

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.

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.

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 McKitterick

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.

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.

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 to protect the sub-drain systems.

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.

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.

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

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

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 negative declaration 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.

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 views from the road. 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 create 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