



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, June 17, 2015 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

REGULAR AGENDA

Call to Order, Roll Call

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

Oral Communications

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

Regular Agenda

1. *Public Hearing: Continued Review of Conditional Use Permit and Variance 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)*

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: *June 3, 2015*

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

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

PUBLIC HEARINGS

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

This Notice is posted in compliance with the Government Code of the State of California.

Date: June 12, 2015

CheyAnne Brown
Planning Technician



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Karen Kristiansson, Deputy Town Planner

DATE: June 17, 2015

RE: Continued Review of Conditional Use Permit and Variance, 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 approve the Initial Study/Mitigated Negative Declaration, Conditional Use Permit X7D-176 with the conditions of approval in Attachment 1, and Variance X7E-138. Draft resolutions are provided for these actions in Attachments 2 and 3.

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. The pipe replacement will pass through land in San Mateo County, the Town of Woodside, and the Town of Portola Valley. As part of this work, 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 dry-seeded to revegetate it. 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 both pump stations and the pipeline replacement, is also subject to CEQA as discussed below.

DISCUSSION

The Planning Commission and ASCC held a joint field meeting at the site on June 3, 2015 to provide preliminary comments on the project, and the Planning Commission also provided additional comments at its regularly scheduled meeting (staff report provided in Attachment 4). The ASCC then held a meeting on June 8 to review and act on the project (staff report provided in Attachment 5). The key issues discussed at those meetings, together with additional information that was provided during or following the meetings, are summarized below.

Height of Booster Pumps

The primary concern Commissioners expressed about the project was the height of the booster pumps and their visibility from the road. Several possibilities were raised at the field meeting, including lowering the pumps, reducing the height of the acoustic shelters, and relocating the pumps to the rear of the site. Cal Water considered these options and provided the following information before or at the June 8 ASCC meeting:

1. Lower booster pumps. Cal Water looked into lowering the pumps below ground level and found that this would be technically possible, but would significantly increase both the amount of impervious surface and the cost of the project. Because there are pipes which need to be above-ground and which attach to the base of the booster pump, the area under those pipes would also need to be lowered. As a result, an area approximately 52' x 22' would need to be depressed, which would lead to the project being 1,139 square feet over the impervious surface limit for the site. Cal Water would also need approval from the California Public Utilities Commission (PUC) for the increase to the project cost.
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. Upon investigation, Cal Water found that the shelters can be lowered, from 9'4" to 8'8".
3. Relocate booster pumps. At staff's request, Cal Water earlier 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. Following the preliminary review, Cal Water looked into the possibility of installing a sound wall and found that the pumps would need to be further set back from a sound wall, because a sound wall requires a foundation, and the pipes from the pumps connect to underground pipes which would need to be approximately 5 feet from such a foundation. As a result, the

pumps would need to be located closer to the center of the site, which would make use of the site difficult. The adjacent neighbors at 1385 Westridge Drive also expressed concern about locating the booster pumps closer to their home.

Tree removal

At the field meeting, Commissioners examined the positions of trees #12 and #13, which 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, requiring an alternative type of tree protection would make sense in order to attempt to keep the trees. Following the preliminary review, Cal Water realized that tree #8 would also need alternative tree protection in order to allow for the installation of the generator and the electrical panel.

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 the proposed locations of plants, particularly at the corner of Westridge and Portola Road, to be closer to the site and to provide optimal screening of the site; and
4. Removing acacias and eucalyptus adjacent to the site along Westridge Drive.

Cal Water has agreed to these changes.

Fence

Cal Water offered to install a taller fence at the site to provide additional screening. However, a taller fence would have its own impacts. The ASCC considered the benefits of increased screening against the impacts of a taller fence which would itself be noticeable, particularly given the length of the fence.

June 8, 2015 ASCC Action

Discussion at the June 8, 2015 ASCC meeting focused on the visibility of the booster pumps. Based on the information presented, the ASCC determined that the pumps should remain in the location proposed, with the height of the acoustic shelters lowered to 8'8".

The ASCC also discussed the color of the equipment approved the "Grouse Tan" color. After considering the fence height, the ASCC identified the proposed 6' tall fence as preferable for the project.

ASCC members agreed that the screening vegetation would be important to reduce the visibility of the project and agreed with the approach set forth in the recommended condition of approval for a revised landscaping plan, with exact locations for the vegetation to be set in the field once the equipment and fence have been installed. Given the location of this site, the ASCC found that screening vegetation would be very important to locate correctly and modified the condition of approval to call for the approval of two designated ASCC members rather than one. The

ASCC also agreed that the planting should occur in the fall, even though that would leave the site unvegetated for the summer.

To address the concern of the rear neighbor, Commissioners asked whether there would be planting to screen the fence from that angle. Staff noted that the fence is on the property line, so any plantings would need to be located on the neighbor's property, which is primarily undisturbed natural vegetation. The neighbor and Cal Water could discuss this, however, and if the neighbor agreed, a similar honeysuckle-type plant could be planted on the neighbor's property adjacent to the fence.

Following the discussion, the ASCC approved the architectural review for the project with the conditions listed in Attachment 6, subject to the Planning Commission's approval of the Initial Study/Mitigated Negative Declaration (IS/MND), conditional use permit, and variance application. In addition, the ASCC recommended that the Planning Commission approve the IS/MND as amended, the conditional use permit, and the variance for the project.

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 use permit is needed since Section 18.36.020.A of the PVMC lists major utility installations as a conditional use in all zoning districts. Although Station 13 has been in operation since 1955, a use permit was never issued for it. 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 7); these findings are each discussed in the June 3, 2015 staff report in Attachment 4. Based on that analysis and the additional information presented since the June 3 meeting, it appears that these findings can be made. Staff has developed recommended conditions of approval for the use permit application, which are listed in Attachment 1.

Because the project involves increasing the amount of equipment in the required yard setback areas, the project will also need a variance. In this case, the parcel is very narrow, only 40 feet wide, and the required front yard setback is 50 feet. As a result, the entire parcel is located within the front yard setback. 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. To consider the variance application, the Planning Commission, sitting as the Board of Adjustment, will need to determine whether it can make the findings set forth in Section 18.68.070 of the PVMC (Attachment 8). Each of these findings is discussed in the June 3, 2015 staff report in Attachment 4, and it appears that the findings can be made with no required conditions of approval.

CEQA Analysis

An Initial Study was prepared for this project. The analysis indicates that with the recommended 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. Since the preliminary review, a Mitigation Monitoring and Reporting Plan (MMRP) has been prepared for the project in accordance with CEQA Guidelines Section 15097 and is provided in Attachment 9. The Planning Commission will need to adopt this MMRP together with the IS/MND, as stated in the draft resolution in Attachment 2.

The public comment period on this document started on May 13, 2015 and will end on June 11, 2015 at 5:00 p.m. One comment had been received on the document as of the time this staff report was written: a letter from San Mateo County requesting the inclusion of various conditions for work in the County's right-of-way as part of the transportation mitigation measure (TRANS-1). The letter is provided in Attachment 10. In response to this request, the CEQA consultant suggested, and Cal Water has agreed, modifying this mitigation measure as shown below:

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.).

Work within the County right-of-way shall be subject to a County encroachment permit and its conditions including the traffic control plan and County Standard Details for trench backfill. Work shall be scheduled from 9:00 a.m. to 3:00 p.m. Monday through Saturday only. Hours may be modified if current traffic conditions allow and as allowed by the County inspector. All work within the County right-of-way shall be coordinated with the County inspector prior to start of work.

Work within the Town of Woodside right-of-way shall be subject to an encroachment permit from that jurisdiction and compliance with required conditions of approval.

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 Planning Commission finds that it can approve the project, draft resolutions have been prepared which can be used for the two required actions:

1. Approval of the IS/MND, amended as described above, and adoption of the MMRP; and
2. Approval of Conditional Use Permit X7D-176, with the conditions of approval set forth in Attachment 1, and Variance X7E-138.

ATTACHMENTS

1. Recommended conditions of approval for the Conditional Use Permit

2. Draft resolution to approve the IS/MND and adopt the MMRP
3. Draft resolution approving Conditional Use Permit X7D-176 and Variance X7E-138
4. Staff report from the June 3, 2015 preliminary review meetings (attachments available on the Town's website)
5. Staff report from the June 8, 2015 ASCC meeting (attachments available on the Town's website)
6. ASCC conditions of approval for the Architectural and Site Plan Review
7. PVMC Section 18.72.130 (Required findings for a conditional use permit)
8. PVMC Section 18.68.070 (Required findings for a variance)
9. Mitigation Monitoring and Reporting Plan (MMRP)
10. Letter from San Mateo County commenting on the IS/MND, dated June 5, 2015

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 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. The acoustic shelters for the pump boosters shall not exceed 8'8" in height.
3. All facilities shall be kept in good repair, and the property shall be maintained in a condition compatible with the surrounding area.
4. 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.
5. All vegetation on the site and in the screening vegetation area adjacent to the site shall be irrigated, maintained, and replaced as necessary.
6. 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.
7. 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.
8. No exterior lighting shall be installed at this site.
9. No additional signs other than those approved as part of this project shall be installed at the site.
10. 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.

RESOLUTION NO. 2015 - _____

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY RECOMMENDING ADOPTION OF A MITIGATED
NEGATIVE DECLARATION AND A MITIGATION MONITORING AND REPORTING PLAN
FOR A PIPELINE REPLACEMENT AND PUMP STATION CONSOLIDATION PROJECT
(CALIFORNIA WATER SERVICE)**

WHEREAS, an application was received for a pipeline replacement and pump station consolidation project, including applications for a conditional use permit application (X7D-176) and a variance to allow structures within the required yard setback areas (X7E-138);

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

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

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

WHEREAS, the comment period on the Initial Study and Negative Declaration extended from May 13, 2015 through June 11, 2015, and

WHEREAS, the project and the Initial Study/Mitigated Negative Declaration were considered at a joint field meeting of the Planning Commission and the Architectural and Site Control Commission (ASCC) on June 3, 2015, at the June 3, 2015 evening meeting of the Planning Commission, at the June 8, 2015 evening meeting of the ASCC, and at the June 17, 2015 evening meeting of the Planning Commission, all of which were duly noticed, and

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

WHEREAS, a Mitigation Monitoring and Reporting Plan has been prepared for this project in accordance with Section 15097 of the CEQA Guidelines,

NOW, THEREFORE, be it resolved that the Planning Commission approves the Mitigated Negative Declaration for the project and adopts the Mitigation Monitoring and Reporting Plan.

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on June 17, 2015.

For:

Against:

Absent: None

By: _____
Nicholas Targ, Chairperson

Attest: _____
Debbie Pedro, Town Planner

RESOLUTION NO. 2015 - _____

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY APPROVING
CONDITIONAL USE PERMIT X7D-176 AND VARIANCE X7E-138
FOR PUMP STATION 13 (CALIFORNIA WATER SERVICE)**

WHEREAS, Pump Station 8 in the Town of Woodside and Pump Station 13 in the Town of Portola Valley were both developed as water pump stations in 1955; and

WHEREAS, after consideration of options, California Water Service has determined that these pump stations should be consolidated at Pump Station 13, and Pump Station 8 should be eliminated; and

WHEREAS, Section 18.36.020.A of the Portola Valley Municipal Code (PVMC) lists major utility facilities as a conditional use in all zoning districts, and a use permit is therefore needed for the site to bring it into conformity with Town regulations; and

WHEREAS, the Planning Commission has considered the project in light of the six required findings for a conditional use permit, as set forth in Section 18.72.130 of the PVMC; and

WHEREAS, based on the staff reports prepared for and the discussions at the June 3, 2015 and June 17, 2015 Planning Commission meetings, the Planning Commission determined that the required findings for a conditional use permit could be made; and

WHEREAS, the project site is a legal nonconforming parcel which is 2,881 square feet in size and only 40 feet deep, such that the entire site is located within the required 50 foot front yard setback area; and

WHEREAS, 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; and

WHEREAS, the Board of Adjustment considered the variance application in light of the staff reports prepared for and the discussions at the June 3, 2015 and June 17, 2015 Planning Commission meetings; and

WHEREAS, based on the information provided, the Board of Adjustment determined that the required findings for a variance per Section 18.68.070 of the PVMC could be made for this project;

WHEREAS, these applications and the Mitigated Negative Declaration for this project were considered at a joint field meeting of the Planning Commission and the Architectural and Site Control Commission (ASCC) on June 3, 2015, at the June 3, 2015 evening meeting of the Planning Commission, at the June 8, 2015 evening meeting of the ASCC, and at the June 17, 2015 evening meeting of the Planning Commission, all of which were duly noticed; and

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

WHEREAS, the Planning Commission has approved the Mitigated Negative Declaration for this project.

NOW, THEREFORE, be it resolved that the Planning Commission approves Conditional Use Permit X7D-176 with the conditions of approval as listed in Attachment 1, and the Planning Commission, sitting as the Board of Adjustment, approves Variance X7E-138.

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on June 17, 2015.

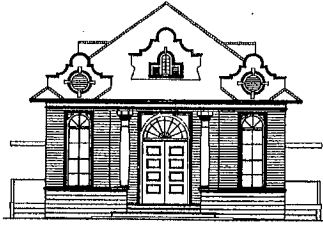
For:

Against:

Absent: None

By: _____
Nicholas Targ, Chairperson

Attest: _____
Debbie Pedro, Town Planner



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: 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 approve 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

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

The ASCC approved the conditions of approval listed below for the architectural review of this project, which approval is conditional upon the approval of the IS/MND, conditional use permit and variance for the 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 two designated members 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.).

Work within the County right-of-way shall be subject to a County encroachment permit and its conditions including the traffic control plan and County Standard Details for trench backfill. Work shall be scheduled from 9:00 a.m. to 3:00 p.m. Monday through Saturday only. Hours may be modified if current traffic conditions allow and as allowed by the County inspector. All work within the County right-of-way shall be coordinated with the County inspector prior to start of work.

Work within the Town of Woodside right-of-way shall be subject to an encroachment permit from that jurisdiction and compliance with required conditions of approval

18.72.130 - Planning commission—Findings—Action.

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

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

B. If the planning commission is unable to make the findings required above, the planning commission shall disapprove the granting of the conditional use permit. Action of the planning commission in approving or disapproving the granting of the conditional use permit shall be final, except that the matter may be appealed to the council in accordance with Sections 18.78.010 through 18.78.110 or the council may elect to review the action of the planning commission in accordance with the provisions of Section 18.78.120

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

18.68.070 - Findings and decision.

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

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

B. If the facts do not establish that all of the six conditions set forth in subsection A. of this section apply to the subject case, the board of adjustment shall deny the requested variance.

(Ord. 2008-371 § 1, 2008)

Bear Gulch Station 13 Improvement Project Mitigation Monitoring and Reporting Plan

This proposed Mitigation Monitoring and Reporting Plan (MMRP) has been prepared pursuant to the CEQA Guidelines, which state:

In order to ensure that the mitigation measures and project revisions identified in the EIR or negative declaration are implemented, the public agency [the Town of Portola Valley] shall adopt a program for monitoring or reporting on the revisions which it has required in the project and the measures it has imposed to mitigate or avoid significant environmental effects. (§15097(a))

The public agency may choose whether its program will monitor mitigation, report on mitigation, or both. "Reporting" generally consists of a written compliance review that is presented to the decision making body or authorized staff person. A report may be required at various stages during project implementation or upon completion of the mitigation measure. "Monitoring" is generally an ongoing or periodic process of project oversight. There is often no clear distinction between monitoring and reporting and the program best suited to ensuring compliance in any given instance will usually involve elements of both. (§15097 (c))

Table 1, below, lists the potentially significant impacts and mitigation measures identified in the Mitigated Negative Declaration. Table 1 also describes the timing of and responsibility for implementing the mitigation measures related to the Bear Gulch Station 13 Improvement Project. The mitigation measures listed here will be implemented by the Town of Portola Valley, or by its appointee.

According to CEQA Guidelines Section 15126.4 (a)(2), "Mitigation measures must be fully enforceable through permit conditions, agreements, or other legally-binding instruments. In the case of the adoption of a plan, policy, regulation, or other public project, mitigation measures can be incorporated into the plan, policy, regulation, or project design." Therefore, the Town of Portola Valley will consider whether to adopt the mitigation measures when it considers whether to approve the project.

Environmental Protection Measures Incorporated into the Project

The Initial Study identifies Best Management Practices (BMPs) related to air quality (Section 3.3). These BMPs are part of the project, not mitigation measures, and are therefore not subject to the monitoring requirements of CEQA Guidelines Section 15097(a); however, the BMPs incorporated into the project are nonetheless listed in Table 2 below to provide a consolidated, complete reference to all the measures that will be implemented to avoid or reduce the project's potential adverse environmental effects to less than significant levels.

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Table 1: Impacts, Mitigation Measures, and Timing of and Responsibility for Implementing the Mitigation Measures

Impact	Mitigation Measure	Implementation Responsibility/Timing	Monitoring Responsibility
AESTHETICS			
<p>Impact AES-1: Removal of 11 trees, installation of taller project fencing around the property, and increasing the number of pumping equipment at Station 13 could create an industrialized appearance of the site and reduce the scenic rural quality of views along Portola Road.</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After Mitigation: Less than Significant</p>	<p>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 to 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.</p>	<p>Implementation: Cal Water or its Contractor</p> <p>Timing: Landscaping Plan shall be submitted prior to construction permits.</p>	<p>Monitoring: The planting list and landscape plan shall be adjusted and submitted to the Town of Portola Valley Planning and Building Department for review and approval by designated members of the Architectural & Site Control Commission (ASCC) prior to permit issuance.</p> <p>Final location of the landscape plants shall be determined in the field with a designated ASCC member after equipment and fence installation.</p> <p>Location of trees in the road right-of-way shall be reviewed and approved by the Public Works Director.</p>
BIOLOGY			
<p>Impact BIO-1: Pipeline installation activity on Portola Road near Sausal Creek and Lower and Middle Searsville lakes has the potential to entrap California red-legged frog (CRLF), San Francisco garter snake (SFGS), and western pond turtle (WPT) that move out of nearby habitat. Staging vehicles on the</p>	<p>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</p>	<p>Implementation: Cal Water or its Contractor</p> <p>Timing: Cal Water or its Contractor shall submit the name and resume of a qualified biological monitor who is familiar with the appearance, habitat requirements and life history</p>	<p>Monitoring: The biologist(s) shall prepare a written record of survey results and implementation of any avoidance/minimization measures to be kept on file at the Town of Portola Valley Planning and Building office.</p> <p>Personnel who have attended worker awareness training</p>

Table 1: Impacts, Mitigation Measures, and Timing of and Responsibility for Implementing the Mitigation Measures

Impact	Mitigation Measure	Implementation Responsibility/Timing	Monitoring Responsibility
<p>unpaved road shoulder or in undeveloped areas near Sausal Creek and Lower and Middle Searsville lakes has the potential to cause injury to or mortality of CRLF, SFGS, and WPT.</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After Mitigation: Less than Significant</p>	<p>are in place. The following measures shall be implemented along with any measures identified by the USFWS during the consultation process:</p> <ol style="list-style-type: none"> 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. 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. 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 	<p>of the San Francisco garter snake, California red-legged frog, and western pond turtle to the USFWS and CDFW in advance of the start of project construction for approval.</p> <p>Surveys shall occur within two week prior to start of construction.</p> <p>All new personnel should be trained throughout the duration of the project, with training to be provided prior to each worker starting his/her first day of work.</p>	<p>should be documented. Workers should sign a statement verifying that they have attended training and understood the material presented.</p>

Table 1: Impacts, Mitigation Measures, and Timing of and Responsibility for Implementing the Mitigation Measures

Impact	Mitigation Measure	Implementation Responsibility/Timing	Monitoring Responsibility
	<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>		

Table 1: Impacts, Mitigation Measures, and Timing of and Responsibility for Implementing the Mitigation Measures

Impact	Mitigation Measure	Implementation Responsibility/Timing	Monitoring Responsibility
<p>Impact BIO-2: Removal or trimming of trees or clearing of habitat occupied by SFDW would negatively impact the foraging and breeding habitat for this species. Clearing of trees at Station 13 could destroy the stick houses of the SFDW.</p>	<p>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.</p> <p>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.</p> <p>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.</p>	<p>Implementation: Cal Water or its Contractor</p> <p>Timing: Within 48 hours prior to site disturbance. Trap and relocation efforts should occur in March, before the young are born, or in late summer</p>	<p>Monitoring: The biologist shall prepare a written record of survey results and implementation of any avoidance/minimization measures including the number, gender, and age (adult or juvenile) of trapped and relocated SFDW. The</p>

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<p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After Mitigation: Less than Significant</p>	<p>a qualified biologist holding a USFWS Scientific Collecting Permit, and can only be done after obtaining a memorandum of understanding from CDFW.</p>	<p>(August-September) after the young are old enough to be moved.</p>	<p>report shall be submitted to CDFW within one week of completed relocation. The report shall be kept on file at the Town of Portola Valley Planning and Building office.</p>
<p>Impact BIO-3: Tree removal and construction at Station 13, removal of equipment and structures at Station 8, and vehicle staging along the Portola Road corridor could disrupt nesting birds protected under MBTA, long-eared owl and other protected raptors, and nocturnal and maternal roosts of bats, including the pallid bat. Such disturbance could result in nest, roost, or territory abandonment and subsequent reproductive failure if these disturbances were to occur during an affected species' breeding season and result in a violation of the Fish and Game Code.</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After Mitigation: Less than Significant</p>	<p>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).</p> <p>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</p>	<p>Implementation: Cal Water or its Contractor</p> <p>Timing: February 1 through August 15, no more than a week in advance of the start of project construction.</p>	<p>Monitoring: The biologist shall prepare a written record of survey results and implementation of any avoidance/minimization measures to be kept on file at the Town of Portola Valley Planning and Building office. The biologist shall monitor any active nests to determine when young have matured sufficiently to have fledged.</p>

Table 1: Impacts, Mitigation Measures, and Timing of and Responsibility for Implementing the Mitigation Measures

Impact	Mitigation Measure	Implementation Responsibility/Timing	Monitoring Responsibility
<p>occurring outside the maternal roosting period (August 16 through January 31).</p> <p>Impact BIO-4: Project alternatives to crossing Sausal Creek have the potential to impact the riparian corridor within the jurisdiction of CDFW. Horizontal directional drilling and jack and bore drilling below Sausal Creek could cause drilling fluids to seep into the creek. Daylighting of the pipeline in the embankment of Sausal Creek has the potential to deposit debris, waste, or other material containing crumbled, flaked, or ground pavement where it could pass into Sausal Creek.</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After Mitigation: Less than Significant</p>	<p>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.</p> <p>Frac-out prevention and clean-up plans shall be submitted for approval to CDFW and include:</p> <ul style="list-style-type: none"> • 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) <p>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.</p>	<p>Implementation: Cal Water or its Contractor</p> <p>Timing: Provide Spill Contingency Plan no less than 60 days in advance of the start of construction.</p> <p>An application for the SAA should be submitted no less than 90 days in advance of the start of construction.</p>	<p>Monitoring: Cal Water shall submit a copy of the Spill Contingency Plan to the Town of Portola Valley Planning and Building Department. CDFW shall be responsible for monitoring implementation.</p>
<p>Impact BIO-5: The project</p>	<p>Mitigation Measure BIO-5: The applicant shall plant and maintain</p>	<p>Implementation: Cal Water</p>	<p>Monitoring: Cal Water shall</p>

Table 1: Impacts, Mitigation Measures, and Timing of and Responsibility for Implementing the Mitigation Measures

Impact	Mitigation Measure	Implementation Responsibility/Timing	Monitoring Responsibility
<p>would remove five coast live oak trees meeting the significant tree criteria specified by the Site Development and Tree Protection Ordinance. The trees range in size from 11.7 to 15.7 inches in diameter.</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After Mitigation: Less than Significant</p>	<p>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.</p>	<p>or its Contractor</p> <p>Timing: Prior to removing Significant Trees.</p>	<p>implement the measures identified in the Tree Protection Plan. The Town of Portola Valley Building and Planning Department shall inspect the site for compliance prior to the start of work.</p>
CULTURAL RESOURCES			
<p>Impact CUL-1: The project construction activities could uncover unrecorded archaeological materials.</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After Mitigation: Less than Significant</p>	<p>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.</p>	<p>or its Contractor</p> <p>Timing: Prior to site preparation activities.</p>	<p>Monitoring: Cal Water shall incorporate this measure into all appropriate bid contract, and engineering and site plan (e.g. building, grading, improvement plans) documents.</p> <p>The Town shall review all appropriate bid, contract, and engineering and site plan (e.g. building, grading, improvement plans) documents for inclusion of this measure.</p>
HYDROLOGY			
<p>Impact HYD-1: Runoff from the construction site could</p>	<p>Mitigation Measure HYD-1: A comprehensive erosion control plan and SWPPP shall be prepared by a qualified SWPPP Practitioner to</p>	<p>Cal Water</p>	<p>Monitoring: The SWPPP shall be submitted to the State</p>

Table 1: Impacts, Mitigation Measures, and Timing of and Responsibility for Implementing the Mitigation Measures

Impact	Mitigation Measure	Implementation Responsibility/Timing	Monitoring Responsibility
<p>impact water quality of Sausal Creek, and Upper and Middle Searsville lakes and other adjacent aquatic resources.</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After Mitigation: Less than Significant</p>	<p>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.</p>	<p>or its Contractor</p> <p>Timing: SWPPP requirements shall be included in construction plan documents. The BMPs shall be in place during all phases of construction.</p>	<p>Water Resources Control Board for review and approval. The Portola Valley Public Works Department may require review and approval of the erosion control plan.</p>
NOISE			
<p>Impact NOI-1: Four of the six water pumps at Station 13 would operate continuously resulting in a sound level of 62 dBA at the nearest residential property line (a distance of 26.5 feet) without noise attenuation design features. This exceeds the Portola Valley General Plan sound standards, which state average noise levels (Leq) should not be greater than 50 dBA during the day (7 a.m. to 10 p.m.) and 40 dBA at night (10 p.m. to 7 a.m.).</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After</p>	<p>Mitigation Measure NOI-1: Water pump sound levels should not exceed an Leq of more than 50 dBA during the daytime hours (7 a.m. to 10 p.m.) and 40 dBA during the night hours (10 p.m. to 7 a.m.) at surrounding residences. Pumps shall be enclosed in an acoustic shelter such as a three-layer system comprised of vinyl sheeting, fiberglass insulation, and sound foam, capable of reducing noise levels in accordance with the Town noise ordinance.</p>	<p>Implementation: Cal Water</p> <p>Timing: Acoustic shelter details would be incorporated into all construction documents. Acoustic shelters would be built during the Station 13 construction phase from December 2015 to September 2016.</p>	<p>Monitoring: Portola Valley shall review all appropriate engineering and site plan documents for inclusion of this mitigation measure and shall perform site inspection to confirm installation and effectiveness of acoustic shelters.</p>

Table 1: Impacts, Mitigation Measures, and Timing of and Responsibility for Implementing the Mitigation Measures

Impact	Mitigation Measure	Implementation Responsibility/Timing	Monitoring Responsibility
<p>Mitigation: Less than Significant</p>			
<p>Impact NOI-2: Site development and construction could temporarily increase ambient noise levels at surrounding residential land uses.</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p> <p>Significance of Impact After Mitigation: Less than Significant</p>	<p>Mitigation Measure NOI-2: The following measures shall apply to site development and construction:</p> <ol style="list-style-type: none"> 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. Surrounding residential land uses shall be given at least five days advanced written notice of construction activity scheduling and hours of construction. Stationary equipment such as compressors, generators, and welder machines shall be located as far away from surrounding residential land uses as possible. Impact tools such as jack hammers shall be hydraulically or electrically powered wherever possible to avoid 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. 	<p>Implementation: Cal Water or its Contractor</p> <p>Timing: Conditions shall be incorporated into site plans and construction documents. Implementation shall occur during project construction.</p>	<p>Monitoring: Cal Water shall incorporate this measure into all appropriate bid contract, and engineering and site plan (e.g. building, grading, improvement plans) documents.</p> <p>Portola Valley shall review all appropriate engineering and site plan documents for inclusion of this mitigation measure.</p>
TRANSPORTATION			
<p>Impact TRANS-1: The installation of transmission pipeline within the Portola Road right-of-way would require partial road closure during the construction period disrupting traffic flow.</p> <p>Significance of Impact Before Mitigation: Potentially Significant</p>	<p>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.).</p> <p>Work within the County right-of-way shall be subject to a County encroachment permit and its conditions including the traffic control</p>	<p>Implementation: Cal Water or its Contractor</p> <p>Timing: Plan to be submitted prior to issuance of grading permit. Traffic control measures to be implemented during construction period.</p>	<p>Monitoring: Portola Valley shall review the traffic control plan for inclusion of traffic safety control measures.</p>

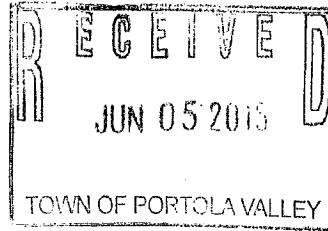
Table 1: Impacts, Mitigation Measures, and Timing of and Responsibility for Implementing the Mitigation Measures

Impact	Mitigation Measure	Implementation Responsibility/Timing	Monitoring Responsibility
<p>Significance of Impact After Mitigation: Less than Significant</p>	<p>plan and County Standard Details for trench backfill. Work shall be scheduled from 9:00 a.m. to 3:00 p.m. Monday through Saturday only. Hours may be modified if current traffic conditions allow and as allowed by the County inspector. All work within the County right-of-way shall be coordinated with the County inspector prior to start of work.</p> <p>Work within the Town of Woodside right-of-way shall be subject to an encroachment permit from that jurisdiction and compliance with required conditions of approval.</p>		
<p>Note: For all Biology mitigation measures, a "qualified" biologist/botanist shall have suitable training or expertise with the species and/or habitats addressed by the measure.</p>			

Table 2: Environmental Protection Measures Incorporated Into the Project

<p>Air Quality BMPs</p>	<p>Cal Water and/or its contractor shall implement the following BAAQMD Basic Construction Mitigation Measures during project construction:</p> <ol style="list-style-type: none"> 1) All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day. 2) All haul trucks transporting soil, sand, or other loose material off-site shall be covered. 3) All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited. 4) All vehicle speeds on unpaved roads shall be limited to 15 mph. 5) All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used. 6) Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points. 7) All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specification. All equipment shall be checked by a certified visible emissions evaluator. 8) Post a publicly visible sign with the telephone number and person to contact at Cal Water regarding dust complaints. Cal Water shall respond and take corrective action within 48 hours. The publicly visible sign shall also include the contact phone number for the Portola Valley Department of Public Works to ensure compliance with applicable regulations.
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COUNTY OF SAN MATEO
DEPARTMENT OF PUBLIC WORKS



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June 1, 2015

Ms. Karen Kristiansson
Deputy Town Planner
Portola Valley Town Hall
765 Portola Road
Portola Valley, CA 94028

**RE: *Cal Water Pump Station Consolidation and Pipeline Replacement
Bear Gulch Station 13 Initial Study and Mitigated Negative Declaration - Report
Comments from County of San Mateo – Department of Public Works***

Dear Ms. Kristiansson:

Thank you for the opportunity to review and comment on the subject project dated May 2015.

Our review of the project identified that you will be constructing a 16 inch water line in the county's right of way of Portola Road from a point south of the intersection of Sand Hill Road to the County Limits just north of Family Farm Road near the Town of Woodside. The length of the pipe will be approximately 1120 linear feet.

Per section **3.16. Transportation/Traffic** of the subject report, Impact- Trans-1 indicates that there will be partial closures of the road to allow for construction of the pipeline. We request that you include in **Measure Trans-1** that the contractor apply for an encroachment permit to work in the County's right of way and that it include the following information:

1. Dates of construction on Portola Road – please note that the county has a slurry seal project on Sand Hill Road scheduled for the summer/fall of 2015.
2. Working hours to be from 9:00 AM – 3: 00 PM Monday thru Saturday only. Hours may be modified if current traffic conditions allow and as allowed by the inspector.
3. Traffic control plan



Ms. Karen Kristiansson

**RE: Cal Water Pump Station Consolidation and Pipeline Replacement
Bear Gulch Station 13 Initial Study and Mitigated Negative Declaration - Report
Comments from County of San Mateo – Department of Public Works**

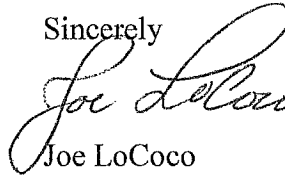
June 1, 2015

Page 2

4. County Standard Details for trench backfill in the county right of way.
5. Coordinate all work with county inspector prior to start of any work. Show plan of water line, show details of paving so that joint is not located in bicycle lane.
6. Application for encroachment permit may be found at:
<http://publicworks.smcgov.org/permitting-fees-and-forms>

Please contact Diana Shu at dshu@smcgov.org or 650-599-1414 if you have any questions.

Sincerely



Joe LoCoco

Deputy Director Road Services

JAL:ev

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cc: Diana Shu, Road Operations (e copy)

Hanieh Houshmandi, Associate Civil Engineer (e copy)

Hector Carlos, Public Works Tech II (e copy)

DRAFT UNAPPROVED MINUTES

PLANNING COMMISSION

June 3, 2015

Special Joint ASCC/Planning Commission Site Meeting, Pump Station 13, Corner of Stonegate Road and Portola Road, Preliminary Review for Pipe Replacement and Pump Station Consolidation Project,

The special site meeting came to order at 4:33 p.m.

Roll Call:

ASCC: Breen, Harrell, Koch, Ross

ASCC absent: Clark

Planning Commission: Gilbert, Hasko, Targ, Von Feldt

Planning Commission absent: McKitterick

Town Council Liaison: None

Town Staff: Public Works Director Young, Town Planner Pedro, Deputy Town Planner Kristiansson

Others present relative to the proposed project*:

John Puccinelli, Cal Water Project Engineer (applicant)

Marty Roberts, Cal Water Superintendent

John Gomez, Cal Water Production Superintendent

Nona Chiariello, Conservation Committee

Nan Wydler, 1385 Westridge Drive

Wil Patterson, 126 Stonegate Road

* Others may have been present who are not listed here

Ms. Kristiansson presented the June 3, 2015 staff report on this preliminary review of the proposed pipeline replacement and pump consolidation. In addition, she advised that the amount of impervious surface on the site has been reduced from the amount shown on the plans. The compacted base rock will only be used for the entry way, and the remainder of the site will not be compacted and will be covered with drain rock. Ms. Kristiansson further noted that the existing antenna on the site will remain and will be moved to the rear corner of the electrical panel board so as to minimize visibility.

Those present asked questions and walked around the site. The following additional pieces of information were shared during the course of the field meeting:

- The existing grape-stake fence on the site was donated to the Town by Ed Wells. Cal Water agreed to return the fence to the Town for reuse or recycling.
- When removing the eucalyptus, Cal Water would remove the root balls as well to prevent re-sprouting.
- The project should not affect water pressure for nearby residents.
- The utility pole on the site will be removed as part of the project.
- All of the vegetation on the Portola Road side of the site will need to be removed, including the existing bushes.
- Cal Water could remove the acacia and eucalyptus which are adjacent to the site.
- The new equipment will be quieter than the existing equipment on the site, because the existing equipment does not include any of noise mitigation components that are proposed for the new equipment.

Commissioners expressed concern about the visibility of the booster pumps given their height and suggested that visibility could be reduced by adjusting the grades to lower the base of the pumps, relocating the pumps to the rear of the site, or reducing the height of the acoustic shelters which are taller than the pumps themselves.

In addition, Commissioners noted that the landscaping could be adjusted to better screen the site, by including more shrubs and lower trees, planting honeysuckle or a similar vining plant to screen the fence, and pulling the landscaping at the corner of Westridge Drive and Portola Road closer to the site and up the rise. This last adjustment would also help to ensure that the landscaping would not affect the sight visibility at the intersection.

DRAFT UNAPPROVED MINUTES

ASCC members then offered their preliminary comments on the project. Commissioners indicated that the visibility of the equipment was their primary concern, particularly as the site is located at a significant intersection along the scenic corridor, and asked Cal Water to explore lowering the pumps, reducing the height of the acoustic shelters, and moving the pumps to the rear of the site. Commissioners agreed that alternative tree protection measures should be developed for trees #12 and #13 in order to retain those trees, and that the changes discussed during the meeting should be incorporated into the landscaping for the project, including planting more shrubs as suggested by the Conservation Committee, adding a vine along the fence, and adjusting the locations of the trees and shrubs.

Adjournment

The special site meeting was adjourned at approximately 5:20 p.m.

DRAFT UNAPPROVED MINUTES

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, JUNE 3, 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.

Present: Commissioners Gilbert and Von Feldt; Vice Chair Hasko; Chair Targ; Town Council Liaison Derwin

Absent: Commissioner McKittrick

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

ORAL COMMUNICATIONS

None

REGULAR AGENDA

- (1) Public Hearing: 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 regarding the plans for lot line adjustments to 846/850 Portola Road, which would modify the layout of the four existing nonconforming lots on the site in order to make the parcels more logical. Staff recommended that the Planning Commission find the project to be categorically exempt from the California Environmental Quality Act (CEQA) and approve the proposed lot line adjustment with the recommended conditions. Ms. Kristiansson said the Town's review of lot line adjustments, when no new lots are being created, is limited to determining compliance with zoning and building regulations and facilitating the relocation of utilities, infrastructure, or easements. She said the proposed lot line adjustment appears to generally comply with the regulations and will reduce the amount of non-conformity currently on the site. She said the top of bank location was resurveyed in January and the building envelopes on the lots were found to be large enough to allow for reasonable development. She said there are no issues with gas, electric, or water service to the site. The existing septic system, serving the Hallett store and the brown cottage, crosses property lines; however, the owners have bought into the sewer line extension along Portola Road and are proposing to connect to sewer with this project. She said the ASCC completed their review of the project and recommended Planning Commission approval with the conditions as noted.

Chair Targ called for questions from the Commissioners.

Commissioner Von Feldt asked what was being proposed with regard to the floor area. Ms. Kristiansson said that with the lot line adjustment both the Hallett Store building and the brown cottage would be on one parcel with a total of 3,746 square feet, which would significantly exceed the allowed floor area of 1,985 square feet. She pointed out, however, that there would only be one parcel with excess floor area, rather than the current situation in which two parcels exceed their floor area limits, and the floor area ratio is also smaller than what currently exists.

Commissioner Von Feldt asked what the plans were if the owners were unable to repair the brown cottage. Ms. Kristiansson said the brown cottage was subject to the Town's nonconforming structures regulations, which requires any renovations to be less than 50% of the appraised value of the structure. If the owners are unable to repair the cottage within those limits, she said the structure would need to be removed.

DRAFT UNAPPROVED MINUTES

Commissioner Gilbert asked if the floor area would be in conformance if the brown cottage was removed. Ms. Kristiansson said the floor area would still exceed the limit since the Hallett Store building alone is larger than the allowable floor area.

Chair Targ asked if there were future plans for the project area. Mr. Warr said there have been discussions with potential development groups, but there are no definite plans.

Chair Targ asked for public comments. There were none. Chair Targ brought it back to the Commission for comment.

Commissioners Gilbert, Von Feldt, and Hasko voiced support of the application with the conditions as proposed.

Commissioner Gilbert moved to find the project categorically exempt from CEQA. Seconded by Commissioner Von Feldt; the motion carried 4-0.

Commissioner Gilbert moved to approve the proposed lot line adjustment with the three recommended conditions of approval listed in Attachment 1 to the staff report. Seconded by Commissioner Von Feldt; the motion carried 4-0.

(2) Public Hearing: Site Development Permit for a Landslide Repair Project, File #: X9H-660, 16/42 Santa Maria Avenue, Bylund (Staff: K. Kristiansson)

Chair Targ recused himself as he owns adjoining property.

Ms. Kristiansson presented the staff report recommending the initial study/mitigated negative declaration and site development permit with the recommended conditions as listed in Attachment 1. She noted Condition #1 currently calls for the Fire Marshal to inspect the site for compliance with the fire code and any additional work needed for compliance to be completed "prior to issuance of any demolition permits." Staff suggested changing the condition to read "prior to demolition of the buildings."

Ms. Kristiansson reported that the ASCC and Planning Commission had a joint field meeting on this project on May 20 to provide preliminary comments, and the Planning Commission continued the discussion at their evening meeting that night. She said the applicant is working with the Woodside Highlands Road Maintenance District on the traffic and parking control plan. Staff has provided draft resolutions for the Commission's consideration if they move to approve the project.

Commissioner Von Feldt asked where on the site the Fire Marshal was recommending brush removal. Ms. Kristiansson said the Fire Marshal has not yet fully walked the site and does not yet have a complete list. She said that the Fire Marshal was primarily concerned with the lower property, including a fallen pine tree, brush right behind the house, and two ailing Cypress trees next to the lower house. Ms. Pedro said the Fire Marshal will be meeting with the applicant for specific instructions on the required brush removal prior to the structure demolition and staff can be involved in that meeting.

In response to Commissioner Gilbert's question, Ted Sayre, Town Geologist, said there may be more dirt moved now than was estimated in 2008 because the stitch piers have been removed from the plan and the lower landslide area along the eastern property line will be excavated and backfilled.

Commissioner Gilbert asked if additional stabilization would be required when new structures are built. Mr. Sayre said he did not anticipate a lot of grading would be required as part of any future residential construction but they are not preparing level building pads at this point.

DRAFT UNAPPROVED MINUTES

In response to Commissioner Gilbert's question, Mr. Sayre said that all the soil placed as fill will be at a relative compaction of 90 to 95 percent.

Commissioner Gilbert asked if movement has been monitored since 2008. Mr. Sayre said they monitored the existing site with inclinometers and saw diminishing movement in the successive readings for two or three years. He said there has been no recent monitoring with inclinometers; however, he said there has been no indication of ongoing movement in the last several years.

Commissioner Gilbert asked if there would be monitoring during the grading to detect any land movement due to the grading. Mr. Sayre said the inclinometers will be excavated and removed as part of the grading operation. Perimeter survey markers around the excavation area will be monitored three times a week.

Commissioner Gilbert asked if an engineered design with specific restrictions would be required for a house to be built on the site because of building on land with the Pd designation. Mr. Sayre said the Town has allowed incremental expansion of existing residences without an engineered design and have restricted how much can be added. He said that in the sense of stabilizing the ground, there will not be a defined engineering solution, but his understanding is that the houses will likely be put on shallow rigid foundations both to protect the sub-drain systems and to provide life-safety.

In response to Commissioner Gilbert's question, Ms. Kristiansson said the "disturbed area" referred to in Condition #7 pertains to the .9-acre area of work and not the entire site. Ms. Pedro said the Conservation Committee's recommendation in their letter of April 8 refers to the entire site. She suggested that the Commission discuss the Conservation Committee's recommendation to determine if that expansion of Condition #7 should be made, but noted that the undisturbed area is quite steep and difficult to navigate. Commissioner Von Feldt said most of the invasives are within the project area and would be removed. She said discussions between the Planning Commission and the ASCC resulted in a recommendation to monitor for any new introduction of invasives in the new construction landscaping plan, and allowing the already good natural recruitment of natives to fill in in the undisturbed areas.

Commissioner Gilbert said Item 17g in the Environmental Evaluation Checklist Attachment is checked off as "less than significant impact." However, she pointed out the discussion notes indicate the impacts will be mitigated. Ms. Kristiansson said that the wording could be refined here to indicate that the requirements of the Town's Code will sufficiently reduce the impacts.

Commissioner Gilbert said Item 6b is also checked "less than significant impact," but the discussion item indicates a requirement for an erosion control plan. Ms. Kristiansson said the erosion control plan is already required as part of the project and does not need to be a mitigation measure.

Commissioner Gilbert asked if Item 6e was considered less than significant impact because the project includes an alternative disposal system. Ms. Kristiansson said the less than significant designation is because the alternative disposal system has been reviewed and approved by the County as meeting all of their requirements and is therefore deemed adequate.

In response to Commissioner Gilbert's and Commissioner Von Feldt's questions, Ms. Kristiansson said the environmental document is examining whether the project itself is creating an issue that needs to be mitigated. She said that in this case, the project has been very carefully designed to solve an issue. She said the reason these items are listed as conditions of approval is to make certain they don't get overlooked.

DRAFT UNAPPROVED MINUTES

Vice Chair Hasko asked if there had been any follow-up regarding whether or not the proposed septic system had been used in similar circumstances. Ms. Kristiansson said the septic system meets all the County requirements. She said the engineering geologist reviewed the project, and the leach field specifically, and found that it would not have impact slope stability at the site.

Vice Chair Hasko asked for public comment.

Steve Toben, Santa Maria. Mr. Toben said he had met with Greg Smith, the Director of the County Environmental Health, who confirmed that the design meets the County standards for alternative systems. He said he concurs with Ms. Kristiansson that we cannot predict with absolute certainty the success of this particular septic system in this unique site but believes it is the best plan.

Mr. Toben said he received a call from Woodside Fire Marshal Denise Enea shortly before tonight's meeting, who was distressed and alarmed that it appeared the conditions had relaxed regarding fire protection. As Fire Marshal Enea could not attend tonight's meeting, Mr. Toben read into the record a portion of an email Fire Marshal Enea sent to Ms. Kristiansson this evening: "Hi Karen. The property at 16 Santa Maria has been a fire hazard for multiple years. The Fire District has tried to work with the property owner to mitigate the hazards and bring the property to compliance with the adopted fire code. The multiple fire hazards and nuisances must be abated before demo should start on this project. Working with heavy equipment before the site is cleared of the fire hazards jeopardizes the neighborhood even further."

Ms. Kristiansson said this has been an ongoing discussion. She said she discussed with Mr. Bylund that Fire Marshal Enea was concerned that the vegetation be removed before demolition of the houses begins. Mr. Bylund wants to set up the site only once, not once for tree removal and again for the house demolition. Mr. Bylund has agreed to bring in the equipment and remove all the trees and then get the Fire Marshal's approval to begin demolition of the house. Ms. Kristiansson said the fine point is where the issuance of the demolition permit fits. Commissioner Gilbert said she interprets the email to read that Fire Marshall Enea wants the fire hazards removed before any equipment is brought in. Mr. Bylund said that it would take five or six days with five or six laborers to remove all the brush and trees by hand and get it up to a chipper. He said a chipper is hot and more of a fire hazard than an excavator, which could do the job in about a day.

Vice Chair Hasko asked if Fire Marshal Enea's concern was about the machinery to remove the vegetation or also the building demolition. Ms. Pedro said Fire Marshal Enea did not clarify her concerns about the different pieces of machinery. She said the Public Works Director advised that excavators are routinely used on large projects for removal of large trees and clearing sites.

Nicholas Targ, Hayfields Road, said he is an adjacent property owner. He suggested that the fire abatement issue be handled as recommended by Fire Marshal Enea.

Jean Isaacson, Santa Maria Road, asked whether the project includes any other provisions for fire suppression. Ms. Kristiansson advised that there would be two fire extinguishers on the scene throughout the project, as well as a fire hydrant with a fire hose attachment.

With no other comments from the public, Vice Chair Hasko brought the issue back to the Commission for discussion.

Commissioner Von Feldt said that she supported the Fire Marshal's recommendations regarding acceptable equipment. She agreed with Chair Targ that the issue should be decided by the Fire Marshal.

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Vice Chair Hasko asked Ms. Kristiansson if they could approve the permit with that stipulation. Ms. Kristiansson suggested rewording Condition #1 to read: "The Fire Marshal shall approve a plan for abatement of any fire code issues prior to the start of any work on the property."

Commissioner Gilbert was supportive of the project.

Commissioner Von Feldt said that this plan is the most prudent and she supported the project.

Mr. Bylund reiterated his concern that the Fire Marshal will require hand-removal and shredding of all the brush and not allow machines to be used to clear the brush.

Commissioner Gilbert said the only other alternative would be not to act tonight, obtain clarification from the Fire Marshal, and then make a decision on the wording of the condition. Ms. Pedro said she thinks staff can help facilitate a solution to removing the fire hazard. She advised Mr. Bylund that if something could not be worked out within 15 days, the project could be appealed.

Vice Chair Hasko said it was clear that people were uncomfortable with the proposed wording and suggested that the Fire Marshal be consulted in order for staff to move forward. Ms. Pedro said her understanding was that the Fire Marshal wants to be certain the fire hazard is abated before any buildings are removed; however, the Fire Marshal did not specify the means and methods of removing the fire hazard. Ms. Pedro suggested the applicant provide a more specific work plan indicating that the fire hazards will be removed before the building is torn down and detail his method of fire hazard removal.

Mr. Bylund said that he agreed to remove all fire hazards before starting to demolish the buildings, and that would be easy to do unless the means and methods are dictated. He said with the correct machinery, it would take only one or two days and that the changes of a fire would be zero because of the fire hose and extinguishers. As long as the way to remove the hazard is not stipulated, he said that he could remove the brush and trees that have been discussed.

Mr. Toben suggested that a meeting take place involving the Town Planner, Mr. Bylund, the Fire Marshal, and a neighborhood representative, such as himself, to discuss the issue. Vice Chair Hasko agreed with this suggestion. Commissioner Von Feldt said she was comfortable with the language as amended. She also supports a meeting involving staff, the applicant, the Fire Marshal, and a neighborhood representative. Vice Chair Hasko said there is a lot of support for the project and minimizing delay, and suggested the meeting be scheduled as soon as possible.

Kenneth Singleton, Santa Maria, said he lives in the adjacent property and on the property line where most of the major trees will be removed. He said he does not see a conflict since Mr. Bylund has already agreed to clear the property of brush and trees prior to removing the structures. He said he is willing to attend a meeting to find a resolution to move the project forward.

Commissioner Gilbert suggested the following wording for Condition #1: "Prior to the demolition of any buildings, the Fire Marshal shall inspect the site for compliance with the fire code and any additional work needed for compliance shall be completed. Staff, the applicant, and the Fire Marshal shall meet to determine the plan to remove any fire hazards."

Commissioner Von Feldt moved to adopt the Initial Study and Mitigated Declaration for this project as proposed in Attachment 2. Seconded by Commissioner Gilbert; the motion carried 3-0.

Commissioner Gilbert moved to approve the Site Development Permit for Landslide Repair Project, 16/42 Santa Maria Drive, Bylund, File #X9H-660 with the conditions pursuant to Attachment #1, as

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revised, and the Resolution set forth in Attachment #3. Seconded by Commissioner Von Feldt; the motion carried 3-0.

- (3) Preliminary Review of Conditional Use Permit, Variance, and Architectural and Site Plan Review Applications for Pipeline Replacement and Consolidation of Pump Stations 8 and 13, File #: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)

Ms. Kristiansson presented the staff report describing the project. A field meeting with the ASCC and Planning Commission was held this afternoon at Pump Station 13. At the field meeting, Ms. Kristiansson said the Commissioners suggested keeping the vegetation along the Westridge Drive property line at the top of the slope, using smaller trees and shrubs to provide screening lower down, and also using a climbing plant such as honeysuckle to screen the fence itself. She said there will likely be additional landscaping discussion at the June 8 ASCC meeting as part of the Architectural and Site Plan Review. With regard to tree removal, she said Commissioners agreed that Trees #12 and #13 could be preserved by reducing the requirements for tree protection. She said it was also suggested to remove the acacias and some of the eucalyptus trees along the Westridge Drive side of the project. She said Commissioners suggested either lowering the booster pumps down into the ground or removing the top of the acoustic shelters to reduce their height. She said Cal Water will look into the options but have noted that lowering the pumps could require additional impervious surface which could potentially exceed the impervious surface limit for the site.

Ms. Kristiansson said an initial study and mitigated negative declaration was prepared for this project and found that with the recommended mitigated measures the project would have no significant impact on the environment. She said the public comment period will end on June 11 and no comments have been received to date. She said this item is scheduled to go back to the ASCC for their action on June 8 and will come back to the Planning Commission for final consideration and action on June 17.

Chair Targ invited questions from the Commissioners.

Commissioner Von Feldt asked why the pipeline was being replaced. John Puccinelli, the project engineer and project manager for California Water Service, presented a slide show of the proposed project. He said the reasons for the removal of Station 8 concerned access and safety, because in order for that site to be accessible for maintenance from the public right of way, they had to utilize a crane parked on Portola Road to lift equipment above the overhead power lines. With the removal of Station 8, a pipeline will be installed past Station 8 to Station 13, with additional pumps installed at Station 13. Because Cal Water is regulated by the California Public Utility Commission, any additional cost burden to the site, such as increased costs to lower the booster pumps, would need the PUC's review and approval.

In response to Chair Targ's question, Mr. Puccinelli said the project is to eliminate Station 8 and rebuild Station 13 with additional pumps. He said both stations were constructed in 1955, the equipment is outdated, and the project will increase efficiency and reliability. Chair Targ asked if either of the two stations had experienced any problems to date. Marty Roberts, Cal Water Superintendent, replied that there have been motor and pump failures and accessibility problems with Station 8.

Mr. Puccinelli said the replacement pipe would move water from Station 8 to Station 13. North of Station 8, the pipes are being replaced to increase the flow capacity, which is required because the two boosters at Station 8 are being moved to Station 13 and there is a 100-foot elevation difference between the two stations. In response to Chair Targ's question, Mr. Puccinelli said Station 8 is responsible for getting the majority of water into Portola Valley and the access issues have been an

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increasing burden. He said the District has consistently expressed concern regarding the functionality of Station 8 and it was not feasible to rebuild that station at its current location.

In response to Vice Chair Hasko's question, Mr. Puccinelli said Station 8 would be completely demolished and dry seeded to bring back natural vegetation. He said the intention is to deed the land back to the Family Farm.

In response to Commissioner Von Feldt's questions, Mr. Puccinelli said the project construction would be completely in the roadway, with the benefit of minor impact on vegetation, but with an impact on traffic. Ms. Kristiansson said the Public Works Director is planning to slurry seal this part of Portola Road and is holding that project until this work is completed.

Mr. Puccinelli said they are planning to start the pipeline replacement work in September and finish in February 2016. Work on Station 13 would begin in December and finish by April 2016; he advised that the work on the pump station needs to occur in the winter when demand is lower.

Vice Chair Hasko asked if there were any nearby similar sites where they used the vertical turbines in this configuration. Mr. Puccinelli said they typically would place four to six pumps inside a building; however, he said this is not possible due to the small footprint of the site, and they must use pump shelters instead.

Mr. Puccinelli said that although the proposal to the PUC was for six pumps, the PUC only approved four as part of this project. He said the plan is to construct the site with the four pumps and submit a proposal at a later date for the additional two pumps, possibly between 2018 and 2021. He said in the six-pump configuration, the additional two pumps will provide system reliability, automatically taking over in the event of failure of any of the other four pumps. In the four-pump configuration, if a pump fails, an alarm will be sent to operators who will dispatch an emergency pump with generator to the site. He noted they prefer to have fixed generators at a critical pump station such as this.

Ms. Kristiansson said the mitigated neg dec and conditional use permit, variance, and architectural review considered all six pumps, even though two are not being built at this time.

In response to Vice Chair Hasko's question, Mr. Puccinelli said that generally no more than two pumps will be running at one time, with a maximum of four, even once all six pumps are installed. He advised that the infrastructure they are building will meet the current demand, but will not provide additional capacity to meet future demand resulting from future development. He said the CPUC requires any additional supply of water to be developer-funded. Mr. Puccinelli added that water demand can increase for existing homes, however, due to features such as fire sprinklers which are incorporated into homes as they are remodeled. This project would include that type of demand.

Chair Targ asked if Cal Water is presently operating at a level that the PUC has deemed inadequate or at a deficit. Mr. Puccinelli said it is and will be operating at a deficit in the sense that the deficient will be handled by an emergency deploy of a portable pump with a generator until the future two pumps are installed. Mr. Puccinelli said Cal Water has had to deploy emergency pumps in Portola Valley at various stations as recently as last summer due to malfunctions of the pumps, PG&E phasing imbalances, etc.

In response to Chair Targ's question regarding the flow rate per pump, Mr. Puccinelli said the replacement pumps provide more flow per pump than the existing pumps; however, the pressures are fixed due to the fixed location and the flow is fairly limited in range. Chair Targ asked if they could increase the pressure and flow to keep the system in balance in the event of a pump going down. Mr.

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Puccinelli said it is possible, but once they start adjusting flow per pump it dramatically decreases the efficiency of the pump and can cause other problems.

Chair Targ asked if there were alternatives to the shelters to attenuate the noise. Mr. Puccinelli said they could install a sound wall or hang acoustical blankets, which would require a structure from which to hang the blankets. He said the new pumps will be quieter than the existing pumps and noted that the noise evaluation was conducted based on the assumption that four pumps would be running at one time.

With no further questions, Chair Targ asked the Commissioners for comments.

Commissioner Gilbert said she was satisfied that Cal Water understood the Commission's desires as far as aesthetics, particularly hiding the fence and the equipment as much as possible.

Commissioner Von Feldt said she is comfortable with the findings of the CUP and variance as proposed. She said she is generally all right with the structures and layout, although the aesthetics are primarily the ASCC's purview. In terms of landscaping, she would include the Conservation Committee comments about the plant selection if possible. Because Cal Water is a public utility using public money, she wants to be mindful of the possible additional costs of lowering the pumps, as well as the associated impervious surface implications and the impact on the Town's Portola Road project.

Vice Chair Hasko remains concerned about the overall amount of noise; however, she supports the mitigation plans and understands that the final noise levels cannot be precisely predetermined. In terms of the aesthetics, particularly being on the scenic corridor, she wants to do whatever is necessary but practical to protect the neighbor's views as well as drivers' views. She would agree with flexibility with the protection mechanism to try to save at least Trees #12 and #13.

Chair Targ asked if there was a consistency analysis performed with respect to the scenic road corridor. Ms. Kristiansson advised that she had reviewed the Corridor Plan specifically with regard to this project and found it to be consistent.

Chair Targ asked staff to reach out to the house across the street for their comments or concerns.

(4) Study Session on Amendments to the Second Unit Ordinance (Staff: D. Pedro)

Ms. Pedro presented the staff report regarding amendments to the Town's Second Unit Ordinance. She said that historically the Town has relied on second units to provide most of the affordable housing stock. With the goal of increasing the production of this type of housing, Program 3 of the 2014 Housing Element called for three amendments to the Second Unit Ordinance, as detailed in the staff report. She said that staff is seeking comments and directions from the Planning Commission. The ordinance will be forwarded to the ASCC and then return to the Planning Commission and the Town Council for review.

Commissioner Gilbert suggested amending Item #3 to read "Two second units, each up to one thousand (1,000) square feet ..."

In response to questions from the Commission, Ms. Pedro said that if a property was 3 ½ acres or larger, two accessory structures could be built on the property and then later be converted to second units.

Vice Chair Hasko said the ad hoc committee looked at requirements in nearby towns and found that Portola Valley had more restrictive limitations. She supports this approach as it makes it easier to

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create second units. However, she noted that existing accessory structures must be legal in order for them to be converted to second units.

Ms. Pedro pointed out that Items 11-15 are existing language in the Second Unit Ordinance and are repeats of language in the design guidelines and other code sections. She asked for feedback from the Commission on whether it was necessary to duplicate that language in this ordinance or just include reference to the original source of the language.

The Commission discussed codifying the language by putting it in the ordinance rather than referring to guidelines, with the advantages being strengthening the guideline to a requirement and also having all the information up front and in one place. It was noted, however, that the result would be the requirements for the second unit being stricter than the requirements for the main house.

Chair Targ was concerned about some accessory structures being treated differently than others. He preferred cross-references rather than duplicating the language within the ordinance because if the underlying Code is changed in one place, the burden is then to be sure to change it in all the other places. He suggested the ASCC weigh in on the issue.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

None.

APPROVAL OF MINUTES: March 4, 2015, and May 20, 2015

Chair Targ moved to approve the minutes of the March 4, 2015, meeting. Seconded by Commissioner Von Feldt, the motion carried 3-0. Vice Chair Hasko abstained.

Chair Targ moved to approve the minutes of the May 20, 2015, meeting. Seconded by Commissioner Von Feldt, the motion carried 3-0. Commissioner Gilbert abstained.

ADJOURNMENT [9:42 p.m.]

Chair Targ said this would be the last Planning Commission he would be attending with Ms. Kristiansson in attendance. The Commission commended Ms. Kristiansson on her excellent work and service to Portola Valley.

Nicholas Targ, Chair

Debbie Pedro, Town Planner