

**Special Joint ASCC/Planning Commission Site Meeting, 16/42 Santa Maria Avenue,
Preliminary Review for Landslide Repair Project, Site Development Permit X9H-660**

The special site meeting came to order at 4:40 p.m.

Roll Call:

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

Others present relative to the proposed project*:

Tom Bylund, applicant
Marge DeStaebler, Conservation Committee
Steve Toben, 12 Santa Maria
Jean Isaacson, 19 Santa Maria
Ken Singleton, 40 Santa Maria
Keith Orchard, 141 Santa Maria

* Others may have been present who are not listed here

Ms. Kristiansson presented the May 20, 2015 staff report on this preliminary review of the proposed landslide repair. She noted that the landslide occurred in 1998 and that the current application involves 16, 261 cubic yards of cut and 15, 619 cubic yards of fill, with 642 cubic yards to be off-hauled. The total amount of cut and fill under the Town's Site Development Ordinance is therefore 31,880 cubic yards. She advised that the project also involves demolishing the houses on both sites, and that although septic systems had been designed and tentatively approved for the parcels, the systems would not be installed as part of this project. The systems were designed in order to ensure that the lots could be served by septic systems once the landslide repair was complete. Ms. Kristiansson also noted that the project involves drainage improvements on both lots in order to route water which enters the property from above around the landslide repair, and also to repair and control erosion. She said that vegetation would also need to be cleared from the site as part of the project, including two significant trees, one of which has unfortunately already been removed. Because of the narrow windy road, traffic and parking control will be important for this project, and the applicant will need to prepare a Traffic and Parking Control Plan in discussion with neighbors and the homeowners' association, and the plan will need to be approved by the Public Work's Director. In conclusion, she noted that the project had been reviewed and approved by the applicant's civil and geotechnical engineers and peer reviewed by the Town's engineering consultants and the Town Geologist. Since the Town Geologist would be at the evening meeting, she suggested that people hold technical questions for that meeting.

Tom Bylund, the applicant, noted that he was hoping to complete the work this summer. He further advised that the amount of off-haul noted on the plans was calculated and that he hoped to be able to reduce the actual amount of off-haul.

Those present asked questions and walked around the two properties, viewing both the lower and upper landslides. In response to questions, Ms. Kristiansson reviewed the tentative plans for the septic systems and noted where the tanks and leach fields would be located on each lot. In addition, the following additional pieces of information were shared during the course of the field meeting:

- The applicant has prepared a traffic and parking plan, which he has provided to the Woodside Highlands Road Maintenance District for their review. They are distributing the plan to the neighbors as well. The plan will need to be finalized and approved by the Public Works Director before the start of work on the site.

- The applicant has also prepared a grading sequence, stockpile and staging plan which is being reviewed by his geotechnical engineer and will be reviewed by Town staff and the Town Geologist.
- There will be no parking along the roadway or under the large oak near the entrance to 16 Santa Maria.
- There will be no work or access west of 42 Santa Maria; the catch basin and erosion control measures will start at the property line, and access will be provided solely from the applicant's property.

Jean Isaacson, 19 Santa Maria, said that she was representing the Woodside Highlands Roads Maintenance District. She said that the District was concerned about the possibility of road damage from the project and was looking for ways to protect the road.

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

Adjournment

The special site meeting was adjourned at approximately 5:30 p.m.

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, MAY 20, 2015, SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

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

Present: Commissioners McKitterick and Von Feldt, Vice Chair Hasko, and Chair Targ.

Absent: Commissioner Gilbert

Staff Present: Debbie Pedro, Town Planner
Carol Borck, Assistant Planner
Karen Kristiansson, Deputy Town Planner

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

- (1) Public Hearing: Site Development Permit for a New Residence, Greenhouse, and Swimming Pool, File #'s: 52-2014 and X9H-687, 3 Buck Meadow Drive, Ross/Tamasi Residence (Staff: C. Borck)

Ms. Borck presented the project staff report and recommended conditions of approval for the proposed site development permit associated with the new residential development on the 1.34-acre vacant property. She noted that the proposed earthwork for the project that counts towards the site development permit is 1,384 cubic yards and remains unchanged from the original submittal. Ms. Borck advised that the most extensive area of grading involved 1,111 cubic yards of cut around the home necessary to create patio and landscape areas. Additionally, she advised that cut at the parking area near the driveway entrance would be as deep as approximately four and one-half feet and that fill at the autocourt would be as deep as three feet. Ms. Borck stated that all members of the site development permit committee had reviewed the proposed plans and found the project conditionally acceptable. She advised that the applicant was also seeking comments from the Planning Commission regarding the use of the Private Open Space Easement (POSE) for the proposed construction staging activities that can be forwarded to the Town Council who will be the reviewing body under the Conservation Easement Agreement.

Chair Targ asked for questions from the Commission or Staff.

Commissioner Von Feldt asked if there would be a process for inspecting the installation of the construction staging pad and accessway within the POSE and monitoring the grassland restoration after project completion. Ms. Borck advised that a schedule of inspections and monitoring would need to be included with the proposal.

Commissioner McKitterick asked if the Commission was voting to approve the site development permit, allowing the driveway to be the point of construction access with the option of using the POSE, if the POSE were to be approved for use by the Town Council. Ms. Borck said the Town Council is the ultimate approving body for the use of the POSE and will receive the comments and recommendations from the Planning Commission.

Bill Maston, project architect, said that they were in agreement with all recommendations provided by the ASCC and staff. He said that there will be a monitoring program proposed as part of the grassland restoration within the POSE. He stated that temporarily using the POSE for construction access would be the best way to preserve the three important blue oak trees at the front of the parcel. He said the three trees were also identified as the most important by the neighbors for screening of the site.

Mr. Maston advised that the Blue Oaks HOA directed the applicant to design the house with a low profile that is dug into the site so that the roof would be below the tree canopy. Additionally, he said there were neighbor concerns that the orientation of the primary outdoor patio area should be directed away from off-site views. In order to achieve this, they created a depressed courtyard behind the house that would be out of the visual sightline. To accomplish this design scheme, the deeper excavations are required.

Commissioner Von Feldt asked if new blue oak trees would be planted to replace some of the removed trees. Mr. Maston advised that approximately 30 blue oaks will be planted around the perimeter of the project.

Commissioner McKitterick asked if the neighbors were supportive of the use of the POSE for construction staging. Ms. Borck said she has not received any comments from neighbors concerning the use of the POSE. She advised that the HOA has reviewed the preliminary staging plan, and while they support the use of the POSE, they have directed the applicant to propose measures that will mitigate potential erosion of the drainage swale.

Chair Targ asked if there were any issues associated with the need for on-street construction parking. Mr. Maston said the Blue Oaks HOA has a general policy of restricting parking along the roadway; however, the HOA is willing to accept the tradeoff of directing parking to the street in order to have a smaller staging pad and reduce potential compaction of the grassland area in the POSE. Mr. Maston added that the roadway meets the minimum road width requirements, is visually accessible from both uphill and downhill from oncoming traffic, and that he does not think there are any increased safety concerns.

In response to Vice Chair Hasko's question regarding the use of the POSE staging pad, Mr. Maston advised it would be used for access for the excavation equipment and also for trucks to off-haul dirt. Once excavation is complete, Mr. Maston said the pad will be used for equipment staging for the foundation work. At the completion of the foundation and backfill work, the pad would then be used for temporary storage of framing materials. He said the pad would probably remain in place for approximately 20 months.

As there were no public comments, Chair Targ closed the public hearing and requested Commissioner comments.

Vice Chair Hasko expressed support for the project. She understands the balance between saving the three trees and preserving and restoring the grassland. She said a key factor is getting the right expert advice regarding the grassland restoration.

Commissioner Von Feldt offered support for the project. She said she understands the tradeoff with locating the staging area on the grassland in order to save the three trees. She offered to be the designated Planning Commission member to review and provide comments on the forthcoming documentation for the proposed use and restoration of the POSE. Additionally, she also noted that erosion control straw wattles with plastic wrapping traps and kills snakes, therefore, she would recommend using wattles with jute netting within the staging area.

Commissioner McKitterick stated that he supports the project.

Chair Targ supported Commissioner Von Feldt as a designated commissioner to review the POSE use and restoration plans, and he supports the project. He said that the resolution reached by the HOA regarding the POSE should be a prerequisite before it goes to the Town Council. Mr. Maston said if they wait for HOA approval before placing the item on the Town Council agenda, they will lose a couple of months and were hoping to be able to run the reviews simultaneously. Chair Targ agreed, however, he advised Mr. Maston to obtain an approval letter from the HOA before the Town Council meeting. Chair Targ also asked for a letter with respect to the on-street parking safety issue.

Commissioner Von Feldt moved that the Planning Commission find the project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303(a) of the CEQA Guidelines. Seconded by Vice Chair Hasko; the motion carried 4-0.

Commissioner Von Feldt moved to approve the site development permit for 3 Buck Meadow Drive as proposed, with the addition of Commissioner Von Feldt as reviewer of the environmental plan proposed for the use and restoration of the POSE. Seconded by Commissioner McKitterick; the motion carried 4-0.

Vice Chair Hasko moved to communicate to the Town Council that the Planning Commission supports the use of the POSE for construction staging and access, subject to the mitigation measures. Seconded by Commissioner Von Feldt; the motion carried 4-0.

(2) Preliminary Review of Plans for Landslide Repair: Site Development Permit X9H-660), 16/42 Santa Maria Avenue, Bylund (Staff: K. Kristiansson)

Chair Targ recused himself as he has adjoining property and asked that Vice Chair Hasko chair the meeting.

Ms. Kristiansson presented the staff report. She summarized components of the project including demolition of the existing homes, the proposed grading to repair the landslide, the design of the storm drainage improvements, tree removal, and locations of the septic systems which were designed to work with the landslide repair. She said the applicant provided the HOA and the neighbors with a traffic and parking plan for review, which will need to be finalized and approved by the Public Works Director prior to the start of work. The applicant provided a stockpile and staging plan which is being reviewed by his geotechnical experts and will also be reviewed by the Town Geologist. No parking will be allowed along the roadway or under the large oak near the entrance to 16 Santa Maria. There will be no work or access west of 42 Santa Maria. The catch basin and erosion control will begin at the property line and access will be provided solely from the applicant's property.

Ms. Kristiansson said the ASCC offered preliminary comments during the field meeting, noting they are generally supportive of the project and of stabilizing the site.

For landscaping, in addition to the hydroseeding and Coast Live Oak, non-native invasive plants should be controlled to allow native plants on and adjacent to the site to fill in.

Ms. Kristiansson said that the Planning Commission is being asked to provide preliminary comments on the project, which is currently scheduled to return to the ASCC on May 26 and the Planning Commission on June 3.

Ms. Von Feldt asked how this landslide repair solution is different from the proposal that was approved in 2008. Town consulting geologist Ted Sayre said the sub-surface excavation, the layout of the

keyways and the sub-drain systems are quite different from the initial proposal, with less upper keyway excavation and much more significant upper excavation.

Ms. Von Feldt asked, considering the work would be less deep, if it would provide an equal amount of protection. Mr. Sayre said this approach has reduced the concerns about excavating into the hillside and the stability provided by the repaired ground is comparable. He said he saw no geotechnical engineering reason to go as deep as the previous excavation designs.

In response to Ms. Von Feldt's question about the drainage design to mitigate erosion at the swale, Mr. Sayre said the rocks would stabilize the channel. He said this design is intended to arrest the incision and active erosion occurring in the channel. He said the proposed rock solution was reviewed by a hydrologist, who carefully evaluated the proposed measures to address erosion, speeds of flow, sizing of rock, dissipation structures, etc.

Commissioner McKitterick expressed concern about what happens in the future if landowners do not maintain the drainage systems that affect the entire neighborhood and asked if the Commission could require the landowners to maintain their portion of the engineered drainage system installed on their property. Ms. Pedro said that maintenance of drainage systems on private property is a private matter and typically not required as a condition of approval.

Commissioner McKitterick asked if the effluence being pumped to the top of the lot raised any concerns about soil stability. Mr. Sayre said a geologist specifically evaluated soil stability in the upper area and reviewed all the subsurface data. The geologist reviewed the installation of the septic system as designed and found it appropriate.

Vice Chair Hasko asked if the septic system plans that are being reviewed now would be put in place as part of the overall project or if they would be put in place at a later time based on the plans. Ms. Kristiansson said the septic system will be put in place at the time the houses are built, but Staff asked that they be designed and approved by County Environmental Health to be sure that a system can be accommodated on each parcel with the landslide repair work.

Vice Chair Hasko invited public comment.

Steve Toben was strongly supportive of the expeditious approval of a permit to get this work done because the landslide has been of great concern to those downhill for a very long time. He expressed gratitude to Tom Bylund for his responsiveness regarding this problem. He asked for some acknowledgement that diligent fire prevention will be practiced on the site during construction. With regard to the terms proposed by County Environmental Health concerning the septic system, he is concerned because there are two professionals in Town with extensive experience in septic systems that are deeply skeptical about the County's tentative approval of this advanced tech, shallow, pressurized septic installation. He agrees that some mechanism should be in place to require maintenance and annual inspections of the drainage system.

In response to a question by Nicholas Targ, Ms. Kristiansson confirmed that the remediation work would not be done on his property.

Ken Singleton, 40 Santa Maria. Mr. Singleton said his property is immediately adjacent to both properties being discussed. He also commended Mr. Bylund's enthusiasm with moving forward with the project. He said he is grateful that most of the work would be done from below with few if any consequences to his property. He said he had a minor concern regarding dust and asked if there would be dust mitigation during the process. He said they have a parking pad next to their fence, which was

never part of access to the property at 42. He requests the land be built up in a way that a future builder can restore the original access to that property.

With no further comments, Vice Chair Hasko brought it back to the Commission for discussion and reviewed the issues addressed in the public session.

In response to a question from Mr. Toben, Ms. Kristiansson said the tree protection is already in place; the stockpile plan is being reviewed by the applicant's geotechnical consultant and will be reviewed by the Town Geologist and Town Staff; the traffic and parking plan is in the process with the HOA and neighbors and requires Public Works Director approval; and the erosion control is generally handled by the Public Works Director after the site development permit is approved by the Planning Commission. She said all the pieces are converging and they are trying to move things ahead as expeditiously as possible while being very thorough with the process.

Ms. Kristiansson advised people who have concerns with the County Environmental Health's approval of the septic design contact her or Ms. Pedro and they can go over the plans and provide the geotechnical review of the upper area. Ms. Pedro said, with regard to alternative on-site wastewater treatment systems, the County Environmental Health Department does not normally approve these unless a gravity system is not feasible, which is the case here, and they have performance standards for such alternative systems. Vice Chair Hasko asked for additional information regarding the installation of similar systems in similar conditions. She also noted that required maintenance and inspection of the drainage system is important.

Regarding Mr. Targ's request for confirmation that remediation would be performed entirely on-site, Ms. Pedro said the modification has been made and is shown as such on the plans.

Vice Mayor Hasko supports the project and emphasized the need to receive clarification on all the points raised, in particular regarding the septic system.

(3) Annual Housing Element Report for 2014 (Staff: K. Kristiansson)

Ms. Kristiansson presented the 2015 Annual Housing Element Report.

Chair Targ asked for questions or comments. There were none. Chair Targ commended staff for the excellent work on the Housing Element this past year.

(4) Public Hearing: Amendment to Section 18.64.010 of the Zoning Ordinance – Referral of Projects for Architectural and Site Plan Review (Staff: D. Pedro)

Ms. Pedro presented the proposed amendment to Section 18.64.010 of the Zoning Ordinance, which limits ASCC review to buildings and additions larger than 400 square feet. In November 2013, staff developed a small projects policy allowing these smaller projects with unusual architectural features or complex conditions to be forwarded to the ASCC. The Town Attorney has advised staff that the referral process should be codified so that the Town Planner can raise any building permit up to ASCC level review. She said the draft policy developed in 2013 will still be used by staff as an internal guiding document to flag projects for potential referral to the ASCC. The ASCC reviewed the proposal on April 27 and unanimously supported the draft ordinance as presented. Ms. Pedro asked the Commission to review the proposal ordinance amendment, make any changes necessary, and provide a recommendation for the Council.

Chair Targ asked for questions. There were none.

Commissioner McKitterick supported the project and said it would help mitigate situations where applicants maneuver to avoid going before the ASCC. In response to Vice Chair Hasko's question, Ms. Pedro said there is a fee for ASCC review but if a project qualifies for a building permit, they would pay a building permit fee and an additional deposit for the time needed to process the ASCC application. Chair Targ said this process would only be used in unusual circumstances and not all projects.

Chair Targ asked for public comment. There was none.

Commissioner McKitterick moved to find the proposed Resolution of the Planning Commission of the Town of Portola Valley Recommending Approval of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code exempt from California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines. Seconded by Vice Chair Hasko; the motion carried 4-0.

Commissioner McKitterick moved to approve the Resolution of the Planning Commission of the Town of Portola Valley Recommending Approval of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code. Seconded by Commissioner Von Feldt; the motion carried 4-0.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

None.

ADJOURNMENT [9:00 p.m.]

Nicholas Targ, Chair

Debbie Pedro, Town Planner