



# TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700 Fax: (650) 851-4677

October 21, 2021

Re: Consideration of a Request to Amend Conditional Use Permits and Architectural and Site Development Review - 555 Portola Road, Spring Ridge, LLC

Dear Property Owners and Interested Parties,

As you are probably aware, the owners of the property at 555 Portola Road, Spring Ridge/Neely Wine have submitted an application to amend their existing Conditional Use Permits (CUPs) to allow a tasting room and events at their existing winery. The proposed uses would take place in an existing agricultural building, which has a separate driveway off Portola Road (not the driveway that goes to Windy Hill Open Space).

The Planning Commission conducted preliminary review of the proposal at four previous meetings in 2019 and 2020. Staff reports and minutes from those meetings are available on the Town's website [www.portolavalley.net/projects](http://www.portolavalley.net/projects) along with current application materials and environmental review documents.

The applicant has submitted a revised proposal in response to comments received from the Planning Commission and community. The Architectural Site Control Commission at its October 11, 2021 meeting reviewed the physical aspects of the project and recommended approval of those site improvements to the Planning Commission if the Planning Commission ultimately approves the CUP amendments. The Planning Commission public hearing to consider the amendment to the Conditional Use Permit for the tasting room and events and site improvements is scheduled for **November 3, 2021 at 7:00 pm** (the official public meeting notice is included with this letter.).

The agenda and staff report for the November 3, 2021 Planning Commission meeting will be available on the Town's website by Friday, October 29, 2021 at 5:00 pm. Residents are encouraged to review the materials on the website in advance of the staff report being published since there is a significant amount of related material.

Residents are welcome to attend the virtual the meeting and provide comments on the project. You can also provide written comments via email at [planning@portolavalley.net](mailto:planning@portolavalley.net). Please include "Neely Wine" in the subject line. All comments received by 12:00 pm on the day of the meeting will be sent to the Planning Commission in advance of the meeting. Please also note that public comments will become part of the public record and will be attached to staff reports which are posted on the Town's website.

Sincerely,



Laura C. Russell, AICP  
Planning and Building Director