



# TOWN OF PORTOLA VALLEY

6:00 PM – Architectural Site Control Commission  
Meeting Monday, April 8, 2024

## SPECIAL MEETING AGENDA

**HISTORIC SCHOOLHOUSE - 765 Portola Road, Portola Valley, CA 94028**

**Remote Public Comments:** Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to [asmith@portolavalley.net](mailto:asmith@portolavalley.net) by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Commissioners prior to the meeting. All comments received are included in the public record.

**Commissioner Dixon will be attending the meeting remotely at the following public location:**  
5900 Lower Honoapiilani Rd, Lahaina, HI 96761

### VIRTUAL PARTICIPATION VIA ZOOM

**To access the meeting by computer:**

<https://us06web.zoom.us/j/88907509757?pwd=lyAo30sG1xrupOcE5VVVVA6BsVbbFs.1>

**Or:** Go to Zoom.com – Click Join a Meeting – Enter the Meeting ID

**Meeting ID:** 889 0750 9757 **Passcode:** 622196

**To access the meeting by phone:**

1.669.900.6833 or

1.888.788.0099 (toll-free)

Enter same Meeting ID and Passcode

\*6 - Toggle mute/unmute.

\*9 - Raise hand.

**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 or [planbuild@portolavalley.net](mailto:planbuild@portolavalley.net). 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).

**6:00 PM - CALL TO ORDER**

Chair Warr, Vice Chair Flynn, Commissioners Breen, Cheung and Dixon

**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. A second workshop to review and provide feedback to the Planning Commission on the Portola Valley Draft Zoning Code and Zoning Map Amendments required to implement the 2023-2032 Housing Element

**COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

2. Commission Reports
3. Staff Report

**ADJOURNMENT**



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Architectural and Site Control Commission (ASCC)

**FROM:** Adrienne Smith, Senior Planner

**DATE:** April 8, 2024

**RE:** Second Workshop to Review Draft Zoning Code and Zoning Map Amendments Required to Implement the Portola Valley 2023-2031 Housing Element

### BACKGROUND

At its March 20, 2024 meeting, the Planning Commission met to discuss the Draft Zoning Code and Zoning Map Amendments. View the full agenda packet, including the draft amendments and public comments [here](#). View the Planning Commission’s full discussion [here](#). The amendments are the first required step to implementing the Portola Valley Housing Element and do so in two ways:

1. The amendments bring the Code into conformance with State Law and implement various programs of the newly-adopted and State-compliant Portola Valley Housing Element; and
2. The amendments rezone several parcels to new zoning classifications as identified on the Housing Element’s Adequate Sites Inventory. Without a rezoning, these sites cannot be made available to be developed at the proposed densities and affordability levels as committed to in the Town’s Housing Element.

Over the course of its meeting, the Planning Commission held a fulsome discussion but determined it wanted to expand the public review process by requesting input from ASCC under the “referral” process established in the Municipal Code. The Planning Commission asked the ASCC to meet at its earliest opportunity to review the draft and compile its recommendations to the Planning Commission. After the ASCC met, the Planning Commission and ASCC would convene in a joint meeting.

The ASCC held a workshop session on March 25, 2024, and undertook a comprehensive review of the draft amendments focusing on the technical development and design standards proposed for the new zoning districts. View the agenda packet [here](#) and the recording of that meeting [here](#). The Commission appointed a subcommittee consisting of Chair Warr and Vice-Chair Flynn to compile all feedback to be shared with the Planning Commission.

The Planning Commission and ASCC held its joint meeting on April 3, 2024, to discuss the ASCC's feedback. View the agenda packet and public comments [here](#) and the recordings of that meeting: [Part I](#) and [Part II](#). The Planning Commission received a presentation from the ASCC, and the Commissions collaborated to further articulate the scope of changes to the draft Zoning Code and Zoning Map amendments. At the meeting, the Commissions agreed it would be beneficial for the ASCC to meet once more on April 8, 2024, to finalize its more technical feedback.

## **DISCUSSION**

Staff recommends the ASCC engage in a second and final workshop session to solidify the changes to the draft Zoning Code and Zoning Map it wishes to recommend to the Planning Commission. Staff also recommend the ASCC maintain its same subcommittee of Chair Warr and Vice-Chair Flynn to compile all feedback to ensure it is precisely expressed to the Planning Commission. Staff will require submission of all feedback by April 11, 2024, to ensure its inclusion in the April 17, 2024, Planning Commission agenda packet.

## **NEXT STEPS**

The following is a proposed (tentative) Zoning Code and Zoning Map amendments review and adoption meeting schedule:

- April 17, 2024 – Planning Commission meeting for the Commission to review the ASCC's final feedback and complete its review of the draft amendments and consider adopting a resolution recommending approval to Town Council of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map
- May 8, 2024 (tentative) – Town Council meeting to review the Planning Commission's recommendation on the draft amendments and consider adopting a resolution approving an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map (first reading)
- May 22, 2024 (tentative) – Town Council meeting for second reading of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map

## **ATTACHMENTS**

1. Draft [Zoning Code](#) and [Zoning Map](#) Amendments