



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, June 8, 2015
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

7:30 PM – REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Harrell, Koch, Ross
3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. Old Business:
 - a. Continued 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 #s: 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)
 5. New Business:
 - a. Study Session on Amendments to the Second Unit Ordinance (Staff: D. Pedro)
 6. Commission and Staff Reports:
 7. Approval of Minutes: May 26, 2015
 8. Adjournment:
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*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

WRITTEN MATERIALS. Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

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

Date: June 5, 2015

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Karen Kristiansson, Deputy Town Planner

DATE: June 8, 2015

RE: Continued 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 ASCC act on the Architectural and Site Plan Review for the project and provide recommendations to the Planning Commission concerning the conditional use permit and variance applications and the Initial Study/Negative Declaration.

BACKGROUND

This project includes removing water booster pumps from Station 8 and creating a combined facility at Station 13, as well as replacing roughly two miles of water transmission pipeline in the Portola Road right-of-way between Sand Hill Road and Westridge Drive. 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 on Portola Road across from Hayfields Road. The above-ground equipment at that station 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 on Portola Road between Westridge Drive and Stonegate Road. Existing equipment at Station 13 would be removed and replaced with upgraded equipment together with replacement equipment for Station 8. Total equipment proposed on the site would include six pump booster stations, a generator, and an electrical panel.

To screen the equipment, a six-foot tall wooden grapestake fence would be installed around the entire site. The fence would be located on the side and rear property lines and would be set back about five feet from the front property line. In addition, landscaping vegetation would be planted on the property in front of the fence and also in the right of way.

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 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

June 3, 2015 Preliminary Review

The ASCC participated in a joint field meeting with the Planning Commission at this site on June 3, 2015 to provide preliminary comments on this project (staff report attached). That evening, the Planning Commission also heard public comments and provided preliminary feedback during their regularly scheduled meeting. The key issues discussed at the field and evening meetings are summarized below.

Height of Booster Pumps

The primary concern Commissioners expressed about the project was the height of the booster pumps, at 9'4" and their visibility from the road. Several possibilities were discussed:

1. Lower booster pumps. Commissioners suggested that the pumps could be lowered below ground level to reduce the amount of equipment visible above the fence. John Puccinelli of Cal Water noted that this is technically possible but would require changes to the design which could be costly as well as an increase in impervious surface which would likely exceed the Town's impervious surface limit.
2. Reduce height of acoustic shelters. Commissioners asked whether it would be possible to reduce the height of the acoustic shelters if the pumps do not extend all the way to the top. Cal Water representatives advised that the pumps themselves are approximately 34" shorter, so while the shelters are 9' 4", the height of the booster pumps themselves would be 6' 6".
3. Relocate booster pumps. At staff's request, Cal Water had considered installing the booster pumps on the rear portion of the property rather than the front portion of the property. However, a noise analysis found that noise levels at the rear property line would exceed the Town's noise standard for night-time noise along the rear property line. Additional mitigation, such as a sound wall along the rear property line, would be needed to reduce that noise level, and a sound wall would have its own impacts.

At the evening meeting, Mr. Puccinelli noted that he would look into these possibilities. He advised that if an alternative would require significantly more funding, Cal Water would need approval from the Public Utilities Commission (PUC) in order to implement it. Additionally, Cal Water, like other large companies, has standards for its installations and alternatives may not work with those standards. (More information on these options, which was developed following the meeting, is provided below.)

Tree removal

Trees #12 and #13 were proposed for removal because the standard tree protection fencing for these trees would occupy much of the center of the site, such that the project would be difficult to install. Commissioners agreed that in this case, reducing the level of tree protection required would make sense in order to attempt to keep the trees.

Landscaping

Commissioners agreed that some changes should be recommended to the proposed landscaping plan. These include:

1. changes to the plant palette as recommended by the Conservation Committee (smaller plant sizes, and replacement of scrub oak with toyon, shiny redberry or holly leaf cherry);
2. adding honeysuckle or a similar plant to grow along and screen the fence;
3. adjusting proposed landscaping at the corner of Westridge and Portola Road to be closer to the site, up on top of the rise; and
4. removing acacias and eucalyptus near the site along Westridge Drive.

Fence

The existing four-foot grape stake fence at the front of the site was donated by resident Ed Wells, who passed away in February. Commissioners asked that the fence be returned to the Town for reuse or recycling, and Cal Water agreed.

At the June 3, 2015 regular Planning Commission meeting, the following additional information was provided:

- Stations 8 and 13 were installed in 1955 and both need to be upgraded. However, because of the elevation difference between Station 8 and Portola Road and the electric lines along the road, a crane is needed to install equipment at the site. As a result, this project proposes to consolidate Pump Stations 8 and 13 at Station 13, which is much more accessible.
- The pipeline replacement would have been needed in any case, and the size of the pipes is being enlarged because an increase in flow capacity is needed in order to get the required amount of water all the way to Pump Station 13.
- Of the six booster pumps at Station 13, three would replace Station 8 and serve one area, while the other three would serve another area.
- Normally, only two pumps will be operating at a time, one for each area. During times of high demand, a second pump would be put to use for each area. The third pump for each area would be available as a backup, if either of the main pumps serving an area stopped functioning. PUC system standards require this number of pumps to serve current capacity and are not intended to increase capacity.
- The noise analysis for the project was based on four pumps, which would be the maximum number operating at one time.
- The Public Works Director is planning a slurry seal project for this portion of Portola Road for 2016 and would like this project to be completed first.

- Staff has reviewed the Portola Road Corridor Plan with this project in mind and found that the project appears to be consistent with the Corridor Plan.

Preliminary comments offered by Commissioners at the field and evening meetings consisted of the following:

- Concern was expressed about the visibility of the project, and Commissioners asked Cal Water to explore options for reducing the visibility of the booster pumps from the road.
- In terms of landscaping, Commissioners suggested changing the plant palette as recommended by the Conservation Committee, adding honeysuckle or a similar plant along the fence, relocating proposed landscaping at the corner of Westridge Drive and Portola Road up on top of the rise and closer to the site, and removing acacias and eucalyptus near the site along Westridge Drive. Commissioners agreed on the importance of screening for this project.
- The Town should allow reduced tree protection measures for trees 12 and 13 in order to hopefully preserve those trees on the site.
- Noise from the project should be considered carefully, as the existing equipment was quite noticeable.
- Planning Commissioners noted that they could likely make the findings for the use permit and variance.

Conditional Use Permit and Variance

As was discussed during the preliminary review process, this project will need both a conditional use permit and a variance. The required findings for both of these were discussed in the June 3, 2015 staff report in Attachment 4, and Commissioners noted at the preliminary review meetings that it appeared that the findings could be made. While the Planning Commission is the acting body for these two applications, the ASCC should provide a recommendation to the Planning Commission on these. Staff has developed recommended conditions of approval for the use permit application, which are listed in Attachment 2, and would be brought forward to the Planning Commission for their consideration on June 17.

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). The ASCC is the deciding body on the architectural review, and approval would be conditioned on Planning Commission approval of the use permit and variance.

Information on height, floor area, impervious surface, tree removal, landscaping, fencing, lighting, colors and materials, and signs was provided in the June 3, 2015 staff report in attachment 4. Additional information on key issues is provided below.

Impervious Surface

As was discussed at the field meeting, the amount of impervious surface proposed for the site was reduced to 815 square feet (sf) to comply with the impervious surface limit for the property, which is 820 sf. Impervious surface proposed includes the concrete pads for the equipment as well as the entry way, which will be constructed out of compacted class two base rock and will extend about 50 feet into the site. The remainder of the site will be covered with uncompacted drain rock.

Height and Visibility

Along the Westridge Drive frontage, the generator is 7' 2" in height, while the panel board is 7' 6" tall. As was discussed at the field meeting, because the site is higher than Westridge Drive, very little of this equipment will be visible over the top of the fence due to the angle looking up from the road. As a result, the main feature that will be visible from Westridge Drive will be the fence. The proposed plantings, including the honeysuckle and the trees and shrubs which will be located on top of the rise, will help to screen the fence.

The acoustic shelters for the booster pumps are 9' 4" in height, which is taller than the equipment currently on the site but significantly lower than the 28' height limit for the zoning district. Cal Water looked into lowering the booster pumps but found that, in order for the pipes entering the booster pumps to be above ground, the total depressed area would need to be 52' by 22'. That would increase the impervious surface for the project to 1,139 sf over the allowable amount for the site and would also significantly increase the cost of installation as well as the operations and maintenance costs for the site. As a result, this option does not appear feasible.

The amount of space within the acoustic shelter above the booster pump can be reduced by 6", however, which would decrease the total height of the pump boosters to 8' 8". Cal Water would also be willing to paint the pitched roof of the acoustic shelters a darker color or attach a different finish to the roofs, and has also offered to increase the height of the fence or install a lattice above the fence for vegetation to climb. In considering an increase in height, the ASCC would need to weigh the benefits of increased screening against the impacts of a taller fence which would itself be noticeable, particularly given the length of the fence.

Landscaping

Cal Water is willing to adjust the plant palette and locations of landscaping as discussed at the field meeting. A condition of approval is therefore recommended which calls for the landscaping plan to be adjusted as discussed to the satisfaction of a designated ASCC member, with locations to be set in the field once the equipment has been installed. The locations of trees in the right-of-way will also need to be approved by the Public Works Director.

Work at Pump Station 13 is scheduled to be completed in April 2016. For the trees to be planted at the optimal time, planting would therefore need to be delayed several months until the fall. The ASCC should consider whether some or all of the landscaping should be installed in the spring in order to provide immediate screening of the site.

Alternative Tree Protection Measures

Commissioners discussed and agreed to allow alternative tree protection measures for Trees 12 and 13 in order to preserve the trees while still providing needed access to all parts of the site. Following the meeting, Cal Water noted that alternative protection measures will be needed for Tree 8 as well, which is an 18" Coast Live Oak at the Westridge Drive property line of the site. The alternative measures will be needed for Tree 8 in order to allow the installation of the generator. As a result, staff is recommending a condition of approval that the applicant work with a certified arborist and planning staff to develop appropriate alternative tree protection measures for Trees 8, 12 and 13.

Fencing

As was discussed at the preliminary meetings and in the June 3, 2015 staff report, the proposed fence does not meet the Town's fence standards and cannot serve the function needed for this property given the conditions on the property. 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." The ASCC is therefore being asked to grant relief for the height, location, and opacity of the fence as part of this project.

As was stated above, the existing 4' tall grape stake fence at the site would be removed and returned to the Town to be reused or recycled.

Noise

The noise analysis that was conducted for this project is discussed on pages 65-67 of the Initial Study/Mitigated Negative Declaration (IS/MND). That analysis indicates that without mitigation, the sound level at the rear property line would be 62 decibels. With the proposed mitigation, which includes the acoustic shelters with acoustic sheeting, fiberglass insulation, and sound management foam, the sound level at the rear property line would be 33 decibels. It should be noted that this sound level is a conservative estimate in that it was calculated based on times of peak operation, when four pumps would be in use. Most of the time, only two pumps will be operating.

The 33 decibel sound level is well below the Town's nighttime noise limit of 40 decibels, as well as the daytime limit of 50 decibels. Based on the approximate measurement taken at the field meeting of about 65 decibels for the existing equipment, the proposed installation is expected to be significantly quieter than current conditions. In large part, this is because there are no noise mitigation measures in place for the existing equipment.

CEQA Analysis

An Initial Study was prepared for this project. The recommended mitigation measures are listed on pages 2-6 of the Mitigated Negative Declaration and as part of recommended condition 6 in attachment 1. The analysis indicates that with these mitigation measures, the project would not have a significant impact on the environment. As a result, a Mitigated Negative Declaration was prepared. Commissioners received this document in their packets for the June 3, 2015 field meeting, and the body of the document is also available at Town Hall and on the Town's website.

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 written.

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. As was requested by the Planning Commission at the June 3 evening meeting, staff also sent an email to the property owners of 6 Stonegate Road across the street from Station 13 to ensure that they had received information about the project.

CONCLUSION

If the ASCC finds that it can approve the Architectural Review portion of the project, recommended conditions of approval are provide in Attachment 1. Approval would be conditional upon and would only take effect with the approval of the conditional use permit, variance, and Initial Study/Negative Declaration by the Planning Commission.

The ASCC should also provide a recommendation to the Planning Commission, which will be considering this project for action on June 17. That recommendation should address the Initial Study/Mitigated Negative Declaration as well as the use permit and variance applications. Attachment 2 lists the conditions of approval which staff would recommend for the use permit approval. No conditions would be recommended relative to the variance.

ATTACHMENTS

1. Recommended conditions of approval for the Architectural and Site Plan Review
2. Recommended conditions of approval for the Conditional Use Permit
3. Staff report from the June 3, 2015 preliminary review meetings (attachments available on the Town's website)

Note: The Initial Study/Mitigated Negative Declaration for the project was provided in Commissioners' packets for the June 3 preliminary review meetings.

Report approved by: Debbie Pedro, Town Planner

**RECOMMENDED CONDITIONS OF APPROVAL
For Architectural and Site Plan Review,
Pump Station 13, Cal Water, File # 3-2015**

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

1. The existing four-foot fence at the site shall be removed with care and returned to the Town for reuse or recycling.
2. The applicant shall work with a certified arborist and planning staff to develop alternative tree protection measures for Trees 8, 12 and 13 which will provide the maximum protection possible while also allowing work to proceed on the site.
3. As part of the project, the acacia and eucalyptus trees adjacent to the site shall be removed.
4. The proposed landscaping plan shall be adjusted to the satisfaction of a designated member of the ASCC. These adjustments shall include changes to the size of the plants, the replacement of the scrub oaks with native shrubs, the addition of honeysuckle or a similar plant to screen the fence. The locations of the landscape plants shall be set with the designated ASCC member in the field once the equipment and fence have been installed, and the locations of all trees in the right-of-way shall be reviewed and approved by the Public Works Director.
5. The project shall comply with all mitigation measures set forth in the approved Initial Study/Mitigated Negative Declaration for the project, as listed below:

Mitigation Measure AES-1: The wood fence shall be set back from the property lines as much as possible, and not less than five feet from the property line along Portola Road. Replacement landscaping, including 24-inch box trees shall also be planted and maintained. Selected species shall be native to the Portola Valley area and consistent with rural values of the Portola Road scenic corridor. Additional landscaping with native shrub species shall be installed soften views of the perimeter fencing from Portola Road, Westridge Drive, and Stonegate Road. The landscaping plan shall be reviewed and approved by the Portola Valley Architectural and Site Control Commission in order to ensure maximum mitigation of aesthetic impacts.

Mitigation Measure BIO-1a: A U.S. Fish and Wildlife Service (USFWS) approved biologist shall conduct pre-construction surveys of all work areas near Sausal Creek and Lower and Middle Searsville lakes for the presence of CRLF and SFGS. Work areas to be surveyed include trenching and vehicle staging areas located outside of the paved roadbed within 50 feet of Sausal Creek and 50 feet of the Lower and Middle Searsville lakes habitat along the Portola Road alignment between Family Farm Road and Sand Hill Road. Surveys shall be conducted within two weeks before the onset of project activity. If CRLF are found, work shall not commence until the USFWS is contacted and avoidance measures are in place. The following measures shall be implemented along with any measures identified by the USFWS during the consultation process:

1. Any CRLF found in the project work area may be relocated upon determination by the USFWS that an appropriate relocation site exists and

relocation is the preferred avoidance method. If the USFWS approves moving animals, the approved biologist shall be allowed sufficient time to move CRLF from the work site before work activities begin. Only USFWS-approved biologists shall participate in activities associated with the capture, handling, and monitoring of CRLF.

2. If SFGS are found in the project site, all work in the area should stop and the qualified biologist should be contacted immediately. The qualified biologist should be present to observe the SFGS until it moves off of the site on its own. If the SFGS has not moved off the site on its own after a reasonable amount of time has elapsed, or if the snake becomes entrapped or moves in a direction where there it is in imminent danger of being injured or killed, the qualified biologist shall contact USFWS to determine a proper course of action. If the USFWS approves moving the SFGS, the approved biologist shall be allowed sufficient time to move it from the work site before work activities begin. Only USFWS-approved biologists shall participate in activities associated with the capture, handling, and monitoring of SFGS.
3. Before any project activities occur at a maintenance site, a USFWS-approved biologist shall conduct a training session for all construction personnel. At a minimum, the training shall include a description of the CRLF, SFGS and their habitat; the importance of the CRLF, SFGS, and their habitat; the general measures that are being implemented to conserve the CRLF and SFGS as they relate to the project; the boundaries within which the project may be accomplished; and specific instructions on how to avoid injuring those species. Workers should also be made aware of the proper protocols to follow should a special-status species be observed or injured. All personnel working in areas where special-status wildlife may be encountered should attend the worker education program prior to beginning their first day of work.
4. A USFWS-approved biologist shall be present at the work site until such time as all removal of CRLF and SFGS, instruction of workers, and habitat disturbance have been completed. After this time, the contractor or permittee shall designate a person to monitor on-site compliance with all minimization measures. The USFWS-approved biologist shall ensure that this individual receives the training outlined above and in the identification of CRLF and SFGS. The monitor and the USFWS-approved biologist shall have the authority to halt any action that might result in impacts that exceed the levels anticipated by the USFWS during review of the proposed action. If work is stopped, the USFWS shall be notified immediately by the USFWS-approved biologist or on-site biological monitor.

Mitigation Measure BIO-1b: A qualified biologist shall conduct a pre-construction survey for WPT in the project work area prior to commencing project activities. Work areas to be surveyed include trenching and vehicle staging areas located outside of the paved roadbed within 50 feet of Sausal Creek and 50 feet of the Lower and Middle Searsville lakes habitat along the Portola Road alignment between Family Farm Road and Sand Hill Road. A combination of visual and trapping surveys may be performed with authorization from CDFW. If the species is found present in the work area, the biologist with approval from CDFG may capture turtles prior to project

activities and relocate them to nearby, suitable habitat a minimum of 300 feet downstream from the work area.

Mitigation Measure BIO-1c: Wildlife exclusion fencing shall be installed around the perimeter of any vehicle and equipment staging area within 50 feet of Sausal Creek and 50 feet of the Lower and Middle Searsville lakes habitat along the Portola Road alignment between Family Farm Road and Sand Hill Road. Wildlife exclusion fencing shall be installed around the perimeter of the work area within Sausal Creek for the hanging pipeline alternative and around bore and receiving pits for the directional drilling and jack and bore alternatives. Bore and receiving pits may be covered as an alternative to fencing. Ends of the fencing shall be flared in at an acute angle to encourage animals to move back toward the wetlands, rather than moving toward the road and construction.

A qualified biological monitor should be present during the installation of the wildlife exclusion fence and during any initial clearing and grubbing associated with pipeline crossing of Sausal Creek. The monitor should be present to monitor for the presence of SFGS while there is an open trench adjacent to Lower and Middle Searsville lakes and at Sausal Creek.

Mitigation Measure BIO-1d: At the end of each work day, trenches or any similar open excavation deeper than 12 inches shall be covered so that wildlife cannot become entrapped. Protection may consist of backfilling, surrounding the excavation with silt fence buried at the bottom, covering with a trench plate or wood that is flush with the ground, or creating an escape ramp with a slope and width sufficient to allow wildlife to escape. Open ends of pipe within 50 feet of Sausal Creek and 50 feet of the Lower and Middle Searsville lakes habitat along the Portola Road alignment between Family Farm Road and Sand Hill Road shall be capped at the end of each work day. Each morning, prior to commencing work, the qualified biological monitor should check open excavations to ensure that wildlife has not become entrapped.

Mitigation Measure BIO-2: A qualified biologist holding permits from CDFW shall conduct a pre-construction survey for stick houses of the SFDW. If nests are found within 10 feet of any area to be cleared or in trees to be removed, a plan to relocate active stick houses should be developed and submitted to CDFW for approval. Generally accepted guidelines for relocating dusky-footed woodrat stick houses are to live trap adults, and transport in the trap with young to stick houses that have been rebuilt at an approved location outside the work area. Relocation of stick houses must be done by a qualified biologist holding a USFWS Scientific Collecting Permit, and can only be done after obtaining a memorandum of understanding from CDFW.

Mitigation Measure BIO-3a: A qualified biologist shall conduct pre-construction surveys of all trees to be removed by project activities during the breeding season for birds and raptors protected under MBTA (February 1 through August 15). Nesting bird surveys shall also be conducted of all mature trees, shrubs, and structures adjacent to the removed trees and designated vehicle staging areas for the presence of active nests, no more than a week in advance of the tree removal, use of the staging area, or movement of the staging area to a new location. If active nests are found, trees shall not be removed until nesting is complete. A construction buffer should be established by the qualified biological monitor in coordination with CDFW.

The buffer should remain in place until the qualified biologist has determined that young have left the nest. No surveys shall be required for construction activity occurring outside of the nesting period (August 16 through January 31).

Mitigation Measure BIO-3b: A qualified biologist shall conduct pre-construction surveys of all trees to be removed and structures to be demolished by project activities during the maternal roosting season for bats (February 1 through August 15). Surveys shall be conducted no more than one week before the start of project construction. The survey shall be done by a biologist with the necessary expertise, including being able to recognize breeding behavior and acoustically measure for bats. Roosting bats shall be excluded before the tree is removed, the tree shall be removed at dusk, or other measure recommended by the bat biologist that minimizes bat mortality. If a maternal roost is detected, that roost shall either not be removed or shall be replaced as specified by the bat biologist. No surveys shall be required for construction activity occurring outside the maternal roosting period (August 16 through January 31).

Mitigation Measure BIO-4a: Cal Water shall design, pre-plan and direct the selected drilling or trenching operation in such a way as to minimize the risk of spills and erosion of all types. No less than 60 days in advance, provide for review and approval, a Spill Contingency Plan to CDFW in the event of the release of drilling lubricants through fractures in the streambed or bank ("frac-outs"). In substrates where frac-outs are likely to occur, operate in a manner that would reduce risk, such as using lower pressure and greater boring depths.

Frac-out prevention and clean-up plans shall be submitted for approval to CDFW and include:

- Drill hole size
- Pressure at the bore head in the existing soil conditions
- Backfill material for the annulus space between the drill hole and pipe (if any)
- Name(s) and phone numbers of biological monitor(s), qualified biologist(s) third-party monitors, and crew supervisor(s)
- Site-specific resources of concern (if applicable, include factors such as possible presence of sensitive species)
- Monitoring protocols (include biological monitoring and frac- out monitoring)
- Containment and clean-up plan (include staging location of vacuum trucks and equipment, equipment list, necessary hose lengths, special measures needed for steep topography, etc. at each location)

Mitigation Measure BIO-4b: Cal Water shall obtain and follow the guidelines of a CDFW 1600 Lake and Streambed Alteration Agreement (SAA). The SAA would provide mandatory guidelines for the protection of riparian habitat and wildlife species and water quality.

Mitigation Measure BIO-5: The applicant shall plant and maintain replacement landscaping, including 24-inch boxed valley or live oaks, onsite or in the shoulders of the adjacent right-of-ways. The landscaping plan shall be reviewed by the Portola Valley Conservation Committee and the Architectural and Site Control Commission in order to ensure maximum mitigation of biological impacts. Measures identified in a Tree Protection Plan prepared by an Arborist shall be implemented during site construction activities to avoid damage to remaining adjacent trees.

Mitigation Measure CUL-1: In the event that potentially significant historical deposits are found during ground disturbing activities, a qualified archaeologist shall inspect the property site and, if necessary, Cal Water shall develop a plan for their evaluation. If evaluative testing demonstrates that additional construction related earthmoving would affect materials eligible for inclusion on the California Register of Historic Resources, the Town shall develop a plan for mitigating potential impacts (normally through limited hand excavation to retrieve a sample of materials for analysis) before work is allowed to recommence inside the project area.

Mitigation Measure HYD-1: A comprehensive erosion control plan and SWPPP shall be prepared by a qualified SWPPP Practitioner to address construction-phase and post-construction pollutant impacts. SWPPP shall be consistent with recommended design criteria, in accordance with the NPDES permitting requirements enforced by the SMCWPPP and the San Francisco Bay RWQCB.

Mitigation Measure NOI-1: Water pump sound levels should not exceed an Leq of more than 50 dBA during the daytime hours (7 AM -10 PM) and 40 dBA during the night hours (10 PM -7 AM) at surrounding residences. Pumps shall be enclosed in an acoustic shelter such as a three- ayer system comprised of vinyl sheeting, fiberglass insulation, and sound foam, capable of reducing noise levels in accordance with the Town noise ordinance.

Mitigation Measure NOI-2: The following measures shall apply to site development and construction:

1. Signs shall be posted at the entrance to the site and at construction equipment staging areas informing all workers and construction contractors of Portola Valley Noise Control Code requirements. The sign shall also provide a contact name and phone number for the job site and the Portola Valley Department of Public Works.
2. Surrounding residential land uses shall be given at least five days advanced written notice of construction activity scheduling and hours of construction.
3. Stationary equipment such as compressors, generators, and welder machines shall be located as far away from surrounding residential land uses as possible.
4. Impact tools such as jack hammers shall be hydraulically or electrically powered wherever possible to avoided noise associated with compressed air exhaust from pneumatically powered tools. When use of pneumatic tools is not unavoidable, an exhaust muffler shall be used on the compressed air exhaust.

Mitigation Measure TRANS-1: Cal Water shall submit a traffic control plan to the Town Department of Public Works for review and approval. The traffic plan shall identify hours of pipeline construction work, lane closure requirements, safety control measures to be implemented such as signage, speed limits, and use of flagman. All construction traffic and activity within the Portola Road right-of-way shall be scheduled to avoid peak commute hours (weekdays 7:00 a.m. to 9:00 a.m. and 5:00 p.m. to 6:00 p.m.).

**RECOMMENDED CONDITIONS OF APPROVAL
For Conditional Use Permit,
Pump Station 13, Cal Water, File #s 3-2015 and X7D-176**

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

1. The applicant shall comply with all conditions of the Architectural and Site Control Commission approval from June 8, 2015.
2. All facilities shall be kept in good repair, and the property shall be maintained in a condition compatible with the surrounding area.
3. The generator at the site shall be for emergency use only. Generator testing shall be limited to no more than one time per week, on weekdays between the hours of 10 a.m. and 4 p.m.
4. All vegetation on the site and in the screening vegetation area adjacent to the site shall be irrigated, maintained, and replaced as necessary.
5. Ongoing maintenance of the site shall include removal of non-native invasive plants from both the site and the adjacent areas along the Westridge Drive and Portola Road frontages.
6. If, in the opinion to the Planning Commission, noise generated from the proposed facility is detrimental to surrounding properties, the Planning Commission may require the applicant to develop and implement additional noise mitigation measures.
7. No exterior lighting shall be installed at this site.
8. No additional signs other than those approved as part of this project shall be installed at the site.
9. Prior to making any changes to the site, such as repainting or replacing equipment, Cal Water shall inform the Town Planner, who shall determine whether the project with the changes would be substantially similar to the approved project. Any changes which are not substantially similar to the approved project shall be referred to the ASCC or the Planning Commission as appropriate.



MEMORANDUM

TOWN OF PORTOLA VALLEY

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

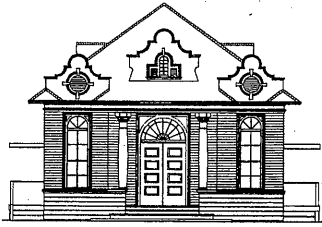
The June 3 field and evening meetings will provide the opportunity for the ASCC and Planning Commission to provide preliminary review of this project. The ASCC will then be able to offer additional comments and its recommendation on the project at its June 8 evening meeting. The Planning Commission is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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Debbie Pedro, Town Planner

DATE: June 8, 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.

Per Council's 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 staff review and approval 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.

At their meeting on June 3, 2015, the Planning Commission reviewed the draft and had no major comments. They discussed whether requirements regarding color reflectivity, exterior lighting, and landscape plantings (#10-12) should remain as written as they already exist in the Design Guidelines and decided to defer the discussion to the ASCC.

Next Steps

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

ATTACHMENTS

1. Program 3 of the 2014 Housing Element adopted on January 14, 2015
2. Draft ordinance amendments (clean version) dated June 8, 2015
3. Draft ordinance amendments (redlined version) dated June 8, 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 each up to one thousand (1,000) square feet 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 15.b)~~
 - ~~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 15.b)~~
 - ~~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 each up to one thousand (1,000) square feet 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. (Replaced by #1-3 and 15)~~

~~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. (Replaced by #15)~~

~~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~~ (Parking requirements called out in #7-9)

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. **(Requirement in Design Guidelines p. 13)**

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. **(Requirement in Design Guidelines p. 15)**

124. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines. **(Requirement in Design Guidelines p. 16-18)**

135. 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.

146. 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) ~~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)

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ARCHITECTURAL AND SITE CONTROL COMMISSION

MAY 26, 2015

Special Joint ASCC/Planning Commission Site Meeting, 20 Minoca Road, Preliminary Architectural Review for New Residence, Swimming Pool, and Site Development Permit X9H-688

Vice-Chair Harrell called the special site meeting to order at 4:00 p.m.

Roll Call:

ASCC: Breen, Clark, Harrell
ASCC absent: Koch, Ross
Planning Commission: Gilbert, Hasko, Von Feldt
Planning Commission absent: McKitterick, Targ
Town Council Liaison: None
Town Staff: Town Planner Pedro, Assistant Planner Borck

Others present relative to the proposal for 3 Buck Meadow Drive:

Bill Unger, applicant
Michael Picard, project architect
John Stillman, project geotechnical consultant
Jeff Lea, project civil engineer
Moshe Gray, project general contractor
Graciella DePierris, 435 Golden Oak Drive
Alvin and Ann Sill, 30 Minoca Road

Ms. Borck presented the May 26, 2015 staff report on this preliminary review of the proposed new residence and site improvements. She advised that the project will involve 1,400 cubic yards of grading that counts towards the site development permit and that the Planning Commission is the approving body on the permit. She stated that the proposed redevelopment will utilize the existing building pad and will be located at the 20' side setback line. She noted that the existing driveway would be re-graded and that the driveway bridge will also be replaced as required by the Woodside Fire Protection District. She emphasized that the front elevation of the home will be composed primarily of glass, and that it will be important to understand the interior lighting and if the glass will have any tinting or measures to control lightspill.

Michael Picard, project architect, provided the background to the development of the design concept, advising that the position of the house was essentially determined by the location of the driveway hammerhead necessary for fire truck turnaround. In response to a question, he advised that the roof material would be a gray TPO sheet that would meet the Town's light reflectivity requirement. In response to a question concerning potential interior light spill, Mr. Picard advised that exterior shades will be installed on the home's glazing and that the interior lighting would be downward-directed ceiling lights.

Alvin Sill, 30 Minoca Road, had concerns over proposed solar panel placement on the roof. Mr. Unger clarified that the roof was only being made "solar ready" at this time, and that a solar photovoltaic system had not yet been designed.

Mr. Picard then led the commissioners through the site to view the trees proposed for removal and the relationship between the new development and the 30 Minoca property. Commissioners viewed the story poles from the Sill property, and the Sills expressed concern over their views of the new roof. Commissioner Clark suggested that Mr. Picard consider alternate roof solutions that could mitigate some of the roof visibility by the Sills. Vice-Chair Harrell requested that the project architect present a 3-D model of the home at the follow-up ASCC meeting so that everyone could better visualize what the Sills will see from their home.

Graciella DePierris, 435 Golden Oak Drive, expressed concerns over potential water impacts to her property if the proposed pool were to leak. Jeff Lea, project civil engineer, explained the design features of the proposed drainage system and advised that the new system would improve water containment on

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site. Ms. DePierris invited the ASCC to her property to view the condition of her hillside to illustrate her concerns.

After commissioners viewed the existing bridge and there were no further public comments, ASCC members agreed that they would offer comments on the proposal at the regular evening ASCC meeting. Planning Commissioner Alex VonFeldt offered that the proposed grading seemed appropriate, that she was comfortable with the removal of the double-trunk live oak at the rear of the house, and that the blue oaks proposed for removal should be saved where possible. She also advised that tree protection would be very important for the project. Other Planning Commissioners in attendance held their comments and will submit them via email to Planning staff. Thereafter, project consideration was continued to the regular evening ASCC meeting.

Adjournment

The special site meeting was adjourned at approximately 5:00 p.m.

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Architectural and Site Control Commission
Regular Evening Meeting, 765 Portola Road, Portola Valley, California

MAY 26, 2015

(1) CALL TO ORDER

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

(2) ROLL CALL

Present: ASCC: Breen, Clark, Harrell
Absent: Koch, Ross
Planning Commission Liaison: Judith Hasko
Town Council Liaison: Jeff Aalfs
Town Staff: Town Planner Debbie Pedro, Deputy Town Planner Karen Kristiansson, Assistant Planner Carol Borck

(3) ORAL COMMUNICATIONS: None.

(4) OLD BUSINESS

(a) Continued Review of Lot Line Adjustment Application, File #s: 43-2014 and X6D-216, 846/850 Portola Road, Sausal Creek Associates (Staff K. Kristiansson)

Ms. Kristiansson presented the staff report and recommended that the ASCC provide a recommendation for action to the Planning Commission relative to this lot line adjustment proposal.

Vice Chair Harrell called for questions from Commissioners.

In response to Commissioner Clark's questions regarding allowed uses for the parcels, Ms. Kristiansson said the property is in the Administrative Professional District, with uses including professional, business, medical, dental, and physical therapy offices. She said residential use is also allowed and, although not part of this application, she understands the owner's intent is to develop the two rear parcels with single family homes.

Commissioner Breen referred to Nancy Lund's email regarding her opinion that the Hallet Store is historic. It was Commissioner's Breen understanding that the building was not historic due to the many alterations. Ms. Kristiansson said that no changes are being proposed to the building other than to connect it to sewer. She noted that this proposal is strictly for a lot line adjustment and the historic status of the building has no effect on that issue.

Commissioner Clark asked if the yellow-tagged cottage would remain as part of the front parcel. Ms. Kristiansson said there is no proposal to remove the cottage. She said it is non-conforming and it would need to be renovated to be inhabitable. She advised that if the cost of the renovation was more than 50% of the appraised value, the building would need to come into conformity, which means in effect that it would need to be removed.

The applicant, Tom Lodato, said they had no plans yet as to the future use of the structures and are only asking for the lot line adjustment.

With no comments from the public, Vice Chair Harrell called for Commissioner comments.

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Commissioner Clark supported the recommendation to the Planning Commission for the lot line adjustment and noted that there is a need for weed abatement on the lot. Ms. Pedro said staff will work with the property owner to abate any public nuisance.

Commissioner Breen supported the lot line adjustment. She agreed that the invasives should be removed from the site and the area cleaned up.

Vice Chair Harrell stated her support of the lot line adjustment.

The Commission unanimously recommended the Planning Commission approve the proposal.

(b) Continued Review of Site Development Permit Application for Landslide Repair, File #: X9H-660, 16/42 Santa Maria Avenue, Bylund (Staff: K. Kristiansson)

Ms. Kristiansson presented the report regarding the site development permit application and a review of the joint field meeting with the ASCC and Planning Commission that was held on May 20, 2015, with regard to landslide repair on Santa Maria Avenue. She advised that the area labeled as "existing driveway" at 40 Santa Maria was actually a parking pad for the residence at 40 Santa Maria and the former driveway was located further east. She said property records show an ingress egress easement across 40 Santa Maria, and both the area labeled "existing driveway" and the previous driveway location appear to be within that easement.

Ms. Kristiansson said that staff is recommending the ASCC recommend Planning Commission approval of the Initial Study/Mitigated Negative Declaration and Site Development Permit X9H-660 with the conditions as provided in the staff report.

Vice Chair Harrell called for questions from the Commissioners.

Commissioner Clark asked if there was resolution to the existing/original driveway issue with 40 and 42 Santa Maria. Mr. Bylund said there is a lot of room within the easement for a driveway and additional parking and whoever develops the lot in the future could design driveway that would likely satisfy both parties.

Commissioner Breen said, because of the many sudden oak deaths in that area, it is important their plans consider protection of the oaks. Mr. Bylund said that all the bay trees and acacias within the slide envelope will be removed and the oaks will be treated for SOD.

Vice Chair Harrell asked for public comments or questions. There were none.

The Commission recommended approval by the Planning Commission of the Initial Study/Mitigated Negative Declaration and Site Development Permit X9H-660 with the conditions as provided in the staff report.

(5) NEW BUSINESS

(a) Preliminary Architectural Review and Site Development Permit for a New Residence and Swimming Pool, File #: 01-2015 and X9H-688, 20 Minoca Road, Unger Residence (Staff: C. Borck)

Vice Chair Harrell noted that the ASCC conducted a site meeting at the property today and viewed the story poles and existing conditions with the project team. Ms. Borck presented the staff report describing the proposed project plans for a new residence and swimming pool located on Minoca Road. Ms. Borck said that at the conclusion of the field meeting, staff and Commissioner Clark met with the property owner at 435 Golden Oak who expressed concerns over the potential instability of the steep hillside above her home, particularly if the applicant's new pool leaks and water flows downward into the hillside. Ms. Borck

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said that based on the proposed plans and input from the project civil engineer, it appeared the proposed drainage system would be an improvement to the existing condition.

Vice Chair Harrell asked the applicant for any additional comments. There were none.

Vice Chair Harrell called for questions from the Commission.

Commissioner Clark asked the applicant if they could provide renderings of the house as viewed from the corner at the neighbor's driveway and at the deck over the roof. The applicant said they would provide the additional renderings.

In response to Vice Chair Harrell's question about light spill, the applicant said the light would be concentrated in the kitchen and a small amount in the dining room, and the windows are tinted. The applicant noted that the front of the house is not visible to Portola Valley residents.

Michael Freidman, 435 Golden Oak Drive, said they have had a consultant examine the soil and foundation issues near the hillside on their property, and the consultants have attributed ground settlement and drainage issues to water coming down the hillside. He said water coming from a leak in the pool at the project site could cause major structural problems to his home. He requested some reassurance backed up with the reports regarding the pool and drainage and the impact to the hillside.

The applicant said the civil engineer and geotechnical engineer visited the site today and this neighbor's concern was brought to their attention. He said the engineer's response was the improvements will be beneficial to Mr. Freidman's property. Vice Chair Harrell advised Mr. Friedman that the grading, engineering, and drainage evaluations required to obtain the building permits will result in a better design than the current unimproved condition of the hillside. Ms. Pedro added that a geotechnical consultant evaluation indicates the project has been reviewed, including the pool, and there are no geotechnical objections to the development proposal. Ms. Pedro said storm drain discharge is also evaluated in the report and it is recommended that it be evaluated to ensure that no concentrated storm water is discharged onto any unstable slope areas. Vice Chair Harrell advised Mr. Friedman to review the project reports and forward any additional questions or comments to the Town.

Commissioner Clark supported the small footprint of the project, no new fencing, removal of the chain link fencing, limited landscaping with no lawn, the scale of the home, and the roof profile. He said while the north elevation indicates only two windows, they are fairly significant and there should be more layered landscape screening of the stairwell lights.

Commissioner Breen supported the project. She said the design is stunning and beautiful and there is minimal offsite visual impact. She appreciated the less is more approach to landscaping. She said the oleander should be changed out for Toyons. She would recommend that the light source from the tube light fixture be screened from below. She said the new driveway configuration will be helpful to the neighbors and their concern about water. She supported the removal of the oak that project arborist suggested pruning because it is declining, and she hopes they can keep the Blue Oak at the top of the driveway.

Vice Chair Harrell supported the project. She suggested that plantings can be used to help soften the view of the house. She also wanted to ensure that the uphill neighbors are impacted as little as possible and requested that the two renderings suggested by Commissioner Clark be provided.

(6) COMMISSION AND STAFF REPORTS: None.

(7) APPROVAL OF MINUTES: May 11, 2015. Commissioner Breen moved to approve the minutes as submitted. Seconded by Commissioner Clark, the motion passed 3-0.

(8) ADJOURNMENT [8:37 p.m.]