



TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)

Monday, May 13, 2019

7:00 PM – Regular ASCC Meeting

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Ross, Sill, Wilson, Vice Chair Breen and Chair Koch

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Tennis Court Landscaping (Conservation Committee)
2. Staff Discretionary Review Process for Accessory Dwelling Units (A. Cassidy)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. Commission Reports
4. Staff Report
 - a. Wildland Fire Committee
 - b. Noticing
5. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

6. ASCC Field Meeting of March 25, 2019 and ASCC Meeting of April 8, 2019

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

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.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

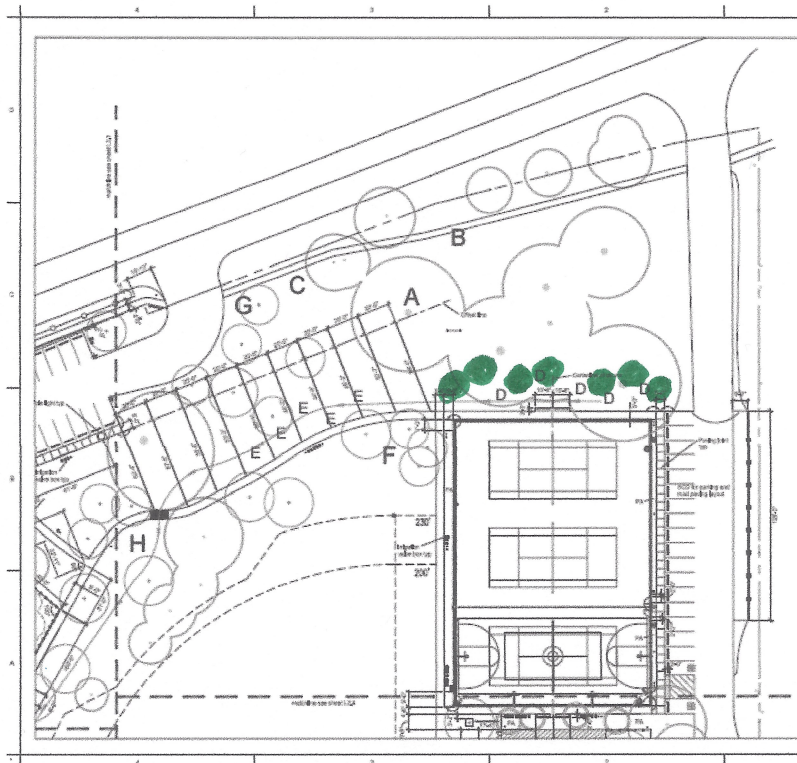
PUBLIC HEARINGS

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

Visual screening of tennis courts - Proposal by Conservation Committee



View of tennis courts from Portola Road, NE side of tennis courts are unscreened



Birds eye view of the area. We suggest planting approximately 6-8 locally native shrubs, in a naturalistic, staggered manner (E.g. Manzanita, Elder, Toyon, Buckeye, Ceanothus)



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC

FROM: Arly A. Cassidy, Associate Planner

DATE: May 13, 2019

RE: Staff Discretionary Review for Accessory Dwelling Units (ADUs)

RECOMMENDATION

Staff recommends that the ASCC receive a presentation from staff, ask questions, receive public comments, and provide feedback to staff.

BACKGROUND

On March 27, 2019 the Town Council adopted the Accessory Dwelling Unit (ADU) Ordinance (Attachment 1). This ordinance contained many new policies and processes, but also carried forward many of the foundational policies of the existing ADU ordinance; staff created a handout to summarize some of the larger policy elements (Side by Side Comparison, Attachment 2).

One new process included in the ordinance is Staff Discretionary Review: a staff-level review for certain ADUs. The Planning Commission developed the key elements of the new process with valuable input from the ASCC, and included these provisions in the ADU Ordinance. Both bodies agreed that some of the existing triggers for ASCC review might appropriately be placed at the Staff Discretionary Review level. To summarize these changes, staff created the ADU Application Path handout (Attachment 3).

The ordinance went into effect on April 26, 2019, and staff expects to receive its first ADU application under the new ordinance shortly. To prepare for a new review process, staff has developed the ADU-specific Permit Application & Permit Checklist and Neighbor Notification (Attachments 4 & 5). These forms are based on the Town's current forms, with edits by staff to improve clarity for the applicant and speed of processing by staff.

DISCUSSION

Based on the Planning Commission's input, staff developed a description of how the Staff Discretionary Review process will work (Attachment 6). The key components of this process are as follows:

- Application submitted
 - Must include Neighbor Notification to adjacent neighbors (new)
- Applications are reviewed for completeness
- Staff notifies project to 300' buffer, sets earliest possible date of decision
- Staff reviews project for consistency, drafts Approval Document (new document)
- Staff conducts site visit (optional: may include ASCC member)
- Staff & ASCC member complete review of project, complete Approval Document (new)
- On or after noticed date of decision, approval or denial issued, or can refer to full ASCC

The process is similar to review by the full ASCC in that staff completes a review of the project and documents the key components in a report. However, instead of scheduling the project for a public meeting, staff's report will be made to one ASCC member and can be scheduled at their convenience.

The Approval Document (Attachment 7) combines all of the key pieces of documentation for a project: the staff report, public and ASCC comments, findings for approval, and the conditions of approval. This document will ensure that a clear record of the review process will be created.

Staff requests ASCC feedback on the following elements of the SDR process:

1. How would the ASCC like to assign ADU review duties? Does a quarterly rotation work?
2. Assignment of Commissioners for remainder of 2019.

ATTACHMENTS

1. Accessory Dwelling Unit Ordinance, adopted March 27, 2019
2. Side by Side Comparison: Current & Proposed Regulations for ADUs
3. ADU Application Path Handout
4. ADU Permit Application
5. ADU Permit Checklist and Neighbor Notification
6. Staff Discretionary Review – Process Outline
7. Approval Document Template

Report approved by: Laura Russell, Planning and Building Director



ADU Ordinance

Adopted by Town Council March 27, 2019

B. Accessory Dwelling Units.

1. Purpose. The purpose of this section is to define Accessory Dwelling Units (ADUs), and describe their development standards, review required, and additional regulations. Accessory dwelling units are allowed in certain situations in order to help achieve the Town's goals which include but are not limited to:
 - a. Create new housing units while respecting the existing character of the Town;
 - b. Provide housing that responds to residents' changing needs, household sizes, and increasing housing costs, and provide accessible housing for seniors and persons with disabilities;
 - c. Offer environmentally friendly housing choices with less average space per person and smaller associated carbon footprints; and
 - d. Promote provision of affordable housing for people who work in Town.

2. Definitions. The following definitions shall govern this Section.
 - a. Accessory Dwelling Unit, or ADU. An attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the main building to which it is accessory. An Accessory Dwelling Unit also includes:
 - i. Internal ADU. Created by converting Existing Interior Space, such as bedrooms, attached garages, basements or attics, or a combination thereof. Converted space can be within or detached from the main building.
 - ii. External ADU. A unit which requires new construction, either attached to or detached from the main building.
 1. Attached ADU. A unit which is attached to or part of the main building. Attached ADUs include new construction which is attached to the existing building, and a mix of new construction and converted space.
 2. Detached ADUs. A separate building, independent from the main building, built using new construction.
 - b. Adjusted Maximum Floor Area, or AMFA. The maximum allowed floor area for a residential parcel, calculated by the Town using the parcel's size, slope, mapped ground movement potential, and mapped flooding potential.

- c. Director. Planning and Building Director, also referred to as the Town Planner.
 - d. Discretionary Review. Review of a project against the General Plan, municipal code, and Design Guidelines. The reviewing body exercises judgment in applying policies to a specific project in context and determining whether the required findings for approval can be made. The reviewing body considers public comment and may impose conditions of approval on the project.
 - i. 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).
 - ii. Architectural and Site Control Commission, or ASCC. A review process wherein the full ASCC reviews projects at a public meeting.
 - e. Existing Interior Space. For the purposes of internal ADU creation, Existing Interior Space shall be within a building which was permitted by the Town and passed its final building inspection at least one year prior to any application for an ADU.
 - f. Guest House. A building separate from the main residence which includes a bedroom and may include a bathroom, but does not include a kitchen.
 - g. Junior Accessory Dwelling Unit. A unit consisting of habitable space with a separate entrance and sink, but which may share bathroom facilities with the main building. Typically created by converting existing space into a separate unit. Junior Accessory Dwelling Units do not constitute ADUs under this code.
 - h. Main building. The building to which an ADU is accessory. Main buildings can have a residential or non-residential use, as permitted by this Title.
 - i. 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.
 - j. Second Address. An address issued by the Planning and Building Department for a permitted Accessory Dwelling Unit on a parcel that has an existing unit with a different address.
 - k. Second Unit. See *Accessory Dwelling Unit*.
3. Applicability. Accessory Dwelling Units shall be permitted on all parcels in all zoning districts, where a main building is in existence or is proposed concurrently.
- a. Exception. ADUs are prohibited on parcels smaller than one acre whose direct vehicular access is from a road or cul-de-sac which (1) has a single point of ingress/egress and (2) has a width of less than eighteen feet (18').

4. Development Standards. All existing development restrictions in the base zoning district shall apply, except as modified by this section. These requirements include but are not limited to coverage, open space, bulk, density, floor area and adjusted maximum floor area, impervious surface, height, setbacks, parking, site development, and outdoor lighting requirements.
- a. Number.
 - i. One ADU shall be permitted on all parcels smaller than 3.5 acres in size.
 - ii. Two ADUs shall be permitted on parcels 3.5 acres or larger in size as follows: one ADU must be detached from the main building and one ADU must be internal. When two ADUs are present, the external ADU shall be limited to twelve hundred (1,200) square feet.
 - b. Floor Area Maximums
 - i. Floor Area. The minimum size of an ADU shall be defined by the California Building Code. The maximum size of an ADU shall be:
 1. Twelve hundred (1,200) square feet for external ADUs on parcels smaller than 3.5 acres in size.
 2. Fifteen hundred (1,500) square feet for external ADUs where one ADU is present on parcels 3.5 acres or larger in size.
 3. Seventeen hundred (1,700) square feet for internal ADUs on all parcel sizes.
 - ii. Percentage. An external ADU shall be additionally limited to 50% of the floor area of the existing or concurrently proposed main building.
 - iii. Adjusted Maximum Floor Area and Floor Area Ratio. ADU floor area shall be limited to the maximums described at subsections 4.b.i. and 4.b.ii. or the floor area allowed by the base zoning district, whichever is more restrictive.
 - c. Floor Area – Calculations
 - i. Basements. Space which meets the definition of a basement (Section 18.04.065), whether under a main residence or an ADU, shall not be included in AMFA calculations. However, Floor Area Maximums at Section 18.36.040.B.4.b.i and ii., and Review Authority at Section 18.36.040.B.6 shall both apply to basement floor area which is part of an ADU.
 - ii. Parking provided for ADUs shall not be included in floor area calculations.
 - d. Height. Height limitations for an ADU shall be those of the base zoning district. This includes daylight planes, where applicable. ADUs taller than eighteen feet (18') vertical height or twenty-four feet (24') maximum height, where allowed by the base zoning district, shall require Staff Discretionary Review.

- e. Parking and Driveways.
 - i. Parking Requirement. Internal ADUs shall not require any dedicated parking spaces. External ADUs shall require one dedicated parking space, as follows:
 - 1. ADU parking may be located in a covered or uncovered space, in tandem with other parking, and/or in setbacks.
 - 2. Parking space design shall conform to Section 18.60.020, Parking, Dimensions and Access.
 - 3. On parcels of one acre or larger where an ADU of twelve hundred (1,200) square feet or less is proposed, ADU parking is not required to be dedicated. The ADU parking space may be shared, or overlap with, one guest parking space, provided the property is compliant with the current parking requirements in this Title.
 - ii. Covered Parking Conversion. When covered parking which is required by this code is demolished in conjunction with the construction of an ADU or converted to an ADU, the required parking spaces must be provided elsewhere on site. The replacement parking may be covered or uncovered, in tandem, or in mechanical lifts.
 - iii. Driveways. All driveways shall conform to Section 15.12.300, except the ASCC may grant an exception to the requirement that properties only have one entrance from the road and approve a second driveway when it is able to make the following findings:
 - 1. It is not feasible for the ADU to be served by the same driveway that serves the main building, taking into consideration the cost, topography and natural landscape, among other things.
 - 2. Providing a separate driveway for the ADU will result in less impervious surface for the property than would extending the existing driveway.
 - 3. It is shown that the proposed driveway:
 - a. Does not exit onto a Scenic Corridor or cross a trail, as mapped by the Town; and
 - b. Provides for safe movements for all users, as determined by the Public Works Director.
- f. Materials. Color reflectivity values shall not exceed 40%, except that trim colors and roofs shall not exceed 50% reflectivity.
- g. Landscaping. Landscape plantings shall be selected from the Town's list of approved native plants and shall adhere to the Town's Landscaping Guidelines, as described in the Design Guidelines.
- h. Lighting. All lighting shall comply with Section 18.36.040.A.8, Outdoor Lighting.
- i. Setbacks. No setback shall be required for an existing garage that is converted to an Accessory Dwelling Unit, and a setback of five feet from the side and rear lot lines shall be required for an Accessory Dwelling Unit

that is constructed above a garage. This shall apply to both conforming and legal non-conforming garages.

- j. **Second Address.** ADUs may be assigned a separate address at the property owner's request, with the exception that any ADU with an approved second driveway shall always be assigned a second address. Applicants requesting an address shall submit an application as part of the Building Permit submittal. The Planning and Building Director, in consultation with Woodside Fire Protection District, shall review and approve applications.
- k. **Utilities.** When visible from the public right of way, utilities installed to serve an ADU shall be grouped with any existing infrastructure for the main building and screened to the extent feasible, as determined by the Planning & Building Director. In determining feasibility, the Planning & Building Director may consider cost, topography, and the natural landscape.
 - i. **Utility Undergrounding.** Utilities shall be required to be placed underground, as described in Section 18.36.010.B, with the following exceptions for ADUs:
 - 1. An internal ADU and any associated electrical service increases shall not trigger undergrounding of utilities.
 - 2. A detached ADU shall always underground utilities between the main house and the ADU, when connecting from the main house.
 - ii. Any other instance of new construction for an external ADU shall require undergrounding as stipulated in Section 18.36.010.B relating to utility undergrounding, with the exception that an applicant may apply to the ASCC for relief from these requirements, as well as the undergrounding requirement for detached ADUs at subsection 4.k.i.2, and if the ASCC thereafter finds that undergrounding is not feasible or practicable, or that there is no reasonable alternative location for the related equipment, such undergrounding requirement shall not apply. Significant financial costs, topography, and natural landscape may be included in this consideration.
- l. ADUs must comply with applicable Building Code requirements, including fire sprinkler requirements, unless a modification or waiver of the fire sprinkler requirement is approved by the Fire Marshall. An ADU created by the conversion of Existing Interior Space shall not be required to provide fire sprinklers if sprinklers are not required for the main residence.

5. Types of Review.

- a. **Ministerial Review.** Ministerial Review shall be completed by the Planning and Building Director or her/his qualified designee under the building permit review process. No public hearings or noticing are required as part of this review. An ADU application which qualifies for Ministerial Review

shall be acted upon within 120 days of the application being accepted by the Town.

- b. Discretionary Review.
 - i. Discretionary Review shall be conducted by one of the following review bodies:
 - 1. The Planning and Building Director shall complete Staff Discretionary Review in consultation with an ASCC member. The Director may refer items directly to the ASCC when in her/his opinion the public interest would be better served by having the ASCC conduct the review.
 - 2. Architectural and Site Control Committee (ASCC) Review is a discretionary review completed by the full ASCC at a noticed meeting.
 - ii. Findings for Approval. The review body must be able to make all of the following findings in order to approve an ADU subject to discretionary review:
 - 1. The structure is designed so as to minimize disturbance to the natural terrain;
 - 2. Existing vegetation is preserved to the maximum extent possible.
 - 3. The structure is designed and located to allow adequate light and air for itself and its neighbors;
 - 4. Landscaping, screening and fencing preserve privacy and mitigate adverse effects on neighboring properties;
 - 5. Entrances, exits and internal circulation shall be sited to promote traffic safety and ease and convenience of movement;
 - 6. Night lighting is located and fixtures chosen to promote public safety but minimize effects on adjoining properties;
 - 7. Planting and site design mitigate the problems of drainage and soil erosion;
 - 8. Materials and colors are compatible with the rural setting of the town and the surrounding landscape and structures;
 - 9. Proposed grading minimizes the apparent disturbance to the natural terrain;
 - 10. The project is consistent with the Portola Valley Design Guidelines;
 - 11. The physical position, massing, and architectural design of the ADU reflect that it is accessory in nature and holds a subservient position to the main building;
 - 12. The design of the ADU and its ingress/egress reflect their physical positions on the property, such that units on or adjacent to setbacks are designed to minimize impacts toward adjacent properties.
 - iii. Notice. Minimum noticing for ADUs requiring discretionary review shall include:

1. Noticing to adjacent neighbors by the applicant, as required by the Planning and Building Director in a form consistent with application materials published to the Town website.
 2. Noticing as described by Section 18.64.085, ASCC – Notification
 - c. An ADU application which is dependent on a septic tank and drain field shall be referred to and require approval of the County Health Officer in accordance with Town policies.
 - d. An ADU application which requires soil movement greater than fifty cubic yards or other work requiring a Site Development Permit under Section 15.12.070 shall be referred to the Town Geologist, the Town Engineer, and any other review bodies necessary as determined by the Planning and Building Director.
6. Assignment of Review Responsibilities.
- a. ASCC Review. ADUs which include any of the following shall be subject to ASCC Review:
 - i. A separate driveway for the ADU.
 - ii. Location in a non-residential zone.
 - iii. Location on a property with historic resources, as identified in the historic resources element of the general plan, as provided for in Section 18.31, H-R (Historic Resources) Combining District Regulations.
 - b. Staff Discretionary Review. ADUs which do not have any of the conditions listed in subsection 18.36.040.B.6.a., ASCC Review, and which include any of the following shall be subject to Staff Discretionary Review:
 - i. An internal ADU larger than twelve hundred (1,200) square feet or fifty percent (50%) of the existing building, whichever is less;
 - ii. An ADU on a property adjacent to a Scenic Corridor;
 - iii. An ADU with a different architectural style than the main house or building;
 - iv. An ADU taller than eighteen feet (18') in vertical height or twenty-four feet (24') in maximum height;
 - v. An ADU with a light well larger than the minimum Building Code requirement;
 - vi. An attached ADU which causes the main residence to exceed 85% of the Adjusted Maximum Floor Area (AMFA);
 - c. Ministerial Review. ADUs which do not have any of the conditions listed in subsection 18.36.040.B.6.a., ASCC Review, or 18.36.040.B.6.b., Staff Discretionary Review, shall be subject to Ministerial Review. All projects subject to Ministerial Review shall comply with all code requirements. Additionally, Internal ADUs shall:
 - i. Include Sufficient side and rear setbacks for fire safety;
 - ii. Occupy Existing Internal Space, as defined by this section.

7. Additional Restrictions. In addition to the development standards described in this section, all ADUs shall be subject to the following restrictions:
 - a. Sold Separately. ADUs shall not be sold separately from the main dwelling.
 - b. Owner Occupancy. Either the ADU or the main building must be owner occupied. The other unit may be rented.
 - c. Rental Restrictions. On properties where an ADU is present, any rentals of the ADU or main building shall be for a term of thirty (30) days or more.

8. Administration.
 - a. Appeals. A decision by the Planning and Building Director or ASCC on an ADU may be appealed, if the appeal is filed within fifteen days of the decision.
 - i. A decision made by the Planning and Building Director is appealable to the ASCC.
 - ii. A decision made by the ASCC is appealable to the Planning Commission.
 - b. Application Administration. The Town Council authorizes the Planning and Building Director to establish permit application requirements, forms, and checklists that the Director finds necessary or useful for processing any applications governed by this Chapter.

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

Current	Proposed
<p>Size</p> <ul style="list-style-type: none">• ADU maximum by parcel size<ul style="list-style-type: none">○ 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 <p>Location</p> <ul style="list-style-type: none">• ADUs limited to residential zones• External ADUs limited to 1 acre lot <p>Parking</p> <ul style="list-style-type: none">• No parking required for internal ADU• 1 parking space for external ADU <p>Second Address</p> <ul style="list-style-type: none">• ADU must have same address as main building <p>Review</p> <ul style="list-style-type: none">• ASCC review required for some ADUs	<p>Size</p> <ul style="list-style-type: none">• 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 <p>Location</p> <ul style="list-style-type: none">• ADUs allowed in all zones• External ADUs allowed on all parcel sizes (w/ some safety restrictions) <p>Parking</p> <ul style="list-style-type: none">• No parking required for internal ADU• 1 parking space for external ADU<ul style="list-style-type: none">○ On 1 acre+, ADUs < 1,200 SF can overlap guest & ADU parking• Separate driveway permitted rarely <p>Second Address</p> <ul style="list-style-type: none">• ADU may have separate address <p>Review</p> <ul style="list-style-type: none">• 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.

ADU APPLICATION PATH

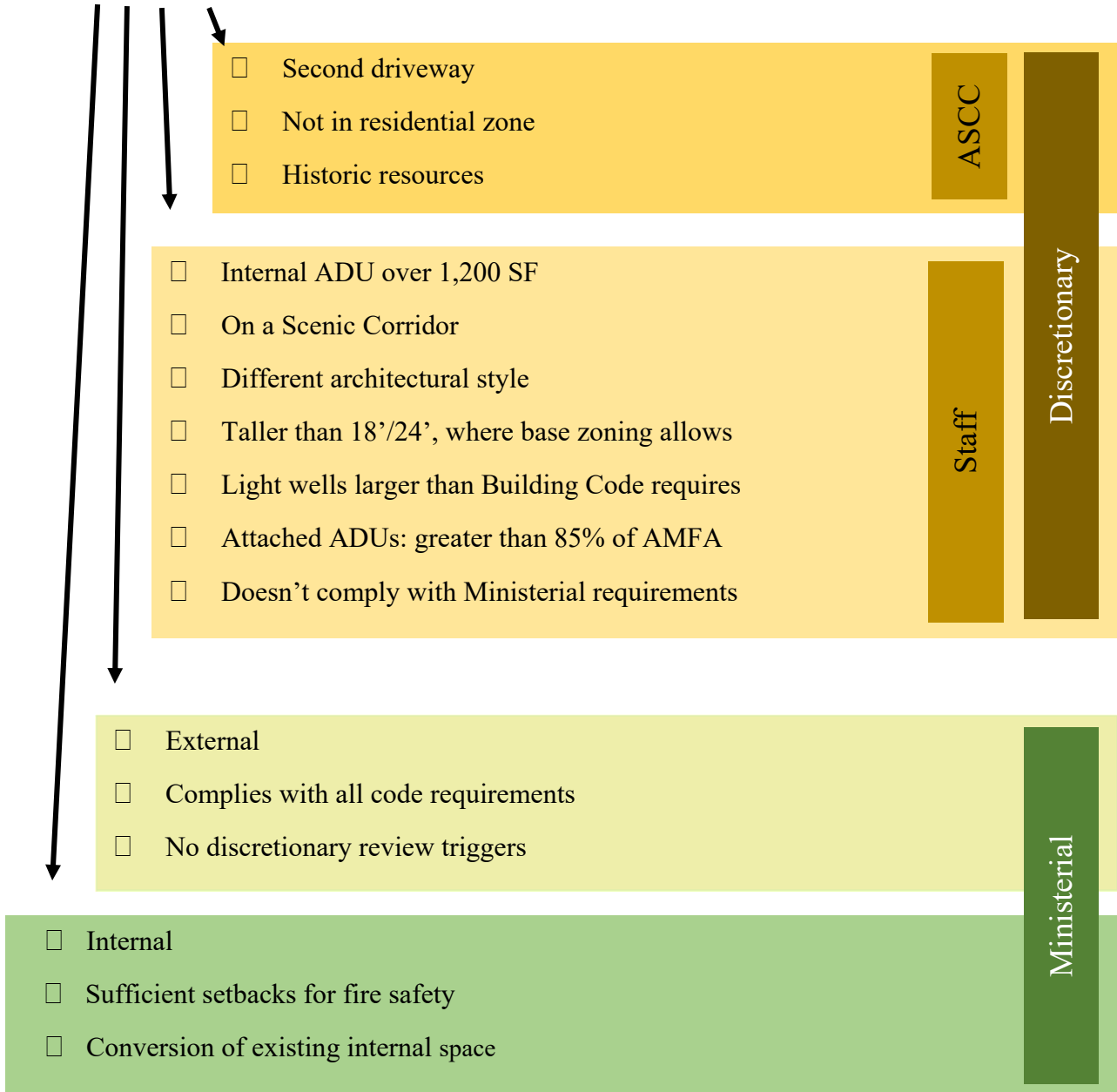
External ADUs cannot be larger than 1,200 SF or 50% of the existing house.
Internal ADUs cannot be larger than 1,700 SF.

Review Triggers

Review Type

Are any of these true about your project? If so, then....

... this review is required



Attachment 4

DATE STAMP



**TOWN OF PORTOLA VALLEY
PLANNING DEPARTMENT**
765 PORTOLA ROAD
PORTOLA VALLEY, CA 94028
TEL. (650) 851-1700

ACCESSORY DWELLING UNIT (ADU) APPLICATION DISCRETIONARY ARCHITECTURAL REVIEW

Information on this document is a public record; any file maintained for this project is subject to public review

NAME OF PROPERTY OWNER: _____

PROJECT ADDRESS: _____

MAILING ADDRESS IF DIFFERENT: _____

TELEPHONE: CELL: _____ DAYTIME: _____ EMAIL: _____

ARCHITECT, DESIGNER OR ENGINEER: _____

MAILING ADDRESS: _____ CITY/ZIP: _____

TELEPHONE: CELL: _____ OFFICE: _____ EMAIL: _____

PROJECT DESCRIPTION: _____

PROPERTY

PARCEL SIZE: _____ ZONING DISTRICT: _____ SECOND ADDRESS APPLICATION

HOA: _____ PUD: _____ SEPTIC / SEWER

GEOLOGY: _____ FLOOD: _____ APPLIED TO WEST BAY _____

ADU SF: _____ EXTERNAL INTERNAL DETACHED ATTACHED

ASCC REVIEW

- NON-RESIDENTIAL ZONE
- SECOND DRIVEWAY
- HISTORIC PROPERTY
- GATE

SITE DEVELOPMENT PERMIT

- SIGNIFICANT TREE REMOVAL
- GRADING CY: _____
 - 51-99: STAFF
 - 100-999: ASCC
 - 1,000 + : PC

STAFF DISCRETIONARY REVIEW

- ON A SCENIC CORRIDOR
- ARCHITECTURAL STYLE DIFF. FROM HOUSE
- HEIGHT ABOVE 18' VERTICAL/24' MAXIMUM
- LIGHT WELL > THAN BUILDING CODE REQS.
- ATTACHED: OVER 85% MASSING
- INTERNAL ADU OVER 1,200 SF

- LANDSCAPING/PLANTING _____ SF
- > 500 SF NEW/1,000 REHAB: CONSERVATION
- TRAIL EASEMENT: TRAILS

Owner Signature: _____ Date: _____



TOWN OF PORTOLA VALLEY
PLANNING DEPARTMENT
 765 PORTOLA ROAD
 PORTOLA VALLEY, CA 94028
 TEL. (650) 851-1700

ACCESSORY DWELLING UNIT (ADU) APPLICATION CHECKLIST DISCRETIONARY REVIEW

Properties in Portola Valley vary significantly and may have specific regulations. Please contact staff prior to applying to discuss your property, including the following site characteristics:

- Soils & Grading
- Creeks & Flood Zone
- Easements & Setbacks
- Septic & Sewer Connection

❖ **Applicants must submit the following (incomplete applications will not be accepted):**

- Completed ADU Permit Application form
- Completed ADU Application Checklist (this form)
- Separate, detailed narrative on the proposed project
- Neighbor Notification Certification
- [Statement of Understanding](#)
- Appropriate fee and deposit to the Town and Woodside Fire (2 separate checks)
- One (1) copy of HOA approval letter (if applicable)
- Three (3) sets of required plans (wet-signed/stamped)
- One (1) 8 ½" x 11" colors/materials board (see below)
- One (1) set of exterior lighting cut sheets that include fixture image and lumens
- Elevation Certificate if any portion of the property is designated as flood zone
- One copy of arborist report (if [significant trees](#) could/will be impacted by construction)
- Completed [Outdoor Water Use Efficiency \(WELO\) Checklist](#) (if proposing planting/irrigation)
- Completed [Water Efficient Landscape Worksheet](#) (Word version on [website](#))(if planting/irrigation)
- Completed [Stormwater Control Requirements Checklist](#)
- Full set of all plans, combined as one PDF document, on flash drive or emailed to staff

❖ **Plans shall be to scale and include:**

- Cover Sheet** (include information from Data Tables at end of checklist)
- Demolition Plan**
 - Include all structure and site demolition
 - Proposed trees to be removed, identified by size and species
- [Build It Green Checklist](#) for New Homes (75 point minimum with self-certification)

Site Plan

- Full parcel dimensions/property lines – partial site plans will not be accepted
- Property line setbacks
- All existing and proposed buildings/structures and improvements
- Existing and proposed walls, fences, and gates
- Proposed exterior mechanical equipment (A/C unit, generator, pool equipment, etc.)
- Existing and proposed access (driveway/pathways)
 - Please note that Fire requires the unit to be within 150' of the street or existing driveway
- Identify all required off-street parking dimensionally (10' x 20' covered/9' x 18' uncovered)
 - Required parking may not be located within a fire truck turnaround
- Easements for public utilities, public and private trails, open space, and access
- Existing trees 6" diameter and greater, identified by size and species, located in or adjacent to construction and staging/access areas

Construction Staging, Construction Access, and Tree Protection Plans (see [Town checklist](#))

- Tree Protection shall incorporate all recommendations of the project arborist
- All potentially impacted trees shall be identified by size and species
- Include outlines of tree driplines and show fencing at or beyond driplines
- Include fencing detail (5' chain link minimum; orange mesh not permitted)

Grading/Drainage/Utility Plans

- Provide Total Soil Movement table (see Data Tables at end of checklist)
- Show locations of all proposed utilities. If utilities will be installed at the street, they must be grouped with any other existing utilities at the street.
- Include location of septic system and leach fields (if on septic)
- Is there over 50 cubic yards of site grading? If so, a [Site Development Permit](#) is required and is a separate application.
- Is there over 1,000 cubic yards of grading? If so, a grading exhibit is required.

Floor Plan (existing if applicable and proposed)

Roof Plan (including any proposed skylights or solar photovoltaics)

Building Sections

- Show compliance with [vertical and maximum height limits](#)

Building Elevations

- Plans must call out **all** proposed colors and materials for all proposed structures
 - Including roof, siding, all architectural trim, fascia, soffits, window frames, railing, trellis, etc.
- Ensure that colors/materials noted on plans coordinate with the submitted color board

Landscape/Planting/Irrigation Plans (if applicable)

- Consistent with Town's landscaping [Design Guidelines](#) and [Outdoor Water Ordinance](#)
- Plants proposed are solely from the Town's [native plant list](#)
- Does not include Town's "[discouraged plants](#)" or other non-native, invasive vegetation
- If project includes any proposed fencing, enclosures, arbors, walls or other landscape structures, include colors/materials and elevation details for these features

❑ Exterior & Landscape Lighting Plans

- Provide Lighting Legend from Data Tables at end of checklist
- Consistent with Town's [outdoor lighting ordinance](#) & [Design Guidelines](#)
- Fixtures shall be Dark Sky Compliant or equivalent
- Only one light at each door is permitted, not to exceed 1125 lumens
- Include switching on plans
- Provide separate fixture cut sheet for each proposed fixture that include fixture image and lumens

❖ Colors and materials boards shall include:

- Roofing, building/window/railing/site colors, materials (use small chips/samples on board)
- 1 copy, **no greater than 8 1/2" x 11"**
- Please note that all new colors and materials must meet the Town's color light reflectivity requirements as described in the Town's [Design Guidelines](#) (40% max LRV for siding and 50% max LRV for roof and all other architectural trim elements).
- For attached ADUs, colors/materials may match existing – provide photo of existing home

❖ If project is located within a **Homeowner's Association (HOA)**, you must also complete the HOA design review prior to submitting for a building permit. The following areas have active HOAs with design review requirements, and it is the applicant's responsibility to work with representatives of the HOA:

- Westridge Subdivision
- Oak Hills Subdivision
- Blue Oaks Subdivision
- Portola Green Circle Subdivision
- Oak Forest Court
- The Hayfields

Noticing Requirements:

Staff Discretionary and ASCC Review: two forms of noticing is required.

1. Applicant Neighbor Notification. Prior to applying, notify neighbors using template letter provided in this packet. Submit Neighbor Notification Certificate as part of application.
2. Town-Initiated Notice. Before scheduling review of your project, staff will mail a notice to properties within 300 feet of your property, inviting them to comment on the project and informing them of a meeting, if applicable. No action is required on your part for this notice.

Ministerial Review: No noticing requirements. Do not use this checklist. Apply for a Building Permit.

Story Poles:

Story poles must be installed per the Town's Story Pole Policy. For ASCC review, story poles must be installed in order to be added to a meeting agenda. For Staff Discretionary Review, story poles must be installed at time of application. Please read the Policy closely and contact staff for more information. Once story poles are in place, provide a certified story pole plan to staff.

Data Tables That Must Be Included on Your Plans

*If you do not have any of the required zoning information,
please contact the Planning Department at 650-851-1700 ex. 211

Project Proposal & Zoning

(provide on cover sheet)

Project Description					Second Address <input type="checkbox"/>	
Square Footage	Zoning District	Parcel Size	Parcel Slope	Septic or Sewer?	Flood Zone*	Geology/ Soil Type
		Acres	%			

Easements On Property*	Trail <input type="checkbox"/>	Access <input type="checkbox"/>	Open Space <input type="checkbox"/>	Conservation <input type="checkbox"/>	Other

Project Data Table

(provide on cover sheet)

	Code Requirements	Existing	Proposed	Remaining
Max Floor Area				
85% of MFA				
Max Impervious Surface				
Vertical Height				--
Maximum Height				--
Front Setback				--
Side Setbacks				--
Rear Setback				--
Creek Setback*				--
Parking Spaces				--

*Where applicable

Proposed Grading
(provide on grading or landscape plan)

Total Soil Movement (CY)			
	Cut	Fill	Total
Building Pad			
Pool			
Site Work & Landscaping			
Site Total			

Off-Haul: _____

Site Development Permit CY:

Building Pad Fill + Site Work Cut + Site Work Fill = Soil Movement Subject to SDP

_____ + _____ + _____ = _____

Exterior Lighting Legend
(provide on exterior lighting sheet)

Plan Symbol ID	Fixture Name/ Model	Image	Quantity	Lumens	Dark Sky Compliant

Also Include Within Plan Sets:

Build It Green Checklist

Water Use Calculations for Landscaping & Irrigation



Accessory Dwelling Unit (ADU) Review
Neighbor Notification Letter

To be completed by project applicant

Project Address: _____

Dear Neighbor,

I am proposing an Accessory Dwelling Unit (ADU) at the above address and would like to provide you with an opportunity to review the proposal and provide comments. I am contacting my immediately adjacent neighbors before I submit my application to the Town of Portola Valley for review. The Town asks that I distribute this form and invites you to comment early in the review process. If you would like to view the plans and discuss the proposal, please contact me (information below).

After I submit the application, the Town will send a public notice letting you know that the application has been received, how to provide comments, and the schedule moving forward. The plans will be available at Town Hall once my application is submitted. You can visit Town Hall at 765 Portola Road, Portola Valley, CA 94028 between 8 a.m. – 12 p.m. and 1 p.m. – 3 p.m. to view the plans.

Please Note: Until approved, plans are preliminary and may change as a result of project modifications requested by either the applicant or the Town. If you have further questions or interest, please contact me.

Applicant Name: _____ Date: _____

Signature: _____

Applicant Address: _____

Phone: _____

Email: _____



ADU Review

Neighbor Notification Certification

To be completed by project applicant

Project Address: _____

- I hereby certify that I sent or delivered this Neighbor Notification Form to all immediately adjacent neighbors, as identified by the Town of Portola Valley, on _____, before I submitted my application for an ADU.

- I hereby certify that I made reasonable efforts to make myself and the project plans available to my neighbors when they expressed interest.

Applicant Name: _____ Date: _____

Signature: _____

Applicant Address: _____

Phone: _____

Email: _____

Staff Discretionary Review

Process Outline

1. Applicant applies for ADU, triggers Staff Discretionary Review
 - a. For projects with significant concerns, Staff may bump project up to ASCC review
2. Staff reviews application for completeness
 - a. Incomplete: issues letter requesting additional information
 - b. Complete application includes:
 - i. Application form
 - ii. Project Narrative
 - iii. Additional submittals described in Submittal Checklist
 - iv. Plans with tables as described in Submittal Checklist
 - v. Neighbor Notification certification form
 - vi. Story pole verification letter from architect/engineer/surveyor
3. Once application is complete (may take two rounds of comments), Staff notices neighbors per ASCC Notification practice: 300' buffer around property
 - a. Includes decision date; comments required before then
4. Staff reviews project for consistency, using
 - a. New ADU Ordinance
 - b. Design Guidelines
 - c. Site visit (with ASCC reviewer, if necessary)
5. Staff drafts Approval Document
 - a. Brief staff report describing project
 - b. Summary of comments from neighbors & ASCC
 - c. Findings for approval
 - d. Conditions of approval
6. Staff meets with ASCC reviewer; reviews application and draft Approval Document
 - a. If approvable, staff adds ASCC comments & appropriate Conditions, approves application
 - b. If not approvable
 - i. Request changes by applicants, request resubmit, re-review
 - ii. Bump to full ASCC review or staff Denies application



ADU APPROVAL

TOWN OF PORTOLA VALLEY

APPLICATION FOR:

SUBMITTED:

APPROVED:

REVIEWED BY:

ACTION:

ADDRESS:

OWNERS:

FILE #:

ADDITIONAL DOCUMENTS:

- Light Fixture Cut Sheets Attachment 3
- Build It Green Checklist Attachment 4
- Color and Material Boards Available at Town Hall & ASCC Meeting
- Plan Sets Available at Town Hall & ASCC Meeting

Project

Proposal	Square Footage	Address	Zone	Parcel Size	Slope
Detached Addition	596	126 Brookside	R-1/15M	0.40	7.5%

Review Required

PVMC Section	Chapter Title	Section Title	Meaning
18.36.040.B.	Uses Permitted In All Districts	Accessory Dwelling Units	Review required by _____ for _____ .

Background

The home owners have open building permits from the town to renovate the existing single family home on the parcel. The renovation pertains to the main house and attached garage, as well as the rear deck. The current application for a detached structure with associated deck is separate from the open building permits.

PROJECT DESCRIPTION**Setting**

Existing House	Year Built	Easements/ Trails	Surrounding Properties	Existing Conditions
2,789 SF single story house 458 SF attached garage	1971	None	Single family homes, similar zone, relatively flat area	Flat property with single story home, pool in rear, and mature trees

Description

The proposed project includes the demolition of a section of existing concrete pool deck and the construction of a detached accessory structure and adjacent wood deck at the rear of an existing single family home. The proposed structure includes a bedroom, bathroom and recreation room, but lacks cooking facilities and therefore is not an ADU. The pool and majority of the concrete pool deck will remain, as will the main house and wood deck attached to it.

Project Data – Project

	Code Requirements	Existing	Proposed	Remaining
Max Floor Area	3,852	3,247	3,843	9
85% of MFA	3,274	3,274	3,274	--
Max Impervious Surface	4,069	4,064	3,514	555
Height	28'/34'	18'	14'6"	--
Front Setback	20'	35'	35'	--
Side Setbacks	10'	10'/10'	10'/10'	--
Rear Setback	20'	74'	24'	--
Parking Spaces	2 covered	2 covered	2 covered	--

[Address]
[___ Review for ___]

[Date]
Page 3

Design & Design Guidelines

The design and potential impacts of the proposed structure are described below:

<u>Architectural Style:</u>	Contemporary single-story bungalow
<u>Shape & Orientation:</u>	Rectangle shape, positioned against side setback and slightly forward from rear setback line.
<u>Fenestration:</u>	Focused inward toward house and pool, with small windows facing outward
<u>Roof & Skylights:</u>	Gabled roof with 4:12 pitch; no skylights
<u>Structure Visibility:</u>	Low roofline on one story structure in rear yard, screened by mature trees and domestic fence. Minimal visual impacts.

All proposed materials and treatments meet town reflectivity guidelines, and include a natural color palette and material choices which match the existing building:

<u>Siding:</u>	“Baja Dunes” tan stucco
<u>Windows & Doors:</u>	Dark bronze clad wood
<u>Roof:</u>	Moire black composite shingles
<u>Gutter:</u>	“Musket” brown
<u>Deck:</u>	Natural finish Ipe wood
<u>Trellis:</u>	Clear sealer western red cedar

The Portola Valley Design Guidelines were used for the project’s review. Staff found that the project reflected the Design Guidelines.

OR

Staff found that the project did not reflect the following Guidelines, and therefore recommends revisions:

Section	Guideline	Compliance	Comments

Grading

No grading is proposed as part of this project. No Site Development Permit is required.

OR

Total Soil Movement			
(cubic yards)	Cut	Fill	Total
Building Pad			
Pool			
Site Work & Landscaping			
Site Total			

Off-Haul:

Site Development Permit CY:

Building Pad Fill + Site Work Cut + Site Work Fill = Soil Movement Subject to SDP

_____ + _____ + _____ = _____

Review level required by SDP soil movement:

[Address]
[___ Review for ___]

[Date]
Page 4

Tree Removal

No tree removals are proposed as part of the project.

OR

Arborist Report	Significant Trees for Removal			Conservation Committee Comments	Staff Comments
	Number	Type	Condition		

Landscaping



No landscaping is proposed as part of the project. Small plants and shrubs, as well as 550 square feet of concrete pool deck, will be removed from the site of the proposed addition before construction. A new wood deck is proposed adjacent to the addition.

OR

Landscaped Area	Irrigated Area	Plant Palette	Conservation Comments	Staff Comments

Lighting

The lighting plan is provided on sheet EM-3, which shows both lighting already permitted as part of the house renovation, and new lighting proposed as part of the addition. All lighting attached to the detached addition and new deck, adjacent to the addition, is under review.

Fixture	Image	No.	Lumens	Compliant	Comments
Wall sconce		3	823	Yes	
Step light		9	184	Maybe	Louvers on faceplate are moveable; Condition XX requires that they point down.

Fencing

No fencing is proposed as part of this project.

OR

Two existing fences are proposed to remain. A new gate is proposed across the driveway, behind the front setback and in line with the garage. No new fencing is proposed.

Fence	Type	Height	Circumscribing	Compliant	Comments
Existing	Domestic – wood	6'	Rear yard	Yes	Remaining
	Horse – wood rail	4'	Side property line	Yes	Remaining
Proposed	(None)				

Water Use

No landscaping is proposed as part of this project.

OR

Maximum Water Use Allowance (MAWA):

Estimated Total Water Use (ETWU):

Percent of MAWA used:

Compliant:

Staff Comments:

Build It Green

<u>Points Required:</u>	25
<u>Points Provided:</u>	124
<u>Compliant:</u>	Yes
<u>Additional Infrastructure Requirements:</u>	None

[Address]
[___ Review for ___]

[Date]
Page 6

PUBLIC COMMENT

No public comment was received by staff at the time of publication.

OR

Comment, concerns/support, Applicant response, Staff Comments

STAFF ANALYSIS

The proposed project generally complies with the code and follows the Design Guidelines. Exceptions for further discussion include:

1. Issue: Step light fixture not compliant with lighting code
Comment: Light cover louvers must face downward to comply
Suggestion: Condition of Approval #2 added requiring compliance at time of final inspection

ASCC COMMENT

FINDINGS

The review body must be able to make all of the following findings in order to approve an ADU subject to discretionary review:

- 1. The structure is designed so as to minimize disturbance to the natural terrain;**
- 2. Existing vegetation is preserved to the maximum extent possible.**
- 3. The structure is designed and located to allow adequate light and air for itself and its neighbors;**
- 4. Landscaping, screening and fencing preserve privacy and mitigate adverse effects on neighboring properties;**
- 5. Entrances, exits and internal circulation shall be sited to promote traffic safety and ease and convenience of movement;**
- 6. Night lighting is located and fixtures chosen to promote public safety but minimize effects on adjoining properties;**
- 7. Planting and site design mitigate the problems of drainage and soil erosion;**
- 8. Materials and colors are compatible with the rural setting of the town and the surrounding landscape and structures;**
- 9. Proposed grading minimizes the apparent disturbance to the natural terrain;**
- 10. The project is consistent with the Portola Valley Design Guidelines;**
- 11. The physical position, massing, and architectural design of the ADU reflect that it is accessory in nature and holds a subservient position to the main building;**
- 12. The design of the ADU and its ingress/egress reflect their physical positions on the property, such that units on or adjacent to setbacks are designed to minimize impacts toward adjacent properties.**

CONDITIONS OF APPROVAL

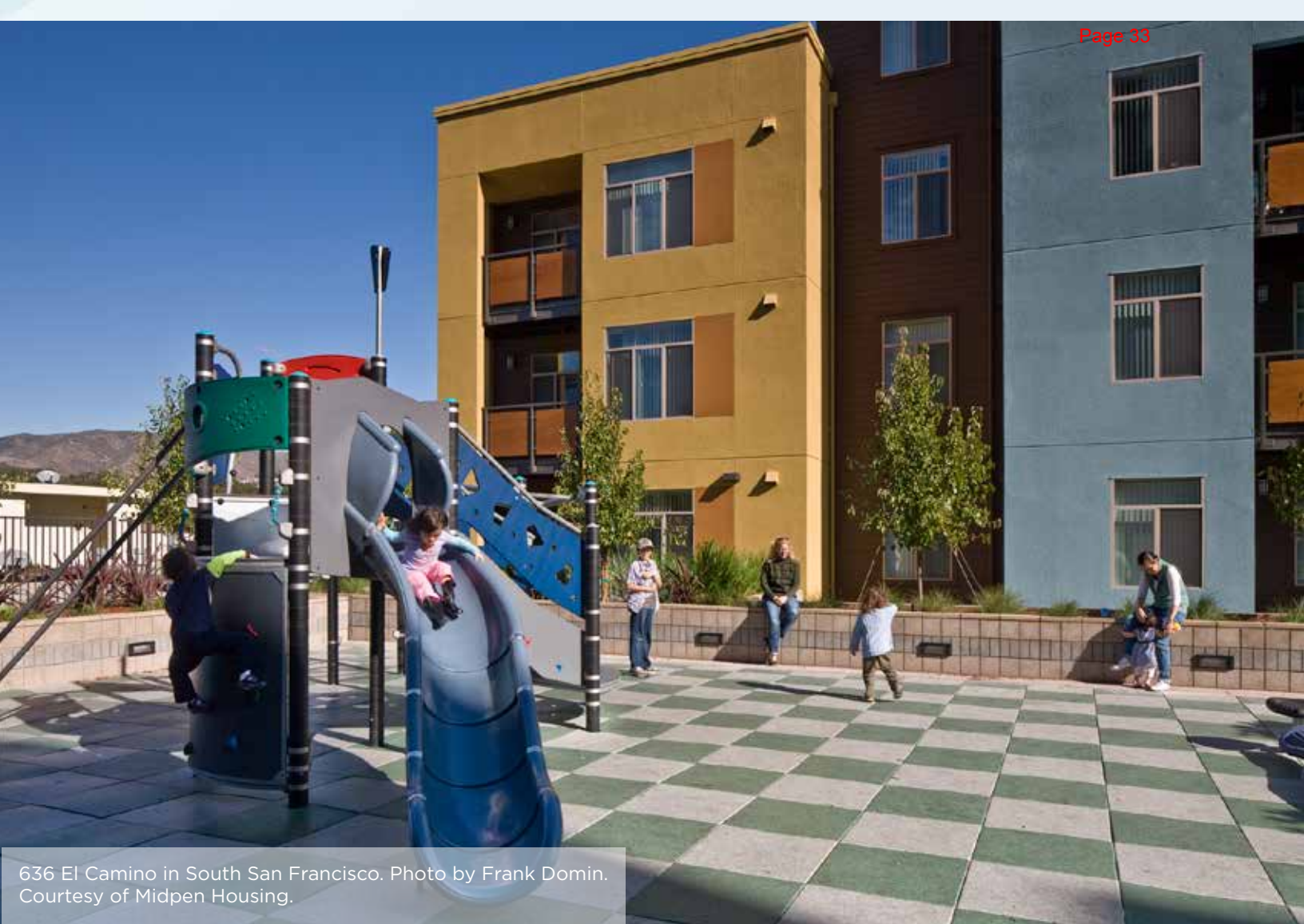
Project: Detached ADU
Address: 135 Bear Gulch Drive
File #: File # PLN_ARCH 2-2019
Owners: Schmidt/Tabacco Residence

A. PLANNING DEPARTMENT:

1. No other modifications to the approved plans are allowed except as otherwise first reviewed and approved by the Planning Director or the ASCC, depending on the scope of the changes.
2. At time of building permit, Planner to verify that proposed light fixture lumen count complies with outdoor lighting ordinance.
3. This approval shall automatically expire two years from the date of issuance, if within such time period, a Building Permit has not been obtained or the use has not commenced.
4. To the extent permitted by law, the Applicant shall indemnify and hold harmless the City, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside or void, any permit or approval authorized hereby for the Project, including (without limitation) reimbursing the City for its actual attorneys' fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its own choice.

The permit(s) granted by this approval may be appealed if done so in writing within 15 days of the date of approval. The building permit cannot be issued until the appeal period has lapsed. The applicant may submit construction plans to the Building Department provided the applicant has completed all conditions of approval required prior to acceptance of plans for building plan check.

Report approved by: Laura Russell, Planning and Building Director



636 El Camino in South San Francisco. Photo by Frank Domin. Courtesy of Midpen Housing.

SAN MATEO COUNTY'S HOUSING EMERGENCY UPDATE



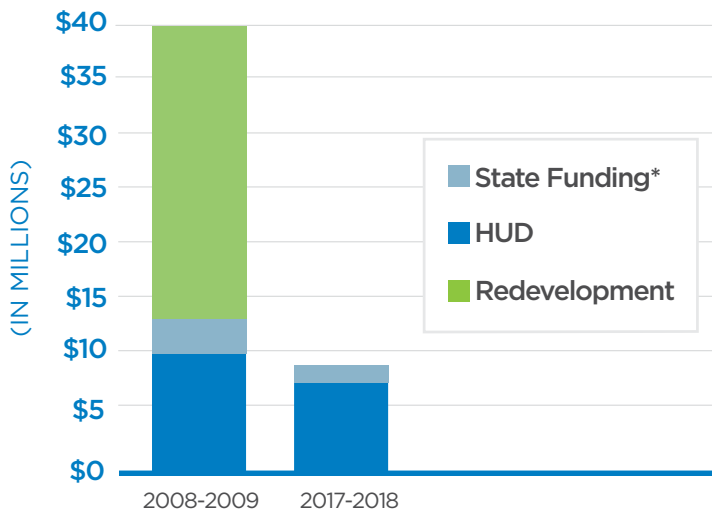
**California
Housing
Partnership**

*California's Experts on Affordable
Housing Finance, Advocacy & Policy*

KEY FINDINGS

- **Low Income Housing Tax Credit production and preservation in San Mateo County declined by 25% overall from 2016 due to Federal tax reform.**
- **Cuts in Federal and State funding have reduced investment in affordable housing in San Mateo County by more than \$31 million annually since 2008, a 78% reduction.**
- **San Mateo County needs 22,269 more affordable rental homes to meet current demand.**
- **74% of ELI households are paying more than half of their income on housing costs compared to just 2.5% of moderate income households.**
- **Renters in San Mateo County need to earn \$67.54 per hour - 4.5 times the local minimum wage - to afford the median asking rent of \$3,512.**

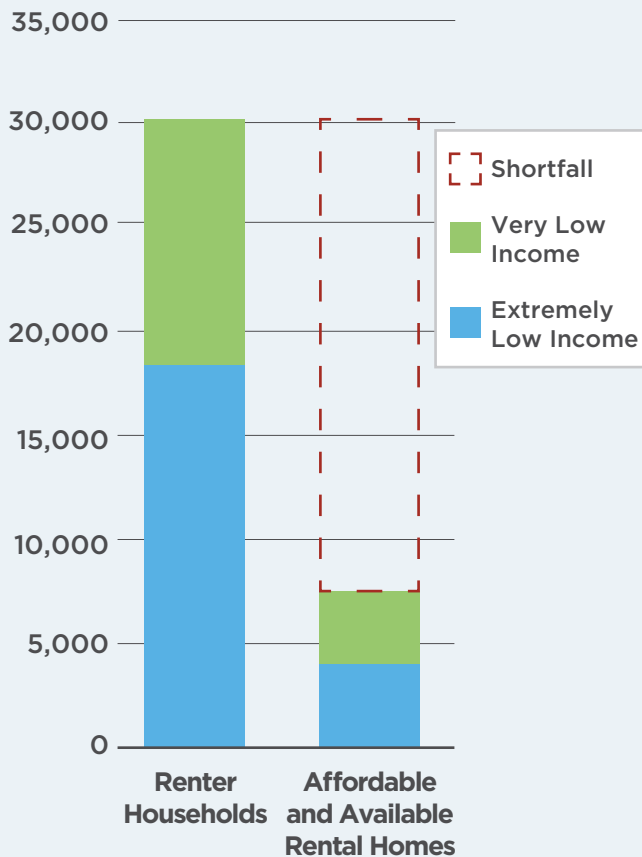
SAN MATEO COUNTY LOST 78% OF STATE AND FEDERAL FUNDING FOR HOUSING PRODUCTION AND PRESERVATION FROM FY 2008-09 TO FY 2017-18



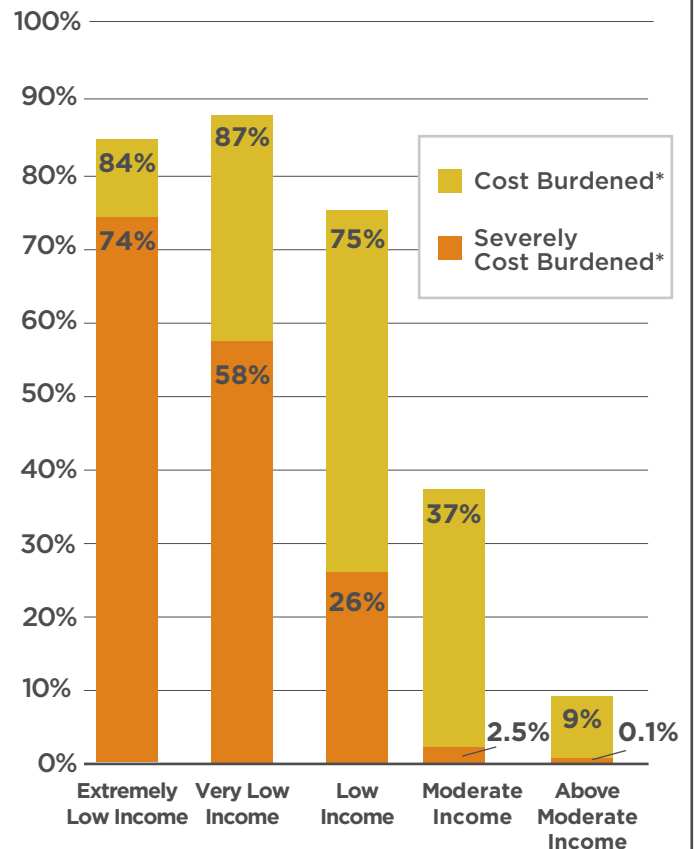
FUNDING SOURCE	FY 2008-09 (In thousands)	FY 2017-18 (In thousands)	% CHANGE
Redevelopment	\$27,148	\$0	-100%
State Housing Bonds and Housing Programs	\$2,910	\$1,500	-48%
HUD	\$9,780	\$7,134	-27%
TOTAL	\$39,858	\$8,634	-78%

Source: California Housing Partnership analysis of 2008-2009 annual Redevelopment Housing Activities Report; 2008-2009 and 2017-2018 Annual HCD Financial Assistance Programs Reports; 2008-2009 and 2017-2018 HUD CPD Appropriations Budget Reports.
 *FY 2017-2018 does not include No Place Like Home Funding (NPLH) and no funds for the Affordable Housing Sustainable Communities (AHSC) program were awarded.

SAN MATEO COUNTY NEEDS 22,269 MORE AFFORDABLE RENTAL HOMES



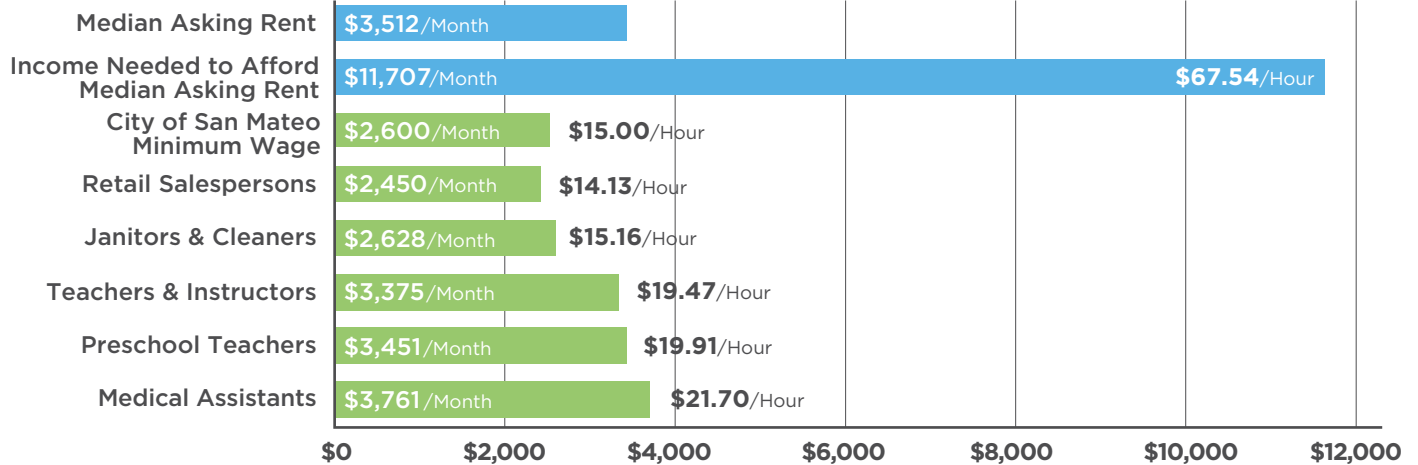
LOWEST INCOME HOUSEHOLDS ARE DISPROPORTIONATELY AND SEVERELY COST BURDENED



Source: NLIHC analysis of 2017 PUMS data.
 *Cost burdened households spend 30% or more of their income towards housing costs. Severely cost burdened households spend more than 50%.

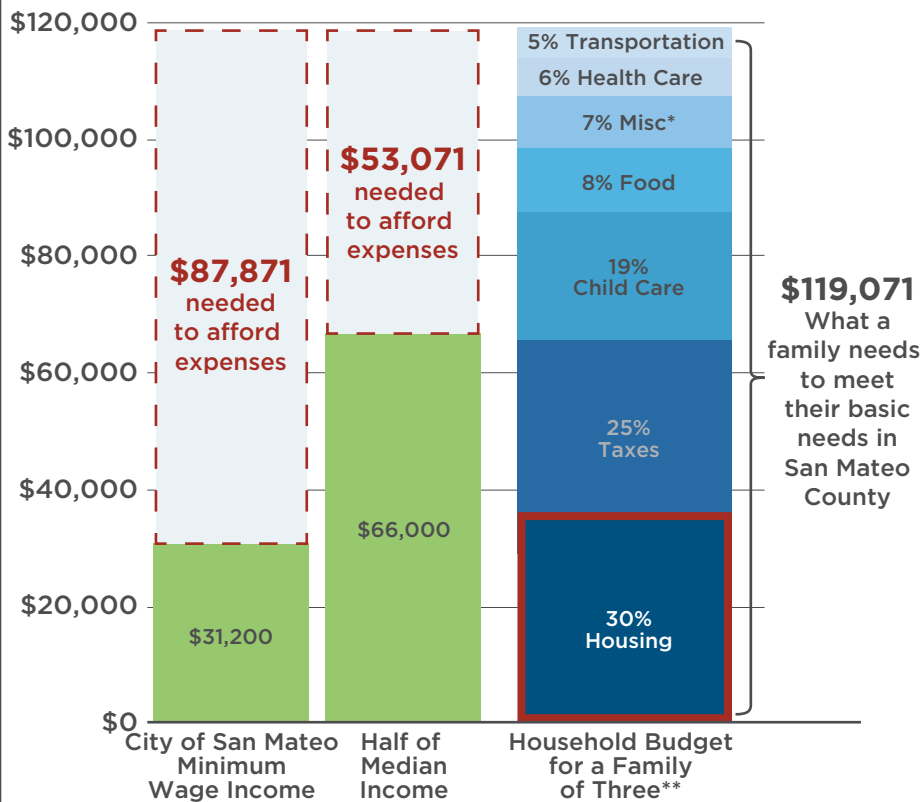
Source: NLIHC analysis of 2017 PUMS data.

RENTERS NEED TO EARN 4.5 TIMES LOCAL MINIMUM WAGE TO AFFORD THE MEDIAN ASKING RENT IN SAN MATEO COUNTY



Source: Paul Waddell, Urban Analytics Lab, University of California, Berkeley, retrieved from analysis of online Craigslist listings in February 2019. Bureau of Labor Statistics Median Annual Wage Data for CA Occupations, 2018.

HOUSING PRICES ARE DRIVING COSTS OF LIVING OUT OF REACH FOR LOW INCOME FAMILIES IN SAN MATEO COUNTY



Source: The above budget is a preview of United Way's forthcoming data release on the Real Cost Measure. Please visit <https://www.unitedwaysca.org/realcost> for more information about what it takes to meet basic needs in San Mateo County.

*The "miscellaneous" budget category includes all other categories not defined.

**The household budget for a family of three uses a population weighted average to estimate the costs associated with one working adult and two children (one school-aged child and one toddler). Each percentage represents how much a family's annual budget is captured in each cost category (housing, child care, etc.).

SAN MATEO COUNTY'S LOW INCOME HOUSING TAX CREDIT PRODUCTION AND PRESERVATION DECREASED 25% FROM 2016-2018

STATEWIDE			
TYPE	2016	2018	% CHANGE
New Construction	9,285	9,373	1%
Acquisition & Rehab	15,032	9,430	-37%
All	24,317	18,803	-23%
SAN MATEO COUNTY			
TYPE	2016	2018	% CHANGE
New Construction	299	249	-17%
Acquisition & Rehab	80	35	-56%
All	379	284	-25%

Source: California Housing Partnership analysis of 2016-2018 California Tax Credit Allocation Committee data.

Note: The data does not include manager or market rate units created through the LIHTC program.

STATEWIDE POLICY RECOMMENDATIONS

The California Housing Partnership calls on State leaders to take the following actions to provide relief to low income families struggling with the high cost of housing:

- » Replace Redevelopment funding for affordable housing with at least \$1 billion annually to help local governments meet their State-mandated production goals.
- » Expand the State's Low Income Housing Tax Credit Program by \$500 million per year to jump-start affordable housing production and preservation.
- » Create a new California capital gains tax credit to preserve existing affordable housing at risk of conversion and to fight displacement pressures in Opportunity Zones.
- » Reduce the threshold for voter approval of local funding of affordable housing and infrastructure from 67% to 55% as was done for educational facilities in 2000.

REGIONAL AND LOCAL RECOMMENDATIONS FOR SAN MATEO COUNTY

Regional Recommendations

- » Condition discretionary transportation funds to cities on progress in providing affordable housing and preventing displacement.
- » Ensure that all cities and counties in the Bay Area are accountable to produce their fair share of affordable housing through the region's next Regional Housing Need Allocation.

Local/County Recommendations

- » Adopt a system-wide three county Caltrain affordable housing policy that prioritizes housing production and requires minimum 20% affordable housing on Caltrain's publicly-owned land.
- » Invest at least 25% of Measure K funds annually to create permanent affordable homes.
- » Adopt affordable housing impact fees on commercial developments and pass or update inclusionary housing policies.
- » Prioritize affordable housing on publicly-owned land and require a minimum of 25% of all homes be affordable to very low income and low income households.
- » Allow accessory dwelling units to be approved through ministerial review.
- » Adopt policies and programs that protect renters from unreasonable rent increases and evictions.

This report was produced by the California Housing Partnership.

Local policy recommendations provided by:
Housing Leadership Council of San Mateo County

For questions about San Mateo County's housing need, contact:
Evelyn Stivers, estivers@hlcsmc.org, (650) 242-1764



DRAFT MINUTES**ARCHITECTURAL & SITE CONTROL COMMISSION****March 25, 2019****ASCC Field Meeting, 5050 Alpine Road, Architectural Review for Landscaping Improvements on a Historic Property**

Chair Koch called the field meeting to order at 4:30 p.m.

Attendance

ASCC: Commissioners Sill, Wilson, Vice Chair Breen, Chair Koch

(Absent: Commissioner Ross)

Staff: Planner Arly Cassidy

Other Commissions: Nancy Lund, Town Historian

Owner: Representative Queenie Chan

Landscape Architect: Don Wihlborg

Comments/Questions

The ASCC met on the steps of the Historic School House, where Planner Cassidy gave a brief summary of the project and scope of review. The group caravanned up to the property and walked the site. Planner Cassidy and Landscape Architect Wihlborg pointed out the location of the main project elements.

Vice Chair Breen pointed out that there were multiple existing landscape lights, some of which pointed up and would need to be removed as part of the project. Historian Lund commented that work within historic structures should also require some sort of historic review, not just exterior projects.

The Commissioners agreed that the dead oak at the center of the flagstone circle should be removed, and that the project as a whole would be a strong improvement to the property.

The meeting was adjourned until 7:00 p.m. and the group returned to Town Center.

The field meeting adjourned at 5:30 p.m.

ARCHITECTURAL AND SITE CONTROL COMMISSION
Regular Evening Meeting, 765 Portola Road

APRIL 8, 2019

CALL TO ORDER AND ROLL CALL

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

Planning & Building Director Laura Russell called roll:

Present: ASCC: Commissioners Dave Ross, Al Sill, and Jane Wilson; Vice Chair Danna Breen; Chair Megan Koch

Absent: None

Planning Commission Liaison: Anne Kopf Sill

Town Staff: Planning & Building Director Laura Russell; Associate Planner Cassidy; Planner Cynthia Richardson

ORAL COMMUNICATIONS

None.

OLD BUSINESS

(1) **Architectural Review and Site Development Permit for a New Residence, Removal of Significant Trees, and Landscaping, 105 Santa Maria, Fraser Residence, File # PLN ARCH 02-2018**

Planner Richardson described the project data, background, code requirements, discussion items, and neighbor comments, as detailed in the staff report. Staff recommended the ASCC approve the new residence and landscaping, subject to the attached conditions of approval.

Chair Koch asked regarding the allowable maximum height of the main structure. Planner Richardson said the maximum height allowed is 28 feet with 34 feet overall and the proposal is for 20 feet with 28 feet overall.

Chair Koch invited questions from the Commissioners.

Commissioner Sill said it appeared the landscape plan in staff's presentation was different from what was provided in the staff packet.

Planning & Building Director Russell said it appeared the outdated plans were mistakenly included in the staff packets. She said the updated landscape plan is the one shown during staff's presentation, and the only difference is the additional two oaks. She provided the Commissioners the updated plans.

Chair Koch invited the applicant to comment. The applicant said they incorporated the majority of the previous comments while trying to maintain the original intent of what they were trying to accomplish. She said they did look at lowering the garage, but that would only be possible by flattening the roof, and it was felt that is the only character the house has from the road, and they did not want to change that. She said PG&E did remove a lot of trees. She said some

neighbors complained about the tree removal and some welcomed the increased view. She said she solicited a lot of feedback from the neighbors and tried to take in everyone's opinions. She said she met with neighbors multiple times to talk about the trees and locations. She said she has three generations of family who live on Santa Maria and in the Woodside Highlands, and their safety is her priority when it comes to the California PUC, PG&E, the Fire Marshal, and the Town's recommendations to remove trees interfering with high voltage wires. She said she understands there are other opinions about how to accomplish that, but her focus is on the preservation of life and property.

Chair Koch invited questions from the Commissioners.

Commissioner Ross said it appeared the four trees removed by PG&E were off the property. The applicant said PG&E removed five trees, with one technically on her property that was high enough to interfere with the line.

Commissioner Sill said he was at the site a couple of days ago and saw oleanders along the front. The applicant said they have been there forever, and they would be removed.

Hearing no additional questions, Chair Koch invited public comment.

Michael Katz, 107 Santa Maria. Mr. Katz referred to his letter in the staff packet regarding the tree removal and significant impact on his residence. He is concerned about the overall height of the proposed structure and requested the Commission conduct another site visit since the tree removals have occurred.

Chair Koch asked Mr. Katz if he would like to see another oak tree planted. Mr. Katz said he does appreciate the addition of the oaks and said they will have an impact over the long term, perhaps 10 years from now, and in 20 years it will not be an issue. The applicant said the proposed structure is lower than either of the two adjacent properties.

Craig Taylor, 111 Santa Maria. Mr. Taylor said he would like to see something to shield the house and garage a bit from the roadside because coming around the corner it is all wide open. He suggested additional screening be added to help mitigate PG&E's tree removals.

Planner Richardson said the plans do not show the trees removed by PG&E. She showed the trees that had been removed by PG&E and the additional trees and small shrubs proposed within the right of way. Commissioner Wilson shared photographs she took today.

With no other public comment, Chair Koch brought the item back to the Commission for discussion.

Commissioner Wilson visited the property today. She expressed appreciation for the modifications to the lighting, the clerestory shading and separate switches, and the additions of the oaks and toyons. Commissioner Wilson was in support of the project.

Commissioner Sill visited the property this weekend. He said the project looked great before, and he is very comfortable with the changes made. He was appreciative of the added oak trees, which was his biggest concern. He was supportive of the project.

Vice Chair Breen thanked the applicants for their responsiveness. She said she was enthusiastic about the project from the beginning. She suggested that, given the loss of the

trees at the street, they could add some shrubbery. She said she appreciates the night sky compliant fixture, but worries about the neighbors below looking up into the source of light. She said if it becomes an issue, the applicant may want to add baffling to the fixtures.

Commissioner Ross appreciated the response to the previous comments and said the applicant has done a very thorough job. He agreed with the recommendation to increase the height of the front plantings. He said the architecture is attractive, and he was supportive of the project.

Chair Koch was supportive of the project. She agreed with the suggestion to add a couple of screening plants to mitigate the front tree removal.

Vice Chair Breen suggested the plantings be native. She said construction staging will be important. The applicant noted that her mother lives across the street which will provide additional parking.

Commissioner Wilson said the property looks nice. She said it was unfortunate that PG&E cut the trees the same time as the applicant. She was supportive of the project.

Commissioner Ross moved to approve the project with staff's recommended conditions of approval and the additional condition that the applicant add plantings to screen the garage view from the street, to be reviewed by staff. Seconded by Commissioner Wilson; the motion carried 5-0.

NEW BUSINESS

(2) Architectural Review of a 624 SF Two-Story Addition, 120 Bear Gulch Drive, Sampson Residence, File #PLN ARCH 04-2019

Chair Koch recused herself due to being a close neighbor of the project.

Planner Richardson described the project data, code requirements, and discussion items, as detailed in the staff report. Staff recommended approval of the proposed addition, subject to the attached conditions of approval.

Vice Chair Breen invited questions from the Commission.

In response to Commissioner Sill's question, Planner Richardson said story poles were not erected because the project was small, there was an existing second floor, and this addition is just an expansion of the second floor. In response to Commissioner Sill's question, Planner Richardson confirmed that the surrounding neighbors were notified.

Vice Chair Breen asked if all of the outdoor lights were at doors. Planner Richardson said they were except two on the second floor that are on the exterior deck at the front of the house above the garage. The applicant said there are two doors on that deck.

Vice Chair Breen invited the applicants to comment. The applicant said, with regard to the front privacy screening, the intent is to add the bulk at the back and create a buffering screen between the public street and the home.

Vice Chair Breen invited questions from the Commissioners. Hearing none, Vice Chair Breen invited public comment.

A neighbor asked for clarification regarding the front screening. The applicant said it covers the front of the house, but there is depth that is not represented well in the two-dimensional drawings. Planner Richardson shared photos the architect supplied.

Vice Chair Breen asked if the new roof material is the same as the rest of the house. The applicant said it is.

Vice Chair Breen invited additional public comment. Hearing none, Vice Chair Breen brought the item back to the Commission for discussion.

Commissioner Ross said it is a well-crafted addition. He appreciated the minimal use of lighting. He said the second-floor deck lights will be well screened from public view. He said his only concern is the opacity of the screen and suggested it may be slightly less imposing. The applicant said the drawing is somewhat misleading. He said the screen is 50 percent open. Commissioner Ross was supportive of the project.

Commissioner Sill said it is an interesting project. He said it is a difficult place to put an addition, and the solution is creative. He was supportive of the project.

Commissioner Wilson said it is a good addition to the property and was supportive of the project.

Vice Chair Breen said it is an interesting and creative solution. She suggested the applicants consider some tree removal to open up the distant views over the house. She was supportive of the project.

Commissioner Sill moved to approve the project with staff's recommended conditions of approval. Seconded by Commissioner Ross; the motion carried 4-0. Chair Koch recused.

Chair Koch rejoined the meeting.

(3) Architectural Review for a Detached Addition, 126 Brookside Drive, Jakopin Residence, File # PLN ARCH 6-2019

Associate Planner Cassidy described the project application, project description, and staff's analysis, as detailed in the staff report. Staff recommended the ASCC review the plans and staff report, offer feedback or additional conditions of approval, and approve the project subject to the attached conditions of approval.

Chair Koch invited questions from the Commissioners.

Commissioner Sill asked for clarification about how the Build It Green checklist applies to the project. Associate Planner Cassidy said at this level of project, the checklist is meant more as an information or education tool. She said the certification is not tracked by a professional as it is by a larger new home. She said it is an exercise done to encourage people to implement the measures. She said they could request that an updated checklist be submitted with the building permit to be sure it is being implemented correctly, but there is no point minimum that needs to be met. Commissioner Sill said he thought there was a concept of an elements project where if an addition is proposed, minimum requirements still had to be met. Associate Planner Cassidy said that is true at the planning level, but at the certification process at the building permit, it is a self-certification. Commissioner Sill said he is okay with a self-certification, but the information

should not be wrong. Planning & Building Director Russell asked if the applicant could speak to whether the points are combined with the separate active building permit. The applicant said the house currently has its own checklist that was approved as part of the permitting. He said they will follow that and reestablish all of those items as are pertinent to the new building. He said he will go back through it, edit it, and resubmit it. He said they are so far beyond the point count, it should not be an issue. He said some of the items within the house are obviously not going to be in the addition. Commissioner Sill said if this is a standalone thing that is being evaluated, then the Build It Green checklist should be a standalone thing that matches this project. He said it should not be that this project is being evaluated, but the Build It Green checklist is for something different. The applicant said the checklist is not for something different. Commissioner Sill said it is different because it reflects items not being evaluated tonight such as landscaping and water efficiency, and he wants a checklist that reflects the project being discussed tonight. The applicant reiterated that he would be doing that in the building permit process.

With no further questions from the Commissioners, Chair Koch invited comment by the applicant. The project architect said it is a straightforward, simple project, basically to provide a deck area between two buildings to provide outdoor entertainment space adjacent to the kitchen and rec room. He said it matches what is already there with regard to height, structure, color.

Chair Koch invited questions from the Commissioners. Hearing none, Chair Koch invited public comment.

A neighbor asked if this addition would be a rental. The applicant said it would not. The neighbor asked if there would be off-street parking provided for whoever lives in the addition. The applicant said no one is going to live in it. The applicant said the family will use it and may occasionally have a guest. He said there is a two-car garage, and the driveway can fit three cars. The neighbor said guests may have cars and asked the applicant if the guests would use the driveway. She said her concern was not about the structure, but was about the parking. She said there are a lot of children on the street, and sometimes too much traffic. She said the street is very narrow, and it is a safety issue from her point of view. She said although the current residents may not rent out the new structure, future owners may. The applicant said he could not guarantee a visitor would use the driveway. He said the project meets the parking requirements. Commissioner Wilson said the addition does not have a kitchen and is not classified as a separate unit. Chair Koch said this project is not being proposed as an ADU. Associate Planner Cassidy said if in the future, the applicant comes forward with an application to convert this to an ADU, it will be an internal conversion and, per State law, an additional parking space could not be required. The applicant reiterated that additional parking is available on-site along with a two-car garage.

Hearing no further public comment, Chair Koch brought the item back to the Commission for discussion.

Commissioner Ross said the project is well designed, well within the guidelines and requirements, and is certainly compatible with the existing home. He said the style and finishes match very well. He said the one wall-mounted light fixture at the bottom of the steps is not of concern because it is interior to the site, will not be visible offsite, and will provide good illumination for the base of the steps at night. He appreciated that the lighting for the entertainment outdoor use area was at a low level rather than pendants or downlights. He said he was supportive of the very thoughtfully done project.

Vice Chair Breen agreed with Commissioner Ross. She said she liked the wedge fixture and said it matches the architecture. She was supportive of the project.

Commissioner Sill was supportive of the project.

Commissioner Wilson was supportive of the project.

Chair Koch was appreciative of the low lighting and was supportive of the project.

Vice Chair Breen moved to approve the project with staff recommended conditions of approval and that the applicant revise the Build It Green checklist during the process of applying for the building permit. Seconded by Commissioner Sill; the motion carried 5-0.

(4) Architectural and Site Development Review for a Detached Accessory Dwelling Unit (ADU), 135 Bear Gulch Road, Schmidt/Tabacco Residence, File # PLN ARCH 2-2019

Chair Koch said she is a neighbor, but is not triggered by proximity to recuse herself.

Associate Planner Cassidy described the application, the project description, and staff analysis, as detailed in the staff report. Staff recommended the ASCC review the plans and staff report, offer feedback or additional conditions of approval, and approve the project subject to the attached conditions of approval.

Chair Koch invited questions from the Commissioners. Hearing none, she invited comment by the applicant. The project architect offered to answer any questions.

Chair Koch invited questions from the Commissioners. Hearing none, she invited public comment.

Jeff Garber, 140 Bear Gulch Road. Mr. Garber asked if the ADU faced the road. The architect said it is turned a bit to follow the contours, keep the grading down, and make it fit into the site.

Diane Garber, 140 Bear Gulch Road. Ms. Garber said she lives between the Sampsons and the Tabaccos and asked how staff manages the construction of the two homes. Planning & Building Director Russell said they receive construction staging plans for all projects, which are reviewed. She said the actual timing for the individual projects is left up to the applicants. She said people have basic property rights about going forward with their projects. She said the Town does not impose timing restrictions, but they ask people to work together with their neighbors to minimize the impacts. Ms. Garber asked how many years the project would take. The project architect said this project would probably take a year.

With no further public comment, Chair Koch brought the item back to the Commission for discussion.

Commissioner Wilson said she visited the site. She said it is so steep from the road she couldn't go up the driveway. She liked the design. She said it is a good continuation of the property and she supported the project.

Commissioner Sill said the architecture makes sense and fits well with the site. He liked that the ADU was turned slightly. He said the lighting is appropriate. He was supportive of the project.

Vice Chair Breen was impressed with the amount of program fit into 1,000 square feet. She was supportive of the project.

Commissioner Ross said it is a well-crafted project. He said this will be a good candidate of an example of a successful ADU. He was supportive of the project.

Chair Koch was supportive of the project.

Commissioner Ross moved to approve the project with staff's recommended conditions of approval. Seconded by Vice Chair Breen; the motion carried 5-0.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(5) Commission Reports

Commissioner Wilson and Vice Chair Breen visited the 200 Goya project with Associate Planner Cassidy to site the trees.

(6) Staff Report

Planning & Building Director Russell said there is a special meeting on April 11 at 7:00 p.m. of the Bicycle, Pedestrian and Traffic Safety Committee, who have been working on a pedestrian safety study. She said if there were any questions, the Commissioners could follow up with Public Works Director Young.

Planning & Building Director Russell said staff is working internally to revise and improve the standard condition of approval with regard to construction staging.

Planning & Building Director Russell said a new home project at 127 Ash was approved in March 2016. She said everything was properly engineered and designed, but through an unfortunate series of events, the property had a landslide on the panhandle portion of the property. She said the engineers got involved immediately and secured everything, but have now determined a bridge must be provided for access. She said staff is approving the bridge at staff level. The new bridge requires guardrails on both sides. She said there are easements on either side, and the bridge was exactly as wide as it needed to be and fit within the easements. She said they've come up with a design where the guardrails will look like horse fence, but will be made of materials required for guardrails.

Planning & Building Director Russell and Associate Planner Cassidy are working on a revised staff report format, as shown in two of the staff reports provided tonight. She invited the Commissioners to provide feedback regarding the new format as they fine tune it over the next couple of meetings.

(7) News Digest: Planning Issues of the Day

Staff shared an article of interest with the Commissioners – “Marking History with the Ohlone-Portola Heritage Trail Project.”

APPROVAL OF MINUTES

(8) ASCC Meeting of March 25, 2019

Vice Chair Breen moved to approve the March 25, 2019, minutes as amended. Seconded by Commissioner Sill, the motion passed 5-0.

ADJOURNMENT [8:32 *p.m.*]

DRAFT