

MEMORANDUM

DATE: 4/14/05
TO: Portola Valley Town Council
PROJECT: Portola Valley Town Center
RE: Schematic Design Progress Report
BY: Siegel & Strain/Goring and Straja Design Team

Enclosures:

1. PVTC Site Plan 4/14/05
2. PVTC Site Plan over Survey (Black/Red Plan) 4/14/05
3. Conceptual Site Plan dated 11/04 (for comparison to current plan)

I. Purpose of Meeting

The purpose of this Town Council meeting is to provide Portola Valley residents and Council members with an opportunity to review and discuss the schematic design for the new Portola Valley Town Center. We are also seeking approval from Council on the site plan as a whole and direction on the general form of the buildings.

At this meeting Siegel & Strain/Goring and Straja Architects will present the progress made to date on the Town Center design. The presentation will include: an update on the site plan; building elevation studies; site and building models; samples of exterior building materials; phasing diagrams; and a slide presentation to show detailed aspects of the current design. It is anticipated that the Town Council and public discussion will focus on design issues.

II. Schematic Design Process

Since the adoption of the Portola Valley Town Center Conceptual Master Plan in November 2004, we have met approximately every two weeks with the Architectural Design Team (ADT) to discuss design progress and receive guidance on its development. ADT members are: Ed Davis, Mayor; Ted Driscoll, Council Member; Chip McIntosh, Planning Commissioner; Laura Chase, ASCC Member; Angela Howard, Town Administrator; Howard Young, Town Engineer; George Mader, Town Planner; Siegel and Strain Architects, Larry Strain and Susi Marzuola; Jim Goring, Goring and Straja Architects; and occasional representation from the Library and Church depending on the meeting agenda topics.

Programming meetings were held in February with Town Committee representatives to collect more detailed information on the various aspects of the project. We have maintained on-going communications with several committee representatives regarding specific items such as trails, playground equipment, athletic needs and historic archive requirements. We have also met with Town and Library Staff to review floor plans for the new Portola Valley Library and Town Hall. A joint work session was held with the Planning Commission and ASCC on April 6th.

This ongoing work and input has resulted in refinements to the plan, which, as before, strives to meet the many and diverse needs of the Town in ways that make the most of the natural setting and complement the surrounding landscape.

III. Proposed Schematic Design Refinements

General comparison of the 11/04 Conceptual Master Plan to the current plan shows a consistency in direction over the last several months of schematic design development. A number of specific design refinements have evolved at a more detailed level, the most significant being:

- A. Location of new entrance drive through the east end of the Christ Church's small parking lot (made possible by a land swap with the Church).
- B. Improvements to emergency access in two locations: 1) a wide all-weather north/south path through the site which will be used primarily by pedestrians, kids on wheels and service vehicles, and 2) a secondary emergency access through the Church's main parking lot and neighboring orchard.
- C. Deferral of daylighting the creek.
- D. Reconsideration of building massing and height. The Library is proposed as a one-story building. The Town Hall is two stories with a partial basement for storage. The overall building floor area is slightly decreased from the Conceptual Master Plan. Additionally, no building in the current plan is over 24 feet in height.
- E. Re-orientation of Community Hall and Activity Building to open the Town Plaza and the west end of the Community Hall onto the redwood grove and to create a courtyard for outdoor use affiliated with the activity rooms.
- F. More detailed zoning and identification of landscape types and plant materials.
- G. Slightly adjusted and more detailed layout of the new playground.

**IV. ASCC and Planning Commission Comments from the 4/06/05
Joint Work Session**

- A. The site plan received a positive reaction.
- B. The central access path for emergency was recognized as necessary, but should be downplayed to minimize visual impact.
- C. Plan of Town Center plaza, buildings, lawn and outdoor spaces received strong support.
- D. Building design received qualified support. Concerns were raised over south and west facing facades with regards to sun control and views.
- E. It was recommended that the building exteriors be clad in wood or possibly painted board and batten. Ideally the materials would be natural.
- F. Landscaping layout and zoning was generally liked. Ideally linear rows of trees should be minimized but **may be appropriate** at long, straight athletic fences.
- G. Fencing should be minimized both in terms of appearance and extent.
- H. Planting around the Town Center buildings should be native.
- I. Site Lighting should be minimal at parking areas. The only other low-level site lighting worth considering is at the central path to illuminate the walk connecting Easement Road parking to the Town Center buildings across the site.
- J. Play equipment and surface materials should be selected to blend with the natural setting.

V. Environmental Review

The environmental review is being prepared by David J. Powers and Associates. It is anticipated that a mitigated negative declaration will be recommended.