

A Side by Side Comparison: Current & Proposed Regulations for ADUs

Current

Size

- ADU maximum by parcel size
 - 1,000 SF / 1 acre
 - 1,200 SF / 2 acres
 - 1,500 SF / 3.5 acres
- Internal units in all Res zones: max 1,200 SF/50% of main building
- ADU basements count towards AMFA and ADU size

Location

- ADUs limited to residential zones
- External ADUs limited to 1 acre lot

Parking

- No parking required for internal ADU
- 1 parking space for external ADU

Second Address

- ADU must have same address as main building

Review

- ASCC review required for some ADUs

Proposed

Size

- Less than 3.5 acres max ADU size: 1,200 SF, 50% of main building, or AMFA remainder
- 3.5 acres or more: 1,500 SF
- Internal ADU maximum size 1,700 SF
- ADU basement w/ internal access counts toward ADU size but not AMFA

Location

- ADUs allowed in all zones
- External ADUs allowed on all parcel sizes (w/ some safety restrictions)

Parking

- No parking required for internal ADU
- 1 parking space for external ADU
 - On 1 acre+, ADUs < 1,200 SF can overlap guest & ADU parking
- Separate driveway permitted rarely

Second Address

- ADU may have separate address

Review

- New: Staff Discretionary Review
- ASCC or Staff Discretionary Review required for some ADUs

ADU Regulations Staying the Same

- Adjusted Maximum Floor Area (AMFA) and Impervious Surface (IS) maximums
- Setbacks, including property, scenic corridor, earthquake and creek setbacks
- Maximum height for each base zone
- Landscape, lighting and material requirements
- Number of ADUs allowed on any property
- ADUs cannot be sold separately from the main building, owner must live on property

Glossary of Terms

ADU: Accessory Dwelling Unit, also, second unit. A residential unit on the same parcel with but diminutive to the main residence or use.

Internal: An ADU which converts existing space into a separate unit; the building footprint and outward appearance remain the same.

External: An ADU which alters the outward appearance of a house, structure, or property (includes attached and detached).

Attached: An ADU which is added on to and shares a common wall with the main structure.

Detached: An ADU which is separate and freestanding from the main structure.

AMFA: Adjusted Maximum Floor Area; a property's maximum allowed floor area, taking slope, soils, and other factors into account (Portola Valley-specific definition).

ASCC: Architectural & Site Control Commission; Commission appointed by the Town Council to conduct discretionary review of design elements.

FA: Floor Area; interior square footage.

IS: Impervious Surface; Portola Valley's definition includes pavers and corrals.

Ministerial Review: A review process which is objective in nature and involves no personal judgment. The reviewing body confirms that all requirements are satisfied before approving a project, and may not consider public comment or impose conditions of approval.

Overlapped/Shared Parking: When more than one person or use utilizes a single parking space.

SF: Square Feet.

Staff Discretionary Review: A review process wherein the Planning and Building Director shall review certain Accessory Dwelling Unit applications in coordination with one member of the Architecture and Site Control Commission (ASCC). Neighbors will receive notice prior to project approval and conditions of approval may be imposed.