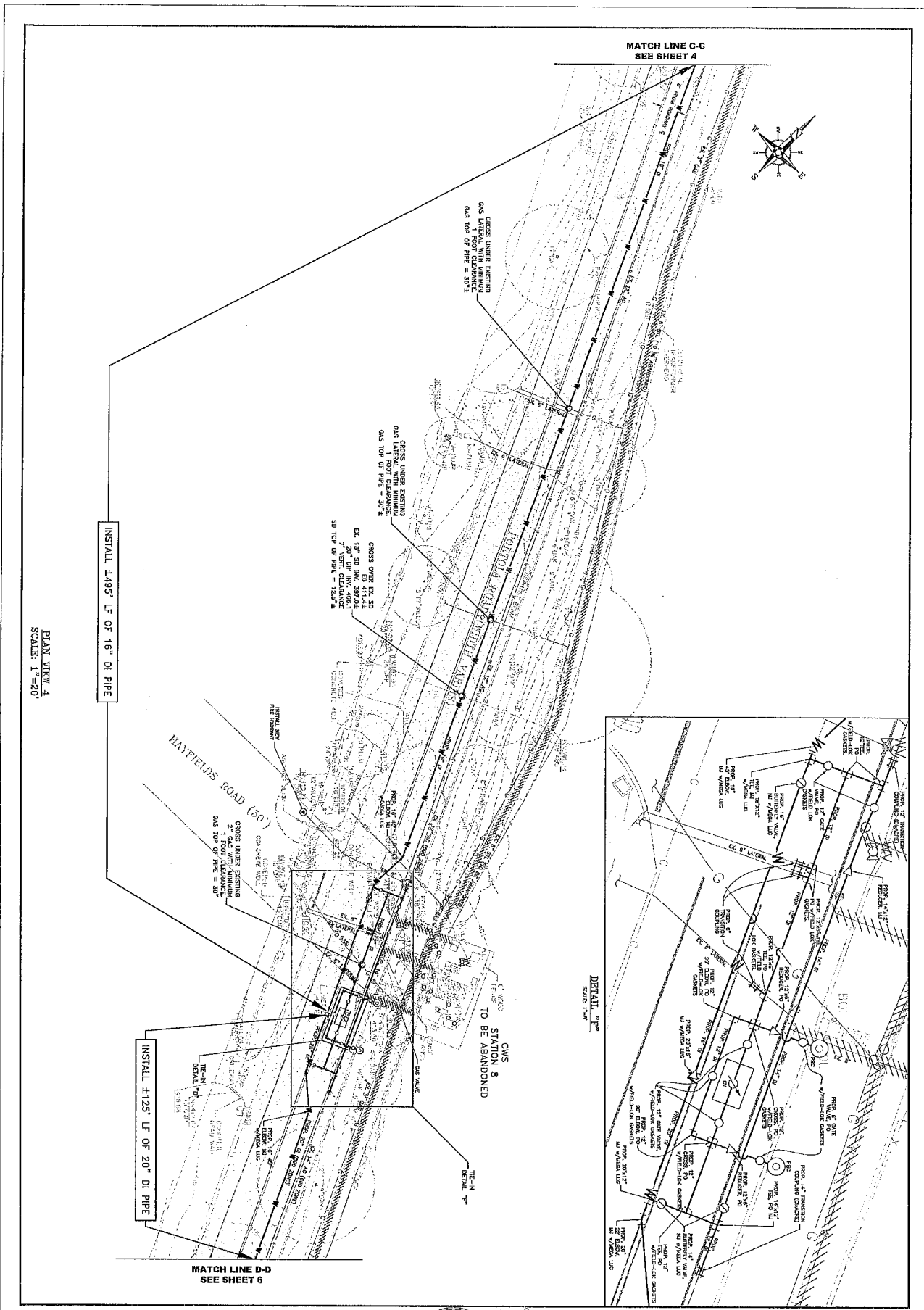


**TOWN OF WOODSIDE AND PORTOLA VALLEY**  
**PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD**

<b>DATE</b>	1/14/2015
<b>PROJECT NO.</b>	1506
<b>DRAWN BY</b>	RG-7814
<b>CHECKED BY</b>	
<b>SCALE</b>	AS SHOWN
<b>DESIGNED BY</b>	D. HERN
<b>APPROVED BY</b>	J. PUCONELLI

**J. PUCONELLI**  
REGISTERED PROFESSIONAL ENGINEER  
STATE OF CALIFORNIA  
LICENSE NO. 44767

**ENGINEERING**  
CALIFORNIA  
DEPARTMENT OF WATER SERVICES



PLAN VIEW 4  
SCALE: 1"=20'

INSTALL 4.499' LF OF 16" DI PIPE

INSTALL 1.125' LF OF 20" DI PIPE

ENGINEERING  
CALIFORNIA  
REGISTERED PROFESSIONAL  
WATER SERVICE  
DEPARTMENT

PROJECT: TOWN OF WOODSIDE AND PORTOLA VALLEY  
PIPELINE ALONG PORTOLA ROAD  
PROPOSED 16"/20" TRANSMISSION

DATE: 1/14/2015  
DRAWING NO: 64459  
SHEET NO: BE-2814  
SHEET 3 OF 3

DESIGNED BY: AS SHORN  
CHECKED BY: D. DEANEN  
DRAWN BY: J. POGONNELL  
DATE: 1/14/2015

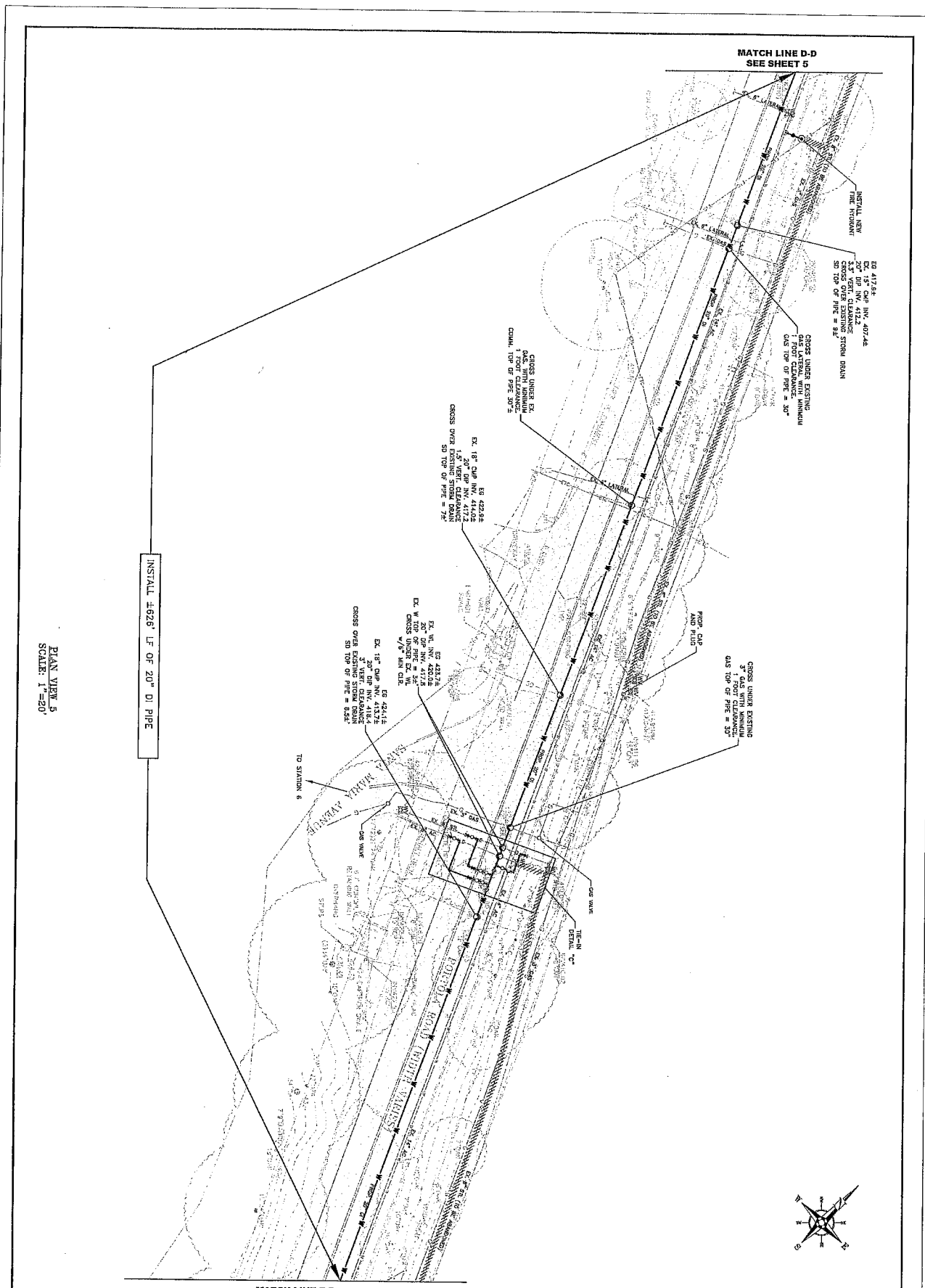
PROJECT NO: BE-2814  
SHEET NO: BE-2814  
SHEET 3 OF 3

APPROVED BY: [Signature]

DATE: 1/14/2015

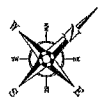
SCALE: 1"=20'

PROJECT: TOWN OF WOODSIDE AND PORTOLA VALLEY  
PIPELINE ALONG PORTOLA ROAD  
PROPOSED 16"/20" TRANSMISSION



INSTALL 16" OF 20" DI PIPE

PLAN VIEW 5  
SCALE: 1"=20'



**PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD**  
TOWN OF WOODSIDE AND PORTOLA VALLEY

<b>DATE:</b>	1/14/2015
<b>PROJECT NO.:</b>	64059
<b>DRAWING NO.:</b>	EG-7914
<b>REV.:</b>	0

<b>REGISTERED PROFESSIONAL ENGINEER</b>	<b>REGISTERED PROFESSIONAL SURVEYOR</b>	<b>REGISTERED PROFESSIONAL LANDSCAPE ARCHITECT</b>	<b>REGISTERED PROFESSIONAL CIVIL ENGINEER</b>	<b>REGISTERED PROFESSIONAL ELECTRICAL ENGINEER</b>	<b>REGISTERED PROFESSIONAL MECHANICAL ENGINEER</b>
<b>NAME:</b>	<b>NAME:</b>	<b>NAME:</b>	<b>NAME:</b>	<b>NAME:</b>	<b>NAME:</b>
<b>NO.:</b>	<b>NO.:</b>	<b>NO.:</b>	<b>NO.:</b>	<b>NO.:</b>	<b>NO.:</b>

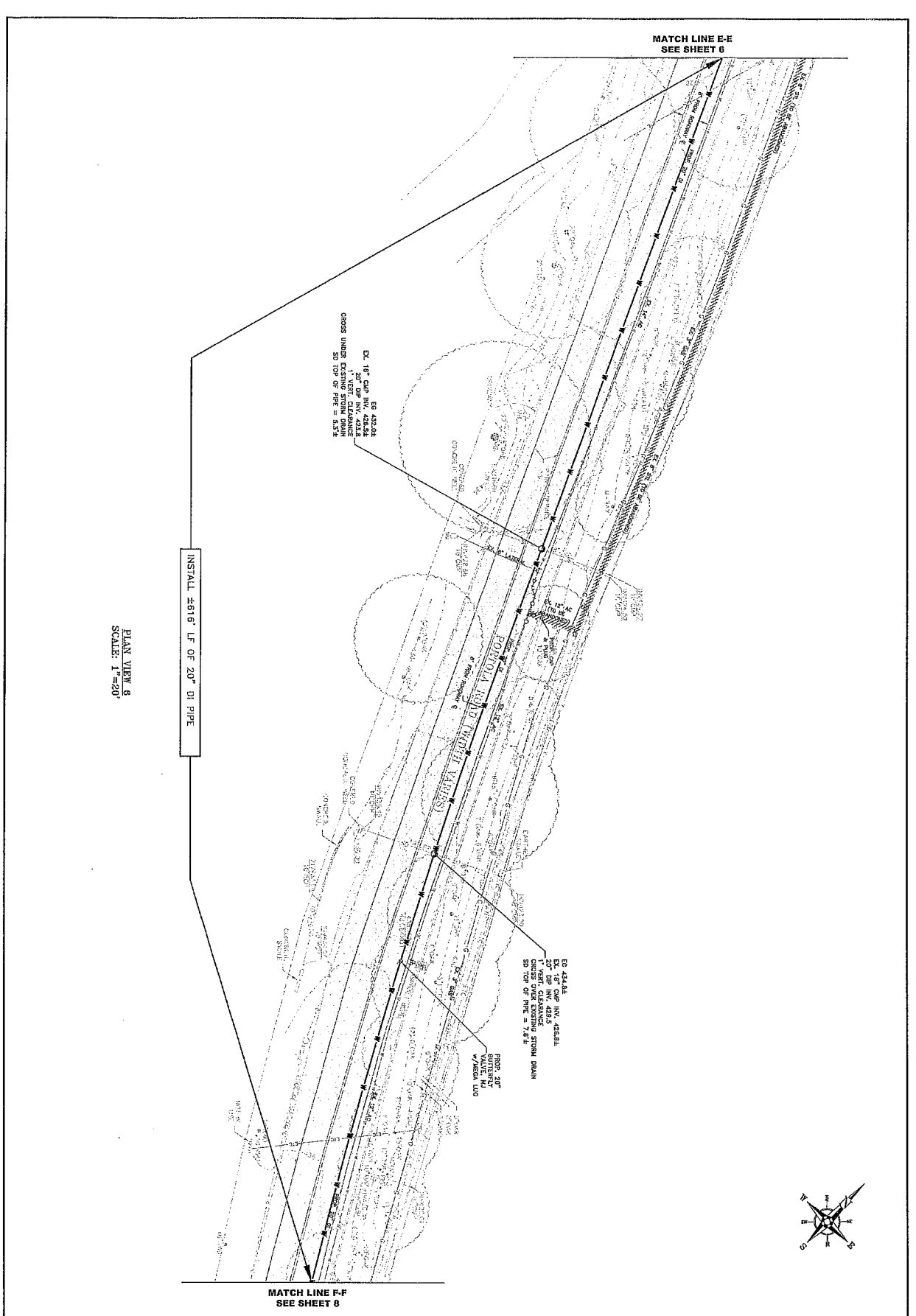
**ENGINEERING DEPARTMENT**

**AS SHOWN**

**D. HERNANDEZ**

**J. P. MCCINNELLY**

**W. J. WILSON**

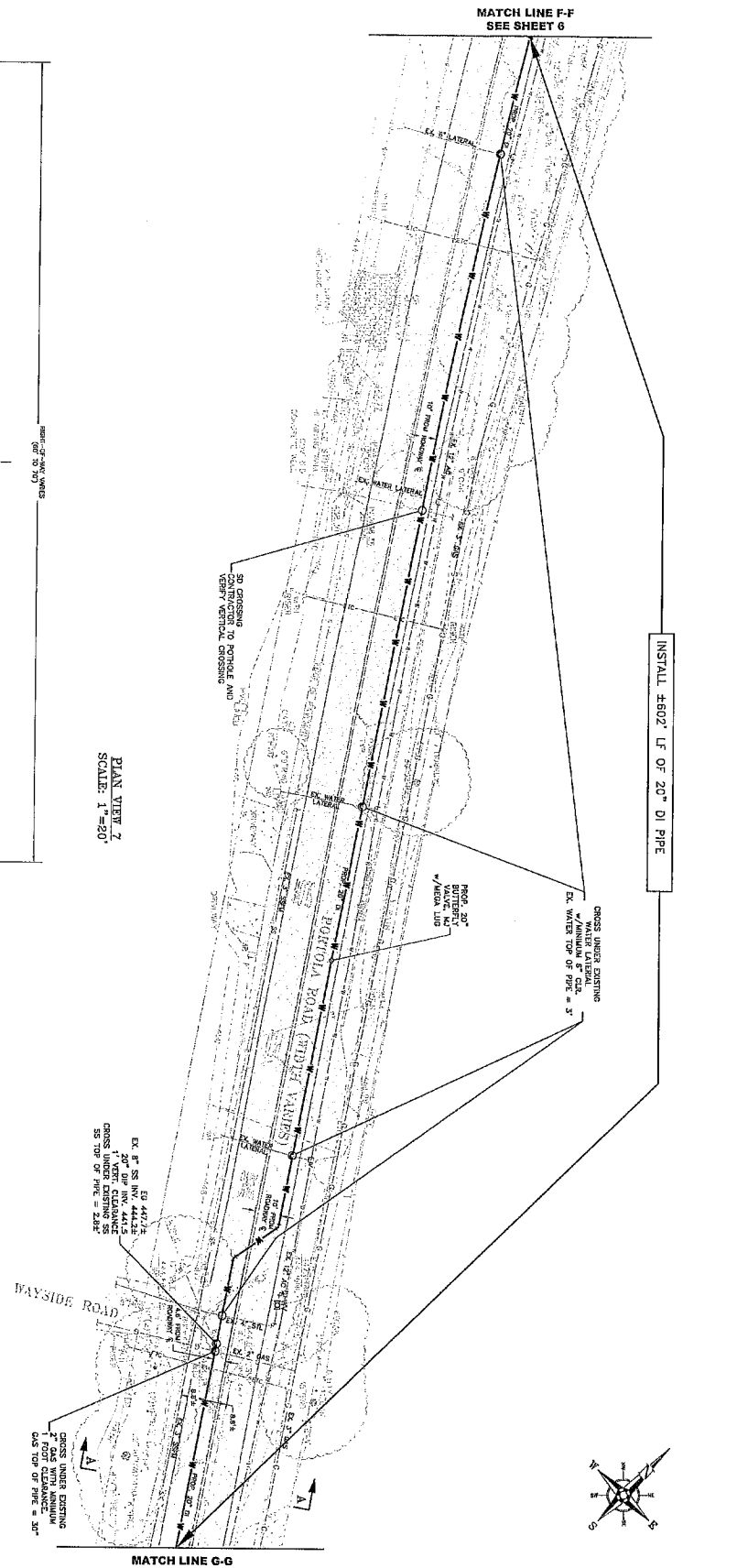
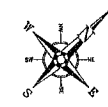


PLAN VIEW 6  
SCALE: 1"=20'

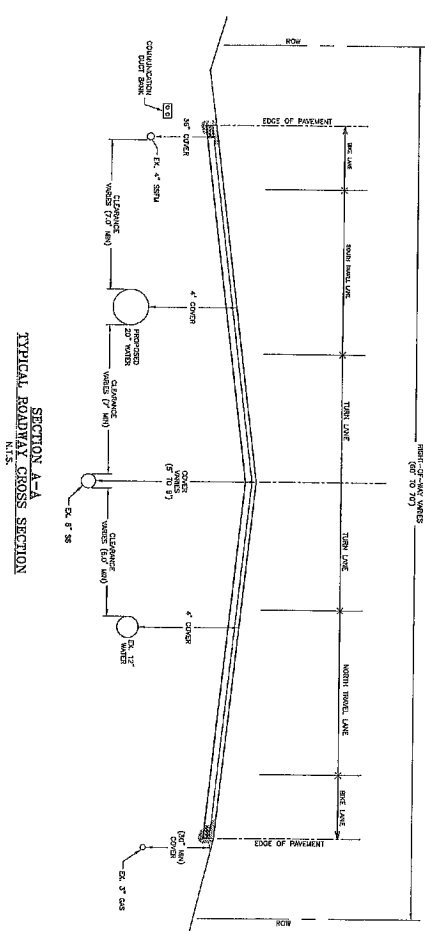
INSTALL 2616' LF OF 20" DI PIPE



<b>REGISTERED PROFESSIONAL ENGINEER</b> CIVIL ENGINEER No. 51838 State of California J. POCOCKILL 1700 CENTRAL AVENUE, SUITE 200 SACRAMENTO, CA 95811 (916) 441-7446 www.jpocockill.com	<b>REGISTERED PROFESSIONAL ENGINEER</b> CIVIL ENGINEER No. 51838 State of California J. POCOCKILL 1700 CENTRAL AVENUE, SUITE 200 SACRAMENTO, CA 95811 (916) 441-7446 www.jpocockill.com	<b>REGISTERED PROFESSIONAL ENGINEER</b> CIVIL ENGINEER No. 51838 State of California J. POCOCKILL 1700 CENTRAL AVENUE, SUITE 200 SACRAMENTO, CA 95811 (916) 441-7446 www.jpocockill.com	<b>REGISTERED PROFESSIONAL ENGINEER</b> CIVIL ENGINEER No. 51838 State of California J. POCOCKILL 1700 CENTRAL AVENUE, SUITE 200 SACRAMENTO, CA 95811 (916) 441-7446 www.jpocockill.com	<b>REGISTERED PROFESSIONAL ENGINEER</b> CIVIL ENGINEER No. 51838 State of California J. POCOCKILL 1700 CENTRAL AVENUE, SUITE 200 SACRAMENTO, CA 95811 (916) 441-7446 www.jpocockill.com	<b>REGISTERED PROFESSIONAL ENGINEER</b> CIVIL ENGINEER No. 51838 State of California J. POCOCKILL 1700 CENTRAL AVENUE, SUITE 200 SACRAMENTO, CA 95811 (916) 441-7446 www.jpocockill.com
<b>TOWN OF WOODSIDE AND PORTOLA VALLEY</b> <b>PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD</b>					
<b>BRAR GUICHE</b>					
DATE: 1/14/2016 DRAWING NO.: 64089 PROJECT NO.: 36-7314 SHEET 7 OF 13					

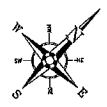


PLAN VIEW 2  
SCALE: 1"=20'

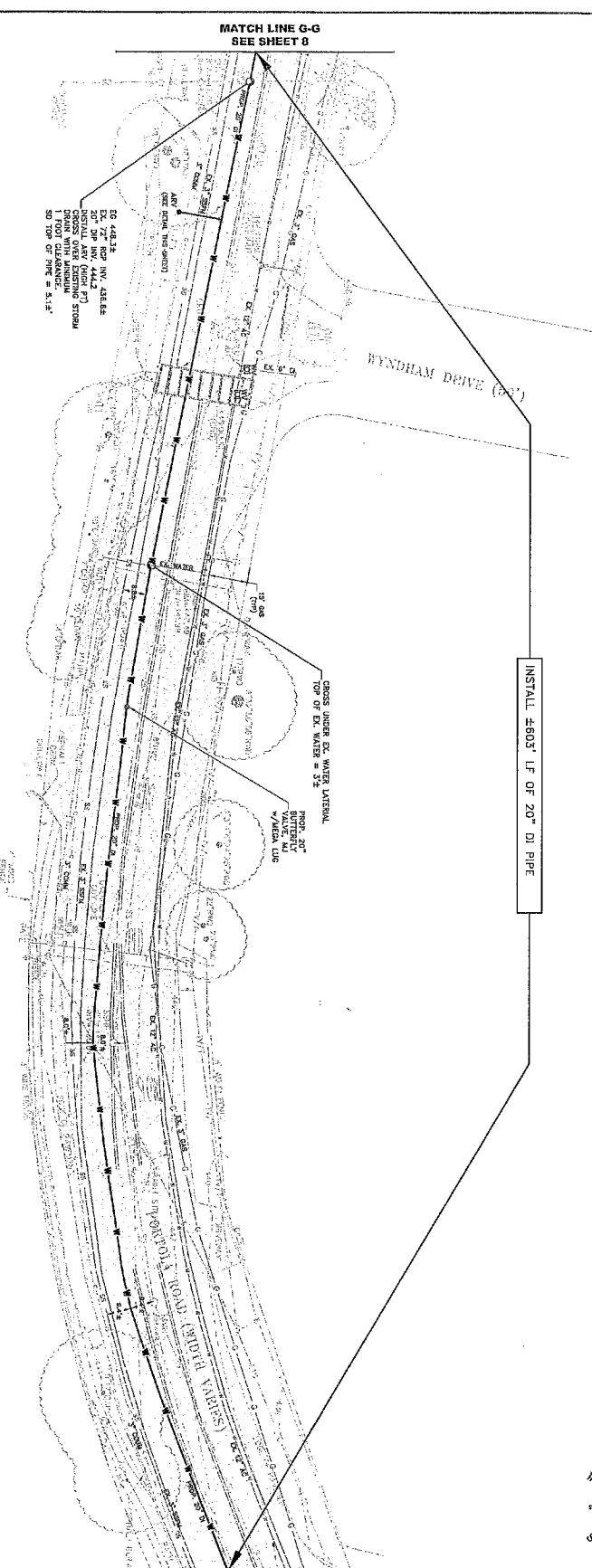


SECTION A-A  
TYPICAL ROADWAY CROSS SECTION  
N.T.S.

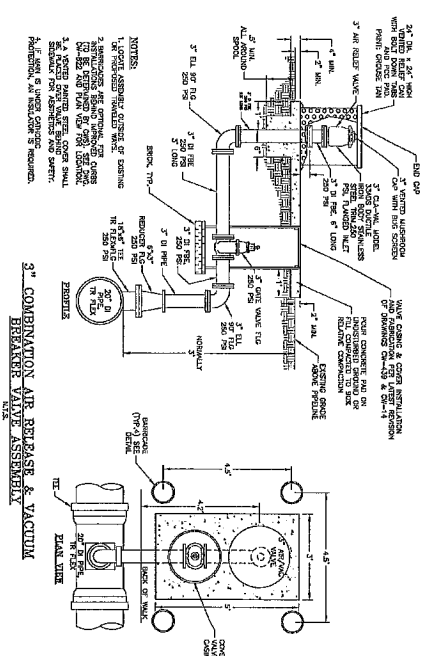
		<b>ENGINEERING</b> <b>DEPARTMENT</b> DIVISION DISTRICT COUNTY CITY PROJECT NO. 2014-01 DATE 1/14/2015
<b>PROJECT</b> PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD TOWN OF WOODSIDE AND PORTOLA VALLEY	<b>CLIENT</b> BEAR GULCH	<b>DATE</b> 1/14/2015 <b>PROJECT NO.</b> 2014-01 <b>SCALE</b> AS SHOWN
<b>DESIGNED BY</b> J. PUGNONNELL	<b>CHECKED BY</b> D. HERN	<b>APPROVED BY</b> T. M. STOVUM
<b>DATE</b> 1/14/2015	<b>PROJECT NO.</b> 2014-01	<b>CITY</b> PORTOLA
<b>SCALE</b> AS SHOWN	<b>COUNTY</b> CALIFORNIA	<b>DISTRICT</b> 10
<b>PROJECT NO.</b> 2014-01	<b>CITY</b> PORTOLA	<b>DISTRICT</b> 10
<b>SCALE</b> AS SHOWN	<b>COUNTY</b> CALIFORNIA	<b>DISTRICT</b> 10



INSTALL 603' LF OF 20" DI PIPE

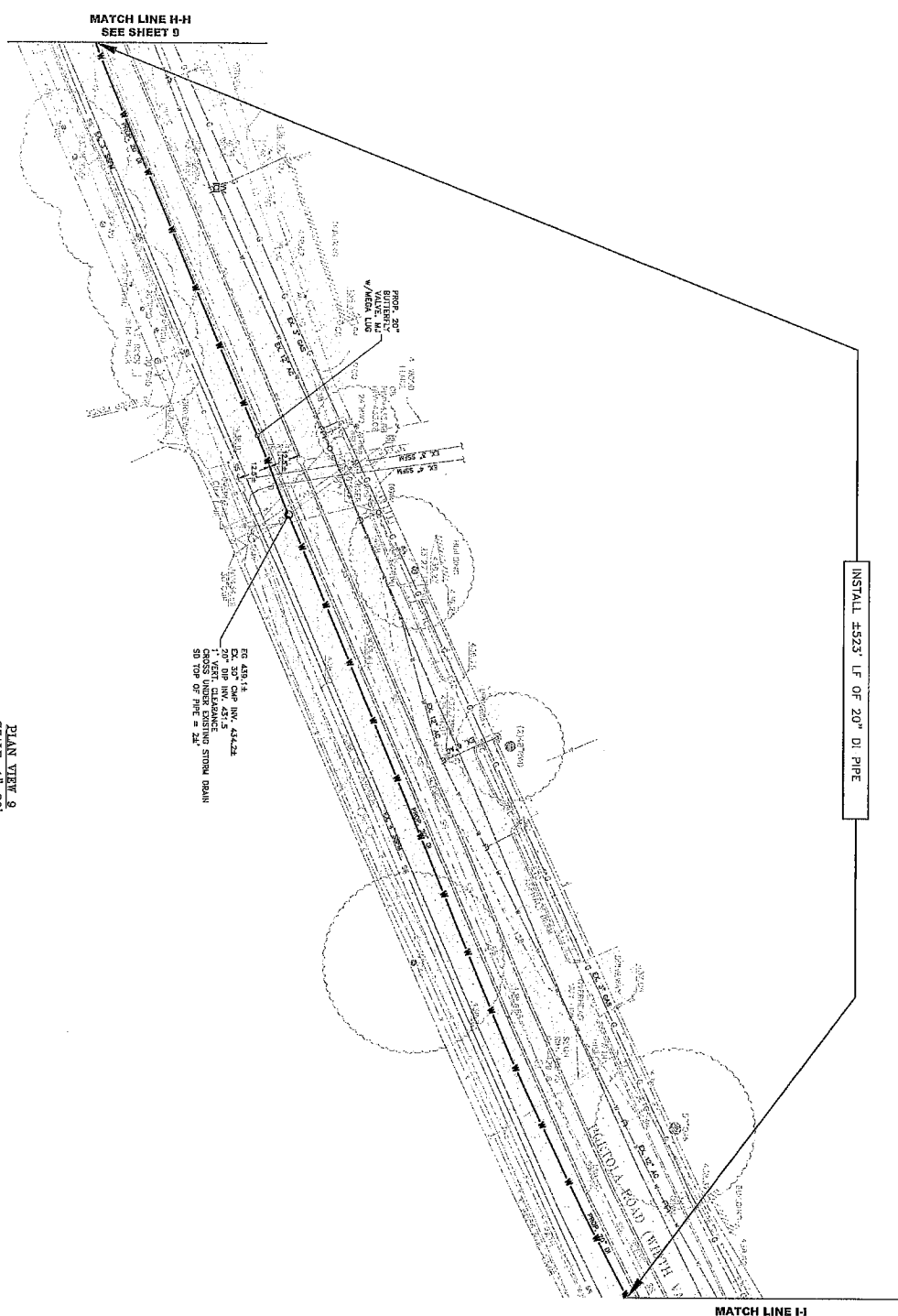


PLAN VIEW B  
SCALE: 1"=20'



	<p>ENGINEERING CALIFORNIA REGISTERED PROFESSIONAL ENGINEER D. S. SERRANO LICENSE NO. 44654 EXPIRES 12/31/2015</p>
<p>DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION</p>	
<p>PROJECT: TOWN OF WOODSIDE AND PORTOLA VALLEY PIPELINE ALONG PORTOLA ROAD PROPOSED 16" / 20" TRANSMISSION</p>	
<p>DATE: 1/14/2015 DRAWN BY: GADSDEN CHECKED BY: JG SCALE: 3/8" = 1'</p>	



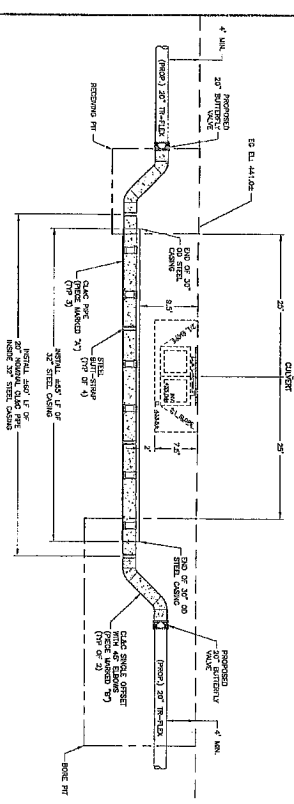
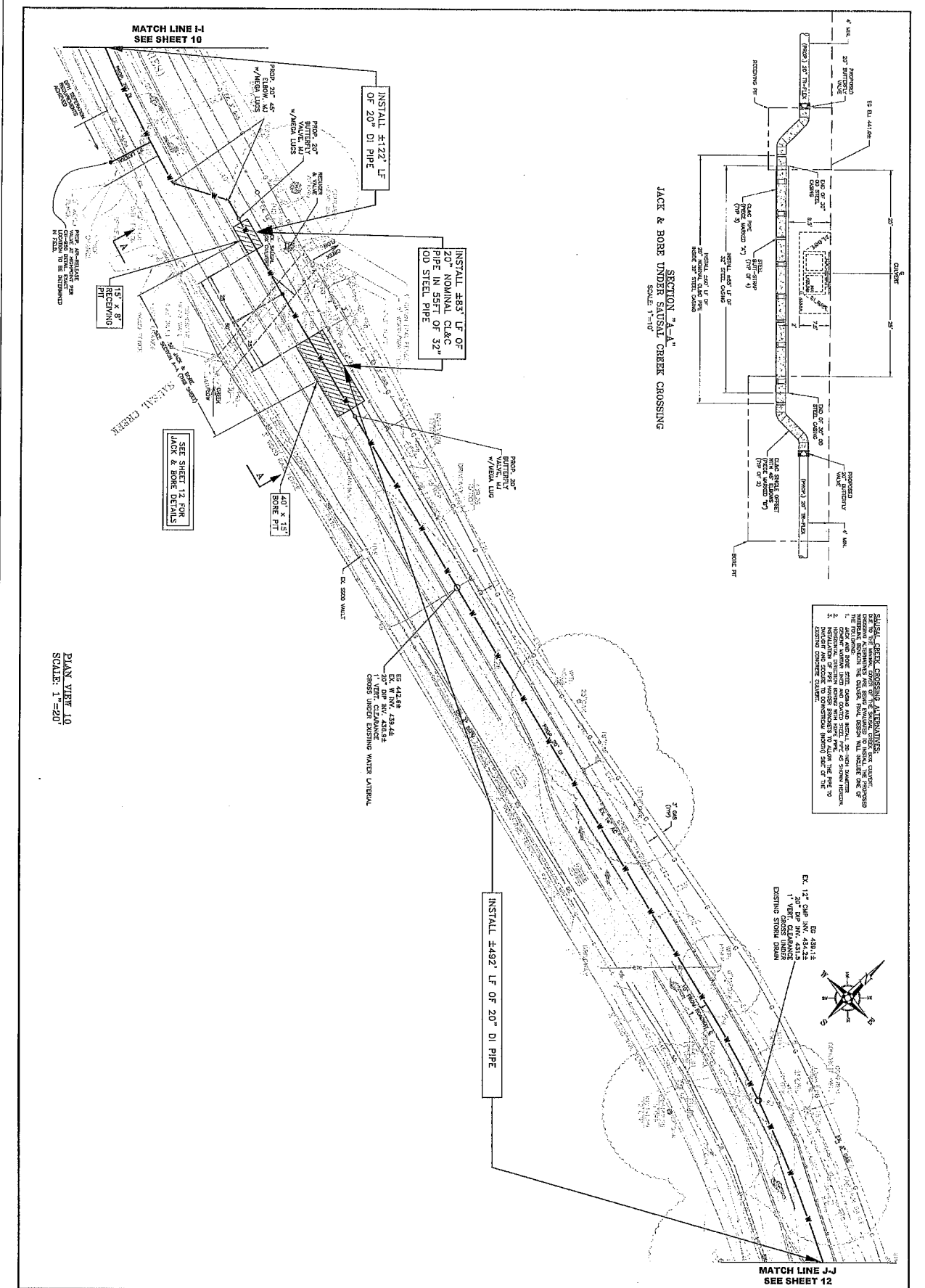


PLAN VIEW 9  
SCALE: 1"=20'

INSTALL 4523' LF OF 20" DI PIPE



ENGINEERING  
 CALIFORNIA  
 WATER SERVICE CO.  
 DEPARTMENT  
 REGISTERED PROFESSIONAL ENGINEER  
 J. PUCCELLI  
 LICENSE NO. 51468  
 EXPIRES 12/31/14  
 PROJECT NO. 16-20-14  
 SHEET NO. 9 OF 14  
 DATE 1/14/2015  
 DRAWING NO. 64489  
 REVISION NO. 00-7014  
 TITLE: PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD TOWN OF WOODSIDE AND PORTOLA VALLEY  
 BEAR CUTCH



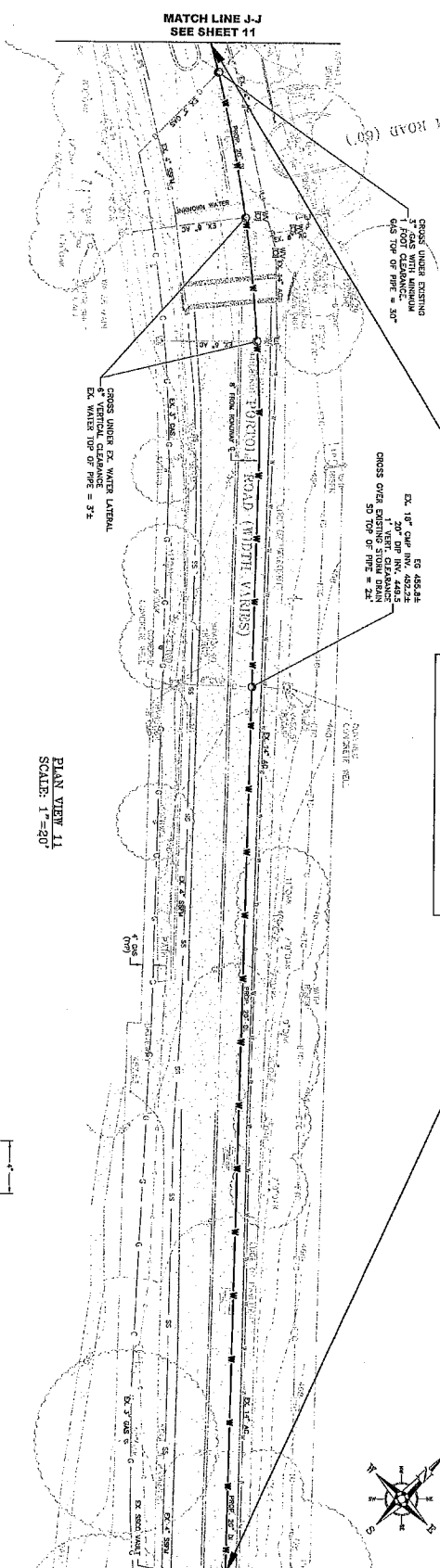
**SECTION "A-A"**  
**JACK & BORE UNDER SANTA ANA CREEK CROSSING**  
**SCALE: 1"=10'**

**STANDARD CHECK CROSSING ALTERNATIVES**  
 STANDARD CHECK CROSSING ALTERNATIVES FOR THE PROPOSED TRANSMISSION PIPELINE CROSSING THE SANTA ANA CREEK. THE FOLLOWING ARE THE ALTERNATIVES CONSIDERED FOR THE CROSSING. THE ALTERNATIVES WERE EVALUATED FOR COST, CONSTRUCTION, MAINTENANCE, AND ENVIRONMENTAL IMPACTS. THE ALTERNATIVES WERE EVALUATED FOR COST, CONSTRUCTION, MAINTENANCE, AND ENVIRONMENTAL IMPACTS. THE ALTERNATIVES WERE EVALUATED FOR COST, CONSTRUCTION, MAINTENANCE, AND ENVIRONMENTAL IMPACTS.

EX. 12" DIA. PIPE INV. 431.22  
 20" DIA. CROSS UNDER  
 EXISTING STORM DRAIN

**PLAN VIEW 10**  
**SCALE: 1"=20'**

INSTALL #582 LF OF 20" DI PIPE

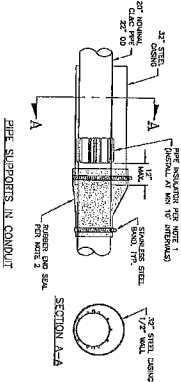


MATCH LINE J-J  
SEE SHEET 11

MATCH LINE K-K  
SEE SHEET 13

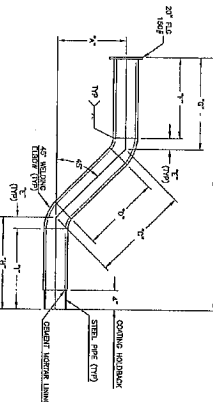
PLAN VIEW #1  
SCALE: 1"=20'

DT	INVERT	2"	3"	4"	6"	8"	10"	12"	15"	18"	20"	24"
2	7.0'	3.5'	11.5'	7.8'	—	—	—	—	—	—	—	—



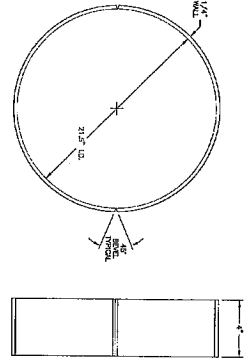
NOTES:

- PIPE SHALL BE INSTALLED IN 18" DIA. CONCRETE WITH 4" DIA. REINFORCING BARS AT 18" ON CENTER.
- CONCRETE SHALL BE 3000 PSI STRENGTH WITH 4% STEEL FIBERS.
- PIPE SHALL BE 20" DIA. WITH 20# STEEL.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
- THE JOINTS OF THE PIPE SHALL BE PERMANENTLY GASKETED AND SEALED WITH A GASKETING COMPOUND.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
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- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.



NOTES:

- PIPE SHALL BE 20" DIA. WITH 20# STEEL.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
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- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.

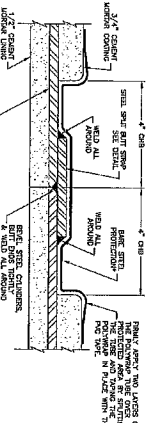


22" TWO-PIECE STEEL  
SPLIT BUTT STRAP  
N.I.S.



NOTES:

- PIPE SHALL BE 20" DIA. WITH 20# STEEL.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
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- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.
- CONCRETE SHALL BE 18" THICK AT JOINTS AND AT ENDS.



COATING DETAIL FOR  
SPLIT BUTT STRAP  
N.I.S.

BORE & CASE DETAILS  
N.I.S.

CW CEMENT MORTAR LINED & COATED STEEL  
5793B4  
SINGLE OFFSET WITH 45° ELBOWS  
SCALE: 1"=20'

CEMENT MORTAR LINED & COATED STEEL  
FAB SHEET "A"  
SCALE: 1"=20'

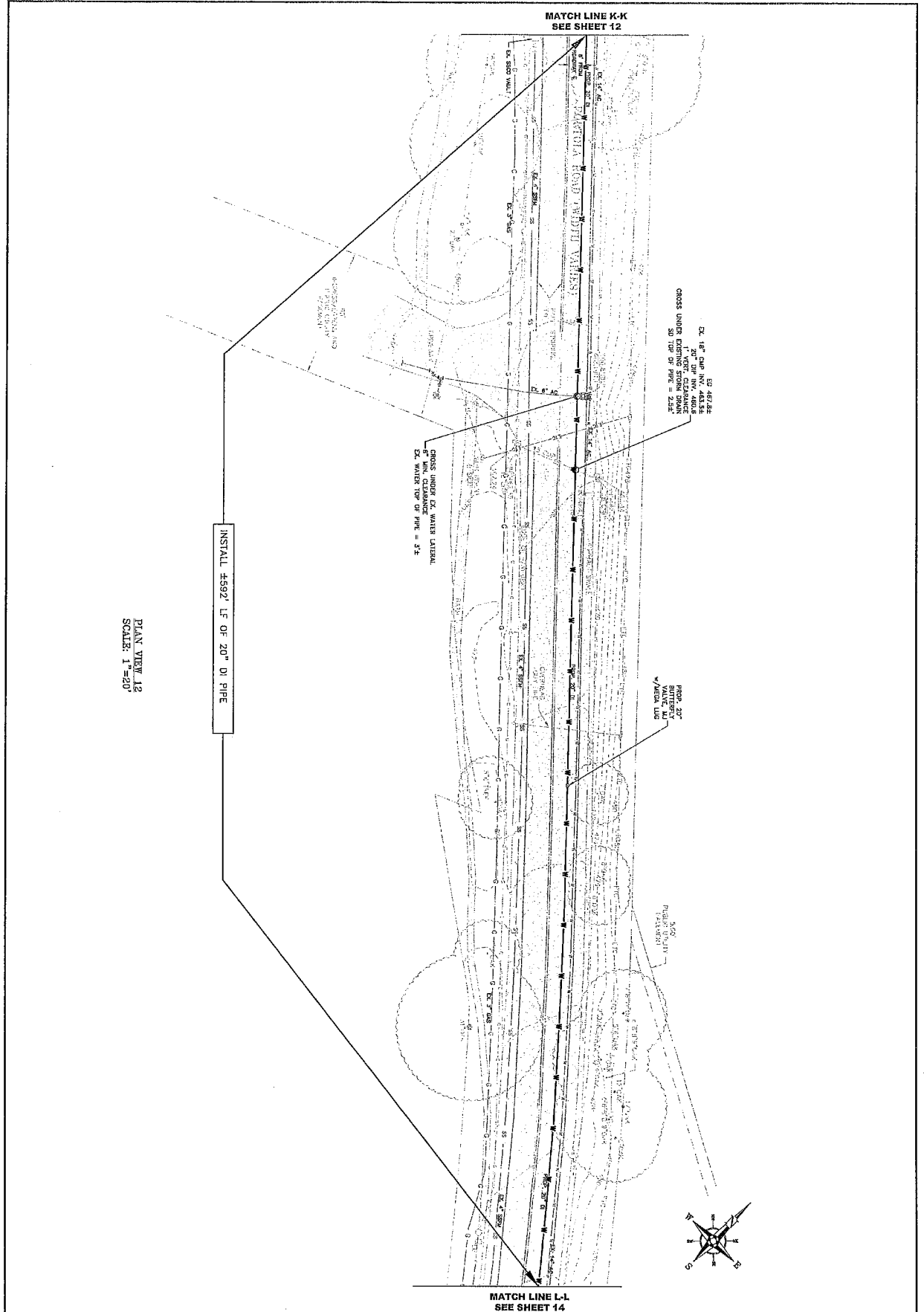
ENGINEERING DEPARTMENT OF PUBLIC WORKS

TOWN OF WOODSIDE AND PORTOLA VALLEY  
PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD

DATE: 1/14/2015  
PROJECT NO.: 64089  
SHEET NO.: 10 OF 13

DESIGNED BY: AS SEBORN  
DRAWN BY: D. HERRON  
CHECKED BY: J. PROFFER  
APPROVED BY: J. PROFFER

REGISTERED PROFESSIONAL ENGINEER  
NO. 71841  
CIVIL  
STATE OF CALIFORNIA



PLAN VIEW 12  
SCALE: 1"=20'

INSTALL ±592' LF OF 20" DI PIPE

EX. 18" CAP IN. 483.54  
1" VERT. CLEARANCE  
30' TOP OF PIPE = 52.5'

GROSS UNDER EX. WATER LATERAL  
5" MIN. CLEARANCE  
EX. WATER TOP OF PIPE = 5.2'

PROP. 20" VALVE W/ 4" MEDIA LUB

3.50' PUBLIC UTILITY TOLERANCE



MATCH LINE L-L  
SEE SHEET 14

MATCH LINE K-K  
SEE SHEET 12

**PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD**  
TOWN OF WOODSIDE AND PORTOLA VALLEY

REGISTERED PROFESSIONAL ENGINEER  
STATE OF CALIFORNIA  
NO. 62083  
J. JACOBELLI

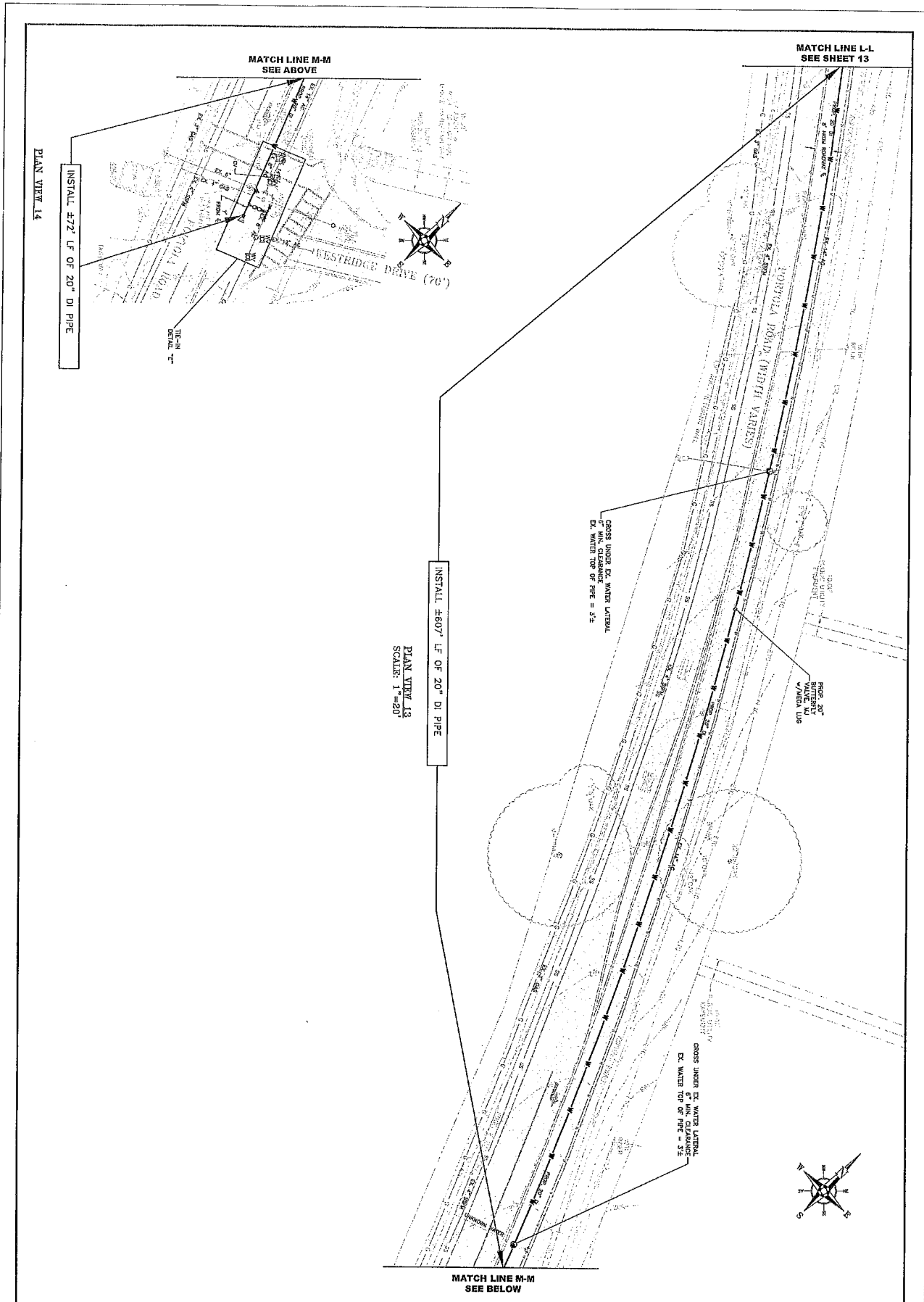
DESIGNED BY: J. JACOBELLI  
CHECKED BY: D. BEALAN  
DATE: 1/14/2015

PROJECT NO.: 3C-7814  
DATE: 1/14/2015

DRAWN BY: BEAR GULICH

SCALE: 1"=20'

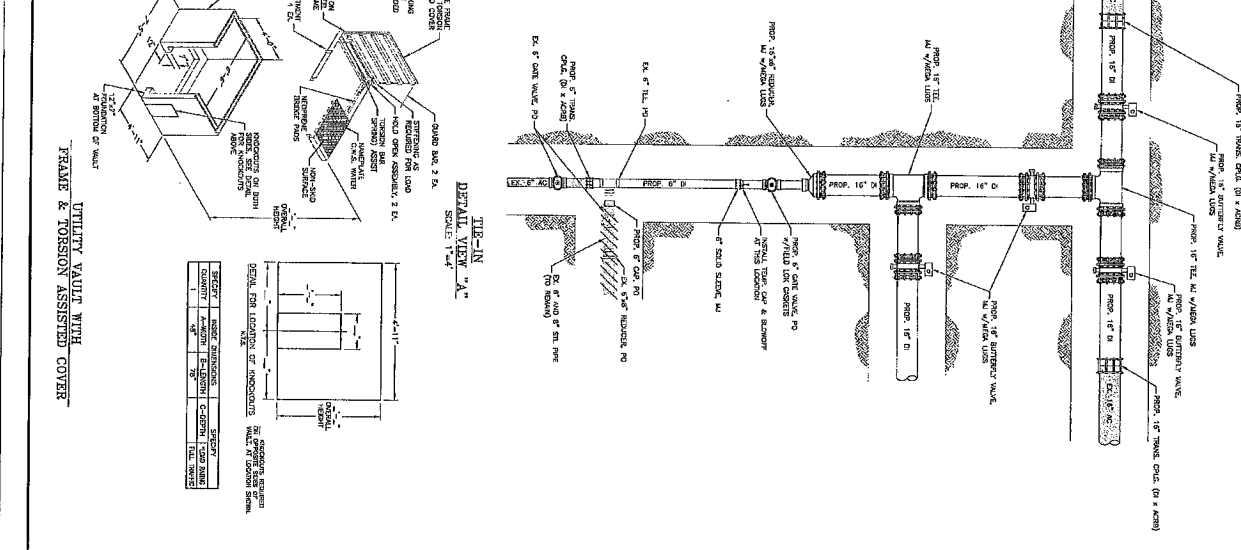
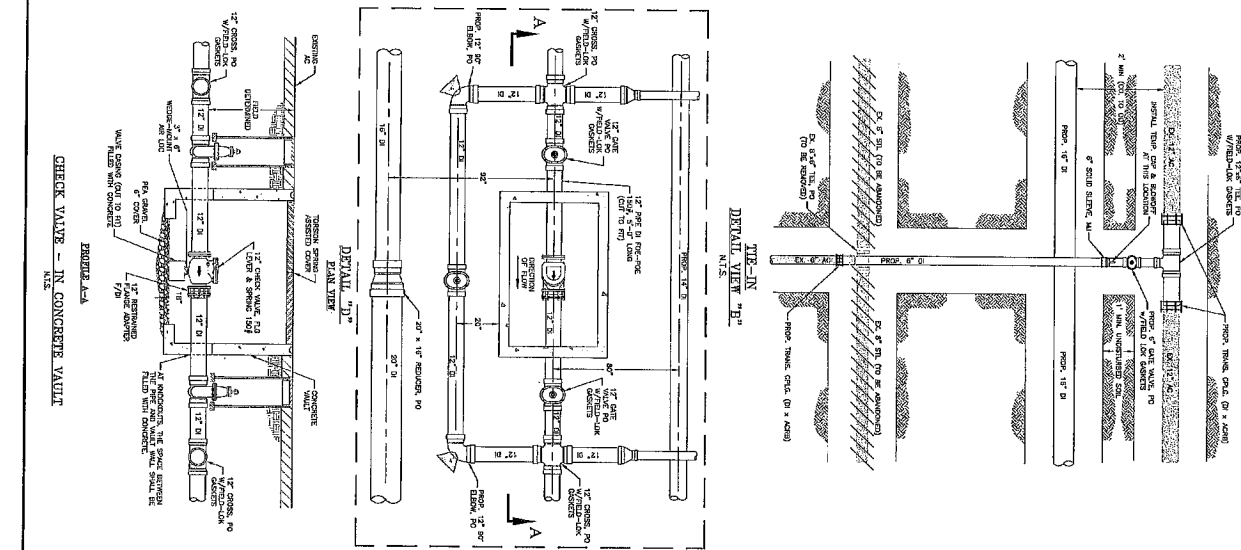
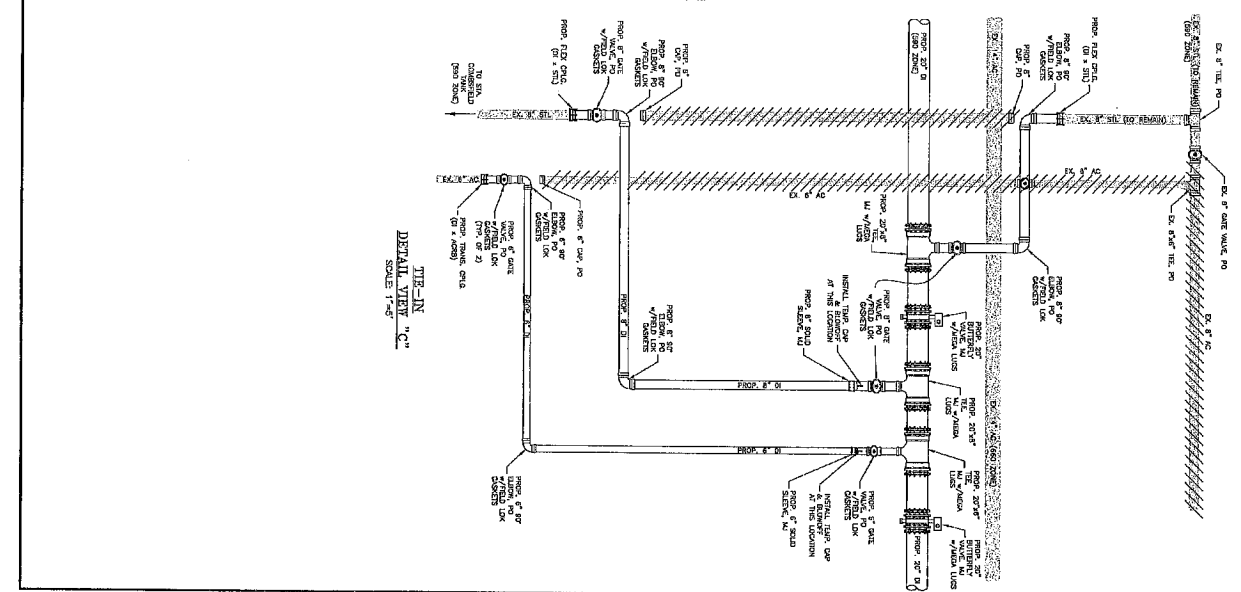
SHEET NO.: 12 OF 18



**PROPOSED 16"/20" TRANSMISSION PIPELINE ALONG PORTOLA ROAD**  
**TOWN OF WOODSIDE AND PORTOLA VALLEY**

1712B

<p>DATE: 1/14/2015</p> <p>PROJECT NO.: 64059</p> <p>ISSUE: R/C-2014</p> <p>SCALE: 1" = 20'</p>	<p>DESIGNED BY: BEAR GUTCH</p> <p>CHECKED BY:</p> <p>APPROVED BY:</p>	<p>REGISTERED PROFESSIONAL ENGINEER</p> <p>NO. 45889</p> <p>EXPIRES 12/31/2017</p> <p>STATE OF CALIFORNIA</p> <p>WATER SUPPLY</p> <p>DEPARTMENT</p>
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UTILITY VAULT WITH FRAME & JOINTSON ASSISTED COVER

SECTION	NAME	DESCRIPTION	COVER NAME
1	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
2	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
3	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
4	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
5	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
6	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
7	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
8	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
9	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
10	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
11	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
12	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
13	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
14	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
15	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
16	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
17	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
18	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
19	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER
20	16" DIA. PIPE	16" DIA. PIPE	20" DIA. COVER

UTILITY VAULT WITH FRAME & JOINTSON ASSISTED COVER

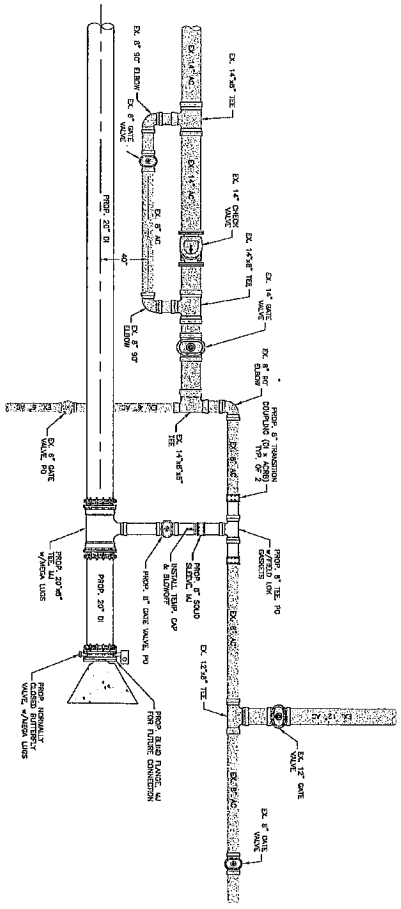


ENGINEERING DEPARTMENT

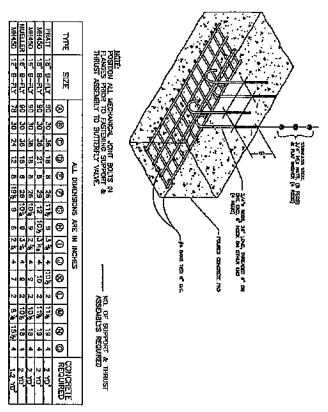
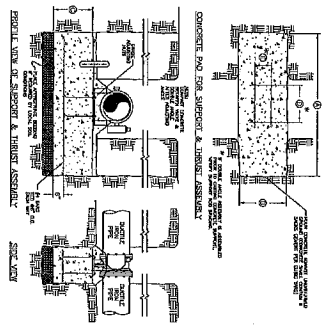
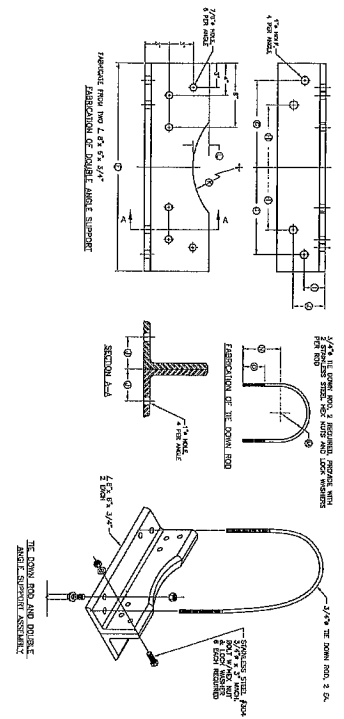
DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_  
 DRAWN BY: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_  
 PROJECT NO.: \_\_\_\_\_  
 SHEET NO.: \_\_\_\_\_

AS STOWN  
 D. SHAW  
 J. POCOCKI  
 TOWN OF WOODSIDE AND PORTOLA VALLEY  
 PIPELINE ALONG PORTOLA ROAD  
 PROPOSED 16"/20" TRANSMISSION

TITLE: \_\_\_\_\_  
 SHEET: \_\_\_\_\_  
 DATE: 1/14/2015  
 DRAWING NO.: 64059  
 PROJECT NO.: \_\_\_\_\_  
 SHEET NO.: \_\_\_\_\_

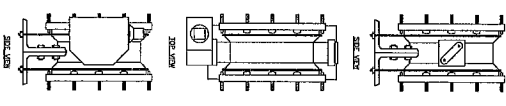


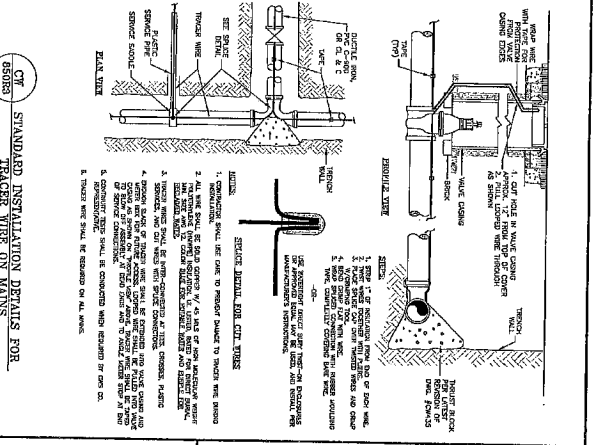
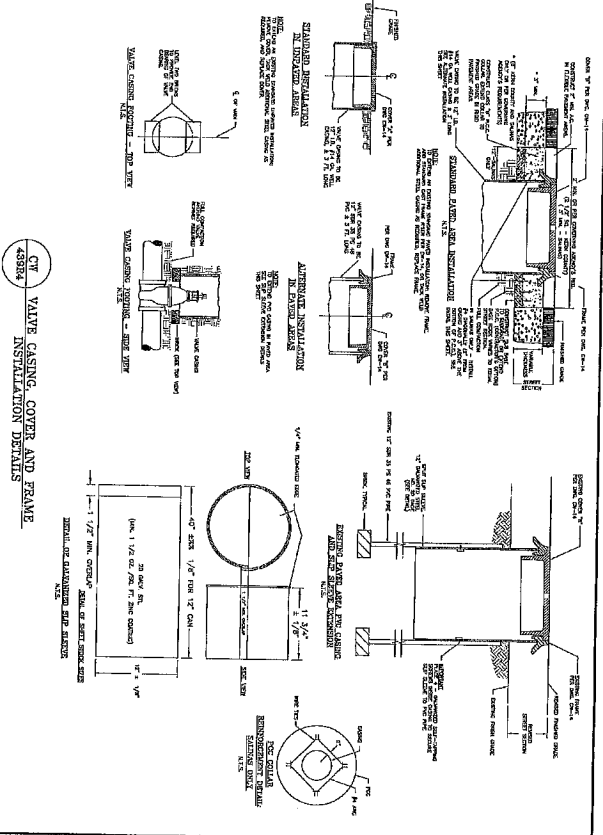
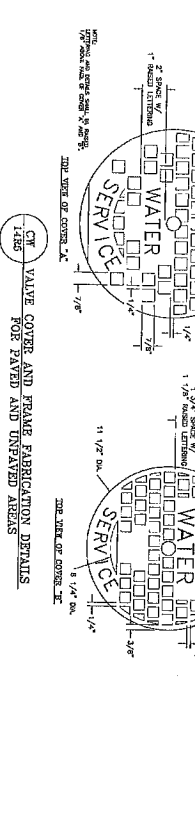
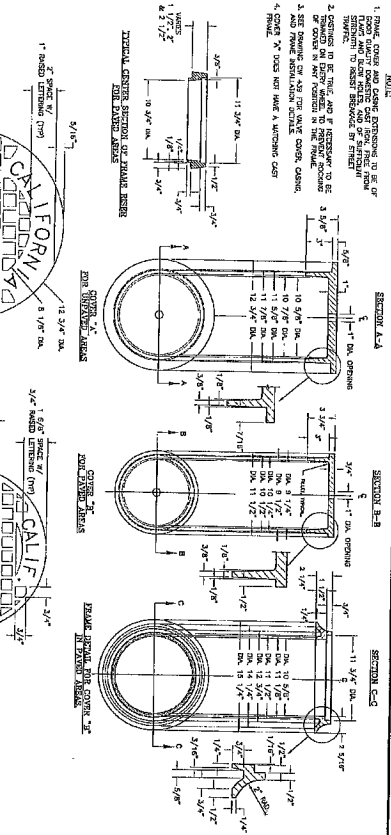
THE-IN  
 DETAIL VIEW "A-A"  
 SCALE 1/4" = 1'-0"



TYPE	SIZE	ALL DIMENSIONS ARE IN INCHES	REMARKS
PIPE	16\"/>		

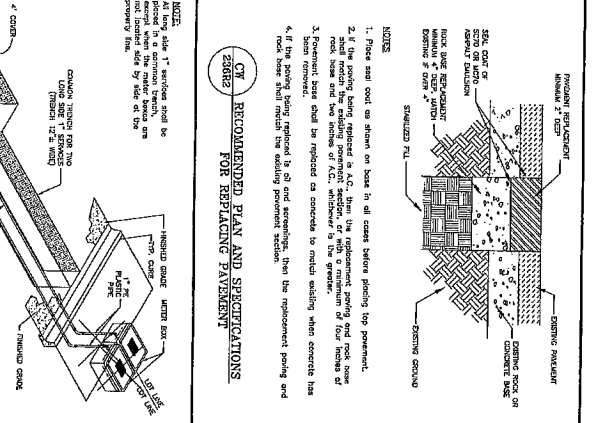
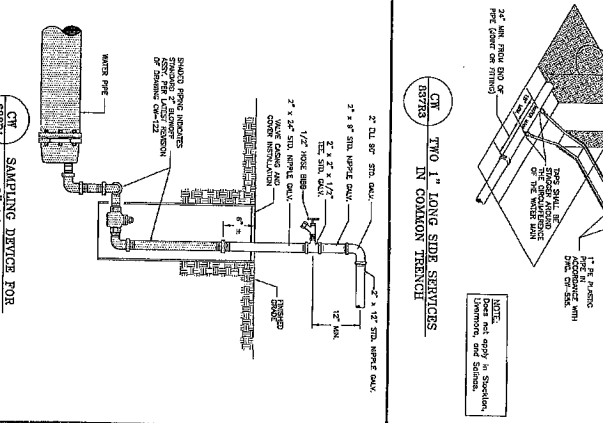
FOR BUTTERFLY VALVE (MECHANICAL JOINT) SUPPORT & THROST ASSEMBLY





THRUST BLOCK SCHEDULE

PIPE SIZE	THRUST BLOCK SIZE	THRUST BLOCK WEIGHT	THRUST BLOCK TYPE
1/2"	1/2"	1.5	A
3/4"	3/4"	2.5	A
1"	1"	3.5	A
1 1/4"	1 1/4"	5.5	A
1 1/2"	1 1/2"	7.5	A
2"	2"	12.5	A
2 1/2"	2 1/2"	17.5	A
3"	3"	22.5	A
3 1/2"	3 1/2"	27.5	A
4"	4"	32.5	A
4 1/2"	4 1/2"	37.5	A
5"	5"	42.5	A
5 1/2"	5 1/2"	47.5	A
6"	6"	52.5	A
6 1/2"	6 1/2"	57.5	A
7"	7"	62.5	A
7 1/2"	7 1/2"	67.5	A
8"	8"	72.5	A
8 1/2"	8 1/2"	77.5	A
9"	9"	82.5	A
9 1/2"	9 1/2"	87.5	A
10"	10"	92.5	A
10 1/2"	10 1/2"	97.5	A
11"	11"	102.5	A
11 1/2"	11 1/2"	107.5	A
12"	12"	112.5	A
12 1/2"	12 1/2"	117.5	A
13"	13"	122.5	A
13 1/2"	13 1/2"	127.5	A
14"	14"	132.5	A
14 1/2"	14 1/2"	137.5	A
15"	15"	142.5	A
15 1/2"	15 1/2"	147.5	A
16"	16"	152.5	A
16 1/2"	16 1/2"	157.5	A
17"	17"	162.5	A
17 1/2"	17 1/2"	167.5	A
18"	18"	172.5	A
18 1/2"	18 1/2"	177.5	A
19"	19"	182.5	A
19 1/2"	19 1/2"	187.5	A
20"	20"	192.5	A
20 1/2"	20 1/2"	197.5	A
21"	21"	202.5	A
21 1/2"	21 1/2"	207.5	A
22"	22"	212.5	A
22 1/2"	22 1/2"	217.5	A
23"	23"	222.5	A
23 1/2"	23 1/2"	227.5	A
24"	24"	232.5	A
24 1/2"	24 1/2"	237.5	A
25"	25"	242.5	A
25 1/2"	25 1/2"	247.5	A
26"	26"	252.5	A
26 1/2"	26 1/2"	257.5	A
27"	27"	262.5	A
27 1/2"	27 1/2"	267.5	A
28"	28"	272.5	A
28 1/2"	28 1/2"	277.5	A
29"	29"	282.5	A
29 1/2"	29 1/2"	287.5	A
30"	30"	292.5	A
30 1/2"	30 1/2"	297.5	A
31"	31"	302.5	A
31 1/2"	31 1/2"	307.5	A
32"	32"	312.5	A
32 1/2"	32 1/2"	317.5	A
33"	33"	322.5	A
33 1/2"	33 1/2"	327.5	A
34"	34"	332.5	A
34 1/2"	34 1/2"	337.5	A
35"	35"	342.5	A
35 1/2"	35 1/2"	347.5	A
36"	36"	352.5	A
36 1/2"	36 1/2"	357.5	A
37"	37"	362.5	A
37 1/2"	37 1/2"	367.5	A
38"	38"	372.5	A
38 1/2"	38 1/2"	377.5	A
39"	39"	382.5	A
39 1/2"	39 1/2"	387.5	A
40"	40"	392.5	A
40 1/2"	40 1/2"	397.5	A
41"	41"	402.5	A
41 1/2"	41 1/2"	407.5	A
42"	42"	412.5	A
42 1/2"	42 1/2"	417.5	A
43"	43"	422.5	A
43 1/2"	43 1/2"	427.5	A
44"	44"	432.5	A
44 1/2"	44 1/2"	437.5	A
45"	45"	442.5	A
45 1/2"	45 1/2"	447.5	A
46"	46"	452.5	A
46 1/2"	46 1/2"	457.5	A
47"	47"	462.5	A
47 1/2"	47 1/2"	467.5	A
48"	48"	472.5	A
48 1/2"	48 1/2"	477.5	A
49"	49"	482.5	A
49 1/2"	49 1/2"	487.5	A
50"	50"	492.5	A
50 1/2"	50 1/2"	497.5	A
51"	51"	502.5	A
51 1/2"	51 1/2"	507.5	A
52"	52"	512.5	A
52 1/2"	52 1/2"	517.5	A
53"	53"	522.5	A
53 1/2"	53 1/2"	527.5	A
54"	54"	532.5	A
54 1/2"	54 1/2"	537.5	A
55"	55"	542.5	A
55 1/2"	55 1/2"	547.5	A
56"	56"	552.5	A
56 1/2"	56 1/2"	557.5	A
57"	57"	562.5	A
57 1/2"	57 1/2"	567.5	A
58"	58"	572.5	A
58 1/2"	58 1/2"	577.5	A
59"	59"	582.5	A
59 1/2"	59 1/2"	587.5	A
60"	60"	592.5	A
60 1/2"	60 1/2"	597.5	A
61"	61"	602.5	A
61 1/2"	61 1/2"	607.5	A
62"	62"	612.5	A
62 1/2"	62 1/2"	617.5	A
63"	63"	622.5	A
63 1/2"	63 1/2"	627.5	A
64"	64"	632.5	A
64 1/2"	64 1/2"	637.5	A
65"	65"	642.5	A
65 1/2"	65 1/2"	647.5	A
66"	66"	652.5	A
66 1/2"	66 1/2"	657.5	A
67"	67"	662.5	A
67 1/2"	67 1/2"	667.5	A
68"	68"	672.5	A
68 1/2"	68 1/2"	677.5	A
69"	69"	682.5	A
69 1/2"	69 1/2"	687.5	A
70"	70"	692.5	A
70 1/2"	70 1/2"	697.5	A
71"	71"	702.5	A
71 1/2"	71 1/2"	707.5	A
72"	72"	712.5	A
72 1/2"	72 1/2"	717.5	A
73"	73"	722.5	A
73 1/2"	73 1/2"	727.5	A
74"	74"	732.5	A
74 1/2"	74 1/2"	737.5	A
75"	75"	742.5	A
75 1/2"	75 1/2"	747.5	A
76"	76"	752.5	A
76 1/2"	76 1/2"	757.5	A
77"	77"	762.5	A
77 1/2"	77 1/2"	767.5	A
78"	78"	772.5	A
78 1/2"	78 1/2"	777.5	A
79"	79"	782.5	A
79 1/2"	79 1/2"	787.5	A
80"	80"	792.5	A
80 1/2"	80 1/2"	797.5	A
81"	81"	802.5	A
81 1/2"	81 1/2"	807.5	A
82"	82"	812.5	A
82 1/2"	82 1/2"	817.5	A
83"	83"	822.5	A
83 1/2"	83 1/2"	827.5	A
84"	84"	832.5	A
84 1/2"	84 1/2"	837.5	A
85"	85"	842.5	A
85 1/2"	85 1/2"	847.5	A
86"	86"	852.5	A
86 1/2"	86 1/2"	857.5	A
87"	87"	862.5	A
87 1/2"	87 1/2"	867.5	A
88"	88"	872.5	A
88 1/2"	88 1/2"	877.5	A
89"	89"	882.5	A
89 1/2"	89 1/2"	887.5	A
90"	90"	892.5	A
90 1/2"	90 1/2"	897.5	A
91"	91"	902.5	A
91 1/2"	91 1/2"	907.5	A
92"	92"	912.5	A
92 1/2"	92 1/2"	917.5	A
93"	93"	922.5	A
93 1/2"	93 1/2"	927.5	A
94"	94"	932.5	A
94 1/2"	94 1/2"	937.5	A
95"	95"	942.5	A
95 1/2"	95 1/2"	947.5	A
96"	96"	952.5	A
96 1/2"	96 1/2"	957.5	A
97"	97"	962.5	A
97 1/2"	97 1/2"	967.5	A
98"	98"	972.5	A
98 1/2"	98 1/2"	977.5	A
99"	99"	982.5	A
99 1/2"	99 1/2"	987.5	A
100"	100"	992.5	A

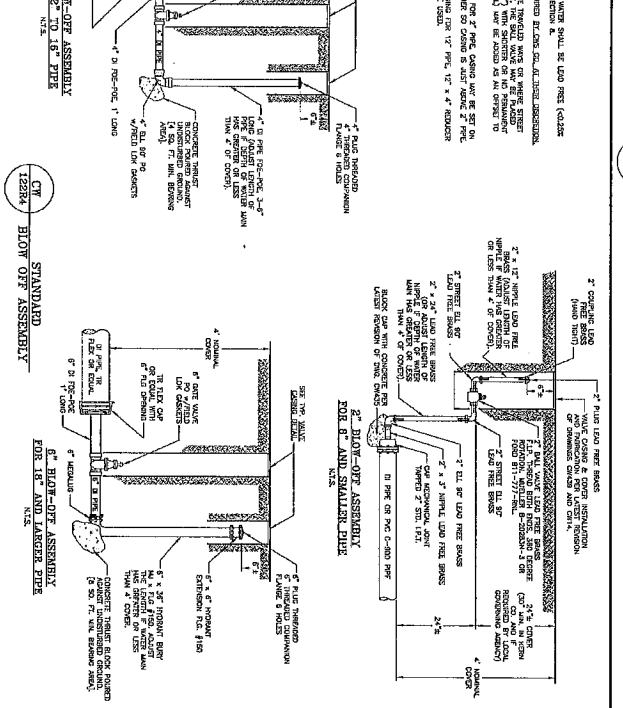
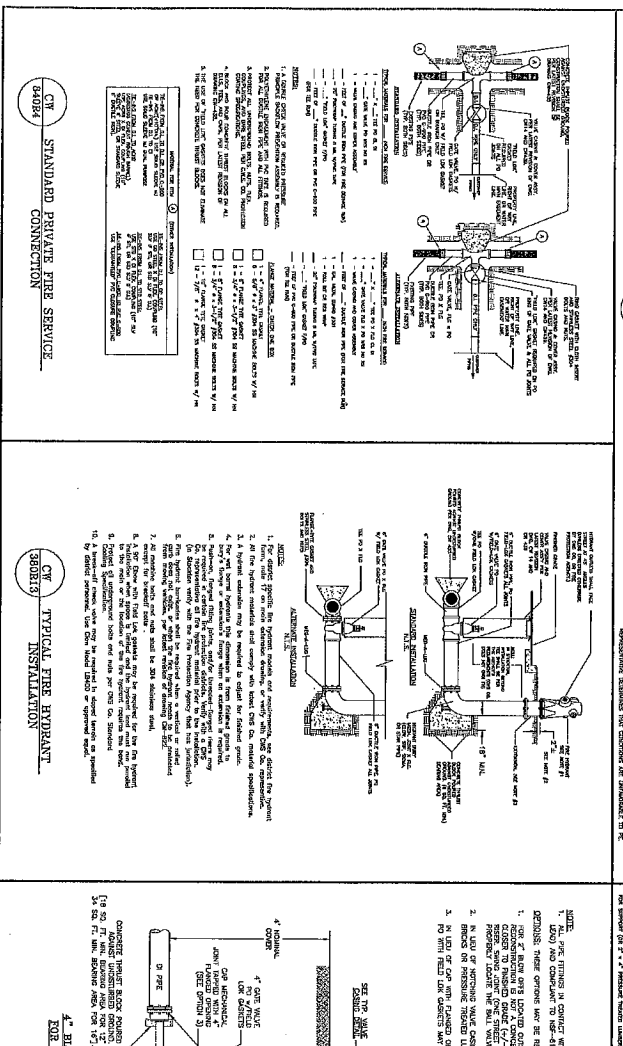
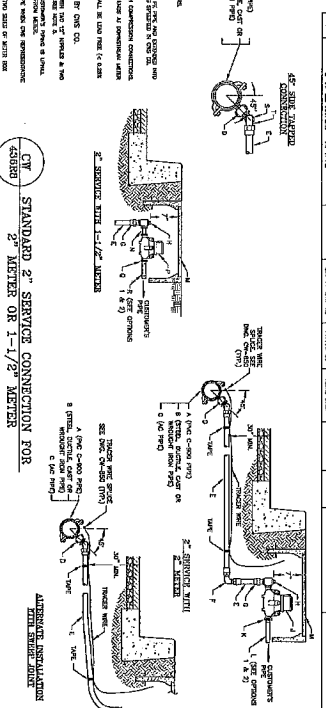
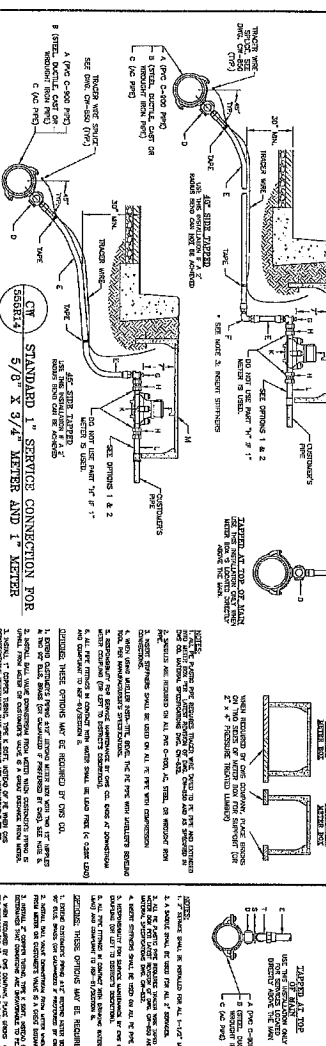




DATE: N.P.S.  
DRAWN BY: M. PONG  
CHECKED BY: [ ]  
APPROVED BY: [ ]

PIPE SIZE	PIPE WALL THICKNESS	CONCRETE RING	CONCRETE RING THICKNESS	CONCRETE RING WEIGHT	CONCRETE RING LENGTH	CONCRETE RING VOLUME	CONCRETE RING SURFACE AREA	CONCRETE RING PERIMETER	CONCRETE RING WEIGHT PER LINEAL FOOT
1/2"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
3/4"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
1"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
1 1/4"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
1 1/2"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
2"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
2 1/2"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
3"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
4"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
6"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
8"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
10"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
12"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
15"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
18"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
24"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
30"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
36"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
42"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
48"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
54"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
60"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
72"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
84"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
96"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03

PIPE SIZE	PIPE WALL THICKNESS	CONCRETE RING	CONCRETE RING THICKNESS	CONCRETE RING WEIGHT	CONCRETE RING LENGTH	CONCRETE RING VOLUME	CONCRETE RING SURFACE AREA	CONCRETE RING PERIMETER	CONCRETE RING WEIGHT PER LINEAL FOOT
1/2"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
3/4"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
1"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
1 1/4"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
1 1/2"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
2"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
2 1/2"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
3"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
4"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
6"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
8"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
10"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
12"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
15"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
18"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
24"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
30"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
36"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
42"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
48"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
54"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
60"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
72"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
84"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03
96"	0.075	2 1/2"	1 1/4"	5.0	1.0	0.001	0.17	15.7	0.03



STANDARD PRIVATE PIPE SERVICE  
63084

TYPICAL FIRE HYDRANT  
INSTALLATION  
300613

STANDARD  
BLow OFF ASSEMBLY  
112334





# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Planning Commission

**FROM:** Debbie Pedro, Town Planner

**DATE:** June 3, 2015

**RE:** Study Session on Amendments to the Second Unit Ordinance

### BACKGROUND

The 2014 Housing Element was adopted by the Town Council on January 14, 2015 and certified by the State Department of Housing and Community Development (HCD) on January 30, 2015. Program 3 of the 2014 Housing Element calls for amendments to the Town's Second Unit Ordinance with the intent to incentivize homeowners to add second units on their properties. Excerpts from Program 3 of the adopted Housing Element are provided in Attachment 1.

### DISCUSSION

The Town's Zoning Ordinance has contained regulations for guest houses and second units since 1967. (Ord. 1967-80) The ordinance has been modified through the years and the last amendment was approved on January 26, 2011. (Ord. 2011-390) Under the current ordinance, a second unit is a permitted accessory use in the R-E zoning district and their requirements are provided in Section 18.12.040.B of the PVMC. (Attachment 4)

In order to encourage the production of second units, program 3 of the adopted 2014 Housing Element calls for the following amendments to the Zoning Ordinance:

1. Allow second units on parcels two acres or larger to have up to 1,000 square feet of floor area, rather than the current limit of 750 square feet.
2. Allow two second units to be built on parcels 3.5 acres or larger. One of the units would need to be attached to the main house and the other unit would be a detached structure. This change will allow owners of larger properties to accommodate more housing, particularly for family members and potentially employees such as groundskeepers or caregivers.

3. Allow staff level review and approval of second units up to 750 square feet, rather than the current limit of 400 square feet.

Pursuant to Council direction, staff has drafted the ordinance amendments including adding a definition of second units to Section 18.04.422, and rewriting and reorganizing the second unit requirements in Section 18.12.040.B as called for by the Housing Element. A clean version of the draft ordinance is included as Attachment 2 and a redlined version is included as Attachment 3. Key changes to the ordinance are summarized below.

For property owners with larger lots (2+ acres and 3.5+ acres), the ordinance amendments would allow the construction of a second unit of up to 1,000 square feet and in some cases, two second units on the property. It should be noted that the potential to develop second unit(s) on a property would still be limited by other zoning and site development standards including setbacks, maximum floor area and impervious areas, topographical and geotechnical considerations.

The proposed amendments would allow ministerial review instead of discretionary review of second units that comply with the following requirements:

- The second unit shall not exceed seven hundred and fifty (750) square feet of floor area.
- The second unit shall conform to the Town's General Plan, Zoning and Site Development Codes, and Design Guidelines.
- The second unit shall not exceed a vertical building height of eighteen (18) feet with and a maximum building height of twenty-four (24) feet, as defined in Section 18.54.020.A.
- The second unit shall have colors, materials and architecture similar to the principal dwelling.
- The second unit is not located on a local scenic corridor as identified in the General Plan.

While staff cannot guarantee that the number of second unit applications will increase as a result of the proposed amendments, simplification of the permit process should help encourage second units. As with all applications for buildings and additions of any size, the Town Planner will have the discretion to forward projects with unusual or complex conditions to the ASCC for review pursuant to Section 18.64.010 of the PVMC.

### **Next Steps**

This study session is an opportunity for the Planning Commission to provide input on the proposed ordinance amendments. Based on comments and direction from the Commission, staff will make changes to the draft ordinance and forward it to the ASCC for review. The draft ordinance, along with comments from the ASCC will then return to the Planning Commission for review and recommendation to the Town Council.

### **Attachments**

1. Program 3 of the 2014 Housing Element adopted on January 14, 2015
2. Draft ordinance amendments (clean version) dated June 3, 2015
3. Draft ordinance amendments (redlined version) dated June 3, 2015
4. Section 18.12.040 of the PVMC (Second Unit Ordinance)

***Program 3: Second Units***

- 2482 Second units provide most of the affordable housing in town, and are the only type of affordable housing that can be produced in Portola Valley by market forces without a significant subsidy. Town regulations allow second units in most areas of the town. Surveys of second unit rental rates show that most second units are affordable, both within Portola Valley and in San Mateo County as a whole. Second units are particularly appropriate for Portola Valley because of their compatibility with the rural nature of the town and their ability to directly serve the need for affordable housing.
- 2482a To strengthen the second unit program, Portola Valley is proposing three amendments to its zoning ordinance in addition to the changes made to implement previous housing element programs. These amendments were identified as a priority by the Town Council in September 2014, and the Town anticipates developing and adopting the ordinance amendments in 2015.
- 2482b First, the town will amend its program to allow larger second units (up to 1,000 square feet rather than the current limit of 750 square feet) on lots with two or more acres. This change is meant to address a concern stated by some residents that the 750 square feet is too small to comfortably house either themselves as they grow older, or their children's families. The town hopes that this amendment will begin to address this concern and encourage more residents to build second units.
- 2482c Second, the town will amend its ordinance to allow two second units to be located on lots with 3.5 acres or more. Both second units will need to meet the second unit requirements, including parking. In order to minimize grading and site disturbance, and to preserve the general character of the residential areas, one of the second units will need to be attached to the main house. The other second unit could be detached. This change will allow owners of larger properties to accommodate more housing, particularly for family members and employees such as groundskeepers.
- 2482d Third, the town will also amend its zoning code to allow staff level approval of second units up to 750 square feet, rather than the current limit of 400 square feet, when no other permit is needed for the project. Projects that would require a site development permit from the ASCC or Planning Commission for grading or tree removal would need Commission approval, for example. As part of implementing this item, the town will examine the current performance standards for second units as set forth in the zoning ordinance and amend them as necessary to provide further guidance for staff in reviewing second unit applications.

2482e Finally, the town will monitor the number of second units being permitted annually. If the number of second units being permitted is lower than the number expected, the town will take action to increase second unit production. This could include one or more of the following actions: increasing publicity about the program, providing a floor area bonus for larger second units on larger lots, holding a workshop on second units, or reducing fees for second units.

2482f Objective: Over the previous planning period, an average of 5.3 second units were constructed in Portola Valley each year, with an increase through the planning period. Through the actions described above, this rate is expected to increase to 6.5 units per year. As a result, a total of 52 new second units are expected to be built during the eight-year planning period.

These are likely to provide housing for the same income categories as shown in the San Mateo County study completed in December 2013. Based on a conservative interpretation of that study, the 52 new second units will result in 26 units for extremely low income households, 0 for very low income, 10 for low income, 11 for moderate, and 5 for above moderate income households.

The town will monitor this program annually and take additional steps to increase second unit production if necessary.

#### ***Program 4: Shared Housing***

2484 As discussed in the section on housing characteristics, homes in Portola Valley tend to be large. For older residents who want to remain in their homes, maintaining a large home while living on their own may be difficult. One option would be to convert a portion of a home to a second unit. Another option would be to simply find someone else to share the house.

2484a The Human Investment Project for Housing (HIP Housing) is a nonprofit organization that conducts a program in San Mateo County to match housing “providers” with housing “seekers.” Rents are established on a case by case basis and can sometimes be partly defrayed by services. Although Portola Valley is currently in the area served by HIP Housing, there is no formal arrangement with the organization. Portola Valley will continue to work with the organization to increase publicity about its service in the town. This could include providing additional information on the Town’s website, distributing flyers and other printed information more broadly, or holding information sessions for residents. The Town Council has identified

## Chapter 18.04- Definitions

Section 18.04.422 - Second units.

An attached or detached residential dwelling unit located on the same parcel as a main dwelling unit and which provides complete independent living facilities, including those for living, sleeping, eating, cooking and sanitation, for one household.

## Chapter 18.12-R-E (Residential Estate) District Regulations

18.12.040 - Accessory uses permitted.

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

B. Second units subject to the following provisions:

1. A second unit up to seven hundred and fifty (750) square feet may be permitted on a parcel which is one acre or larger.
2. A second unit up to one thousand (1,000) square feet may be allowed on a parcel which is two acres or larger.
3. Two second units up to one thousand (1,000) square feet each may be allowed on a parcel of 3.5 acres or larger. Only one of the second units may be detached from the main house, except that both second units may be detached if both are created by converting existing floor area in legal accessory structures into second units.
4. Second unit floor area is inclusive of any basement area, but exclusive of garage or carport area.
5. The second unit shall have the same address as the principal dwelling.
6. The second unit is served by the same vehicular access to the street as the principal dwelling.
7. One dedicated parking space shall be provided for each second unit with one bedroom or less, and two dedicated parking spaces shall be provided for each second unit with two or more bedrooms.
8. Parking spaces in garages or carports shall be at least ten feet by twenty feet. Uncovered parking spaces shall be at least nine feet by eighteen feet.
9. Parking spaces do not have to be covered, guest spaces are not required and tandem parking is permitted.
10. Color reflectivity values shall not exceed forty percent except that trim colors shall not exceed fifty percent. Roofs shall not exceed fifty percent reflectivity.

11. 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.
12. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines.
13. 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.
14. An application for a second unit shall supply all information required by Section 18.64.040A.1 through 13.
15. Staff may approve, approve with conditions, or deny an application for a second unit, either attached or detached, which meets all of the conditions below:
  - a) The second unit shall not exceed seven hundred and fifty (750) square feet of floor area.
  - b) The second unit shall conform to the Town's General Plan, Zoning and Site Development Codes, and Design Guidelines.
  - c) The second unit shall not exceed a vertical building height, of eighteen (18) feet with and a maximum building height of twenty-four (24) feet, as defined in Section 18.54.020.A. A second unit may be permitted to a vertical building height of twenty-eight (28) feet and a maximum building height of thirty-four (34) feet subject to ASCC approval.
  - d) 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.
  - e) The second unit is not located on a local scenic corridor as identified in the General Plan.



## Chapter 18.04- Definitions

Section 18.04.422 - Second units.

See subsection B of Section 18.12.040

**An attached or detached residential dwelling unit located on the same parcel as a main dwelling unit and which provides complete independent living facilities, including those for living, sleeping, eating, cooking and sanitation, for one household. (NOTE: Per State definition in Govt Code Section 65852.2(i)(4))**

## Chapter 18.12-R-E (Residential Estate) District Regulations

18.12.040 - Accessory uses permitted.

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

- B. ~~One s~~Second units 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. (Moved to 13.e)~~
  - ~~2. A second unit shall comply with all provisions of the site development and tree protection ordinance, set forth in Chapter 15.12. (Moved to 13.e)~~
  - ~~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.~~
  - 1. A second unit up to seven hundred and fifty (750) square feet may be permitted on a parcel which is one acre or larger.**
  - 2. A second unit up to one thousand (1,000) square feet may be allowed on a parcel which is two acres or larger.**
  - 3. Two second units up to one thousand (1,000) square feet each may be allowed on a parcel of 3.5 acres or larger. Only one of the second units may be detached from the main house, except that both second units may be detached if both are created by converting existing floor area in legal accessory structures into second units.**
  - ~~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. (Moved to #10)

- ~~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~~
5. The second unit shall have the same address as the principal dwelling.
6. 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
- 7. One dedicated parking space shall be provided for each second unit with one bedroom or less, and two dedicated parking spaces shall be provided for each second unit with two or more bedrooms.**
- 8. Parking spaces in garages or carports shall be at least ten feet by twenty feet. Uncovered parking spaces shall be at least nine feet by eighteen feet.**
- 9. Parking spaces do not have to be covered, guest spaces are not required and tandem parking is permitted.**
102. Color reflectivity values shall not exceed forty percent except that trim colors shall not exceed fifty percent. Roofs shall not exceed fifty percent reflectivity.
113. 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.
124. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines.
14. 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.
15. An application for a second unit shall supply all information required by Section 18.64.040A.1 through 13.

16. Staff may approve, approve with conditions, or deny an application for a second unit, either attached or detached, which meets all of the conditions below:

a) ~~Whether attached or detached from the principal dwelling, The second unit floor area may~~ **shall not exceed four seven hundred and fifty (750) square feet of floor area** subject to ASCC approval. ~~In such cases, however, the second unit floor area may not exceed seven hundred fifty square feet.~~

b) **The second unit shall conform to the Town's General Plan, Zoning and Site Development Codes, and Design Guidelines.**

c) ~~The A second unit shall not exceed a vertical building height, as defined in Section 18.54.020, of eighteen feet (18) with~~ **and a maximum building height of twenty-four (24) feet, as defined in Section 18.54.020.A.** ~~A second unit may be permitted to a vertical building height of twenty-eight (28) feet and a maximum building height of thirty-four (34) feet subject to ASCC approval. per Chapter 18.64~~

d) 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~~

e) ~~The second units on parcels with frontage on Portola Road or Alpine Road, both of which are identified as~~ **is not located on a local scenic corridors as identified in the General Plan, are subject to ASCC approval per Chapter 18.64 to ensure consistency with the general plan.**

**Portola Valley Municipal Code****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)

## DRAFT MINUTES

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, MARCH 4, 2015,  
SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Targ called the Planning Commission regular meeting to order at 7:30 p.m. Ms. Pedro called the roll.

Present: Chair Nicholas Targ; Commissioners Alexandra Von Feldt, Nate McKitterick, and Denise Gilbert.

Absent: Vice Chair Judith Hasko

Staff Present: Debbie Pedro, Town Planner  
Karen Kristiansson, Deputy Town Planner

### ORAL COMMUNICATIONS

None.

### REGULAR AGENDA

- (1) Presentation: Jane Mark, MROSD Planning Manager, Midpeninsula Regional Open Space District's Proposal of Priority Conservation Area (PCA) within Portola Valley and its Sphere of Influence.

Commissioner Von Feldt recused herself from discussion of this item due to her organization's relationship with MROSD.

Town Planner Pedro introduced the proposal by Midpeninsula Regional Open Space District (MROSD) to nominate lands owned by MROSD to be designated as Priority Conservation Areas (PCA).

Jane Marks said MROSD has recently completed a vision plan to support their mission of preserving open space lands. Ms. Mark explained that PCAs are intended to be regionally significant open space areas with broad consensus for long-term protection, such as those designated in the Town's General Plan. She said that PCAs do not impose any additional land use regulation or change existing land use zones, do not restrict future development or property rights, and do not require any additional approvals by ABAG or the nominating agency.

Ms. Marks said that PCAs are intended to attract future funding opportunities, including grants, to support long term conservation efforts. She said that in 2007 approximately 101 PCAs were nominated and approved by ABAG. She said that the proposed PCAs in and around the Town of Portola Valley includes land owned by MROSD in the Windy Hill, Coal Creek, and Los Trancos Open Space Preserves. Ms. Mark said these proposed PCAs are consistent with the Town's General Plan Open Space Element.

Chair Targ asked for clarification regarding the proposed resolution which refers to land "owned and/or managed" by Midpen. Ms. Mark said the Peninsula Open Space Trust (POST) has an approximately 70-acre conservation easement at the Hawthorne property at Windy Hill; however, the property is all owned by Midpen. Commissioner Gilbert suggested the reference would be more accurately described as "owned and managed" instead of "owned and/or managed."

Commissioner Gilbert asked if grants through this program could be used to fund programs that were on the Midpen priority list for Measure AA, or if it was restricted to different items that were outside of the Measure AA priority list. Ms. Mark said those funds could be used for items on the Measure AA priority list. Commissioner Gilbert asked if the trail work on the Hawthorne property, which was designated low in priority, could be done earlier through this program. Ms. Mark said that decision would be made by MROSD board of directors.

Commissioner McKitterick asked whether the PCA designations would limit public access to the open space preserves. Ms. Mark said it would not and is actually intended to promote public access.

Chair Targ asked Ms. Mark to speak to the designations of Regional Recreation and Natural Landscapes. Ms. Mark said the four categories were adopted by ABAG. They are:

## DRAFT MINUTES

1. Natural Landscapes – Areas critical to the functioning of wildlife and plant habitats, aquatic ecosystems and the region's water supply and quality. Ms. Mark said this also promotes climate resiliency and recreation. Examples of these types of open space areas would be critical habitat areas, wetlands targeted for restoration, and watershed protection. She cited as an example the Napa Valley River Corridor, which Napa County is nominating as a natural landscape designation for the PCA.
2. Agricultural Lands – Farmland, grazing land and timberland that support the region's agricultural economy and provide additional benefits such as habitat protection and carbon sequestration. Ms. Mark said that the 2014 PCA program recognizes that working lands, farms, and agricultural lands have incredible benefits to the vitality of the region. This is a special recognition that there are open space areas that can also be agricultural lands, and the intention of this designation is to benefit agricultural resources. If there are grant opportunities available to support new infrastructure to support agricultural uses, this designation would benefit that type of operation. She said that Sonoma County nominated the coastal agricultural area, and Napa County nominated lowlands, agricultural lands, and watersheds.
3. Urban Greening – Existing and potential green spaces in cities that increase habitat connectivity, improve community health, capture carbon emissions, and address storm water. Ms. Mark said this is a new category, which may include, for example, creek corridors, storm water, and greenways. As an example, she said urban forestry areas in cities could be part of this category, along with riparian corridors within a city, community gardens, and local edible park sites. She said that the City of Hercules nominated the Hercules Waterfront in this category.
4. Regional Recreation – Existing and potential regional parks, trails, and other publicly accessible recreation facilities. Ms. Mark said this designation is to promote regional and local trails networks, including the San Francisco Bay Trail and the Bay Area Ridge Trail.

Commissioner McKittrick asked if agencies are using the PCA designations now as part of their grant funding requirement. Ms. Mark said there was a \$10 million grant program based on PCAs in 2009-2010, and there was a lot of transportation related projects, trail projects, and wetlands restoration projects that were tying back to PCAs. She said there is a growing recognition that these are good opportunities to use these as criteria for evaluating grant applications.

Councilmember Richards asked whether there was a minimum size requirement. Ms. Mark said there is no minimum or maximum size limitation regarding the PCA, but that the goal was to promote continuous connected open space areas.

Commissioner Gilbert asked if the Russian Ridge and Montebello Open Space Preserves have already been designated as PCAs. Ms. Mark said that Russian Ridge and Montebello, located in Santa Clara County, will be nominated as part of this process.

Chair Targ asked for clarification regarding the differences of the two maps in the staff report that were developed and why one was superseded. Ms. Mark said the first map, which showed areas that would be worthy of open space protection based on science, was presented to the Town originally. After working with Town staff, they decided it would be better to limit the PCAs to only the lands that MROSD owned, which resulted in the second map. Chair Targ asked if MROSD would be an appropriate agency to nominate a private property within the Town of Portola Valley. Ms. Mark said she thought it would be more appropriate for the Town to nominate private lands rather than MROSD.

Commissioner Gilbert asked staff if the General Plan specifically mentioned anything contradicting the PCAs with regard to Windy Hill. Ms. Pedro said that the proposed PCA designations for Windy Hill, Coal Creek, and Los Trancos Open Space Preserves were consistent with the Town's General Plan, which calls for the preservation of these lands as open space.

Chair Targ moved to recommend Town Council approval of the Resolution of the Town Council of the Town of Portola Valley Supporting Priority Conservation Area Designations within the Town and its Sphere of Influence with the edit specified by Commissioner Gilbert. Seconded by Commissioner Gilbert, the motion carried 3-0.



## DRAFT MINUTES

Commissioner Von Feldt returned to the dais.

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

Commissioner McKitterick reported that he was invited by members of Open the Watershed to a meeting about opening the San Francisco watershed up to public access. The San Francisco PUC is proposing to open trails to access by permit. A public hearing with the Board of Supervisors has been set for April 2. He said that over the next decade, there may be open public access to multiple locations in the Crystal Springs Watershed and into the coast, in coordination with other public agencies such as MROSD, Golden Gate National Recreation Area, and San Mateo Parks. Commissioner McKitterick will share with the Commission a report he is preparing to the Mayor to see if the Town Council wants to get involved in this prior to the public hearing.

Commissioner Von Feldt added that people would like access to the trails above Crystal Springs, but there would be some concern of impacts on habitat and wildlife. Commissioner McKitterick said that it is not pristine land anyway, with paved roads, gravel roads, and trails. At this point, it was not known if there would be enough change from opening the trails to require environmental reviews.

Ms. Kristiansson said the Portola Road Corridor Plan is going to Town Council March 11 and asked if one Planning Commission member might be available to attend the meeting. Commissioner Gilbert said she could go, and Commissioner Von Feldt noted that she would also be there as she had an item on the agenda.

Chair Targ recognized Commission Gilbert for her leadership over the past year as the chair of the Planning Commission.

### APPROVAL OF MINUTES: January 21, 2015

Commissioner McKitterick moved to approve the minutes of the January 21, 2015, meeting, as amended. Seconded by Commissioner Gilbert, the motion carried 4-0.

### ADJOURNMENT [8:20 p.m.]

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Nicholas Targ, Chair

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Debbie Pedro, Town Planner

## DRAFT MINUTES

### **PLANNING COMMISSION**

**May 20, 2015**

### **Special Joint ASCC/Planning Commission Site Meeting, 16/42 Santa Maria Avenue, Preliminary Review for Landslide Repair Project, Site Development Permit X9H-660**

The special site meeting came to order at 4:40 p.m.

#### **Roll Call:**

ASCC: Clark, Harrell, Ross  
ASCC absent: Breen, Koch  
Planning Commission: Hasko, McKitterick, Von Feldt  
Planning Commission absent: Gilbert  
Planning Commission recused: Targ  
Town Council Liaison: None  
Town Staff: Town Planner Pedro, Deputy Town Planner Kristiansson

#### Others present relative to the proposed project\*:

Tom Bylund, applicant  
Marge DeStaebler, Conservation Committee  
Steve Toben, 12 Santa Maria  
Jean Isaacson, 19 Santa Maria  
Ken Singleton, 40 Santa Maria  
Keith Orchard, 141 Santa Maria

\* Others may have been present who are not listed here

Ms. Kristiansson presented the May 20, 2015 staff report on this preliminary review of the proposed landslide repair. She noted that the landslide occurred in 1998 and that the current application involves 16, 261 cubic yards of cut and 15, 619 cubic yards of fill, with 642 cubic yards to be off-hauled. The total amount of cut and fill under the Town's Site Development Ordinance is therefore 31,880 cubic yards. She advised that the project also involves demolishing the houses on both sites, and that although septic systems had been designed and tentatively approved for the parcels, the systems would not be installed as part of this project. The systems were designed in order to ensure that the lots could be served by septic systems once the landslide repair was complete. Ms. Kristiansson also noted that the project involves drainage improvements on both lots in order to route water which enters the property from above around the landslide repair, and also to repair and control erosion. She said that vegetation would also need to be cleared from the site as part of the project, including two significant trees, one of which has unfortunately already been removed. Because of the narrow windy road, traffic and parking control will be important for this project, and the applicant will need to prepare a Traffic and Parking Control Plan in discussion with neighbors and the homeowners' association, and the plan will need to be approved by the Public Work's Director. In conclusion, she noted that the project had been reviewed and approved by the applicant's civil and geotechnical engineers and peer reviewed by the Town's engineering consultants and the Town Geologist. Since the Town Geologist would be at the evening meeting, she suggested that people hold technical questions for that meeting.

Tom Bylund, the applicant, noted that he was hoping to complete the work this summer. He further advised that the amount of off-haul noted on the plans was calculated and that he hoped to be able to reduce the actual amount of off-haul.

Those present asked questions and walked around the two properties, viewing both the lower and upper landslides. In response to questions, Ms. Kristiansson reviewed the tentative plans for the septic systems and noted where the tanks and leach fields would be located on each lot. In addition, the following additional pieces of information were shared during the course of the field meeting:

- The applicant has prepared a traffic and parking plan, which he has provided to the Woodside Highlands Road Maintenance District for their review. They are distributing the plan to the neighbors as well. The plan will need to be finalized and approved by the Public Works Director before the start of work on the site.

## DRAFT MINUTES

- The applicant has also prepared a grading sequence, stockpile and staging plan which is being reviewed by his geotechnical engineer and will be reviewed by Town staff and the Town Geologist.
- There will be no parking along the roadway or under the large oak near the entrance to 16 Santa Maria.
- There will be no work or access west of 42 Santa Maria; the catch basin and erosion control measures will start at the property line, and access will be provided solely from the applicant's property.

Jean Isaacson, 19 Santa Maria, said that she was representing the Woodside Highlands Roads Maintenance District. She said that the District was concerned about the possibility of road damage from the project and was looking for ways to protect the road.

ASCC members then offered their preliminary comments on the project. The members present indicated that they were generally supportive of the project and of stabilizing the site. For landscaping, members suggested that in addition to the hydroseeding and coast live oaks, non-native invasive plants should be controlled to allow native plants on and adjacent to the site to fill in.

### **Adjournment**

The special site meeting was adjourned at approximately 5:30 p.m.

## DRAFT MINUTES

### PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, MAY 20, 2015, SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Targ called the Planning Commission regular meeting to order at 7:30 p.m. Ms. Pedro called the roll.

Present: Commissioners McKitterick and Von Feldt, Vice Chair Hasko, and Chair Targ.

Absent: Commissioner Gilbert

Staff Present: Debbie Pedro, Town Planner  
Carol Borck, Assistant Planner  
Karen Kristiansson, Deputy Town Planner

### ORAL COMMUNICATIONS

None.

### REGULAR AGENDA

- (1) Public Hearing: Site Development Permit for a New Residence, Greenhouse, and Swimming Pool, File #'s: 52-2014 and X9H-687, 3 Buck Meadow Drive, Ross/Tamasi Residence (Staff: C. Borck)

Ms. Borck presented the project staff report and recommended conditions of approval for the proposed site development permit associated with the new residential development on the 1.34-acre vacant property. She noted that the proposed earthwork for the project that counts towards the site development permit is 1,384 cubic yards and remains unchanged from the original submittal. Ms. Borck advised that the most extensive area of grading involved 1,111 cubic yards of cut around the home necessary to create patio and landscape areas. Additionally, she advised that cut at the parking area near the driveway entrance would be as deep as approximately four and one-half feet and that fill at the autocourt would be as deep as three feet. Ms. Borck stated that all members of the site development permit committee had reviewed the proposed plans and found the project conditionally acceptable. She advised that the applicant was also seeking comments from the Planning Commission regarding the use of the Private Open Space Easement (POSE) for the proposed construction staging activities that can be forwarded to the Town Council who will be the reviewing body under the Conservation Easement Agreement.

Chair Targ asked for questions from the Commission or Staff.

Commissioner Von Feldt asked if there would be a process for inspecting the installation of the construction staging pad and accessway within the POSE and monitoring the grassland restoration after project completion. Ms. Borck advised that a schedule of inspections and monitoring would need to be included with the proposal.

Commissioner McKitterick asked if the Commission was voting to approve the site development permit, allowing the driveway to be the point of construction access with the option of using the POSE, if the POSE were to be approved for use by the Town Council. Ms. Borck said the Town Council is the ultimate approving body for the use of the POSE and will receive the comments and recommendations from the Planning Commission.

## DRAFT MINUTES

Bill Maston, project architect, said that they were in agreement with all recommendations provided by the ASCC and staff. He said that there will be a monitoring program proposed as part of the grassland restoration within the POSE. He stated that temporarily using the POSE for construction access would be the best way to preserve the three important blue oak trees at the front of the parcel. He said the three trees were also identified as the most important by the neighbors for screening of the site.

Mr. Maston advised that the Blue Oaks HOA directed the applicant to design the house with a low profile that is dug into the site so that the roof would be below the tree canopy. Additionally, he said there were neighbor concerns that the orientation of the primary outdoor patio area should be directed away from off-site views. In order to achieve this, they created a depressed courtyard behind the house that would be out of the visual sightline. To accomplish this design scheme, the deeper excavations are required.

Commissioner Von Feldt asked if new blue oak trees would be planted to replace some of the removed trees. Mr. Maston advised that approximately 30 blue oaks will be planted around the perimeter of the project.

Commissioner McKitterick asked if the neighbors were supportive of the use of the POSE for construction staging. Ms. Borck said she has not received any comments from neighbors concerning the use of the POSE. She advised that the HOA has reviewed the preliminary staging plan, and while they support the use of the POSE, they have directed the applicant to propose measures that will mitigate potential erosion of the drainage swale.

Chair Targ asked if there were any issues associated with the need for on-street construction parking. Mr. Maston said the Blue Oaks HOA has a general policy of restricting parking along the roadway; however, the HOA is willing to accept the tradeoff of directing parking to the street in order to have a smaller staging pad and reduce potential compaction of the grassland area in the POSE. Mr. Maston added that the roadway meets the minimum road width requirements, is visually accessible from both uphill and downhill from oncoming traffic, and that he does not think there are any increased safety concerns.

In response to Vice Chair Hasko's question regarding the use of the POSE staging pad, Mr. Maston advised it would be used for access for the excavation equipment and also for trucks to off-haul dirt. Once excavation is complete, Mr. Maston said the pad will be used for equipment staging for the foundation work. At the completion of the foundation and backfill work, the pad would then be used for temporary storage of framing materials. He said the pad would probably remain in place for approximately 20 months.

As there were no public comments, Chair Targ closed the public hearing and requested Commissioner comments.

Vice Chair Hasko expressed support for the project. She understands the balance between saving the three trees and preserving and restoring the grassland. She said a key factor is getting the right expert advice regarding the grassland restoration.

Commissioner Von Feldt offered support for the project. She said she understands the tradeoff with locating the staging area on the grassland in order to save the three trees. She offered to be the designated Planning Commission member to review and provide comments on the forthcoming documentation for the proposed use and restoration of the POSE. Additionally, she also noted that erosion control straw wattles with plastic wrapping traps and kills snakes, therefore, she would recommend using wattles with jute netting within the staging area.

## DRAFT MINUTES

Commissioner McKitterick stated that he supports the project.

Chair Targ supported Commissioner Von Feldt as a designated commissioner to review the POSE use and restoration plans, and he supports the project. He said that the resolution reached by the HOA regarding the POSE should be a prerequisite before it goes to the Town Council. Mr. Maston said if they wait for HOA approval before placing the item on the Town Council agenda, they will lose a couple of months and were hoping to be able to run the reviews simultaneously. Chair Targ agreed, however, he advised Mr. Maston to obtain an approval letter from the HOA before the Town Council meeting. Chair Targ also asked for a letter with respect to the on-street parking safety issue.

Commissioner Von Feldt moved that the Planning Commission find the project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303(a) of the CEQA Guidelines. Seconded by Vice Chair Hasko; the motion carried 4-0.

Commissioner Von Feldt moved to approve the site development permit for 3 Buck Meadow Drive as proposed, with the addition of Commissioner Von Feldt as reviewer of the environmental plan proposed for the use and restoration of the POSE. Seconded by Commissioner McKitterick; the motion carried 4-0.

Vice Chair Hasko moved to communicate to the Town Council that the Planning Commission supports the use of the POSE for construction staging and access, subject to the mitigation measures. Seconded by Commissioner Von Feldt; the motion carried 4-0.

(2) Preliminary Review of Plans for Landslide Repair: Site Development Permit X9H-660), 16/42 Santa Maria Avenue, Bylund (Staff: K. Kristiansson)

Chair Targ recused himself as he has adjoining property and asked that Vice Chair Hasko chair the meeting.

Ms. Kristiansson presented the staff report. She summarized components of the project including demolition of the existing homes, the proposed grading to repair the landslide, the design of the storm drainage improvements, tree removal, and locations of the septic systems which were designed to work with the landslide repair. She said the applicant provided the HOA and the neighbors with a traffic and parking plan for review, which will need to be finalized and approved by the Public Works Director prior to the start of work. The applicant provided a stockpile and staging plan which is being reviewed by his geotechnical experts and will also be reviewed by the Town Geologist. No parking will be allowed along the roadway or under the large oak near the entrance to 16 Santa Maria. There will be no work or access west of 42 Santa Maria. The catch basin and erosion control will begin at the property line and access will be provided solely from the applicant's property.

Ms. Kristiansson said the ASCC offered preliminary comments during the field meeting, noting they are generally supportive of the project and of stabilizing the site.

For landscaping, in addition to the hydroseeding and Coast Live Oak, non-native invasive plants should be controlled to allow native plants on and adjacent to the site to fill in.

Ms. Kristiansson said that the Planning Commission is being asked to provide preliminary comments on the project, which is currently scheduled to return to the ASCC on May 26 and the Planning Commission on June 3.

Ms. Von Feldt asked how this landslide repair solution is different from the proposal that was approved in 2008. Town consulting geologist Ted Sayre said the sub-surface excavation, the layout of the

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keyways and the sub-drain systems are quite different from the initial proposal, with less upper keyway excavation and much more significant upper excavation.

Ms. Von Feldt asked, considering the work would be less deep, if it would provide an equal amount of protection. Mr. Sayre said this approach has reduced the concerns about excavating into the hillside and the stability provided by the repaired ground is comparable. He said he saw no geotechnical engineering reason to go as deep as the previous excavation designs.

In response to Ms. Von Feldt's question about the drainage design to mitigate erosion at the swale, Mr. Sayre said the rocks would stabilize the channel. He said this design is intended to arrest the incision and active erosion occurring in the channel. He said the proposed rock solution was reviewed by a hydrologist, who carefully evaluated the proposed measures to address erosion, speeds of flow, sizing of rock, dissipation structures, etc.

Commissioner McKitterick expressed concern about what happens in the future if landowners do not maintain the drainage systems that affect the entire neighborhood and asked if the Commission could require the landowners to maintain their portion of the engineered drainage system installed on their property. Ms. Pedro said that maintenance of drainage systems on private property is a private matter and typically not required as a condition of approval.

Commissioner McKitterick asked if the effluence being pumped to the top of the lot raised any concerns about soil stability. Mr. Sayre said a geologist specifically evaluated soil stability in the upper area and reviewed all the subsurface data. The geologist reviewed the installation of the septic system as designed and found it appropriate.

Vice Chair Hasko asked if the septic system plans that are being reviewed now would be put in place as part of the overall project or if they would be put in place at a later time based on the plans. Ms. Kristiansson said the septic system will be put in place at the time the houses are built, but Staff asked that they be designed and approved by County Environmental Health to be sure that a system can be accommodated on each parcel with the landslide repair work.

Vice Chair Hasko invited public comment.

Steve Toben was strongly supportive of the expeditious approval of a permit to get this work done because the landslide has been of great concern to those downhill for a very long time. He expressed gratitude to Tom Bylund for his responsiveness regarding this problem. He asked for some acknowledgement that diligent fire prevention will be practiced on the site during construction. With regard to the terms proposed by County Environmental Health concerning the septic system, he is concerned because there are two professionals in Town with extensive experience in septic systems that are deeply skeptical about the County's tentative approval of this advanced tech, shallow, pressurized septic installation. He agrees that some mechanism should be in place to require maintenance and annual inspections of the drainage system.

In response to a question by Nicholas Targ, Ms. Kristiansson confirmed that the remediation work would not be done on his property.

Ken Singleton, 40 Santa Maria. Mr. Singleton said his property is immediately adjacent to both properties being discussed. He also commended Mr. Bylund's enthusiasm with moving forward with the project. He said he is grateful that most of the work would be done from below with few if any consequences to his property. He said he had a minor concern regarding dust and asked if there would be dust mitigation during the process. He said they have a parking pad next to their fence, which was

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never part of access to the property at 42. He requests the land be built up in a way that a future builder can restore the original access to that property.

With no further comments, Vice Chair Hasko brought it back to the Commission for discussion and reviewed the issues addressed in the public session.

In response to a question from Mr. Toben, Ms. Kristiansson said the tree protection is already in place; the stockpile plan is being reviewed by the applicant's geotechnical consultant and will be reviewed by the Town Geologist and Town Staff; the traffic and parking plan is in the process with the HOA and neighbors and requires Public Works Director approval; and the erosion control is generally handled by the Public Works Director after the site development permit is approved by the Planning Commission. She said all the pieces are converging and they are trying to move things ahead as expeditiously as possible while being very thorough with the process.

Ms. Kristiansson advised people who have concerns with the County Environmental Health's approval of the septic design contact her or Ms. Pedro and they can go over the plans and provide the geotechnical review of the upper area. Ms. Pedro said, with regard to alternative on-site wastewater treatment systems, the County Environmental Health Department does not normally approve these unless a gravity system is not feasible, which is the case here, and they have performance standards for such alternative systems. Vice Chair Hasko asked for additional information regarding the installation of similar systems in similar conditions. She also noted that required maintenance and inspection of the drainage system is important.

Regarding Mr. Targ's request for confirmation that remediation would be performed entirely on-site, Ms. Pedro said the modification has been made and is shown as such on the plans.

Vice Mayor Hasko supports the project and emphasized the need to receive clarification on all the points raised, in particular regarding the septic system.

### (3) Annual Housing Element Report for 2014 (Staff: K. Kristiansson)

Ms. Kristiansson presented the 2015 Annual Housing Element Report.

Chair Targ asked for questions or comments. There were none. Chair Targ commended staff for the excellent work on the Housing Element this past year.

### (4) Public Hearing: Amendment to Section 18.64.010 of the Zoning Ordinance – Referral of Projects for Architectural and Site Plan Review (Staff: D. Pedro)

Ms. Pedro presented the proposed amendment to Section 18.64.010 of the Zoning Ordinance, which limits ASCC review to buildings and additions larger than 400 square feet. In November 2013, staff developed a small projects policy allowing these smaller projects with unusual architectural features or complex conditions to be forwarded to the ASCC. The Town Attorney has advised staff that the referral process should be codified so that the Town Planner can raise any building permit up to ASCC level review. She said the draft policy developed in 2013 will still be used by staff as an internal guiding document to flag projects for potential referral to the ASCC. The ASCC reviewed the proposal on April 27 and unanimously supported the draft ordinance as presented. Ms. Pedro asked the Commission to review the proposal ordinance amendment, make any changes necessary, and provide a recommendation for the Council.

Chair Targ asked for questions. There were none.



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Commissioner McKitterick supported the project and said it would help mitigate situations where applicants maneuver to avoid going before the ASCC. In response to Vice Chair Hasko's question, Ms. Pedro said there is a fee for ASCC review but if a project qualifies for a building permit, they would pay a building permit fee and an additional deposit for the time needed to process the ASCC application. Chair Targ said this process would only be used in unusual circumstances and not all projects.

Chair Targ asked for public comment. There was none.

Commissioner McKitterick moved to find the proposed Resolution of the Planning Commission of the Town of Portola Valley Recommending Approval of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code exempt from California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines. Seconded by Vice Chair Hasko; the motion carried 4-0.

Commissioner McKitterick moved to approve the Resolution of the Planning Commission of the Town of Portola Valley Recommending Approval of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code. Seconded by Commissioner Von Feldt; the motion carried 4-0.

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

None.

ADJOURNMENT [9:00 p.m.]

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Nicholas Targ, Chair

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Debbie Pedro, Town Planner