

Special ASCC Field Meeting, 145 La Sandra Way, Preliminary Review of Site Development Permit for Grading of Play Area and Hillside Restoration

Chair Ross called the special meeting to order at 3:00 p.m.

ROLL CALL:

ASCC: Commissioners Koch, Sill and Wilson; and Vice Chair Breen, Chair Ross

Planning Commission Liaison: None

Town Council Liaison: None

Town Staff: Planning Director Debbie Pedro, Planning Technician CheyAnne Brown

Others present relative to the proposal for 145 La Sandra Way

Bob Cleaver, Project Architect

Bill Dewes, Westridge Architectural Supervising Committee

Jane Bourne, Conservation Committee

Thomas Laperle and Kristina Paszek, 138 Ramoso Road

Maryann Derwin, 148 Ramoso Road

Planning Technician CheyAnne Brown presented the report regarding the project which consists of a site development permit for grading of a play area and hillside restoration. She said this project is an ongoing code violation that first occurred in early November 2014 when the Town received a complaint that a large flat area was being graded on the hillside at the rear of the property. The proposed project consists of reducing the existing graded pad area to about half its current size (approximately 5,280 sf), modifying the pathways and retaining walls and restoring portions of the hillside back to its original natural state. The restoration plan will bring the property back into compliance with Town regulations.

Technician Brown passed out a letter received today from the property owner, Mark Holmes, who was absent, providing a summary of the project's history for the commissioners. The group then walked to the rear of the site, viewed the graded pad, and the project architect offered background to the restoration and design of the new play area.

Vice Chair Breen noted the extreme infestation of *Dittrichia* across the site. She said that the disturbance to the site for the play area created the infestation and recommended immediate attention to the invasive plants.

Maryann Derwin, 148 Ramoso Road, invited the Commission to view the graded pad from her property. She expressed her concerns over the view impact of the play area and the timeliness of the process.

The group then proceeded to 148 Ramoso Road to view the project area from the rear patio.

Bill Dewes, WASC, asked if the sharpness of the pad could be reduced. Bob Cleaver responded that the corners of the pad had been cut in the new design to remove as much of the structure as possible.

Commissioner Koch expressed concerns over what the play area may become; addition of play structures, trampoline. This is also a concern of neighbor Kristina Paszek.

Vice Chair Breen reiterated that had the project been reviewed earlier there may have been time to ward off the invasive plants.

Thomas Laperle and Kristina Paszek, 138 Ramoso Road, invited the Commission to view the graded pad from their property.

The group walked over to 138 Ramoso Road and viewed the play area from the rear deck. They expressed their concern over the view impact of the play area; that the current view of the pad at the state it is in is similar to that of a building foundation.

After the site discussions, other ASCC members agreed that they would offer comments on the proposal at the regular evening ASCC meeting. Members thanked the applicants and neighbor for participation in the site meeting. The field meeting adjourned at 3:40 p.m.

Special Joint ASCC/Planning Commission Field Meeting, 900 Portola Road, Review for a General Plan and Zoning Ordinance Amendment, Conditional Use Permit, Variance, Architectural Review and Site Development Permit for the Windmill School and Family Education Center Master Plan

Chair Ross called the special joint site meeting to order at 4:00 p.m.

Roll Call:

ASCC: Koch, Sill, Wilson, Breen and Ross

ASCC absent: None

Planning Commission: Gilbert, Targ

Planning Commission absent: Hasko, McKitterick, Von Feldt

Town Staff: Consulting Planner Cynthia Richardson

Others present relative to the proposal for 900 Portola Road

Kevin Schwarckopf, Project Architect

Karen Tate, Applicant

Monika Cheney, Applicant

Jane Bourne, Conservation Committee

Ray Williams, 3 Wyndham Drive and several other neighbors on Wyndham Drive

Consulting Planner Cynthia Richardson presented the project report. Project architect Kevin Schwarckopf gave a presentation explaining the revised landscaping plans that addressed comments from the Conservation Committee. The group also heard from applicant Karen Tate.

Vice Chair Breen asked for clarification on the proposed parking and if there was any consideration to parking at the back of the property. Applicant Karen Tate responded that there was consideration given to parking at the back of the property, however it proved to take up too much usable space and the idea was abandoned.

Commissioner Sill expressed concern in regards to afternoon parking and cars backing up on Portola Road during busy commute traffic times.

Commissioner Targ requested to have the Traffic Engineer provide the level of service for Portola Road and the increase.

Commissioner Gilbert asked if 10-12 staff members is enough staff to accommodate the number of students. Karen Tate responded that licensing requirements have a certain ratio threshold to be met and that 10-12 meets that requirement.

After the site discussions, commission members agreed that they would offer comments on the proposal at the regular evening meetings. Members thanked the applicants and neighbor for participation in the site meeting. The field meeting adjourned at 4:45 p.m.

(1) CALL TO ORDER

Chair Ross called the regular meeting to order at 7:00 p.m. in the Town Center Historic School House Meeting Room, 765 Portola Road.

(2) ROLL CALL

Planning Director Debbie Pedro called roll:

Present: ASCC: Commissioners Sill and Wilson; and Vice Chair Breen, Chair Ross
Absent: Commissioner Koch
Planning Commission Liaison: Alex Von Feldt
Town Council Liaison: Councilmember John Richards
Town Staff: Planning Director Debbie Pedro, Planner Cynthia Richardson,
Planning Technician CheyAnne Brown.

Commissioner Koch arrived at 7:02 p.m.

(3) ORAL COMMUNICATIONS: None.

(4) OLD BUSINESS

(a) Architectural Review and Site Development Permit for a New Residence and Detached Garage/Carport. File #s: 19-2016 and X9H-708, 20 Shoshone Place, Kish Residence.

Planning Director Pedro presented the staff report regarding the proposed new residence with detached garage and carport. She said the applicant was requesting a floor area concentration exemption to use 92 percent of the allowed floor area on the main residence, which will slightly reduce the current (95.2 percent) non-conformity of the residence. She said the architects have come back with provisions to lower the building, as recommended at the last ASCC preliminary review meeting, primarily through changing the roof pitch from 8:12 to 7:12. She said the landscape plan has been slightly modified in response to neighbor comments, with the applicant proposing a 24-inch big leaf maple to help screen the view of the new residence from the 165 Shawnee Pass property. She said the neighbor is supportive of the tree location and size, but remains concerned regarding the tree being deciduous. Planning Director Pedro also pointed out that the plans indicate a linear hedge along the rear property line, which is generally discouraged by the Town. She said the applicants provided a slightly modified fencing plan.

Chair Ross called for questions from the Commissioners.

Commissioner Koch asked for clarification regarding the lawn. The owner (via skype) said the lawn area has been reduced by 3,000 square feet, but they wanted to keep some lawn area where their children can play.

Chair Ross invited the applicant to comment.

The project architect said they appreciate the cooperative work on the project. He said they

have done their best to accommodate the vast majority of the feedback received from the Commission. He pointed out the changes made in the project plans.

Commissioner Sill said he was disappointed there wasn't a greater reduction in the back lawn. He said he was confused by the irrigation calculations submitted. He said the water efficient landscape worksheet indicates several spray zones, but the irrigation schedule shows them as drip. The applicant said the spray zones are being replaced with drip and they will resubmit the calculations tomorrow. In response to Commissioner Sill's question, the applicant said the back lawn would be watered with drip.

Commissioner Koch asked if there were lights in the pool. The applicant said there probably were because it was an old pool, but no new lights are being added. Commissioner Koch said the pool lights need to be indicated on the plan.

With no further questions, Chair Ross called for questions or comments from the public.

Dan Oros, 30 Shoshone, expressed support of the front lawn. He said the proposed project is the only house that has a front area that is not landscaped with trees and bushes and is a neighborhood gathering area.

With no further comments, Chair Ross closed the public hearing and brought the item back to the Commission for discussion.

Commissioner Koch was happy to see the applicant's responses to the Commission's recommendations. She said the applicant should consider an alternate tree for the maple because it is deciduous. She said the tree doesn't need to be very tall from the neighbor's perspective from her house at 165 Shawnee Pass. She said the landscaping along the property line shared with the Shawnee Pass neighbor should not be a linear hedge and said there were many unnecessary plantings in that area.

Commissioner Wilson was supportive of the lowered roofline and the 92 percent concentration.

Vice Chair Breen said she could make the findings to support the 92 percent concentration. She said it was a good design and a good project. She expressed appreciation for the changes made. She thanked the applicants for their efforts at outreach with their neighbors, which contributed to this being a good project. She agreed that the big leaf maple should be changed to an evergreen due to the neighbor's concerns. She said although she doesn't generally support more olive trees in Portola Valley, and pointed out that olives are a common allergen, a large olive tree might be appropriate here. She said the prunus caroliniana along the back fence would be nicer if broken up into a thicket; however, since this is a more suburban area with hedges being common, it was a good choice because it is narrow and evergreen. She suggested they consider adding a few toyons in that location. She advised that no additional lighting should be added, and the entire back of the property proposed to be mulched and kept in a natural state. She said if there is any future plan to develop that area, it should be brought back to ASCC or the Planning Director. She would also like to see more lawn reduction in the rear yard.

Commissioner Sill was supportive of the lowering of the ridge height. He was supportive of the design, the fencing plan, and the path lighting. He said he would prefer less lawn. He said he wanted to see an accurate irrigation plan. He said he could make the findings for the 92 percent concentration.

Chair Ross expressed appreciation for the applicant's response with the lowered ridge height and site lighting. He said it was a good project to start with and is better now.

Vice Chair Breen moved to approve the project with the findings in Attachment 1 and the conditions in Attachment 2, with the added conditions of submission of a final detailed irrigation plan to be reviewed by a planning staff member and an ASCC member, submission of a final lighting plan indicating the existing pool lights and no further lights in the rear yard, and adding the 24-inch box swan hill olive tree to the final landscape plan. Seconded by Commissioner Wilson, the motion carried 5-0.

(b) Architectural Review and Site Development Permit for a New Residence, Second Unit, and Swimming Pool. File #: 6-2016, 199 Mapache Drive, Mainzer Residence.

Planning Director Pedro presented the staff report regarding the proposed project, which came before the ASCC in a preliminary review on May 23, 2016. She said the proposed second unit has increased from 750 to 1,000 square feet to accommodate two bedrooms and two bathrooms. She said the main house has been reduced in size by 128 square feet on the first floor and 128 square feet in the basement. She said the lighting plan was revised, removing 11 front yard light fixtures. The applicant is removing two additional large redwood trees from the front. She said the only additional new proposed plantings are a couple of Manzanitas to supplement the screening at the expanded light well coming out from the basement. She said the applicant was proposing to remodel the stable into a pavilion. The architect provided a sketch of the proposed conversion, which consists of removing the existing walls, replacing rotted wood, changing the wood roof to corrugated metal, and adding gravel where there is currently no flooring. She said staff recommended that if the Commission allows this structure to remain in the creekside setback, they may want to consider a deed restriction making sure the structure is maintained as an open pavilion in the future.

Chair Ross invited the applicant to speak regarding the project. The applicant said after a conversation with the Westridge Committee a few days ago, they will be adding more screening along the driveway edge further toward the street. The applicant further described the changes made to the project plans that address the Commission's concerns, as noted in the staff report.

Chair Ross called for questions from the Commissioners.

Commissioner Koch asked if the front gate had an illuminated call box. The project architect said they haven't decided on that yet.

Vice Chair Breen asked what, if any, light fixture was in the barn. The project architect said it has not been decided. Vice Chair Breen said it is important to know how that structure will be lit, particularly since there are no walls.

With no further questions, Chair Ross invited speakers from the public.

Jane Bourne, Conservation Committee, said the Committee is not supportive of structures in the creek setback. She said there is also concern about the well that is close to the creek. She said if it is used for irrigation, the creek, over time, can be impacted.

Bill Dewes, Westridge Committee, said they did the final walkthrough last weekend and were supportive of most of the plan. He advised they recommended that screening be improved

across the front of the property, broadening the palette of some of the plantings, in particular along the driveway.

With no additional comments, Chair Ross closed the public hearing and brought the item back to the Commission for discussion.

Commissioner Wilson was supportive of a deed restriction of the stable in the creek setback. She said there were already a lot of plants planned for the front and was concerned about adding even more. She would support watering and encouraging the growth of the existing plants, but she would not support additional plantings. She was supportive of the design.

Commissioner Koch was supportive of the project. She expressed appreciation for increasing the size of the guest house while also removing square footage from the main house. She wants to see the details of the gate lighting, keypads, etc., as well as the lighting plan for the stable. She was supportive of a deed restriction for the stable. She said she thought there would be more discussion regarding the landscaping along the north neighbor's side, where there are privets and redwoods. The project architect said there is intent to remove some of the privets over time and replant.

Commissioner Sill was supportive of the design and said that it utilized the property well. He was supportive of converting the stable to a pavilion with a deed restriction. He also supported the light well.

Vice Chair Breen said she has been enthusiastic about this project from the beginning and likes it a lot. She said her concern is about the lighting in the barn, access to the barn, and the area at the top beyond the pool with the cutout. She said she wants to make sure that the ASCC is seeing plans for the total development. Vice Chair Breen said if there is a pathway or access to the barn, the ASCC needs to see it and know if it will be lit. She was not supportive of adding more plantings to the front. She said the heavy, chunky gate does not fit with the architecture of the house and suggested changing it to better match the style of the more contemporary house. She said the applicants should get other plantings started before the removal of the privets and redwoods, which should be removed over time. She said those details should be included in the landscape plan. The applicant said the camellias would be removed. The applicant said the swale, which was dug by the former owners, is a problem in that it divides the property and draws mosquitoes. The applicant said other property owners have used pipes and they would like to do the same if possible. Vice Chair Breen said at the preliminary review there was a lot of support for retaining the swale, and the Commission would need to review any other plan for the swale.

Chair Ross was supportive of the project. He said there is a danger of over-landscaping the front and suggested more carefully considering plant placement instead of adding plantings.

Bill Dewes of the Westridge HOA said they were suggesting broadening the variety of plants and not suggesting adding more plants.

Chair Ross said the applicant should provide a plan that shows the replacement of the privets. The applicant said they will be collaborating with the neighbor on the plan. Chair Ross said they also needed to provide more detail regarding lighting. In response to Chair Ross's question, the applicant said the well was active and used for irrigation.

Commissioner Koch moved to approve the project with the conditions as stated in the staff

report, adding that prior to issuance of building permits the applicant must submit a complete landscape, hardscape and lighting plan, including details of planting materials for the front yard and along the north fence line, hardscape improvements in the rear yard including paths and lighting at the pavilion, and the design of the front gate call box. A deed restriction shall also be recorded to ensure that the renovated stable be maintained as an open pavilion. Seconded by Vice Chair Breen, the motion carried 5-0.

(c) Review for a General Plan and Zoning Ordinance Amendment, Conditional Use Permit, Variance, Architectural Review and Site Development Permit for the Windmill School and Family Education Master Plan. File #: 32-2015.

Planner Cynthia Richardson presented the staff report and described the application details. She said the ASCC had reviewed the preliminary plans on April 25 and held a joint field meeting with the Planning Commission. She said they visited the site again today to view the story poles. She said the proposed rezoning and General Plan designation of the property will go before the Planning Commission next week. She described the changes made to the parking lot and turnaround. She said tandem teacher parking spaces were proposed and said there may need to be some reworking of the parking layout. She said since the last meeting, the applicant has enclosed the hallways to be part of the structure. She described the revised landscape plan, which incorporated recommendations by the Conservation Committee for a reduction of oaks and adding some native planting between the oaks. She described the fence that requires a variance. She said the Planning Commission requested that it not be considered an ornamental garden structure and said it is actually an 8-foot-tall sound wall that runs approximately 100 feet along the property next to the Wyndham Drive neighbors. She said the applicant submitted an example of a play yard; however, the play yards have not yet been fully designed by the company so there is a condition in the Conditional Use Permit that if the design includes any hardscape, it must return to ASCC for final review. She said the applicant has also asked the Planning Commission for modification of Condition #5 of the Conditional Use Permit regarding the 85 percent enrollment requirement. She said they received a letter at the field meeting today from the neighbors at 303 Wyndham Drive, who are concerned about the noise and weekend operations outlined in the Conditional Use Permit, specifically the hours of operation and the outdoor use. She said tonight, the ASCC will review the aesthetics, the lighting, building bulk, mass, and layout; approve or modify the site development conditions; and provide any comments or recommendations to the Planning Commission regarding the General Plan and Zoning Map Amendments, Conditional Use Permit conditions, and the variance request.

Chair Ross called for questions for staff. Hearing none, he invited the applicants to comment. Hearing none, Chair Ross called for questions for the applicant.

Commissioner Koch asked why there were so many recessed lights in the outdoor terraces since they would not be used for evening events outside the classroom. The applicant said they did not anticipate the lights being on very often.

In response to Chair Ross's question, the applicant confirmed that the lowest roof is at the back toward the play area. The applicant said all the can lights are in the lowest roof.

In response to Vice Chair Breen's question, the applicant said each room in each area will be switched separately. He said that there will probably be a master switch to shut everything down.

Vice Chair Breen said the placement of an air conditioning unit would be important and should

not be located at the back of the campus facing neighbors. She said it was clarified this afternoon that there would not be a dumpster and there would be separate trash bins inside a fenced trash area.

Hearing no more questions, Chair Ross invited comments from members of the public.

Don Eckstrom, Conservation Committee, expressed concern that oaks along the fence line will get very large and infringe on neighbor's properties. He said the size of the trees and how close they are placed to the fence line should be considered.

Chair Ross asked why the Conservation Committee recommended preserving the fir tree. Mr. Eckstrom said it was the only native tree in the center of the property and should be preserved.

Hearing no further comments from the public, Chair Ross closed the public hearing and brought the item to the Commission for discussion.

Commissioner Sill was supportive of the project and said it would be a benefit for the community. He said he supported the variance for the sound wall. He was pleased to see it stated in the Conditional Use Permit that the applicant would work with surrounding properties for overflow parking for large events. He said the staggered class times are critical to address the parking congestion problem and the impact to Portola Road. He said he liked they were under-developing the parcel. He said the applicant had done a good job addressing noise and traffic; however, he still had concerns about traffic impact. He was supportive of the landscaping and lighting plan. He was supportive of the General Plan and Zoning amendments and the Conditional Use Permit.

Vice Chair Breen said she was excited this project was moving forward. She was supportive of the aesthetics, the color boards, the sound wall, the light fixtures, and the reduction in parking lot lighting. She said the planting plan was good, but she agreed that the oak trees were not a good choice as a perimeter tree. She said the lighting switching pattern and having a master shut-off switch is important for the lighting plan. Planner Richardson said Condition 25 addresses those concerns regarding the lighting. Vice Chair Breen was supportive of the enclosure of the hallway. She said the windmill feature should have a wider base. She said she is concerned with the traffic and the ingress/egress of the parking lot. She expressed concern regarding things such as future signage and striping on the road in one of the most attractive parts of Town. She said the applicant would be hooking up to sewer which means the next door property may also finally hook up to sewer.

Commissioner Wilson said she wished there was a housing unit included in the application for teachers, security, or nighttime animal caretakers. She was concerned about traffic backing up onto Portola Road. She asked if they would be able to reconsider having an entry and exit at either end if it is later determined this parking plan is not working. She said that option would be safer and would not require all the signage and road changes outside the parking area. She agreed the windmill was tall and chunky and could be made more delicate and elegant. She noted there was a lot of lighting in the parking areas.

Commissioner Koch said the project will be a wonderful asset to Portola Valley as well as neighboring communities. She supported the variance for the sound wall and agreed it should be considered a fence and not an ornamental garden structure. She wondered if there was a way to add parking along the access road back to the farm. She was concerned the parking is not adequate and would like to see staff parking removed from the front zone. She said the

windmill could be more tapered up from the base. She said the fir tree may not have much life left. She said she is looking forward to the project.

Chair Ross was supportive of the project. He said the use is unusual in that the site lighting requirements are a bit more safety oriented than in most applications they see, including the front parking area. He said, however, the lighting would be seasonal and would be turned off at reasonable times with the exception of the few evening events held per year. He supported the variance for the sound wall/fence. He said it will greatly mitigate noise spill even during weekend and evening events. He was supportive of the tandem parking with only staff parking in the more difficult zone. He agreed with Vice Chair Breen that a lot of signage along that corridor should be avoided. Chair Ross said if students would be arriving for the after school program by bicycle or on foot, the applicant may want to consider the process for that. He was supportive of the staff's conditions of approval for the site development and the Conditional Use Permit. He was supportive of the General Plan amendments and the variance.

Commissioner Sill moved to approve the site development permit subject to the recommended conditions with an additional condition to provide a comprehensive landscape plan for the entire site and recommended to the Planning Commission approval of the Zoning Amendment, the Conditional Use Permit, and the variance. Seconded by Vice Chair Breen, the motion carried 5-0.

(5) NEW BUSINESS

(a) Preliminary Site Development Permit Review for Grading of Play Area and Hillside Restoration, File #'s 10-2016 and X9H-706, 145 La Sandra Way, Holmes Residence.

Planning Technician CheyAnne Brown said the ASCC held a field meeting at this site this afternoon. She explained that in 2014, the Planning Department learned that a large portion of the property had been graded without the benefit of permits or approvals. Subsequently, a stop work order was issued in addition to a code violation letter requesting the owner provide an action plan to bring the property into compliance. She said that over the past 20 month, the site has remained untouched and staff has worked with the applicant to ensure that appropriate erosion control measures are installed and that necessary winterization inspections have been conducted. Ms. Brown described the proposed plans for the revisions to the play area and the hillside restoration.

Chair Ross called for questions from the Commissioners. Hearing none, he invited comments from the applicant.

Bob Cleaver, project landscape architect, said he had initially reported that the property line followed the swale, but after reviewing the drawings again, he said it appeared the property line goes up the other side of the hill and the swale is not the property line. He described the goals of the project – reducing the scale and size of the play area, removing the walls on three sides, removing and reducing some of the pads, using as much fill as possible from the reduction of the play area, raising the grade and trying to restore as much of the north hillside as possible. He said the slopes are significant and need special attention regarding the planting restoration. He said the property owner is available by phone if desired.

Vice Chair Breen asked if the hillside at the fence is also a part of this property and if the owner had clear cut that entire hillside. The landscape architect said that appeared to be the case and

it looked like the cutting went beyond the fence and up to the neighbor to the north, now exposing the fence.

Vice Chair Breen asked Mr. Cleaver if he had noted all the *Dittrichia* up on the hillside caused by the disturbance to the property. Mr. Cleaver said he did notice it. He said two years ago, the white base rock was dominant with no invasives, but today it is dramatically changed. Vice Chair Breen asked regarding the plan to deal with the *Dittrichia*. The landscape architect said he expected the Commission to provide a list of issues and they will address them accordingly.

Commissioner Sill said it looked like the existing trees were coast live oaks, and asked why the plan was to plant valley oaks instead of strategically placed live oaks. Mr. Cleaver said the majority of the lower trees are coast live oaks. He said the intent is to put in something larger that will spread and cover but not overplant the hill. Commissioner Sill said it would be difficult to make the valley oaks look natural. Mr. Cleaver said that the view was quite stark from Ramoso Road, and he thought a couple different varieties of evergreen oak would be acceptable. He said blue oak would also be a good candidate.

Hearing no further questions from the Commissioners, Chair Ross opened the public hearing.

Alex Von Feldt, 5 Creek Park Drive, said the *Dittrichia* will be a problem for two to five more years. She said typically, it should be pulled in the summer before it goes to seed. She said another technique that might be considered is to spread a thick layer of mulch around the site. She also offered support for clumping of plantings to screen the area.

Bill Dewes, Westridge Committee, said there has not been much discussion regarding the homeowner's accountability and responsibility. He said this is the second large incident that eluded both the Westridge Committee and the Town. He said there seems to be a lack of initiative on the part of the homeowner since this problem has been ongoing for almost two years. He said he is unclear on what the enforcement options are. He said he was not looking for resolution today, but he did want the issue included in this conversation. He said the site visit was very helpful today, but there are a lot of things that still need to be formed to get to a final plan. He said the conditions should reflect that it is a multi-year plan of restoration. He said he hopes this is a permanent element that will be taken seriously by the homeowner.

Kristina Paszek, 138 Ramoso Road, asked regarding allowing a play area on a 30-percent-plus slope of a scenic hillside in view of many neighbors. She said the existing large play area is rarely used and she did not imagine it would be used more if it's smaller.

Hearing no further comments, Chair Ross closed the public hearing and brought the item back to the Commission for discussion.

Commissioner Koch said she understood the frustration of seeing no progress toward resolution 20 months later. She said this project would clearly have never been approved had it been brought through the proper channels. She said the removal of invasives should be the first priority, and should continue on an ongoing basis. She said her fear is that nothing will happen.

Planning Director Pedro said that staff has been working with the homeowner for the past 20 months to have the necessary information submitted for review by the ASCC. She said the applicant has responded, although slowly, by submitting a site development application and providing explanations to Town staff regarding his delays. She said the next step will be providing the applicant with the ASCC's feedback and a deadline for the restoration work. If the

applicant does not comply, a notice of code violation will be recorded. She said ultimately, the Town wants the area restored properly. She said if a notice of code violation is recorded and a lien is filed on the property, the homeowner may just choose to make no changes to the site. She said the goal is for the applicant to obtain an approval from the ASCC, have a remediation plan in place, and make sure the site is restored accordingly. In response to Commissioner Koch's questions, Planning Director Pedro said the civil engineer report is still outstanding and will need to be completed prior to moving forward.

Commissioner Koch said if the homeowner still desires a play area, she would not support the white reflective gravel material. She would support removal the boxed-in structure, minimizing the paths, planting different bunches of native plants around the site, and providing some screening for the neighbors in the form of trees.

Commissioner Wilson said it appears the only person that does not have a view of the play area is the actual homeowner; however, all of the neighbors have a glaringly obvious view of it. She would prefer complete restoration without the play area.

Vice Chair Breen said the project is analogous to several projects they've seen where people have cut trees and completely altered the character of a site. She said 20 months have gone by and the property has been ruined, the *Dittrichia* has seeded twice and is now everywhere. She said the landscape architect's design is good, but she would prefer complete restoration including the other side of the ravine. She agreed the play area would not likely be used.

Commissioner Sill said there are two issues – restoring the neighbors' views and revising the play area. He said restoring the view is the top priority, and it needs to be done quickly, with trees planted as soon as possible, whether or not there is *Dittrichia* on the site. He said he doesn't see the point of the play area, but does not see that as the primary concern.

Chair Ross said all of the property boundaries need to be softened by restoration of some of the chaparral. He said if it does result in a smaller play area, even modest sized trees would provide some screening fairly quickly. He said the *Dittrichia* should be removed immediately, and the oaks would be more successful if planted in September or October. Chair Ross said the proposed mitigation and redesign of the play area is good. He said it removes the obvious retaining wall structure, leaving a little bit of a strip closer to the house, but at half the height.

Chair Ross said he would also prefer the property be restored to a chaparral covered hillside with no graded area; however, he said if this plan had been brought before the Commission as a new project, they would give some consideration to creating a play area. He said the frustration is due to it happening in the first place and then taking so long to mitigate. He said allowing a play area would be a practical compromise if it will motivate the owner to move forward with restoration. The alternative could be that the owner decides to do nothing and the property remains in this condition or worse for a very long time. He said he would like to see the project again within three months. He pointed out that by restoring the hillside, there would be less off haul.

Mr. Cleaver said that a very important goal is to not create a scar by fixing the scar on the hillside. He said the owner has been very willing to consider design ideas and adaptation. Mr. Cleaver said he is also dismayed at the lack of progress and appreciates the Commission's willingness to use a handshake instead of a fist to arrive at a solution.

In response to Mr. Cleaver's questions, Planning Director Pedro said the Town will notify the property owner of the next steps. She said the Town will request a reduction in play area, a restoration plan, and a specific timeline for bringing the project back for review. Vice Chair Breen said immediate eradication of the *Dittrichia* should also be required.

(b) Review of Revised Design Guidelines and Approved Plant List, Portola Valley Ranch Planned Unit Development, File #s: X7D-74, 05-2016, 1 Indian Crossing, Portola Valley Ranch Homeowner's Association

Planning Director Pedro presented the staff report regarding the proposed changes to the Portola Valley Ranch Planned Unit Development Design Guidelines and Approved Plant List, which are subject to ASCC approval. She said the four primary design guideline changes include exterior colors, construction materials/design, exterior lighting, and landscaping/approved plant list. She said the Conservation Committee initially reviewed the plant list approximately one year ago and again more recently. She said the Committee is generally supportive of the entire list; however, they want the list to indicate that 19 of the plants are local to California but not local to this area.

Chair Ross called for questions from the Commission. Hearing none, Chair Ross invited comments from the applicant.

Miriam Sachs Martin, Ranch Land Manager, said that Portola Valley Ranch has the most restrictive plant list in all of California. She said the intention in revising the plant list is to offer more locally native species as an option for residents, and as an incentive to use more locally native species. She said they do not want to exclude non-locally native plants, for example plants from Southern California. She said because they are the only HOA in all of California that requires residents to use only indigenous plants, they do not want to further restrict the list by taking away all or any of the widely-used plants because they are not locally native. Chair Ross said his understanding was the Conservation Committee was only asking that those plants be noted as not locally native and not suggesting they should be removed from the list.

Chair Ross called for questions from the Commissioners.

Commissioner Sill asked how the applicant came up with the density guidelines for lighting. Carol Grundfest, Ranch Design Committee member, said the fixture spacing guidelines are based on what is typical at the Ranch. She said a lot of homes at the Ranch have long walkways that parallel their carports before you get to the front entry, with many instances of multi-level transitions with stairs, risers, up or down, and long corridors.

Ms. Grundfest said this is not a recommendation that fixtures must be placed every 10 feet, but is recognition that if it is required to be placed every 10 feet, this is the maximum lumens limit. Ms. Grundfest said when applications come to the Ranch Design Committee, they look very carefully at the number and spacing of fixtures and do everything possible to minimize the number of fixtures. She said safety is the primary concern, that the spread of light covers the necessary areas while using minimum lumens to provide adequate lighting.

Craig Sander, Ranch Board of Directors, said they are not recommending a string of fixtures placed every 10 feet. Karol Bondy, Ranch Board of Directors, said every application that comes before the Ranch HOA gets scrutinized. She said applicants are required to provide the photometric data. She said these are just design guidelines, and the lighting plan of every application is closely scrutinized for total light output, etc.

Commissioner Sill said he thinks the recommendations provided too much light with fixtures placed too close together and it appears that the Ranch is being less restrictive than the Town with regard to the lighting. Ms. Grundfest suggested changing the guidelines to indicate a range of distance for in-ground and low-height to 4 to 8 feet so that it does not appear they are requiring fixtures every 4 feet. She further suggested adding the designation of every 15 feet to the overhead category. Commissioner Sill said that approach made more sense to him.

Commissioner Wilson asked if there was a link on the Town website to the Ranch plant list. Mr. Sander said they have discussed getting a copyright on it because of the enormous amount of time spent creating it. He said they will talk with staff about the use of it.

Chair Ross said one of the informal goals of the ASCC for the last year has been to forge stronger bonds with HOAs that have design guidelines. He said the intent is to increase the communication between the HOAs and the Town Planning Department, and not with the intention of adopting the HOA's plant list.

Vice Chair Breen said it would be helpful for people in Town to have access to the list and it is important to share.

Vice Chair Breen said she worked with Nancy Hardesty, the original landscape architect for the Ranch subdivision in the 1970s, and said she thought Ms. Hardesty would be pleased with the Ranch; She pointed out that the redwoods were supposed to be culled out over time and the oaks should not be topped. Ms. Sachs Martin said when the previous guidelines said topping was forbidden, people were still topping. She said the guidelines now say that topping may, in extreme circumstances, be allowed and to discuss it with the committee, which they hope will be more effective.

With no further questions, Chair Ross called for questions from the public.

Jane Bourne, Conservation Committee, advised she had helped review the approved plant list and offered support.

With no further comments, Chair Ross closed the public hearing and brought the item back to the Commission for discussion or action.

Chair Ross said there appeared to be a philosophical difference with regard to the lighting issue. He said the ASCC is generally very restrictive, but will consider exceptions for exceptional circumstances. He said the HOA's approach of surveying current lighting designs and having more permissive guidelines, but being more restrictive in the review process may have the same effect, just from a different perspective.

Commissioner Wilson moved to approve Portola Valley Ranch Design Guidelines and Approved Plant List. Seconded by Commissioner Koch, the motion carried 5-0.

(6) COMMISSION AND STAFF REPORTS: None.

(7) APPROVAL OF MINUTES: June 27, 2016. Vice Chair Breen moved to approve the June 27, 2016, minutes as submitted. Seconded by Commissioner Koch, the motion passed 4-0-1, with Commissioner Sill abstaining.

(8) ADJOURNMENT [10:08 p.m.]