

TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, May 22, 2024
REGULAR SESSION 7:00 PM

Sarah Wernikoff, Mayor
 Judith Hasko, Vice Mayor
 Jeff Aalfs, Councilmember
 Mary Hufty, Councilmember
 Craig Taylor, Councilmember

REGUAR SESSION HYBRID MEETING

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 submit your comments using this [online form](#) by 1:00 PM on the day of the meeting. Time permitting, your correspondence will be uploaded to the website. All received questions will be forwarded to Council, Commission, or Committee members for consideration during the meeting and included in the public record. Additionally, technology permitting, the public body will take questions using the Raise Hand button for those who attend the meeting online or by phone. Phone callers may provide comments by pressing *9 on their phone to "raise your hand" and *6 to mute/unmute themselves. The meeting Chair will call on people to speak by the phone number calling in. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation.

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 Town Clerk at (650) 851-1700 or by email at towncenter@portolavalley.net. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

Judith Hasko will be attending the meeting remotely at the following public location:
510 Ocean Rd.
Narragansett, RI 02882

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/89349682600?pwd=Xao1CyNP0rjobsDUrRQ9CwhPx3xxM7.1>

Webinar ID: 893 4968 2600

Passcode: 1 1 9 8 1 0

To access the meeting by phone:

1-669-900-6833 or 1-888-788-0099 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

- 1. CALL TO ORDER – REGULAR SESSION**
- 2. PRESENTATIONS/PROCLAMATIONS**
 - a. Mental Health Awareness Month Proclamation
- 3. TOWN MANAGER REPORT**
 There are no written materials, and the Town Council does not take action under this agenda item.
- 4. ORAL COMMUNICATIONS**
 Persons wishing to address the Town Council on any subject may do so now. Please note,

however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda. *Each speaker's time is limited to three minutes.*

5. CONSENT AGENDA

- a. **Approval** of Minutes for the Regular Meeting of April 24,2024
- b. **Approval** of Warrant List for May 22, 2024 and May 8th, 2024
- c. **Approval** of Subcommittee Report and Recommendation – Serra Capital Feasibility Study
- d. **Accept** Recommendation from Finance Committee to Appoint New Members

6. PUBLIC HEARING

- a. **Hold** a Public Hearing and Adopt a Resolution Approving a Revised Master Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments

7. REGULAR AGENDA

- a. **Hold** a Public Hearing, Waive First Reading, and Introduce and Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map for the Town of Portola Valley to Implement the 2023-2031 Housing Element

8. COUNCIL SUBCOMMITTEE, LIAISON COMMITTEE, AND REGIONAL AGENCIES REPORTS

Oral and written reports arising out of Council subcommittee and liaison appointments to both in-town and regional committees and initiatives. The Town Council does not take action under this agenda item.

9. ADJOURNMENT

- 10.** The next Regular Town Council meeting will be held on May 29, 2024, at 6:00 PM

Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK- mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.

PROCLAMATION

Mental Health Month City Proclamation

May 2024

This measure would recognize May 2024 as Mental Health Month in Town of Portola Valley to reduce stigma, encourage support, and promote wellness to address mental health and substance use conditions.

WHEREAS, in 2021, one out of every eight San Mateo County adults likely had serious psychological distress in the past year. From 2019 to 2021, San Mateo County youth in grades 7 and 11, reported chronic sadness and hopelessness (29% and 43%, respectively) in the past 12 months; and

WHEREAS, every day, millions of people face stigma related to mental health and substance use conditions and may feel isolated and alone, going years before receiving any help; if left untreated, have life expectancies 25 years shorter than the general population; and

WHEREAS, while mental health conditions are common across all types of demographics, certain communities face inequitable access to services, including people of color, the LGBTQ+ community, youth, and older adults.

WHEREAS, mental health and substance use conditions are treatable health conditions, and people who have mental health and substance use conditions can recover and lead full and meaningful lives.

WHEREAS, San Mateo County Board of Supervisors is the first in the country to pass a resolution in January 2024 declaring loneliness a public health crisis and pledging to promote social connection in our communities. Given this public health priority, the theme for 2024 May Mental Health Month is Heal Through Connection #SMCAgainstLoneliness. Ongoing updates are posted at www.SMCHealth.org/MHM; and

WHEREAS, the San Mateo County Behavioral Health and Recovery Services Office of Diversity and Equity, Mayors Mental Health Initiative, and partners are collectively organizing activities that our community can participate in throughout the month, including free in-person and virtual events, advocacy days, and social media campaigns.

WHEREAS, The Town of Portola Valley Town Council wishes to increase the public's knowledge of signs and symptoms of mental health and substance use conditions, professional and self-help resources, and self-care practices, now, therefore, be it

Resolved by the Town Council of the Town of Portola Valley, State of California, thereof concurring, that the Town of Portola Valley hereby recognizes May 2024 as Mental Health Month in the Town of Portola Valley to enhance public awareness of mental health to help end the stigma and direct members of the community to resources and support for mental health and substance use conditions.

Item 3

There are no written materials for this Item.

Submitter DB ID 7263
IP Address [REDACTED]
Submission Recorded On 05/02/2024 9:13 AM
Time to Take the Survey 3 minutes, 25 secs.

Page 1

1. First and Last Name

Lou Salerno

2. Email address (will not be publicly displayed)

[REDACTED]

3. Organization (Enter name of organization, business, or non profit if you are submitting comments on their behalf.)

Not answered

4. Street address (will not be publicly displayed)

[REDACTED]

5. City

Portola Valley

6. State

CA

7. Zip Code

94028

8. Date of Meeting you are submitting comment for.

05/08/2024

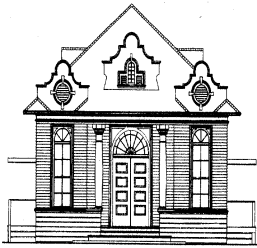
9. Agenda Item number or name

NA

10. Comment

Please invest in FLOCK Cameras. Thank you !

11. Optional: You can upload a copy of your comments.



TOWN OF PORTOLA VALLEY
Historic Schoolhouse
765 Portola Road
Portola Valley, CA 94028

Sarah Wernikoff, Mayor
Judith Hasko, Vice Mayor
Mary Hufty, Councilmember
Craig Taylor, Councilmember
Jeff Aalfs, Councilmember

COUNCIL MINUTES- REGULAR MEETING
WEDNESDAY- April 24, 2024

1. CALL TO ORDER-STUDY SESSION

2. STUDY SESSION

The Wednesday, April 24th, 2024, Study Session of the Mayor and Council of the Town of Portola Valley convened at approximately 5:36pm.

- A State of the Town and Financial Outlook

3. ORAL COMMUNICATIONS

- Mida Jones
- Caroline Vertongen
- Peter Lipmen
- Rita
- Greg Franklin
- Kristi
- Greg Franklin
- Rita
- Caroline Vertongen

4. CALL TO ORDER – REGULAR SESSION

The Wednesday, April 24th, 2024, Regular Meeting of the Mayor and Council of the Town of Portola Valley convened at approximately 7:25pm.

Regular Session Roll Call

Present: Mayor Wernikoff, Vice Mayor Hasko, and Councilmembers Aalfs, Hufty, and Taylor

5. PRESENTATIONS

None

6. TOWN MANAGER REPORT

There are no written materials, and the Town Council does not take action under this agenda item.

7. ORAL COMMUNICATIONS

The following spoke during oral communications:

- Tim Clarke
- Liv Madhani
- Caroline Vertongen
- Rita

- Dave Strohm

8. CONSENT AGENDA

Mayor Wernikoff asked for a motion to approve Items 7a and 7b.

Councilmember Aalfs made a motion, seconded by Mayor Wernikoff. Motion passed by the following vote.

Ayes: Councilmembers. Aalfs, Hufty, Taylor, Vice Mayor Hasko and Mayor Wernikoff

Nays: None.

9. REGULAR AGENDA

- Item 8a Town Council Priorities

The following spoke in public comments:

- Kristi

Mayor Wernikoff asked for a motion to approve to receive report Items 8 a.

Taylor made a motion, seconded by Aalfs, to approve to receive Item 8 a. on the regular agenda. The motion passed by the following vote:

Ayes: Councilmember Aalfs, Hufty, Taylor, Vice Mayor Hasko, Mayor Wernikoff

Nays: None

- Item 8b Resolution Clarifying the Policy regarding the Procedures for Councilmembers to Request Future Council Agenda Items

The following spoke in public comments:

- Rita Comes
- Caroline Vertongen
- Kristi

Mayor Wernikoff asked for a motion to approve Items 8 b.

Hufty made a motion, seconded by Aalfs, to approve Item 8b. on the regular agenda. The motion passed by the following vote:

Ayes: Councilmember Aalfs, Hufty, Taylor, Mayor Wernikoff

Nays: Vice Mayor Hasko

10. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Oral and written reports arising out of liaison appointments to both in-town and regional committees and initiatives. The Town Council does not take action under this agenda item.

The following spoke in public comments:

- Kristi
- Caroline Vertongen

11. ADJOURNMENT

At 8:48PM, the Mayor adjourned the April 24, 2024 meeting. The next Regular Town Council meeting will be held on May 8th, 2024, at 5:30 PM

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 08, 2024

Claims totaling \$171,833.74 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Sharif Etman, Town Manager

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) _____

Corie Stocker, Assistant Town Manager

Mayor

Check Register

| Check Number | Vendor Number | Vendor Name | Check Amount | Check Date | BW | Check Type |
|--|---------------|--------------------------------|--------------|------------|----|------------|
| Checks for Cash Account: 910-11011-000 | | | | | | |
| 4150 | 11 | ADOBE INC. | 45.58 | 05/08/24 | | |
| 4151 | 55 | BILL HAMILTON ROOFING | 1,000.00 | 05/08/24 | | |
| 4152 | 101 | CHRIS ROMANO | 100.00 | 05/08/24 | | |
| 4153 | 124 | COMCAST | 202.12 | 05/08/24 | | |
| 4154 | 135 | CSG CONSULTANTS INC | 18,995.46 | 05/08/24 | | |
| 4155 | 184 | FRIENDLY PONY PARTIES | 2,825.00 | 05/08/24 | | |
| 4156 | 209 | HARRY COUNCELL | 2,500.00 | 05/08/24 | | |
| 4157 | 218 | MISSIONSQUARE RETIREMENT | 6,475.84 | 05/08/24 | | EFTPS |
| 4158 | 224 | INFORMATION STATION SPECIALIST | 1,401.60 | 05/08/24 | | |
| 4159 | 276 | KUTZMANN & ASSOCIATES | 8,683.86 | 05/08/24 | | |
| 4160 | 403 | RON RAMIES AUTOMOTIVE INC. | 3,364.54 | 05/08/24 | | |
| 4161 | 489 | VERIZON WIRELESS | 566.75 | 05/08/24 | | EFTPS |
| 4162 | 505 | WOODSIDE FIRE PROTECTION DISTR | 40,133.00 | 05/08/24 | | |
| 4163 | 557 | JSD CONSTRUCTION | 1,000.00 | 05/08/24 | | |
| 4164 | 606 | NORMAN CHEN | 27.50 | 05/08/24 | | |
| 4165 | 730 | URBAN PLANNING PARTNERS INC | 2,512.50 | 05/08/24 | | |
| 4166 | 933 | HEIRLOOM CATERING CO | 7,661.74 | 05/08/24 | | |
| 4167 | 949 | PORTER CAPITAL CORPORATION | 3,960.00 | 05/08/24 | | |
| 4168 | 1016 | SHUTE, MIHALY & WEINBERGER LLP | 33,739.50 | 05/08/24 | | |
| 4169 | 1048 | CLAIRE SELDEN | 100.00 | 05/08/24 | | |
| 4170 | 1064 | HDL COREN & CONE | 1,412.50 | 05/08/24 | | |
| 4171 | 1067 | KRISCH & COMPANY | 33,026.25 | 05/08/24 | | ACH |
| 4172 | 1136 | LOS TOLUCAS | 500.00 | 05/08/24 | | |
| 4173 | 1137 | CHP CONSTRUCTION | 1,000.00 | 05/08/24 | | |
| 4174 | 1138 | CLAIR JERNICK | 100.00 | 05/08/24 | | |
| 4175 | 1140 | PVNC | 500.00 | 05/08/24 | | |
| Check totals: | | | 131,764.90 | | | |
| ACH totals: | | | 33,026.25 | | | |
| EFTPS totals: | | | 7,042.59 | | | |
| Wire transfer totals: | | | | | | |
| Payment Manager totals: | | | | | | |
| GRAND TOTALS | | | 171,833.74 | | | |
| Check totals: | | | 131,764.90 | | | |
| ACH totals: | | | 33,026.25 | | | |
| EFTPS totals: | | | 7,042.59 | | | |
| Wire transfer totals: | | | | | | |
| Payment Manager totals: | | | | | | |
| GRAND TOTALS | | | 171,833.74 | | | |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|------------------|--------------|--|------------------|--|----------------------------------|
| Vendor: 05/08/24 | 11 4150 | ADOBE INC. Acrobat Pro Subscription 05/1/2024 - 06/30/2024 | 45.58 | 45.58 | 2746744040 |
| Vendor: | 55 4151 | BILL HAMILTON ROOFING Deposit Refund, 35 Hillbrook | 1,000.00 | 1,000.00 | BLDR0213-2023 |
| Vendor: | 101 4152 | CHRIS ROMANO Portola Valley Horse Fair 3hrs drawing | 100.00 | 100.00 | MAY-18-2024 |
| Vendor: | 124 4153 | COMCAST WIFI-04.21.2024-5.20.2024 | 202.12 | 202.12 | 1945-APR24 |
| Vendor: | 135 4154 | CSG CONSULTANTS INC Mar Code Enforcement, Bldg Svcs, In house plan review | 18,995.46 | 18,995.46 | MAR-2024 |
| Vendor: | 184 4155 | FRIENDLY PONY PARTIES Town Picnic, Petting Zoo/Ponies | 2,825.00 | 2,825.00 | MAY-18-2024 |
| Vendor: | 209 4156 | HARRY COUNCELL Horse Fair - 3+ Hours Carriage Driving | 2,500.00 | 2,500.00 | MAY-18-2024 |
| Vendor: | 218 4157 | MISSIONSQUARE RETIREMENT Deferred Comp - April 30, 2024 | 6,475.84 | 6,475.84 | APRIL-202430 |
| Vendor: | 224 4158 | INFORMATION STATION SPECIALIST Streaming Audio 24 Mo contract | 1,401.60 | 1,401.60 | 043-2405 |
| Vendor: | 276 4159 | KUTZMANN & ASSOCIATES March Plan Checks | 8,683.86 | 8,683.86 | 303736 |
| Vendor: | 403 4160 | RON RAMIES AUTOMOTIVE INC. Vehicle Maintenance Vehicle Maintenance Vehicle Maintenance Vehicle Maintenance | 3,364.54 | 936.86 621.16 1,274.69 531.83 | 77153 77218 77318 77346 |
| Vendor: | 489 4161 | VERIZON WIRELESS April Cellular | 566.75 | 566.75 | 9962554170 |
| Vendor: | 505 4162 | WOODSIDE FIRE PROTECTION DISTR FY2023-24 Chipper Program | 40,133.00 | 40,133.00 | PV-CHIPPER23-24 |
| Vendor: | 557 4163 | JSD CONSTRUCTION Deposit Refund, 380 Escobar | 1,000.00 | 1,000.00 | BLDR0047-2023 |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|-------------------|--------------|--|------------------|---------------------|-----------------|
| Vendor: | 606 | NORMAN CHEN | | | |
| | 4164 | Deposit Refund, 167 Bolivar | 27.50 | 27.50 | PLN_0TH00012024 |
| Vendor: | 730 | URBAN PLANNING PARTNERS INC | | | |
| | 4165 | PV Housing Element Update- Mar | 2,512.50 | 2,512.50 | 21029-240331 |
| Vendor: | 933 | HEIRLOOM CATERING CO | | | |
| | 4166 | Catering Deposit- Volunteer Appreciation Dinner | 7,661.74 | 7,661.74 | 4025 .2 |
| Vendor: | 949 | PORTER CAPITAL CORPORATION | | | |
| | 4167 | Temp Service, Michelle Magahiz 04/15/24-04/21/24 | 3,960.00 | 1,980.00 | 7883 |
| | | Temp Service, Michelle Magahiz 04/22/24-04/28/24 | | 1,980.00 | 7903 |
| Vendor: | 1016 | SHUTE, MIHALY & WEINBERGER LLP | | | |
| | 4168 | March Legal Service | 33,739.50 | 33,739.50 | MAR-24-SMW |
| Vendor: | 1048 | CLAIRE SELDEN | | | |
| | 4169 | Refund - Picnic Table Rental | 100.00 | 100.00 | PROF-24-14 |
| Vendor: | 1064 | HDL COREN & CONE | | | |
| | 4170 | Contract Svcs Sales Tax - Apr-Jun 2024 | 1,412.50 | 1,412.50 | SIN038200 |
| Vendor: | 1067 | KRISCH & COMPANY | | | |
| | 4171 | Professional Services - Mar 2024 | 33,026.25 | 33,026.25 | 53353 |
| Vendor: | 1136 | LOS TOLLUCAS | | | |
| | 4172 | Horse Fair | 500.00 | 500.00 | MAY-18-2024 |
| Vendor: | 1137 | CHP CONSTRUCTION | | | |
| | 4173 | Deposit Refund - 305 Golden Oak | 1,000.00 | 1,000.00 | BLDR0025-2022 |
| Vendor: | 1138 | CLAIR JERNICK | | | |
| | 4174 | Refund - Picnic Table Rental | 100.00 | 100.00 | PROF-24-15 |
| Vendor: | 1140 | PVNC | | | |
| | 4175 | Field Rental Deposit Refund | 500.00 | 500.00 | PROF-23-59 |
| Check Date Totals | | | 171,833.74 | | |
| Grand Total | | | 171,833.74 | | |

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 22, 2024

Claims totaling \$142,753.65 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Sharif Etman, Town Manager

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) _____

Corie Stocker, Assistant Town Manager

Mayor

Check Register

| Check Number | Vendor Number | Vendor Name | Check Amount | Check Date | BW | Check Type |
|--|---------------|--------------------------------|--------------|------------|----|------------|
| Checks for Cash Account: 910-11011-000 | | | | | | |
| 4181 | 20 | ALLIANT INSURANCE SERVICES | 1,387.00 | 05/22/24 | | |
| 4182 | 41 | AT&T | 112.74 | 05/22/24 | | |
| 4183 | 44 | BANK OF AMERICA | 7,095.37 | 05/22/24 | | EFTPS |
| 4184 | 55 | BILL HAMILTON ROOFING | 1,000.00 | 05/22/24 | | |
| 4185 | 78 | CALIFORNIA WATER SERVICE CO | 6,578.85 | 05/22/24 | | |
| 4186 | 110 | CITY OF FOSTER CITY | 567.00 | 05/22/24 | | |
| 4187 | 121 | SCA OF CA, LLC | 1,990.56 | 05/22/24 | | |
| 4188 | 124 | COMCAST | 496.75 | 05/22/24 | | |
| 4189 | 129 | COTTON SHIRES & ASSOC. INC. | 8,878.75 | 05/22/24 | | |
| 4190 | 213 | HILLYARD INC | 932.20 | 05/22/24 | | |
| 4191 | 215 | HORIZON | 1,445.59 | 05/22/24 | | |
| 4192 | 218 | MISSIONSQUARE RETIREMENT | 6,475.84 | 05/22/24 | | EFTPS |
| 4193 | 234 | J. W. ENTERPRISES | 546.88 | 05/22/24 | | |
| 4194 | 276 | KUTZMANN & ASSOCIATES | 4,861.28 | 05/22/24 | | |
| 4195 | 290 | LOS GATOS ROOFING | 1,000.00 | 05/22/24 | | |
| 4196 | 295 | LYNX TECHNOLOGIES INC | 600.00 | 05/22/24 | | |
| 4197 | 324 | MIRANDAS LANDSCAPE | 187.50 | 05/22/24 | | |
| 4198 | 334 | NOLTE ASSOCIATES INC | 15,730.73 | 05/22/24 | | |
| 4199 | 339 | OCCUSCREEN LLC | 24.00 | 05/22/24 | | |
| 4200 | 343 | OPENGOV INC. | 9,921.60 | 05/22/24 | | |
| 4201 | 367 | PG&E | 1,950.05 | 05/22/24 | | EFTPS |
| 4202 | 372 | PINNACLE BUILDING & DESIGN | 1,000.00 | 05/22/24 | | |
| 4203 | 375 | PLATINUM FACILITY SERVICES | 4,936.68 | 05/22/24 | | |
| 4204 | 376 | PORTOLA VALLEY HARDWARE | 410.41 | 05/22/24 | | |
| 4205 | 403 | RON RAMIES AUTOMOTIVE INC. | 404.94 | 05/22/24 | | |
| 4206 | 406 | RR DONNELLEY | 131.41 | 05/22/24 | | |
| 4207 | 407 | SABER ROOFING INC | 1,000.00 | 05/22/24 | | |
| 4208 | 428 | SHARP BUSINESS SYSTEMS | 83.51 | 05/22/24 | | |
| 4209 | 437 | SMALL BUSINESS BENEFIT PLAN TR | 2,907.20 | 05/22/24 | | |
| 4210 | 448 | STATE COMP INSURANCE FUND | 6,005.67 | 05/22/24 | | EFTPS |
| 4211 | 518 | GOT GOPHERS? | 1,050.00 | 05/22/24 | | |
| 4212 | 642 | CYBERTARY.COM | 2,381.57 | 05/22/24 | | |
| 4213 | 708 | BAY AREA FACE PAINTERS | 400.00 | 05/22/24 | | |
| 4214 | 730 | URBAN PLANNING PARTNERS INC | 1,057.50 | 05/22/24 | | |
| 4215 | 847 | LISA WISE CONSULTING | 16,718.75 | 05/22/24 | | |
| 4216 | 860 | STEPFORD | 4,513.50 | 05/22/24 | | |
| 4217 | 925 | SUPERB BUILDERS INC | 1,000.00 | 05/22/24 | | |
| 4218 | 949 | PORTER CAPITAL CORPORATION | 3,910.50 | 05/22/24 | | |
| 4219 | 1116 | EMBARCADERO MEDIA FOUNDATION | 280.00 | 05/22/24 | | |
| 4220 | 1118 | STERICYCLE, LNC. DBA SHRED-LT | 112.53 | 05/22/24 | | |
| 4221 | 1128 | ALBERT BOWER | 4,037.25 | 05/22/24 | | |
| 4222 | 1141 | M J K HOMES | 5,000.00 | 05/22/24 | | |
| 4223 | 1142 | MATTHEW MARGOLIN | 100.00 | 05/22/24 | | |
| 4224 | 1143 | INTERSPACE BUILDERS | 10,000.00 | 05/22/24 | | |
| 4225 | 1144 | THE GAMBHIR FAMILY TRUST | 2,229.54 | 05/22/24 | | |

Check Register

| Check Number | Vendor Number | Vendor Name | Check Amount | Check Date | BW | Check Type |
|-------------------------|---------------|-------------------|--------------|------------|----|------------|
| 4226 | 1145 | EWIN MATTHEWS | 100.00 | 05/22/24 | | |
| 4227 | 1146 | ARUN SWAMINATHAN | 100.00 | 05/22/24 | | |
| 4228 | 1147 | MICHELLE QADRI | 100.00 | 05/22/24 | | |
| 4229 | 1148 | NATALIE LANGSDORF | 500.00 | 05/22/24 | | |
| 4230 | 1150 | PVSC | 500.00 | 05/22/24 | | |
| Check totals: | | | 121,226.72 | | | |
| ACH totals: | | | | | | |
| EFTPS totals: | | | 21,526.93 | | | |
| Wire transfer totals: | | | | | | |
| Payment Manager totals: | | | | | | |
| GRAND TOTALS | | | 142,753.65 | | | |
| Check totals: | | | 121,226.72 | | | |
| ACH totals: | | | | | | |
| EFTPS totals: | | | 21,526.93 | | | |
| Wire transfer totals: | | | | | | |
| Payment Manager totals: | | | | | | |
| GRAND TOTALS | | | 142,753.65 | | | |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|------------------|--------------|---|------------------|---------------------|------------------------------|
| Vendor: 05/22/24 | 20 4181 | ALLIANT INSURANCE SERVICES Premium Town Special Event Liability Insurance | 1,387.00 | 1,387.00 | 2658662 |
| Vendor: | 41 4182 | AT&T April Statement April Statement | 112.74 | 56.37 56.37 | 000021663463 000021663465 |
| Vendor: | 44 4183 | BANK OF AMERICA April Statement | 7,095.37 | 7,095.37 | 1388-APR24 |
| Vendor: | 55 4184 | BILL HAMILTON ROOFING Deposit Refund, 51 Hillbrook | 1,000.00 | 1,000.00 | BLDR0008-2024 |
| Vendor: | 78 4185 | CALIFORNIA WATER SERVICE CO Water Service 4/12/24 - 5/10/24 | 6,578.85 | 6,578.85 | APR-2024 |
| Vendor: | 110 4186 | CITY OF FOSTER CITY CalOpps Job Posting | 567.00 | 567.00 | 15971 |
| Vendor: | 121 4187 | SCA OF CA, LLC April Litter/Street Clean | 1,990.56 | 1,990.56 | 108771CS |
| Vendor: | 124 4188 | COMCAST WIFI-05.16.2024-06.15.2024 | 496.75 | 496.75 | 7290-MAY24 |
| Vendor: | 129 4189 | COTTON SHIRES & ASSOC. INC. April 24 Applicant Charges | 8,878.75 | 8,878.75 | 2024-APR |
| Vendor: | 213 4190 | HILLYARD INC Janitorial Supplies | 932.20 | 932.20 | 605460631 |
| Vendor: | 215 4191 | HORIZON Valve Steel maintenance | 1,445.59 | 1,445.59 | 1N587178 |
| Vendor: | 218 4192 | MISSIONSQUARE RETIREMENT Deferred Comp - May 15, 2024 | 6,475.84 | 6,475.84 | MAY-202415 |
| Vendor: | 234 4193 | J. W. ENTERPRISES Handicap Unit Rental & Services Handicap Unit Rental & Services | 546.88 | 315.44 231.44 | 358307 258308 |
| Vendor: | 276 4194 | KUTZMANN & ASSOCIATES April Plan Checks | 4,861.28 | 4,861.28 | 372702 |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|------------|--------------|---|------------------|---------------------|----------------|
| Vendor: | 290 | LOS GATOS ROOFING | | | |
| | 4195 | Deposit Refund, 121 Russell | 1,000.00 | 1,000.00 | BLDR0046-2024 |
| Vendor: | 295 | LYNX TECHNOLOGIES INC | | | |
| | 4196 | GIS Professional Services in Jan-Mar 2024 | 600.00 | 600.00 | 10133 |
| Vendor: | 324 | MIRANDAS LANDSCAPE | | | |
| | 4197 | April Landscape Maintenance Services | 187.50 | 187.50 | 494 |
| Vendor: | 334 | NOLTE ASSOCIATES INC | | | |
| | 4198 | March Applicant Charges & PW Support | 15,730.73 | 15,730.73 | MAR-2024 |
| Vendor: | 339 | OCCUSCREEN LLC | | | |
| | 4199 | Recruitment | 24.00 | 24.00 | 230355 |
| Vendor: | 343 | OPENGOV INC. | | | |
| | 4200 | OpenGov Procurement, 4/1/2024 - 3/31/2025 | 9,921.60 | 9,921.60 | INV13197 |
| Vendor: | 367 | PG&E | | | |
| | 4201 | May Statement | 1,950.05 | 1,950.05 | MAY-2024 |
| Vendor: | 372 | PINNACLE BUILDING & DESIGN | | | |
| | 4202 | Deposit Refund - 501 Portola #12C | 1,000.00 | 1,000.00 | BLDR0004-2024 |
| Vendor: | 375 | PLATINUM FACILITY SERVICES | | | |
| | 4203 | Janitorial Services - April 2024 | 4,936.68 | 4,488.67 | 48527 |
| | | Janitorial Services - Apr 2024. Fridays disinfection svcs | | 448.01 | 48528 |
| Vendor: | 376 | PORTOLA VALLEY HARDWARE | | | |
| | 4204 | April Statement | 410.41 | 410.41 | 193-APR24 |
| Vendor: | 403 | RON RAMIES AUTOMOTIVE INC. | | | |
| | 4205 | April Fuel Statement | 404.94 | 404.94 | G20240430-02 |
| Vendor: | 406 | RR DONNELLEY | | | |
| | 4206 | Business Cards | 131.41 | 131.41 | 066263622 |
| Vendor: | 407 | SABER ROOFING INC | | | |
| | 4207 | Deposit Refund, 80 Pine Ridge | 1,000.00 | 1,000.00 | BLDR0217-2023 |
| Vendor: | 428 | SHARP BUSINESS SYSTEMS | | | |
| | 4208 | Apr Copies | 83.51 | 83.51 | 9004844587 |
| Vendor: | 437 | SMALL BUSINESS BENEFIT PLAN TR | | | |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|------------|--------------|--|------------------|---------------------|-----------------|
| 05/22/24 | 4209 | June Dental/Vision | 2,907.20 | 2,907.20 | JUNE-2024 |
| Vendor: | 448 | STATE COMP INSURANCE FUND | | | |
| | 4210 | WC Premium, 05/06/2024-06/06/2024 | 6,005.67 | 6,005.67 | 1001844523 |
| Vendor: | 518 | GOT GOPHERS? | | | |
| | 4211 | Town Fields Gopher Trapping- April 2024 | 1,050.00 | 1,050.00 | 62423 |
| Vendor: | 642 | CYBERTARY.COM | | | |
| | 4212 | April May, Transcription Services | 2,381.57 | 2,381.57 | 4820 |
| Vendor: | 708 | BAY AREA FACE PAINTERS | | | |
| | 4213 | 2nd 50% Balance for Face Painter Picnic 02/24/2024 | 400.00 | 400.00 | 56.2 |
| Vendor: | 730 | URBAN PLANNING PARTNERS INC | | | |
| | 4214 | PV Housing Element Update- Apr | 1,057.50 | 1,057.50 | 21029-240430 |
| Vendor: | 847 | LISA WISE CONSULTING | | | |
| | 4215 | Professional Services: March 2024 | 16,718.75 | 16,718.75 | 4803 |
| Vendor: | 860 | STEPFORD | | | |
| | 4216 | Monthly Service Charges 05/01/2024 THRU 05/31/2024 | 4,513.50 | 3,920.00 | 2401260 |
| | | Veeam Backup & Disaster Recovery & License May 24 | | 593.50 | 2401261 |
| Vendor: | 925 | SUPERB BUILDERS INC | | | |
| | 4217 | Deposit Refund, 658 Westridge | 1,000.00 | 1,000.00 | BLDR0133-2022 |
| Vendor: | 949 | PORTER CAPITAL CORPORATION | | | |
| | 4218 | Temp Service, Michelle Magahiz 04/29/24-05/05/24 | 3,910.50 | 1,930.50 | 7922 |
| | | Temp Service, Michelle Magahiz 05/06/24-05/12/24 | | 1,980.00 | 7939 |
| Vendor: | 1116 | EMBARCADERO MEDIA FOUNDATION | | | |
| | 4219 | Legal Advertising | 280.00 | 280.00 | MAR-2024.2 |
| Vendor: | 1118 | STERICYCLE, LNC. DBA SHRED-LT | | | |
| | 4220 | Paper Shredding Services | 112.53 | 112.53 | 8006986755 |
| Vendor: | 1128 | ALBERT BOWER | | | |
| | 4221 | Deposit Refund - 166 Corte Madera | 4,037.25 | 4,037.25 | BLDR0194-2023 1 |
| Vendor: | 1141 | M J K HOMES | | | |
| | 4222 | Deposit Refund - 627 Westridge | 5,000.00 | 5,000.00 | BLDR0138-2021 |
| Vendor: | 1142 | MATTHEW MARGOLIN | | | |

| Check Date | Check Number | Special Information | Net Check Amount | Total Invoices Paid | Invoice Number |
|-------------------|--------------|-------------------------------------|------------------|---------------------|----------------|
| 05/22/24 | 4223 | Picnic Table Deposit Refund | 100.00 | 100.00 | PROF-23-63 |
| Vendor: | 1143 | INTERSPACE BUILDERS | | | |
| | 4224 | Deposit Refund - 138 Goya | 10,000.00 | 10,000.00 | BLDR0042-2021 |
| Vendor: | 1144 | THE GAMBHIR FAMILY TRUST | | | |
| | 4225 | Deposit Refund - 138 Goya | 2,229.54 | 1,439.54 | ARCH0006-2020 |
| | | Deposit Refund - 138 Goya | | 790.00 | BLDM0006-2021 |
| Vendor: | 1145 | EOIN MATTHEWS | | | |
| | 4226 | Picnic Rental Deposit Refund | 100.00 | 100.00 | PROF-24-13 |
| Vendor: | 1146 | ARUN SWAMINATHAN | | | |
| | 4227 | Picnic Rental Deposit Refund | 100.00 | 100.00 | PROF-24-17 |
| Vendor: | 1147 | MICHELLE QADRI | | | |
| | 4228 | Field Parking Rental Deposit Refund | 100.00 | 100.00 | PROF-24-12 |
| Vendor: | 1148 | NATALIE LANGSDORF | | | |
| | 4229 | Field Rental Deposit Refund | 500.00 | 500.00 | PROF-23-62 |
| Vendor: | 1150 | PVSC | | | |
| | 4230 | Field Rental Deposit Refund | 500.00 | 500.00 | PROF-23-59 |
| Check Date Totals | | | 142,753.65 | | |
| Grand Total | | | 142,753.65 | | |



TOWN OF PORTOLA VALLEY

Subcommittee Report

TO: Mayor and Members of the Town Council

FROM: Judith Hasko and Mary Hufty

DATE: May 22, 2024

RE: Subcommittee Report and Recommendation – Serra Capital Feasibility Study

RECOMMENDATION

We recommend that the Town Council direct the Town Manager to enter into an agreement with Serra Capital for a feasibility study of affordable housing in Town to advance our progress under our Housing Element. While this project would not exceed the Town Manager’s spending authority we wanted to bring this item forward to keep the Town Council apprised of the subcommittee’s efforts.

BACKGROUND

Mary Hufty and Judith Hasko were appointed by the Town Council to conduct public outreach to identify potential sites as affordable housing locations within Portola Valley that may serve as alternative sites to Dorothy Ford Open Space and Park, pursuant to the Sunrise Provisions of the Town’s Housing Element.

In the course of this work, we sought input from various professionals with experience in funding and developing sites for affordable housing. As one example, we contacted Serra Capital, which has developed a credit tenant lease program (an alternative to municipal bonds) for potential use in funding such housing efforts.

While the subcommittee has conducted significant efforts to date to identify potential alternative sites under the Sunrise Provisions, we felt it important to develop in parallel with that outreach effort an understanding of considerations that will be important in determining viability of sites for our Town’s Housing Element so that our outreach efforts could be efficient.

To this end, we conducted an initial discussion with Serra Real Estate Capital of its financial product, which led to their offering to evaluate a few types of sites in Town that could serve as potential affordable housing sites. They would conduct a high level review of physical capacity and feasibility of sites with certain characteristics in Town, and provide feedback on the viability or special concerns with respect to such sites.

To be clear, while Serra offers a financial product that may be considered for funding the Town's affordable housing needs in the future, at the moment, the subcommittee proposes only to engage Serra to conduct an initial feasibility assessment of housing sites to inform practical considerations for site identification for our process overall, regardless of whether the Town Council later decides this financial instrument is suitable for our needs.

Accordingly, we are requesting that the Town Council direct the Town Manager to enter into an agreement with Serra to conduct an initial feasibility assessment of a few types of sites for up to a total of \$25,000. The work product from this assessment would inform our subcommittee's work and serve as one source among several for developing a strategy for implementing our Housing Element commitments.

We attach an outline of the proposal for the conduct of such an initial assessment here as Attachment 1.

FISCAL IMPACT

Up to \$25,000

Attachment 1

Outline Proposal to Town of Portola Valley

Goal. The goal is to assess the potential sites and select a probable site to fulfill a portion of the State's VLI, ELI, and LI allocation. This initial phase would provide (a) a high-level review of the zoning, physical capacity, and feasibility of sites (*to be agreed* prior to project start) as well as (b) in depth review of one site to be agreed after completion of Step 1. Step 1 could consider sites with existing facilities. Step 1 could consider Ford Park or certain vacant sites.

Service Provider: Keystone Development Group (Serra Real Estate Capital would be subcontractor)

Client: Town of Portola Valley or affiliate

Timeline for Completion: 60 days

Terms: \$25,000; 50% up front; 50% on completion

Scope:

Step 1 - High-level assessment and evaluation of approximately six potential mixed-income affordable housing sites.

- a. Physical site visit.
- b. Review of zoning and approval requirements.
- c. Conceptual product size considerations.
- d. High-level assessment of pros and cons.

Step 2 - Selection of one site for a deeper analysis, summary to include:

1. Architect's conceptual site assessment and one or two site plan layouts to show sample project size (number of units) and product mix (bedroom mix).
2. Experienced contractor to provide construction cost estimates based on likely type of construction.
3. Project capital cost budget (including project costs beyond construction).
4. Preparation of high-level financial analysis:
 - a. Using proposed project size, unit mix, and affordability mix (AMI income levels).
 - b. Including evaluation of multiple funding scenarios including Credit Tenant Lease (CTL's), Federal and State tax credits, State affordable housing programs, Federal housing programs, B-bonds, and traditional debt.
5. Assessment of benefits, risk, and other considerations, including potential timelines, restrictions that come with accepting specific funding, and other issues.

Means. Would engage and oversee an architect, contractor, and financial consultant as needed to achieve the scope.

Work Product: Work product would be two-fold:

For Step 1: 2 - 3-page written summary, incorporating findings and recommending which site[s] could be best suited for Step 2.

For Step 2: 10–15-page Executive Summary (with exhibits) incorporating site plan, likely type of construction needed and why, development budget, sources and uses, projected rents, operating budget, list of pro's and con's; review of applied projected financing alternatives; and estimated development timeline.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Diego Ramirez, Interim Town Clerk

DATE: Tuesday, 2021

RE: Appointment to Finance Committee

RECOMMENDATION:

That the Town Council recommend the appointment of Chris Rittler to the Finance Committee.

BACKGROUND:

The Finance Committee is a standing committee of the Town Council. It is responsible for reviewing and recommending the annual budget and other financial matters to the Town Council.

Chris Rittler is currently a member of the Finance Committee.

Diego Ramirez is currently a member of the Finance Committee.

FISCAL IMPACT:

None

ATTACHMENT:

1. Chris Rittler Committee Application
2. Mark Waissar Committee Application
3. Letter of Endorsement

Submitter DB ID 7243
IP Address [REDACTED]
Submission Recorded On 04/11/2024 9:50 PM
Time to Take the Survey 17 minutes, 35 secs.

Page 1

Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):

Finance Committee

Applicant Information

Full Name Chris Rittler

Email Address [REDACTED]

Street Address [REDACTED]

City/Zip Portola Valley 94028

Number of years in Portola Valley 14

Cell Phone [REDACTED]

Home Phone [REDACTED]

Other Phone Not answered

Emergency Preparedness Not answered

Preferred Phone Contact Number

Cell

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.

I am looking to give back to the town that we love by volunteering. We have been residents for 14 years and plan to be here for a long time to come. I retired in 2023; have more time to commit. I feel that my skills are best aligned with the Finance Committee. The following is a quick summary of relevant experience. You can also see more details at <https://www.linkedin.com/in/chrisrittler>

- extensive professional experience with P&L management from millions to hundreds of millions of \$\$ in both revenue and capital spending and opex
- experience raising capital both debt and equity based
- committed team member and team leader for business management for many years
- successful volunteer career coaching youth sports in PV from 2010-2019 including most recently head coach for boys' basketball at Corte Madera 2017-2019 (6th, 7th, and 8th grade team respectively)
- MBA from Northwestern University
- HOA President in Pleasanton, CA 2004-6

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

Not applicable.

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

Submitter DB ID 7238
IP Address [REDACTED]
Submission Recorded On 04/09/2024 11:45 AM
Time to Take the Survey 15 minutes, 11 secs.

Page 1

Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):

Finance Committee

Applicant Information

Full Name Mark Waissar

Email Address [REDACTED]

Street Address [REDACTED]

City/Zip 94028

Number of years in Portola Valley 7

Cell Phone [REDACTED]

Home Phone [REDACTED]

Other Phone [REDACTED]

Emergency Preparedness What does this mean, "Emergency Preparedness"

Preferred Phone Contact Number

Cell

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.

I would like to serve the Portola Valley community by serving on the Finance Committee and feel I am well qualified to do so. In my career in finance, I have spent over 30 years as an investment banker, fund manager, and most recently as a business executive. Below are other relevant experiences I have had:

- Chair of the Finance Committee of Ascendigo Autism Services, a non-profit serving children and young adults with autism
- Member of the Finance Committee of Stanbridge Academy, a private K-12 school serving children with learning differences
- Member of the Finance Committee of Alpine Hills, a local swim/tennis/athletic/social club
- Member of the Citizen Bond Oversight Committee of San Mateo County, an appointed panel of citizens of San Mateo County monitoring the expenditures of municipal bonds issued in San Mateo County

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.

I have no personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the Portola Valley Finance Committee.

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.

April 27th, 2024

Dear Sarah Wernikoff, Mayor Portola Valley
Judith Hasko, Vice Mayor
Jeff Aalfs, Council Member
Mary Hufty, Council Member
Craig Taylor, Council Member

Re: In support of the application of Chriss Rittler and Mark Waissar to the Finance Committee.

I have met with both and am impressed by their commitment, intelligence and financial background. This last qualification was decisive in selection, given our need to do serious work to recommend a sustainable budget framework to the Town Council.

Best regards,
George Savage
Chair, Finance Committee



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Cindy Rodas, Administrative Services Manager

DATE: May 22, 2024

RE: Adoption of a Resolution Approving a Revised Master Fee Schedule for the Town of Portola Valley's Administrative, Building, Public Works/Engineering and Planning Departments

RECOMMENDATION

Staff recommends that the Town Council hold a public hearing to review proposed fee changes and adopt a resolution revising the Town's Master Fee Schedule to adjust all fees for Consumer Price Index (CPI) increases.

BACKGROUND

Typically, fees are increased by the CPI for the San Francisco-Oakland-Hayward area using the February 12 month index. The Bay Area Market CPI for February 2024 is 2.4%.

DISCUSSION

CPI Increase

This year, the February 12-month index is 2.4%. The 2.4% CPI adjustment has been applied across all fees listed in the proposed master fee schedule with the exception of recreation classes (instructor/Town split) and the Business License as this is a tax. Additionally, the following adjustments were made:

1. The CPI increase was also applied to the Planning hourly fee bringing this rate from \$233 to \$239 per hour.
2. Increase to the Town Attorney's planning entitlements/applicant deposit hourly rate from \$375 to \$390
3. The CPI increase was applied to facility rentals including the Community Hall/Kitchen, Activity Rooms, and fields as maintenance costs of these facilities continue to increase.
4. Added clarity to the charge for the rental of the Ford Field Parking Lot facility, this fee is applied per day not per rental application.

Staff believes that this year's increase is reasonable and appropriate and will ensure that the Town's fees accommodate modest inflationary impacts.

The fee schedule will be implemented July 1, 2024.

Additional Review

Staff intends to proceed with a User Fee/Nexus study and analysis to determine and accurately set fees appropriately to ensure complete cost recovery for services provided organization-wide.

FISCAL IMPACT

By approving the attached resolution to revise the Master Fee Schedule, the Town will recover appropriate funds for the services provided. Fees will be increased by 2.4%, with a modest fund recovery for all departments.

ATTACHMENTS

1. Resolution
2. Exhibit A – Revised Fee Schedule

RESOLUTION NO. -2024

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY APPROVING A REVISED FEE SCHEDULE
FOR ITS ADMINISTRATIVE, BUILDING, PUBLIC
WORKS/ENGINEERING
AND PLANNING DEPARTMENTS**

WHEREAS, Municipal Code Section 18.34.040 [Fees for applications-Collection] of Chapter 18.34 [Administration] of Title 18 [Zoning] authorizes the Town Council to establish, by resolution, the amounts of fees for applications and permits under the Zoning Ordinance and may, from time to time modify the resolution; and

WHEREAS, Resolution 2619-2014 was adopted on May 14, 2014 and provided for a revision on an annual basis to the master fee schedule based on the increase in the Consumer Price Index; and

WHEREAS, Resolution 2619-2014 provides the fees and charges set forth in Exhibit A shall be adjusted annually on July 1st of every year by the percentage increase or decrease in the Consumer Price Index - All Items Index (San Francisco-Oakland-Hayward). The calculation will be based upon the index from February of the prior year to the index for February of the current year; and

WHEREAS, the proposed fees are not a tax pursuant to State of California Proposition 26; and

WHEREAS, on May 10, 2024, the Town Clerk published notices in a newspaper of local distribution concerning the Town Council's intention to hold a public hearing to consider adoption of a new fee schedule and all documentation supporting the proposed fee schedule was made available to the public, beginning on May 12, 2024.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **RESOLVE** as follows:

Section 1. The fees set forth in the attached fee schedule (Exhibit A) are hereby established pursuant to the Town of Portola Valley Municipal Code and shall become part of the Master Fee Schedule. These fees shall be paid to or collected by the Town for each of the applications, permits, extensions, renewals, services or other matters enumerated therein. No application shall be deemed filed or complete until all required fees have been paid in full to the Town.

Section 2. Upon the effective date of this resolution, Resolution 2923-2023 is hereby replaced, it being the intent of the Town Council that the fee schedule adopted by this resolution shall supersede all prior schedules pertaining to the same subject matter.

Section 3. Annual Adjustment. The CPI adjustment calculation this year was based upon the index from February of the prior year to the index for February of the current year, as the February Consumer Price Index was used for the CPI adjustment in April 2023.

Section 4. The fees adopted by this resolution shall become effective on July 1, 2024.

PASSED AND ADOPTED this 22nd day of May, 2024.

By: _____
Sarah Wernikoff, Mayor

ATTEST:

Diego Ramirez-Sanchez, Interim Town Clerk

TOWN OF PORTOLA VALLEY

Proposed Update to Fee Schedule



**For Town Council Review
May 22, 2024**

Town of Portola Valley Master Fee Schedule

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| ADMINISTRATIVE FEES & PERMITS | 3 |
| PLANNING FEES & PERMITS..... | 7 |
| BUILDING FEES & PERMITS..... | 10 |
| PUBLIC WORKS ENGINEERING & PERMIT FEES..... | 21 |

Administrative Fees & Permits

| Activity | Current Fee | Proposed Fee | |
|---|-----------------------------|-----------------------------|------------------|
| Banner/Sign Fee | \$34 | \$35 | |
| Business License | | | |
| a) Fixed place of business within Portola Valley | \$134 | \$134 | |
| i) Employee Fee 30+ hours week | \$27 | \$27 | each/per year |
| ii) Employee Fee 15-30 hours week | \$13 | \$13 | |
| b) Not Fixed place of business | | | |
| i) General Contractor (3 or more subcontractors) | \$535 | \$535 | |
| ii) General Contractor (less than 3 subcontractors) | \$134 | \$134 | |
| iii) Subcontractor | \$134 | \$134 | |
| iv) General License/Home Occupation | \$134 | \$134 | |
| Classes | | | |
| a) Town registration fees | 20% | 20% | of fees received |
| b) Insurance (if supplied by the Town) | | | |
| i) Non-Sports Instruction | Current carrier rate | Current carrier rate | |
| ii) Sports Instruction | Current carrier rate | Current carrier rate | |
| Copying Fees | | | |
| a) Compact Disc (CD)/Flash Drive Copying | \$14 | \$14 | per CD |
| b) Paper Documents | \$0.34 | \$0.35 | per copy |
| Electric Vehicle Charging Station | | | |
| a) First hour | Free | Free | |
| b) Each additional hour (at cost, not to exceed) | \$14 | \$14 | per hour |

Facility Rental Fees/Deposits

a) Community Hall

| | | | |
|----------------------|---------|----------------|---------|
| i) Resident Only Fee | \$2,712 | \$2,777 | per day |
| ii) Deposit | \$1,000 | \$1,000 | |

b) Community Hall – Memorial Service

| | | | |
|-------------------------------|---------|----------------|---------|
| i) Current/Past Resident Only | \$1,356 | \$1,389 | per day |
| ii) Deposit | \$500 | \$500 | |

c) Community Hall – Local Non-profit within Town limits

| | | | |
|-----------------------------|-----------|----------------|--|
| i) No Fundraiser | No charge | No charge | |
| ii) No Fundraiser – Deposit | \$1,000 | \$1,000 | |
| iii) Fundraiser | \$998 | \$1,022 | |
| iv) Fundraiser – Deposit | \$1,000 | \$1,000 | |

d) Alder or Buckeye Room minimum rental = 2 hours meetings; 4 hours parties

| | | | |
|-----------------|-------|--------------|----------|
| i) Resident Fee | \$108 | \$111 | per hour |
| ii) Deposit | \$250 | \$250 | |

e) Kitchen (must rent with room)

| | | | |
|---|-----------|--------------|-----------|
| i) Rented with Community Hall | No charge | No charge | |
| ii) Rented with Alder or Buckeye Room -- Resident | \$108 | \$111 | per event |
| iii) Deposit | \$100 | \$100 | |

f) Redwood Grove (Weddings only)

| | | | |
|-----------------|-------|--------------|-----------|
| i) Resident Fee | \$168 | \$172 | per event |
| ii) Deposit | \$100 | \$100 | |

g) Staff Time/Consultation for Rentals

| | | | |
|---|------|-------------|----------|
| i) First hour | Free | Free | |
| ii) Each additional hour (fully burdened staff hourly rate) | \$63 | \$65 | per hour |

Horse Permit

| | | | |
|--------------------------|--------------------|--------------------|----------------|
| a) New | \$66 | \$68 | per horse/year |
| b) Renewal – Residential | \$20 | \$20 | per horse/year |
| c) Renewal – Commercial | \$26 | \$27 | per horse/year |
| d) Inspection | Per hour as billed | Per hour as billed | |

Sport User Fees

| | | | |
|---|-------|--------------|--------------------|
| a) Town Fields | | | |
| i) Town Sponsored; Schools (Town Council; Town Committees; PV School District; Woodside Priory) | \$0 | \$0 | no fees/no deposit |
| ii) Local Organized Youth Leagues (Alpine/West Menlo Little League; AYSO; Kidz Love Soccer) | \$43 | \$44 | per person/season |
| iii) Local Organized Youth Clubs (Alpine Strikers; CYSO) | \$65 | \$67 | per person/season |
| iv) Local Organized Adult Leagues (PV Adult Soccer League; PV Softball) | \$65 | \$67 | per person/season |
| v) Local Organized Adult Clubs (PV Soccer Club) | \$98 | \$100 | per person/season |
| vi) Deposit for ii. through v. above | \$500 | \$500 | |
| b) Private Parties, Picnics, Pick-up Games | | | |
| i) Local Informal Groups | \$3 | \$3 | per person/use |
| ii) Deposit - 50 or fewer | \$100 | \$100 | |
| iii) Deposit - greater than 50 | \$500 | \$500 | |
| c) Commercial Use (clinics and classes) | 15% | 15% | of gross revenue |
| i) Deposit | \$500 | \$500 | |
| d) Picnic Spaces (next to Little Peoples' Park – Town Center) | \$3 | \$3 | per person/use |
| i) Deposit | \$100 | \$100 | |
| e) Ford Field Parking Lot | \$108 | \$111 | per day |
| i) Deposit | \$100 | \$100 | |

Special Events Permit

a) Litter Deposit

\$127

\$130

Credit Card Fees

Fees paid by credit card or other payment platform may be subject to third party transaction or other fees.

The Town is adding options that allow users to make payments by credit card and other convenient payment platforms. People who elect to use these types of payment options will be responsible for paying any transaction fees or similar expenses incurred by the Town in connection with such payment.

Planning Fees & Permits

| Activity | Current Deposit | Proposed Deposit | Current Fee | Proposed Fee |
|--------------------------------------|-----------------|------------------|-------------|--------------|
| Pre-Application Meeting | \$1,000 | \$1,000 | \$809 | \$828 |
| Architectural Review | | | | |
| a) New Residence | \$6,000 | \$6,000 | \$1,557 | \$1,594 |
| b) Guest House/Addition | \$5,000 | \$5,000 | \$922 | \$944 |
| c) Amendment | \$3,500 | \$3,500 | \$468 | \$479 |
| Site Development Permit | | | | |
| a) 51-100 Cubic Yards | \$3,000 | \$3,000 | \$1,464 | \$1,499 |
| b) 101-1,000 Cubic Yards | \$4,000 | \$4,000 | \$3,121 | \$3,196 |
| c) Greater than 1,000 Cubic Yards | \$5,000 | \$5,000 | \$3,957 | \$4,052 |
| Conditional Use Permit | | | | |
| a) Standard (New or Major Amendment) | \$9,000 | \$9,000 | \$5,548 | \$5,681 |
| b) Planned Unit Development | \$6,000 | \$6,000 | \$8,328 | \$8,528 |
| c) Amendment (Minor) | \$6,000 | \$6,000 | \$2,781 | \$2,848 |
| d) Cannabis | \$6,000 | \$6,000 | \$918 | \$940 |
| Variance | \$8,000 | \$8,000 | \$3,282 | \$3,361 |
| Lot Line Adjustment | \$8,000 | \$8,000 | \$2,246 | \$2,300 |
| Geology Review | | | | |
| a) Building Permit | none | none | \$347 | \$355 |
| b) Map Modification | \$3,500 | \$3,500 | \$1,390 | \$1,423 |
| c) Deviation | \$6,000 | \$6,000 | \$1,216 | \$1,245 |
| Subdivision Preliminary Map | \$6,000 | \$6,000 | \$4,265 | \$4,366 |
| Subdivision - Tentative Map | \$8,000 | \$8,000 | \$6,503 | \$6,659 |
| Subdivision - Final Map | \$3,500 | \$3,500 | \$1,859 | \$1,904 |
| Map Time Extension | \$1,000 | \$1,000 | \$521 | \$534 |

| | | | | |
|---|----------|----------|-------------------------------|-------------------------------|
| Tentative Map Amendment | \$3,500 | \$3,500 | \$1,042 | \$1,067 |
| Final Map Revision | \$6,000 | \$6,000 | \$1,042 | \$1,067 |
| Certificate of Compliance | \$4,000 | \$4,000 | \$2,159 | \$2,211 |
| Environmental - Initial Assessment | \$10,000 | \$10,000 | \$468 | \$479 |
| Environmental - Negative Declaration | \$25,000 | \$25,000 | \$1,390 | \$1,423 |
| General Plan Amendment | \$10,000 | \$10,000 | \$4,626 | \$4,737 |
| Zoning Ordinance Amendment | \$10,000 | \$10,000 | \$2,312 | \$2,367 |
| Fence Permit | | | | |
| a) Horse Fence | \$1,200 | \$1,200 | \$147 | \$151 |
| b) All Other Fences | \$1,200 | \$1,200 | \$314 | \$322 |
| Tree Removal Permit | none | none | \$94 | \$96 |
| Residential Data Report | none | none | \$147 | \$151 |
| Allowed Floor Area Calculation | none | none | \$147 | \$151 |
| Temporary Occupancy Permit | \$10,000 | \$10,000 | \$1,725 | \$1,766 |
| Appeal | \$7,500 | \$7,500 | \$7,186 | \$7,358 |
| Photovoltaic System | none | none | \$66 | \$68 |
| Temporary Gas or Electrical | \$500 | \$500 | | |
| Additional Plan Review or Revision | | | Per hour as billed | Per hour as billed |
| Planning Fee | none | none | \$157 | \$161 |
| Zoning Permit/Fee | | | | |
| a) Permit | \$1,200 | \$1,200 | \$421 | \$431 |

Supplemental Services

For services on the Fee Schedule involving a deposit account or requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, fees shall consist of the hourly rate for staff time (as described below), Town Attorney shall be charged at an hourly rate of ~~\$375~~ **\$390**, as updated from time to time, and consultant work shall be charged at the hourly rate contracted by the Town.

Planning Entitlements

In addition to the fixed administrative fees, planners’ time and Town attorney’s time spent on processing, planning entitlements shall be billed at an hourly rate of ~~\$233~~ **\$239** and ~~\$375~~, **\$390** respectively, and withdrawn from a deposit account held by the Town. In addition, consultants’ time shall also be billed at the rate contracted by the Town and withdrawn from the deposit account. In connection with a planning application, Applicant shall post an initial deposit amount as listed in this municipal fee schedule or as determined by the Town Manager or designee.

Deposit Accounts

For services not listed on the Fee Schedule or for projects of size and complexity not typically encountered by the Town, the Town Manager or designee shall determine the appropriate deposit amount. The Town will withdraw expenses from the deposit account until it is depleted. When the account is depleted Applicant shall replenish the account in an amount reasonably determined by the Town. Planning project applications shall be subject to Cost Recovery Reimbursement agreement in a form approved by the Town Attorney.

Calculating Hourly Rates for Staff

Hourly rates for Town Staff shall be calculated based on the employee’s fully burdened cost which includes salary and all benefit costs; except the planning hourly rate shall be ~~\$233~~ **\$239** and the Town Attorney’s hourly rate shall be ~~\$375~~ **\$390**.

Building Fees & Permits

| Activity | Deposit | Current Fee | Proposed Fee |
|---|--|--------------------|--------------------|
| Construction & Demolition Recycling | | | |
| a) Demo Debris | \$50/estimated ton of construction and/or demolition debris and one-half percent of total project valuation for new construction projects, but not less than \$1,000 | \$247 | \$253 |
| b) Construction Debris | | \$247 | \$253 |
| c) Demo & Construction Debris | | \$495 | \$507 |
| Commercial | | | |
| Commercial without Interior Improvements | | | |
| a) Less than 1,000 square feet | | | |
| i) Plan Check | Deposit based on valuation | Per hour as billed | Per hour as billed |
| ii) Inspection | Deposit based on valuation | Per hour as billed | Per hour as billed |
| b) Greater than 1,000 square feet | | | |
| i) Plan Check | Deposit based on valuation | Per hour as billed | Per hour as billed |
| ii) Inspection | Deposit based on valuation | Per hour as billed | Per hour as billed |
| Commercial with Interior Improvements | | | |
| a) Less than 1,000 square feet | | | |
| i) Plan Check | Deposit based on valuation | Per hour as billed | Per hour as billed |
| ii) Inspection | Deposit based on valuation | Per hour as billed | Per hour as billed |
| b) Greater than 1,000 square feet | | | |
| i) Plan Check | Deposit based on valuation | Per hour as billed | Per hour as billed |
| ii) Inspection | Deposit based on valuation | Per hour as billed | Per hour as billed |

Commercial Tenant Improvements

a) Less than 1,000 square feet

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$1,176 | \$1,204 |

b) Greater than 1,000 square feet

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$2,019 | \$2,067 |

NOTE: An initial deposit would be assessed based on valuation. If the deposit is insufficient to fully cover cost of services, an additional amount would be collected.

Commercial Repair

a) Less than 1,000 square feet

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$669 | \$685 |

b) Greater than 1,000 square feet

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$1,350 | \$1,382 |

Commercial Barn/Stable

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$1,350 | \$1,382 |

Residential

Custom Residence Without Basement

a) 5,000 square Feet or Less

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$4,211 | \$4,312 |

b) Greater than 5,000 Square Feet

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$5,047 | \$5,168 |

Custom Residence With Basement

a) 5,000 square Feet or Less

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$5,888 | \$6,029 |

b) Greater than 5,000 Square Feet

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$5,888 | \$6,029 |

Addition

a) 500 Square Feet or Less

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$508 | \$520 |
| ii) Inspection | none | \$1,685 | \$1,725 |

b) 501-1,000 Square Feet

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$1,002 | \$1,026 |
| ii) Inspection | none | \$2,352 | \$2,408 |

c) Greater than 1,000 Square Feet

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|----------------------------|--------------------|--------------------|
| i) Plan Check | | | |
| ii) Inspection | none | \$3,035 | \$3,108 |

Accessory Dwelling Unit (ADU)

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$1,350 | \$1,382 |
| ii) Inspection | none | \$2,352 | \$2,408 |

b) Accessory Building (e.g. Cabana)

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$1,002 | \$1,026 |
| ii) Inspection | none | \$1,350 | \$1,382 |

Detached Unit (Other)

a) Garage/Workshop - 1,000 Square Feet or Less

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$1,002 | \$1,026 |
| ii) Inspection | none | \$1,176 | \$1,204 |

b) Carport

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$669 | \$685 |
| ii) Inspection | none | \$842 | \$862 |

Detached Unit (Other) -- Cont.

c) Barn/Stable

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$1,002 | \$1,026 |
| ii) Inspection | none | \$842 | \$862 |

Bathroom Remodel

a) Bathroom with Structural

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|-------------------------------|--------------------|-----------------------|
| i) Plan Check | | | |
| ii) Inspection | | \$1,350 | \$1,382 |

b) Bathroom without Structural

| | | | |
|----------------|--|---------|---------|
| i) Plan Check | | \$174 | \$178 |
| ii) Inspection | | \$1,002 | \$1,026 |

Kitchen Remodel

a) Kitchen with Structural

| | Deposit based on valuation | Per hour as billed | Per hour as billed |
|----------------|-------------------------------|--------------------|-----------------------|
| i) Plan Check | | | |
| ii) Inspection | | \$1,350 | \$1,382 |

b) Kitchen without Structural

| | | | |
|----------------|--|---------|---------|
| i) Plan Check | | \$174 | \$178 |
| ii) Inspection | | \$1,002 | \$1,026 |

Minor Repair (e.g. Deck)

a) Without Plan Check

| | | | |
|---------------|------|-------|-------|
| i) Inspection | none | \$334 | \$342 |
|---------------|------|-------|-------|

b) With Plan Check

| | | | |
|---------------|------|-------|-------|
| i) Plan Check | none | \$174 | \$178 |
|---------------|------|-------|-------|

| | | | |
|----------------|------|-------|-------|
| ii) Inspection | none | \$508 | \$520 |
|----------------|------|-------|-------|

Remodel with Structural

a) 0-500 Square Feet

| | | | |
|----------------|-----------------------------------|---------------------------|---------------------------|
| | Deposit based on valuation | Per hour as billed | Per hour as billed |
| i) Plan Check | | | |
| ii) Inspection | none | \$1,350 | \$1,382 |

b) 501-1,000 Square Feet

| | | | |
|----------------|-----------------------------------|---------------------------|---------------------------|
| | Deposit based on valuation | Per hour as billed | Per hour as billed |
| i) Plan Check | | | |
| ii) Inspection | | \$1,601 | \$1,639 |
| | none | | |

c) 1001-1,500 Square Feet

| | | | |
|----------------|-----------------------------------|---------------------------|---------------------------|
| | Deposit based on valuation | Per hour as billed | Per hour as billed |
| i) Plan Check | | | |
| ii) Inspection | none | \$2,019 | \$2,067 |

d) 1,501-2,000 Square Feet

| | | | |
|----------------|-----------------------------------|---------------------------|---------------------------|
| | Deposit based on valuation | Per hour as billed | Per hour as billed |
| i) Plan Check | | | |
| ii) Inspection | none | \$2,687 | \$2,751 |

e) 2,001 - 3,000 Square Feet

| | | | |
|----------------|-----------------------------------|---------------------------|---------------------------|
| | Deposit based on valuation | Per hour as billed | Per hour as billed |
| i) Plan Check | | | |
| ii) Inspection | none | \$3,035 | \$3,108 |

f) 3,001-4,000 Square Feet

| | | | |
|----------------|-----------------------------------|---------------------------|---------------------------|
| | Deposit based on valuation | Per hour as billed | Per hour as billed |
| i) Plan Check | | | |
| ii) Inspection | none | \$3,369 | \$3,450 |

Remodel without Structural

a) 0-500 Square Feet

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$334 | \$342 |
| ii) Inspection | none | \$1,002 | \$1,026 |

b) 501-1,000 Square Feet

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$669 | \$685 |
| ii) Inspection | none | \$1,350 | \$1,382 |

c) 1001-1,500 Square Feet

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$1,002 | \$1,026 |
| ii) Inspection | none | \$1,685 | \$1,725 |

d) 1,501-2,000 Square Feet

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$1,176 | \$1,204 |
| ii) Inspection | none | \$2,019 | \$2,067 |

e) 2,001-3,000 Square Feet

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$1,350 | \$1,382 |
| ii) Inspection | none | \$2,352 | \$2,408 |

f) 3,001-4,000 Square Feet

| | | | |
|----------------|------|---------|---------|
| i) Plan Check | none | \$1,511 | \$1,547 |
| ii) Inspection | none | \$2,687 | \$2,751 |

Mobile Home Installation

a) With Foundation

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$508 | \$520 |
| ii) Inspection | none | \$508 | \$520 |

b) Without Foundation

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$174 | \$178 |
| ii) Inspection | none | \$334 | \$342 |

Foundation Repair

a) 35 Linear Feet or Less

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$334 | \$342 |
| ii) Inspection | none | \$508 | \$520 |

b) Greater Than 35 Linear Feet

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$669 | \$685 |
| ii) Inspection | none | \$842 | \$862 |

Stucco/Siding

a) 500 Square Feet or Less

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$174 | \$178 |
| ii) Inspection | none | \$334 | \$342 |

b) 501-1,000 Square Feet

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$174 | \$178 |
| ii) Inspection | none | \$508 | \$520 |

c) Greater than 1,000 Square Feet

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$334 | \$342 |
| ii) Inspection | none | \$669 | \$685 |

Re-Roofing

a) 1,000 Square Feet or Less

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$120 | \$123 |
| ii) Inspection | none | \$508 | \$520 |

b) 1,001-3,000 Square Feet

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$120 | \$123 |
| ii) Inspection | none | \$508 | \$520 |

Re-Roofing (cont.)

c) Greater than 3,000 Square Feet

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$120 | \$123 |
| ii) Inspection | none | \$842 | \$862 |

Doors and Windows

a) Five or Less

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$174 | \$178 |
| ii) Inspection | none | \$334 | \$342 |

b) More than Five

| | | | |
|----------------|------|-------|-------|
| i) Plan Check | none | \$174 | \$178 |
| ii) Inspection | none | \$508 | \$520 |

Swimming Pool (In Ground)

| | | | |
|---------------|------|---------|---------|
| i) Plan Check | none | \$1,002 | \$1,026 |
|---------------|------|---------|---------|

| | | | |
|---|------|--------|--------|
| ii) Inspection | none | \$842 | \$862 |
| Spa | | | |
| a) In Ground | | | |
| i) Plan Check | none | \$508 | \$520 |
| ii) Inspection | none | \$669 | \$685 |
| b) Above Ground (Prefabricated) | | | |
| i) Plan Check | none | \$334 | \$342 |
| ii) Inspection | none | \$367 | \$376 |
| Demolition | | | |
| i) Plan Check | none | \$60 | \$61 |
| ii) Inspection | none | \$334 | \$342 |
| Retaining Wall | | | |
| a) Four Feet High or Less | | | |
| i) Plan Check | none | \$120 | \$123 |
| ii) Inspection | none | \$508 | \$520 |
| b) Greater than Four Feet High | | | |
| i) Plan Check | none | \$247 | \$253 |
| ii) Inspection | none | \$842 | \$862 |
| Permit Application Fee (applies to all building permits) | | | |
| a) For Initial Permit | none | \$85 | \$87 |
| b) For Each Additional Permit | none | \$39 | \$40 |
| ELECTRICAL, MECHANICAL AND PLUMBING PERMITS (ASSOCIATED WITH NEW CONSTRUCTION PERMITS) | | | |
| Plumbing (per s.f) | none | \$0.60 | \$0.61 |
| Mechanical (per s.f) | none | \$0.54 | \$0.55 |
| Electrical (per s.f) | none | \$0.60 | \$0.61 |
| ELECTRICAL, MECHANICAL AND PLUMBING PERMITS (STAND-ALONE) | | | |
| Permit Application Fee (stand-alone projects) | | | |
| a) For Initial Permit | none | \$34 | \$35 |

| | | | |
|--|------|-------|-------|
| b) For Each Additional Permit | none | \$34 | \$35 |
| Water Heater Permit Fee | none | \$54 | \$55 |
| PER UNIT FEES -- ELECTRICAL | | | |
| Temporary Power Pole | none | \$120 | \$123 |
| Electrical Service | | | |
| a) 100-400 Amps | none | \$247 | \$253 |
| b) Greater than 400 Amps | none | \$367 | \$376 |
| Subpanel/EV Charger | none | \$60 | \$61 |
| Electrical Associated with a Pool/Spa | none | \$247 | \$253 |
| Generator | none | \$247 | \$253 |
| PER UNIT FEES -- MECHANICAL | | | |
| Furnace | none | \$60 | \$61 |
| Condenser (Evaporative Cooler) | none | \$60 | \$61 |
| Boiler | none | \$60 | \$61 |
| Exhaust Hood (Fan) (Commercial or Heat Recovery Ventilator) | none | \$120 | \$123 |
| PER UNIT FEES -- PLUMBING | | | |
| Water Service | none | \$120 | \$123 |
| Backflow Device | none | \$60 | \$61 |
| Water Piping | none | \$120 | \$123 |
| Sewer Line | none | \$120 | \$123 |
| Drain-Waste Vent (1-5 Fixtures) | none | \$120 | \$123 |

| | | | |
|---|-------------|---|---|
| Gas Piping (1-5 Outlets) | none | \$120 | \$123 |
| Earthquake Shut-off Valve | none | \$60 | \$61 |
| Pool/Spa Plumbing | none | \$247 | \$253 |
| Additional Plan Check or Inspection | none | Per hour as billed | Per hour as billed |
| Strong Motion Instrumentation & Seismic Hazard Mapping Fee | | | |
| a) Residential | | Per State | Per State |
| i) Valuation over \$3,850 | none | .00013 x valuation | .00013 x valuation |
| ii) Valuation under \$3,850 | none | \$0.50 | \$0.50 |
| b) Commercial | | Per State | Per State |
| i) Valuation over \$1,786 | none | .00028 x valuation | .00028 x valuation |
| ii) Valuation under \$1,786 | none | \$0.50 | \$0.50 |
| California Building Standards Commission Fee | | | |
| a) Every \$25,000 or fraction thereof | none | Per State \$1 per \$25,000 valuation | Per State \$1 per \$25,000 valuation |

Supplemental Services

For services on the Fee Schedule involving a deposit account or requested of Town Staff for which no fee is listed in this Master Fee Schedule, or for projects of size and complexity not typically encountered by the Town, fees shall consist of the hourly rate for staff time (as described below), Town Attorney shall be charged at an hourly rate of ~~\$375~~ **\$390**, as updated from time to time, and consultant work shall be charged at the hourly rate contracted by the Town.

Planning Entitlements

In addition to the fixed administrative fees, planners' time and Town attorney's time spent on processing, planning entitlements shall be billed at an hourly rate of ~~\$233~~ **\$239** and ~~\$375~~ **\$390**, respectively, and withdrawn from a deposit account held by the Town. In addition, consultants' time shall also be billed at the rate contracted by the Town and withdrawn from the deposit account. In

connection with a planning application, Applicant shall post an initial deposit amount as listed in this municipal fee schedule or as determined by the Town Manager or designee.

Deposit Accounts

For services not listed on the Fee Schedule or for projects of size and complexity not typically encountered by the Town, the Town Manager or designee shall determine the appropriate deposit amount. The Town will withdraw expenses from the deposit account until it is depleted. When the account is depleted Applicant shall replenish the account in an amount reasonably determined by the Town. Planning project applications shall be subject to Cost Recovery Reimbursement agreement in a form approved by the Town Attorney.

Calculating Hourly Rates for Staff

Hourly rates for Town Staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs; except the planning hourly rate shall be ~~\$233~~ **\$239** and the Town Attorney's hourly rate shall be ~~\$375~~ **\$390**.

Public Works/Engineering & Permit Fees

| Activity | Deposit | Current Fee | Proposed Fee |
|---|-------------------------------------|-----------------------|-----------------------|
| Driveway Connection to Street | | | |
| a) Application | none | \$314 | \$322 |
| b) Plan Review | \$95 - \$1,000 initial deposit* | \$0 | \$0 |
| c) Inspection | | | |
| Town Staff | \$500-\$1,000 initial deposit* | Per hour as billed | Per hour as billed |
| Contract Engineer | \$500-\$1,000 initial deposit* | Per hour as billed | Per hour as billed |
| Contract Inspector | \$500-\$1,000 initial deposit* | Per hour as billed | Per hour as billed |
| Utilities | | | |
| Regular Utility Maintenance Connect / Disconnect | | | |
| a) Application | | \$314 | \$322 |
| b) Plan Review | \$500 - \$1,000 initial deposit* | \$0 | \$0 |
| c) Inspection | | | |
| Town Staff | \$500-\$1,000 initial deposit* | Per hour as billed | Per hour as billed |
| Contract Engineer | \$500-\$1,000 initial deposit* | Per hour as billed | Per hour as billed |
| Contract Inspector | \$500-\$1,000 initial deposit* | Per hour as billed | Per hour as billed |
| Utility Main / Capital Project | | | |
| a) Application | | \$314 | \$322 |
| b) Plan Review | \$95-\$2,500 initial deposit* | Per hour as billed | Per hour as billed |
| c) Inspection | | | |
| Town Staff | \$500-\$2,000 initial deposit* | Per hour as billed | Per hour as billed |

| | | | |
|--------------------|-----------------------------------|-----------------------|-----------------------|
| Contract Engineer | \$500-\$2,000 initial deposit* | Per hour as billed | Per hour as billed |
| Contract Inspector | \$500-\$2,000 initial deposit* | Per hour as billed | Per hour as billed |

Other projects including without limitation:

Right-of-way, landscaping, fences, and investigations

| | | | |
|--------------------|---------------------------------|-----------------------|-----------------------|
| a) Application | none | \$314 | \$322 |
| b) Plan Review | \$95-\$1000 initial deposit* | \$0 | \$0 |
| c) Inspection | | | |
| Town Staff | \$95-\$1000 initial deposit* | Per hour as billed | Per hour as billed |
| Contract Engineer | \$95-\$1000 initial deposit* | Per hour as billed | Per hour as billed |
| Contract Inspector | \$95-\$1000 initial deposit* | Per hour as billed | Per hour as billed |

Additional Plan Review or Inspection

| | | | |
|--------------------|--|-------------|-----------------------|
| Town Staff | | Actual cost | Per hour as billed |
| Contract Engineer | | Actual cost | Per hour as billed |
| Contract Inspector | | Actual cost | Per hour as billed |

| | | | |
|--|------|-------------|-------------|
| Clean Up or Repair to Town Property | none | Actual cost | Actual cost |
|--|------|-------------|-------------|

Deposits

Actual deposit amount will be determined by Town Staff on anticipated number of plan reviews / inspections required by staff/contract engineer/contract inspector and project timeline.

Supplemental Services

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Calculating Hourly Rates for Staff

Hourly rates for Town Staff shall be calculated based on the employee's fully burdened cost which includes salary and all benefit costs; except the planning hourly rate shall be ~~\$233~~ **\$239** and the Town Attorney's hourly rate shall be ~~\$375~~ **\$390**.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Honorable Mayor and Members of the Town Council

FROM: Adrienne Smith, Senior Planner

DATE: May 22, 2024

RE: Introduction of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map for the Town of Portola Valley to Implement the 2023-2031 Housing Element

RECOMMENDATION

Staff recommends that the Town Council introduce and waive the first reading an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map for the Town of Portola Valley to Implement the 2023-2031 Housing Element (Attachment 1).

BACKGROUND

Housing Element Adoption and Certification

On January 24, 2024, the Town Council adopted the 2023-2031 Housing Element. The adopted Housing Element was then submitted to the State Department of Housing and Community Development (HCD). On January 30, 2024, the Town received a letter from HCD deeming the Town's Housing Element in substantial compliance with State Housing Element Law. Within the letter was HCD's urging that the Town "continue timely and effective implementation" of all Housing Element programs. Of the listed programs in the letter, the following programs require amendments to the Town's Zoning Code:

- Programs 1-1b and 1-6 (Rezoning for Lower-Income RHNA)
- Program 1-1c and 1-2b (Objective Design Standards)
- Program 1-2a (Rezoning for Mixed-Use)
- Program 1-4 (Affiliated Housing)
- Program 4-1 (Parking Requirements)
- Program 8-10 (Group Homes)

Approved by: Sharif Etman, Town Manager

Particularly critical are the programs which commit to rezoning sites on the Town's Adequate Sites Inventory. If these sites are not rezoned, they are not considered "available" to be developed at the proposed densities and affordability levels as committed to in the Town's Housing Element.

Necessity of Timely Adoption of Zoning Code and Zoning Map Amendments

On February 5, 2024, the Town received a letter from the Department of Community Development and Housing's (HCD) Proactive Housing Accountability Chief stating that while the Town had committed to March 2024 to complete its necessary rezonings, since it did not adopt a compliant housing element within 120 days of the original statutory due date of January 31, 2023, any rezonings required to make the identified sites available to the Town's RHNA required completion no later than January 31, 2024. The Town sent a response to HCD on March 4 outlining the Town's plan for moving forward the Zoning Code amendments beginning with the Planning Commission's March 20, 2024, public hearing to review the draft. The Town did not receive a direct response from HCD regarding the March 4, 2024 letter.

Letter of Housing Element Decertification from HCD/Applicability of the Builder's Remedy

On March 26, 2024, the Town received [a letter](#) from HCD notifying the Town that HCD had found the Town's Housing Element not in substantial compliance with state law pending the required rezones. Once the Town has adopted the required rezones and submits those rezones to HCD, HCD will consider recertifying the Housing Element. HCD will not be reviewing the entire Housing Element again, just the rezones, so staff expects a quick review and recertification.

In the meantime, the Town is vulnerable to "Builder's Remedy". Government Code section 65589.5(d)(5), known as the "Builder's Remedy," is a provision of California's Housing Accountability Act. This provision states that local entities may not disapprove certain housing projects or condition their approval in a manner that renders the projects infeasible unless certain specific conditions are met. One of these conditions is that the local jurisdiction has adopted a housing element that is in substantial compliance with State Housing Element Law. Because Portola Valley has received a letter from HCD stating that its Housing Element is no longer in substantial compliance with State Housing Element law, an applicant may propose a housing project that is inconsistent with the Town's zoning ordinance or general plan, and the Town could not use that inconsistency as a basis to deny the project.

Draft Zoning Code and Zoning Map Amendments

The draft Zoning Code and Zoning Map amendments (Attachment 2) are the first required step to implementing the Portola Valley Housing Element and do so in two ways:

1. The amendments bring the Zoning Code into conformance with State Law and implement various programs of the newly-adopted Portola Valley Housing Element; and

2. The amendments rezone several parcels to new zoning classifications as identified in the Housing Element's Adequate Sites Inventory. Without 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. These three new zoning designations are: Mixed Use (3-6 dwelling units per acre), Multi-Family 2-4 dwelling units per acre and Multi-Family 20-23 dwelling units per acre.

In addition to creating new zoning classifications, a jurisdiction may opt to establish objective development and design standards. Clearly-stated standards offer a developer a path of greater certainty and predictability, while a jurisdiction has the ability to maintain a degree of local control over future developments. Accordingly, the draft Zoning Code amendments include numerous new objective development and design standards associated with each of the three new zoning designations.

SB 330 – the Housing Crisis Act

SB 330 came into effect on January 20, 2020. The purpose of the act is to ensure qualifying housing development projects are only subject to the ordinances, policies, and standards adopted and in effect when the development application is submitted. Jurisdictions cannot impose or enforce non-objective design standards established on or after January 1, 2020. In addition, SB 330 also provides that no more than five public hearings may be held on a project after the project application is deemed complete, including both continued hearings and appeals. Alongside establishing the new Mixed-Use and Multi-Family zones, the Town must create a non-discretionary, ministerial path of review for all future development projects on sites where these zoning designations apply, via the Zoning Code amendments. All proposed development/design standards must be objective, such that they do not involve subjective or personal judgment of the decisionmaker.

Planning Commission Review Process

On March 20, 2024, the Planning Commission first considered the proposed Zoning Code and Zoning Map amendments. Given that the amendments are highly technical, the Planning Commission felt it needed input from ASCC under the "referral" process established in the Municipal Code. Over the course of four Planning Commission meetings, two ASCC meetings and one joint Planning Commission-ASCC meeting, the Commissions worked cooperatively to further hone the draft amendments. Cumulatively, these efforts spanned 25 hours of meetings as well as many additional hours spent by appointed subcommittees. Below is the sequence of meetings. For brief summaries of the first six meetings, please review the May 8, 2024 Planning Commission staff report (Attachment 4).

March 20, 2024 – Planning Commission meeting

March 25, 2024 – ASCC meeting

April 3, 2024 – Joint Planning Commission-ASCC meeting

April 8, 2024 – ASCC meeting

April 17, 2024 – Planning Commission meeting

May 1, 2024 - Planning Commission meeting
May 8, 2024 - Planning Commission meeting

At its May 8, 2024 meeting the Planning Commission unanimously voted in favor of a motion to recommend to Town Council approval of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map. See the signed resolution in Attachment 5.

DISCUSSION

Scope of Zoning Code and Zoning Map Amendments

The scope of proposed amendments to the draft Zoning Code and Zoning Map are limited to just those items required to implement the Housing Element. So as not to create consistency issues, staff and consultants employed a surgical approach in its incorporation of amendments to the Code and did not attempt to change the structure, format or style that characterizes the rest of the Zoning Code. Over the course of the Planning Commission review process, it became apparent that the Zoning Code would benefit from a comprehensive update to clean up small errors, improve navigability, update naming conventions and streamline unnecessarily dense chapters and sections. Undertaking such an update would be subject to future Town Council direction.

With the assistance from the ASCC, the Planning Commission has recommended the addition of numerous technical development standards such as Floor Area Ratio (FAR), Coverage Area Ratio (CAR), Impervious Area Ratio (IAR), Landscape Area Ratio (LAR), minimum and maximum building sizes and maximum floor areas. To ensure the development standards will facilitate projects that meet the density and expected unit productions as set forth in the Housing Element, consultants conducted site-specific feasibility analyses. The analyses were presented in a memo, which was shared with the Planning Commission-ASCC Subcommittee (Attachment 3). The Subcommittee took these analyses into consideration before making final recommendations prior to its last meeting on May 8, 2024.

Summary of the Proposed Zoning Code and Zoning Map Amendments

New Chapter 18.15 R-MF (Multi-Family Residential) District Regulations. The new Chapter 18.15 introduces two new multi-family residential zoning districts: R-MF-4, which allows two to four dwelling units per acre, and R-MF-23, which allows 20 to 23 dwelling units per acre. The R-MF-4 district applies to the Glen Oaks Housing site and the R-M-23 district applies to the Ladera Church Affiliated Housing Program site. New Chapter 18.15 establishes both basic development standards such as density, lot width, lot coverage, building footprint, building height, setbacks, building separation, as well as more detailed standards such as the various area ratios described above that are associated with the number of proposed units.

The chapter also introduces new illustrated objective design standards to supplement the basic development standards of the new multi-family districts. The design standards address topics such as upper-story step-backs, building articulation, façade composition,

building entry design, window and door design, Universal Design, building materials and colors, parking configuration and design, on-site circulation, exterior lighting, and screening of mechanical and electrical equipment.

New Chapter 18.23 M-U (Mixed-Use) District Regulations. The new Chapter 18.23 introduces a new mixed-use zoning district (M-U) which allows for three to six dwelling units per acre and non-residential development floor area ratio (FAR) up to 0.22. This zoning district is applied to the 4394 Alpine Road housing site, 4388 Alpine Road (Willow Commons) pipeline project site, and the 4370 Alpine Road housing site. The chapter establishes basic development standards such as density, FAR, lot width, building footprint, building height, setbacks and building separation, as well as more detailed standards such as various area ratios.

The chapter also introduces new illustrated objective design standards to supplement the basic development standards of the new mixed-use zone. The design standards address design for non-residential portions of the building, such as dimensions of non-residential areas, ceiling height, and ground level transparency. In addition, the multi-family design standards articulated in Chapter 18.15 apply to all residential portions of development in this zone.

New Chapter 18.29 Affiliated Housing (AH) Combining District Regulations. The AH Program is currently located in and administered from the 2015 Housing Element. This new Chapter 18.29 moves the AH Program into the Zoning Code by creating an AH Combining District and codifying its purpose, applicability, standards, and procedures. Consistent with the 2023-2031 Housing Element, the Chapter also specifies the total number of the units allowed on two specific AH sites (Sequoias and Christ Church).

Updates to Chapter 18.60 Off-Street Parking. Chapter 18.60, Off-Street Parking, is modified to include separate standards for duplexes and multi-family dwellings, ADUs, SB 9 units, supportive and transitional housing, and emergency shelters. These changes were made to ensure compliance with State law as well as 2023-2031 Housing Element policy. In addition, standards for bicycle parking were introduced to the Code.

Updates to other chapters within Title 18. Other proposed amendments include the following:

- *Chapter 18.04 Definitions.* The amendments include new terms, modifications to existing terms, and deletions for clarity and for consistency with State law. Examples of new and modified terms include “building height, maximum,” “building height, vertical,” “dwelling, multi-family,” “residential care facility,” “dwelling unit, accessory,” “household,” “low barrier navigation center,” “story,” and a range of building entrance types described in the new design standards (“porch,” “stoop,” etc.). Diagrams are also added to accompany the two new building height definitions.

- *Chapter 18.06 Districts.* The amendments include the three new zones in the list of the Town's zoning districts.
- *Chapter 18.10 Residential Districts.* The amendments expand the purposes of the Town's residential districts to account for the three new zones.
- *Chapter 18.11 Reasonable Accommodations.* The amendments remove two subjective findings.
- *Chapter 18.14 R-1 (Single-Family Residential) District Regulations.* The amendments make minor changes to uses permitted for consistency with State law.
- *Chapter 18.27 Standards for SB 9 Residential Development.* The amendments reinforce the Housing Element's restriction that a parcel may not be developed under both SB 9 *and* the Opt-in Program. Note that the Opt-In program is located in the 2023-2031 Housing Element and will developed by September 2025.
- *Chapter 18.40 Signs.* The amendments clarify that all existing signage standards apply to the new M-U district.

Zoning Map Amendments. The proposed Zoning Map updates the current zoning map in the following ways:

- Adds color to improve readability;
- Adds a full legend that includes all Town zoning districts; and
- Shows the locations of the two new R-MF districts, M-U district, and AH Combining District.

Future Implementation of Other Housing Element Programs

Throughout the review process, the ASCC and Planning Commission heard from owners of most of the Town's housing sites including a representative of the Ladera Community Church housing site. The representative expressed a desire to have access to Town staff and to obtain guidance to understand the Town's development process and the application of the new Multi-Family 20-23 zoning classification's associated development and design standards. Per Housing Element Program 3-2, the Town is planning to offer technical assistance to the Town's religious institutions and other nonprofit organizations who might be contemplating affordable housing development. The format of this assistance will be via monthly meetings and the estimated timing for implementing this program is this Fall. Other planned programs intended to support the development of affordable housing include:

- Program 2-4: Encourage and facilitate housing development for households earning 30% or less of the median family income. The Town will do so through outreach to affordable housing developers, reduce development fees, provide priority processing and assist applicants with identifying grant and funding opportunities (implementation estimated January, 2026)

- Program 4-3: Ensure the permitting process for modular and manufactured homes is clear and evaluate existing zoning code language and building permit process and make any necessary modifications (implementation estimated January, 2027)
- 5-3: Facilitate and support pipeline projects during the planning entitlement period by working with applicants to ensure reviews are done in a timely manner and provide technical assistance or other additional assistance like expediting project review, supporting funding applications and working to avoid unnecessary delays in processing of the applications (ongoing)

ENVIRONMENTAL ANALYSIS

On March 29, 2023 the Town Council adopted, pursuant to the California Environmental Quality Act (CEQA), an Initial Study-Mitigated Negative Declaration (IS-MND) prepared for the Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments. Prior to Town Council’s January 24, 2024 adoption of the Housing Element, the IS-MND was again reviewed to determine if revisions to the Housing Element occurring after the adoption of the IS-MND would require modifications to the document. It was concluded at that time that all mitigation measures in the IS-MND remained valid and reduced all project-related impacts to a less-than-significant level. Likewise, staff has reviewed the implementing Zoning Code text amendments and amendments to the Zoning Map and concluded that they do not require subsequent or supplemental environmental analysis under CEQA, and further concluded that the IS/MND adopted on March 29, 2023 remains valid.

NEXT STEPS

If necessary, Town Council will hold an additional special meeting on May 29, 2024 to further review the draft zoning amendments. Council will then meet at a regular meeting on June 8, 2024 for a second reading of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map. Once Town Council has completed its adoption of the ordinance, staff will submit to HCD the amended Zoning Code with the expectation that it will again find the Town’s Housing Element in substantial compliance with State Law.

Public Comment

At the time of writing this report, no public comments were received. As applicable, any additional comments received up to 12:00pm on May 22, 2024 will be posted to the meeting [calendar page](#).

FISCAL IMPACT

There is no fiscal impact in accepting this report and update. The contract amount for the Consultants engaged to assist with the preparation of the Zoning Code and Zoning Map amendments is \$192,243 – of which approximately \$130,950 has been exhausted.

Expenditures of time spent by town staff, town attorney and other town resources on the progress of this project to date are undetermined.

ATTACHMENTS

1. Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map
2. Zoning Code Amendments and Zoning Map
3. Memo from Lisa Wise Consulting presenting site feasibility testing results
4. [May 8, 2024, Planning Commission Agenda Report](#)
5. May 8, 2024 signed Planning Commission Resolution, No.2024 - 2 recommending Town Council approval of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map

ORDINANCE NO. 2024 –

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING TITLE 18 [ZONING] OF THE PORTOLA VALLEY MUNICIPAL CODE AND AMENDING THE ZONING MAP FOR THE TOWN OF PORTOLA VALLEY TO IMPLEMENT THE 2023-2031 HOUSING ELEMENT

WHEREAS, State Housing Element Law (Government Code Sections 65580 et seq.) requires that the Town of Portola Valley (Town) adopt a housing element for the eight-year period 2023-2031 to accommodate the regional housing need allocation (RHNA) of 253 housing units assigned to the Town by the Association of Bay Area Governments; and

WHEREAS, State Housing Element Law also requires the Town to rezone properties as required to make sites available with appropriate zoning and development standards to accommodate the portion of the Town regional housing need for each income level that cannot be accommodated on sites under existing Town zoning; and

WHEREAS, on January 24, 2024 the Town Council of the Town of Portola Valley adopted the 2023-2031 Housing Element, which identifies those properties proposed for rezoning to accommodate the Town’s regional housing need; and

WHEREAS, the 2023-2031 Housing Element was submitted to the State Department of Housing and Community Development (HCD) for review on January 26, 2024, and HCD notified the Town on January 30, 2024 that they found the Housing Element to be in substantial compliance with State Housing Element Law; and

WHEREAS, to implement the 2023-2031 Housing Element, (1) text amendments are required to Title 18 [Zoning] of the Portola Valley Municipal Code to enable the programs identified in the Housing Element; and (2) amendments are required to the Zoning Map for the Town of Portola Valley to rezone sites in order to accommodate the Town’s regional housing need for all income levels; and

WHEREAS, on March 20, 2024, the Planning Commission held a public hearing to review the proposed amendments to Title 18 [Zoning] of the Portola Valley Municipal Code to implement the 2023-2031 Housing Element programs and the amendments to the Zoning Map for the Town of Portola Valley, at which all interested persons had the opportunity to appear and continued the public hearing to April 3, 2024; and

WHEREAS, on April 3, 2024, the Planning Commission held a continued public hearing and conducted a joint meeting with the Architectural Site Control Commission to review the proposed zoning amendments and continued the public hearing to April 17, 2024; and

WHEREAS, on March 25 and April 8, 2024, the Architectural Site Control Commission held study sessions to review the proposed zoning amendments and

provide recommendations to the Planning Commission; and.

WHEREAS, on April 17, 2024, the Planning Commission held a continued public hearing to review the proposed zoning amendments and continued the public hearing to May 1, 2024; and

WHEREAS, on May 1, 2024, the Planning Commission held a continued public hearing to review the proposed zoning amendments and continued the public hearing to May 8, 2024; and

WHEREAS, on May 8, 2024, the Planning Commission adopted Resolution 2024-____ recommending the Town Council approve an ordinance amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map for the Town of Portola Valley to implement the 2023-2031 Housing Element; and

WHEREAS, on _____, the Town Council held a public hearing, and after considering the entire record of proceedings, including but not limited to, the staff report and all written and oral comments received and the Planning Commission recommendation, the Town Council voted to approve the ordinance.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **ORDAIN** as follows:

1. AMENDMENTS TO CODE. The following Chapters of Title 18 [Zoning] are amended as specified in Attachment A. Attachment A shows additions with underlined text and deletions with ~~strike-out text~~. All text that is unmarked remains as is and all Title 18 chapters and sections not referenced in Attachment A remain unchanged.

- Chapter 18.04 Definitions
- Chapter 18.06 Districts
- Chapter 18.10 Residential Districts
- Chapter 18.11 Reasonable Accommodation for Individuals With Disabilities
- Chapter 18.14 R-1 (Single-Family Residential) District Regulations
- Chapter 18.15 R-MF (Multi-Family Residential) District Regulations
- Chapter 18.23 M-U (Mixed-Use) District Regulations
- Chapter 18.27 Standards for SB 9 Residential Development
- Chapter 18.29 Affiliated Housing (AH) Combining District Regulations
- Chapter 18.40 Signs
- Chapter 18.60 Off-Street Parking

2. AMENDMENTS TO THE ZONING MAP FOR THE TOWN OF PORTOLA VALLEY. The following parcels will be rezoned to the zoning district indicated below and will be so designated on the Zoning Map for the Town of Portola Valley, included as Attachment B to this ordinance:

- APN 79072120 (4388 Alpine): M-U (3-6 du/a)
- APN 77282030: (Glen Oaks site) MF (2-4 du/a)
- APN 79072060 (4370 Alpine): M-U (3-6 du/a)
- APN 79072130 (4394 Alpine): M-U (3-6 du/a)

APN 77271180 (Ladera Church site): MF (20-23 du/a)

3. CONSISTENCY WITH GENERAL PLAN. This ordinance is found to be consistent with the General Plan of Portola Valley.

4. ENVIRONMENTAL REVIEW. The Town, as lead agency under the California Environmental Quality Act (“CEQA”), prepared an Initial Study/Mitigated Negative Declaration (IS/MND) for the Housing Element, Safety Element, conforming General Plan amendments and zoning code amendments and circulated it for public review. On March 29, 2023, the Town Council conducted a public hearing on the IS/MND and adopted Resolution No. 2922-2023 adopting the IS/MND, the Updated Response to Comments and Text Changes, and the Mitigation Monitoring and Reporting Program (MMRP) (as updated at the March 22 and 29, 2023 public hearings). None of the implementing zoning code text amendments or amendments to the Zoning Map for the Town of Portola Valley require subsequent or supplemental environmental analysis under CEQA, as described in Public Resources Code Section 21166 and CEQA Guidelines Section 15162. None of the following triggers have occurred: a substantial change to the project; a substantial change to the circumstances under which the project is being undertaken, or new information, which was not known and could not have been known at the time the environmental analysis was completed, becomes available. Therefore, the IS/MND adopted on March 29, 2023 remains valid.

5. CONSISTENCY WITH STATE LAW. This ordinance is intended to be consistent with State Housing Element Law and to the extent there is any inconsistency with such State law requirements, State law shall control.

6. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that it would have passed this Ordinance and adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

7. EFFECTIVE DATE; POSTING. This ordinance shall become effective 30 days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED:
PASSED:
AYES:
NOES:
ABSTENTIONS:
ABSENT:
RECUSED:

ATTEST:

Town Clerk

By: _____

Mayor

APPROVED AS TO FORM

Town Attorney

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CHAPTER 18.04 DEFINITIONS

Sections:

18.04.010 Definitions—Generally.

For the purpose of this title, certain terms used in this title are defined as set forth in this chapter.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.020 Construction.

All words used in the present tense shall include the future tenses; all words in the plural number include the singular, and all words in the singular include the plural number unless the natural construction of the wording indicates otherwise. The word "structure" includes the word "building." The word "shall" is mandatory and not directory. The word "town" as used in this title means the town of Portola Valley, state of California; the word "council" means the town council of the town of Portola Valley, state of California; the words "planning commission" means the planning commission of the town of Portola Valley, state of California; and the words "town boundary" mean the boundary of the town of Portola Valley, state of California.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.030 Accessory structure.

"Accessory structure" means a detached building or structure which is subordinate to and the use of which is customarily incidental to that of the main building, structure, or use on the same lot. [This term excludes Accessory dwelling units \(see Section 18.04.151, Dwelling unit, accessory\).](#)

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.040 Accessory use.

See Section 18.02.110.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.050 Accessory, individual.

"Individual accessory" means a portion of a parcel of land which because of its size and shape and its relationship to the street and the balance of the property, is suitable only for providing vehicular or pedestrian access to the balance of the property.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.055 Affordable housing.

Affordable housing is housing for which moderate, low and very low income households pay thirty percent or less of their monthly income. Moderate, low and very low income households have monthly incomes below limits determined annually by the California Department of Housing and Community Development (California Code of Regulations, Title 25).

(Ord. 1991-261 § 1, 1991)

18.04.057 Reserved.

Editor's note(s)—Ord. 2011-393, § 2, adopted Nov. 9, 2011, repealed § 18.04.057, which pertained to antenna, and derived from Ord. 1997-295, § 1(part), adopted in 1997.

18.04.060 Automobile service station.

"Automobile service station" means a place where motor fuel or lubricating oil or grease is offered for sale to the public and delivered directly into vehicles.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.065 Basement.

"Basement" is a floor level directly under a building which meets the following criteria:

- A. The ceiling height is not more than twelve feet.
- B. Provisions for light, ventilation and access do not exceed the minimum requirements of the building code, notwithstanding that additional provisions for light, ventilation and access may be permitted by the architectural and site control commission when it finds such additional provisions will not be visible from adjoining or nearby properties as such properties currently exist or as the architectural and site control commission believes may be used or developed in the future. Garages are not permitted under this provision. By virtue of the foregoing definition, a basement is permitted to meet the minimum requirements of the building code, including, but not limited to, light, ventilation and access, without approval of the architectural and site control commission.
- C. The underside of the floor joists of the floor above are not more than eighteen inches above the adjoining natural or finished grade at any point, whichever is lower.
- D. Where a room(s) partially meets the provisions of subsection C. of this section, that is, a portion is not more than eighteen inches above adjoining natural or finished grade, whichever is lower, and a portion is more than eighteen inches above such grade, a portion of such room(s) shall be considered as basement and a portion shall be considered as floor area. The rule for such determination shall be as follows:
 1. The outside perimeter of the room(s) shall be measured and designated "A."
 2. The outside perimeter of the room(s) where the underside of the floor joists of the floor above are not more than eighteen inches above adjoining natural or finished grade, whichever is lower, shall be measured and designated "B."
 3. The amount of floor area of the subject room(s) that will be counted as basement is then equal to the entire floor area of the room(s) multiplied by the fraction of B/A. The balance of the floor area shall be counted as floor area.
- E. The basement floor area shall not exceed the floor area of the first floor of the building above.

(Ord. 2017-419 § 2, 2017; Ord. 1999-323 § 1, 1999; Ord. 1995-285 § 1 Exh. A (part), 1996; Ord. 1988-242 3 (Exh. B) (part), 1988)

18.04.070 Building.

"Building" means a roofed structure built for the support, shelter or enclosure of persons, animals, chattels, or property of any kind. When a structure is divided into separate parts by unpierced walls extending from the ground to the roof or when the parts of a structure are joined only by a breezeway each such part is a separate building.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.075 Building envelope.

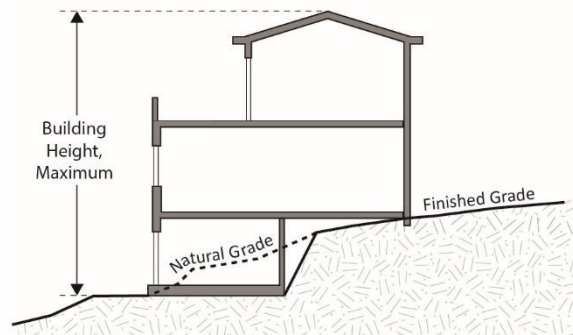
"Building envelope" is the three-dimensional space on a parcel within which buildings and most other structures are required to be confined and which is defined by zoning ordinance regulations governing building setbacks and building heights.

(Ord. 2005-360, § 1, 2005)

18.04.077 Building height, maximum.

"Building height, maximum" is the vertical distance between the lowest point of contact with the finished ground surface to the highest point of the building or any appurtenance to the building.

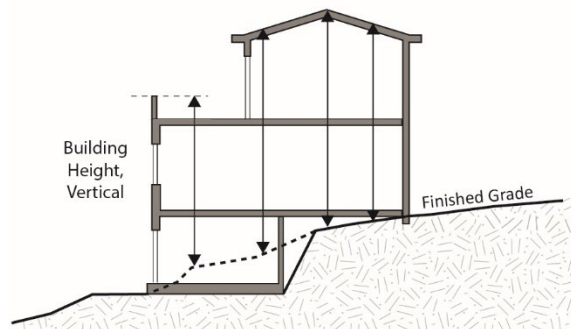
Figure 18.04.077: Building Height, Maximum



18.04.078 Building height, vertical.

"Building height, vertical" is the vertical distance from the lowest point of the structure at natural grade to the highest point of the structure directly above.

Figure 18.04.078: Building Height, Vertical



18.04.080 Building inspector.

"Building inspector" means the person, agency or firm appointed by the town to function as such and may include such person(s) or position(s) delegated by resolution of the council to perform such functions. The building inspector's duties include inspecting building plans and building construction.

(Ord. 1979-166 § 1 (part), 1979; Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.090 Building, main.

"Main building" means a building within which is conducted the principal use on the parcel. Where a use involves more than one building designed or used for the primary purpose, as in the case of group dwellings or a group of commercial buildings, each such building on the parcel shall be construed as constituting a main building.

(Ord. 1967-80 § 1 (6102 part)), 1967)

18.04.100 Carport.

"Carport" means a building or part thereof accessory to a main building, used primarily for the storage of private passenger automobiles, and which is not enclosed on all sides.

(Ord. 1967-80 § 1 (6102 (part))), 1967)

18.04.110 Common area.

"Common area" means an area shown or to be shown on a recorded final subdivision map and devoted to the common use and enjoyment of the owners of the lots in the subdivision.

(Ord. 1967-80 § 1 (6102 (part))), 1967)

18.04.112 Common open space.

"Common open space" means pervious open space area that is accessible to all residents of a development to enhance social interaction.

18.04.113 Coverage area.

"Coverage area" is the total footprints of all buildings on-site but does not include hardscaped areas.

18.04.114 Coverage area ratio (CAR).

"Coverage area ratio" means the ratio of the total footprints of all buildings on-site to the size of a site. Coverage area does not include hardscaped areas.

18.04.115 Density.

"Density" means the ratio between dwelling units and land, expressed as the number of dwelling units per gross acre (du/ac).

18.04.120 Development.

See Section 18.32.020.

(Ord. 1978-164 § 1 (part), 1978; Ord. 1967-80 § 1 (6102 (part))), 1967)

18.04.125 Distribution lines.

"Distribution lines" are those lines which have electric or communication capacity only sufficient to serve a local area and there is no excess capacity. These lines are usually owned by a utility and located in street rights-of-way, public utility easements or other public property.

(Ord. 1990-256 § 2 (Exh. B) (part), 1990)

18.04.129 Domestic fence.

"Domestic fence" is a fence that is not a horse fence as defined in Section 18.04.215.

(Ord. 2005-360, § 1, 2005)

18.04.130 Domestic needs.

"Domestic needs" means needs which residents have in living in and caring for a household and its appurtenances.

(Ord. 1979-166 § 1 (part), 1979; Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.131 Dooryard.

"Dooryard" is a type of building entry that provides a limited amount of private open space at the primary entrance. The dooryard area is defined by a low wall, planter or fence that provides a buffer between the right-of way and the building while preserving a sense of openness to the building entrance.

18.04.133 Duplex.

"Duplex" means a residential building containing two primary dwelling units, both of which are located on a single parcel. The dwelling units are attached and may be located on separate floors or side-by-side.

18.04.135 Dwelling, multi-family.

"Multi-family dwelling" means three or more primary dwelling units on a single lot. Multi-family residential types include triplexes, fourplexes, townhouses, single-unit groups (e.g., cottage cluster), and apartment buildings.

18.04.140 Dwelling, single-family.

"Single-family dwelling" means a building designed or used exclusively as a single dwelling unit together with related accessory uses.

(Ord. 1979-166 § 1 (part), 1979; Ord. 1971-113 § 1, 1971; Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.150 Dwelling unit.

"Dwelling unit" means one or more rooms arranged for the use of one household with cooking, living, and sleeping facilities.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.151 Dwelling unit, accessory.

“Accessory dwelling unit” is distinguished from “dwelling unit” in that a dwelling unit can be an accessory unit or a primary unit. An accessory dwelling unit (ADU) is an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes an efficiency unit, as defined in California Health and Safety Code Section 17958.1, or a manufactured home, as defined in Section 18007 of the Health and Safety Code.

18.04.152 Dwelling unit, junior accessory.

“Junior accessory dwelling unit” is distinguished from “dwelling unit” in that a dwelling unit can be an accessory unit or a primary unit. A junior accessory dwelling unit (JADU) is a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit must include kitchen facilities and a separate entry. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure.

18.04.153 Emergency shelter.

An "emergency shelter" provides temporary housing, usually for six months or less, with at least minimal supportive services for homeless persons. Temporary housing includes, but is not limited to, low barrier navigation centers, bridge housing, and respite or recuperative care.

(Ord. 2011-390 § 2, 2011)

18.04.155 Fence.

"Fence" is a structure made of wire, wood, metal, masonry or other man-made material, or combination thereof, including gates and posts, typically used as a screen, enclosure, retaining wall, or entryway feature, for a parcel of land or portion thereof.

(Ord. 2005-360, § 1, 2005)

18.04.156 Fence opacity.

"Fence opacity" is the surface area of a fence that is impenetrable to light when viewed perpendicularly to the plane of the fence.

(Ord. 2005-360, § 1, 2005)

18.04.157 Fire station.

"Fire station" means a building or facility that provides firefighting services, and may also provide technical rescue, fire protection, fire investigation, emergency medical services, and hazardous material mitigation.

(Ord. 2021-441 § 2, 2021)

18.04.157.5 Floor area ratio (FAR).

"Floor area ratio," or "FAR," means the ratio of floor area as established in Section 18.54.050 – Floor area, to the size of a site.

18.04.160 Garage, private.

"Private garage" means a building or part thereof accessory to a main building and used primarily for the storage of private passenger automobiles and which is enclosed on all sides.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.170 Ground level, average, finished.

See subsection A of Section 18.54.020.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.180 Guest.

"Guest" means any person other than a member of the resident household who rents or occupies a room for sleeping purposes.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.200 Guest room.

"Guest room" means a room occupied, or intended, arranged, or designed for occupation by one or more guests.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.210 Habitable room.

"Habitable room" means a room or enclosed floor space arranged for living, eating or sleeping purposes, not including bath or toilet rooms, laundries, pantries, foyers or communicating corridors.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.215 Horse fence.

"Horse fence" is a fence that complies with the horse fence standards set forth in Section 18.43.060.

(Ord. 2005-360, § 1, 2005)

18.04.220 Horses, maintenance for private use.

"Horses, maintenance for private use" means the keeping of horses for private use as a use accessory to a residence on the same parcel and not for remuneration, hire or sale.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.230 Household.

"Household" means one [person living alone or two](#) or more [persons people living together as the functional equivalent of a family where the residents share a single kitchen and form a single housekeeping unit by sharing](#)

~~residency in a dwelling unit, living expenses, chores and/or meals, and are a close group with social and economic commitments to each other.~~

(Ord. 2011-390 § 1, 2011; Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.232 Impervious area ratio (IAR).

"Impervious area ratio," or "IAR," means the ratio of impervious area to the size of the site. Impervious area excludes areas covered by buildings. Impervious areas include any kind of hardscaped areas and any surfaces on the ground plane that are impervious to water.

18.04.235. Landscape area ratio (LAR).

"Landscape area ratio," or "LAR," means the ratio of landscaped area to the size of a site. Landscape area includes all areas on the ground plane that are left in their natural state or that have been landscaped. Landscape area excludes all impervious areas.

18.04.240 Lot.

"Lot" means a portion of land shown as a unit on a recorded parcel or subdivision map.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.250 Lot size.

For the purposes of lot size requirements pursuant to the zoning and building ordinances of the town, the area lying within private roads shall be subtracted from the area otherwise lying within the lot or parcel of land.

(Ord. 1965-43 § 1, 1965)

18.04.255 Low barrier navigation center.

A housing first, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter and housing as defined in California Government Code Section 65660.

18.04.258 Nonconforming structure.

"Nonconforming structure" means a building or other structure that was lawfully constructed in accordance with the regulations for parcel area, height, floor area, coverage, yard and any special building setbacks that were in effect at the time of construction, but which does not conform to the current regulations for parcel area, height, floor area, coverage, yard or special building setbacks.

(Ord. 2008-374 § 1, 2008)

18.04.260 Nonconforming use.

"Nonconforming use" means a use of a structure or land which was lawfully established and maintained before the adoption of the ordinance codified in this title but which under this title does not conform with the use regulations or the district in which it is located.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.270 One ownership.

"One ownership" means ownership of a parcel of land or possession thereof under a contract to purchase or under a lease, the term of which is not less than five years, by a person or persons, firm or corporation, or partnership, individually, jointly, in common or in any other manner whereby such land is under single or unified control.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.280 Open space.

"Open space" means the portion or portions of a parcel unoccupied or unobstructed by structures from the ground upward except as permitted by this title.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.290 Open space, required.

"Required open space" means any front, side or rear yard or other open space, provided on the same parcel as a building, to meet the requirements of this title.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.300 Parcel.

"Parcel" means a lot or unit of land of record which complies with one of the provisions of Section 18.50.030 of this title.

(Ord. 1988-229 § 1 (Exh. A) (part), 1988; Ord. 1979-166 § 1 (part), 1979; Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.310 Parcel, corner.

"Corner parcel" means a parcel bounded on two or more adjacent sides by street lines, provided that the angle of intersection does not exceed one hundred thirty-five degrees.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.320 Parcel definitions.

If the definitions in Sections 18.04.330 through 18.04.390 pertaining to parcel lines or measurement are not applicable because of parcel shape, the town planner shall make such determination as is appropriate.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.330 Parcel depth.

"Parcel depth" means the horizontal distance between the front and rear parcel lines from the midpoint of the front parcel line and measured in the mean direction of the side parcel lines.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.340 Parcel, interior.

"Interior parcel" means a parcel other than a corner parcel.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.350 Parcel line, front.

"Front parcel line" means the line separating the parcel from the street. In case a parcel abuts on more than one street, the parcel owner may elect any street parcel line as the front parcel line provided that such choice, in the opinion of the town planner, will not be injurious to adjacent properties. Where a parcel does not abut on a street or where access is by means of an individual accessway, the parcel line nearest to and most nearly parallel to the street line shall be the front parcel line.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.360 Parcel line, rear.

"Rear parcel line" means ordinarily that line of a parcel which is opposite and most distant from the front line of the parcel. In the case of a triangular or gore shaped parcel, a line ten feet in length within the parcel parallel to and at a maximum distance from the front parcel line shall be deemed to be the rear parcel line for the purpose of determining the depth of the rear yard.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.370 Parcel line, side.

"Side parcel line" means any parcel boundary not a front or rear parcel line. A side parcel line separating a parcel from another parcel or parcels in an interior side parcel line; a side parcel line separating a parcel from the street is a street side parcel line.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.380 Parcel, reversed corner.

"Reversed corner parcel" means a corner parcel, a street side line of which is substantially a continuation of the front parcel line of the parcel to its rear.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.390 Parcel width.

"Parcel width" means the average horizontal distance between the side parcel lines, measured at right angles to the lines followed in measuring parcel depth.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.395 Porch.

"Porch" is a type of building entry and a potentially raised landing attached to the façade. Porches may be open on two or three sides and may be either engaged within or attached to the front façade.

18.04.400 Refuse.

"Refuse" includes all types of waste material including garbage, rubbish and waste matter.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.405 Religious institution.

A facility such as a church, mosque, temple or synagogue run by a nonprofit establishment, organization or association intended to advance or promote religious purposes or beliefs. Activities at such institutions shall be limited to those related to the purpose of the institution and may include religious activities, office space, living space for clergy and other members of religious orders who carry out their primary duties on site, religious education classes and other similar activities customarily associated with religious institutions.

(Ord. 2011-390 § 2, 2011)

18.04.410 Repairs, minor automotive.

"Minor automotive repairs" includes replacement of minor parts for and adjustments to fuel systems, cooling systems, heating systems, electrical systems, hydraulic systems, brakes, and work of similar character.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.415 Residential care facility.

"Residential care facility" means an establishment which is maintained and operated to provide twenty-four-hour non-medical residential care and supervision to children or adults. [This use category includes group homes.](#)

(Ord. 2011-390 § 2, 2011)

18.04.420 Retail store.

"Retail store" means a business selling goods, wares or merchandise directly to the ultimate consumer.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

~~**18.04.422 Second units.**~~

~~A "second unit" which is referred to as an "accessory dwelling unit" in state law means an attached or detached residential dwelling unit located on the same parcel as a main dwelling unit and which provides complete independent living facilities, including those for living, sleeping, eating, cooking and sanitation, for one household.~~

~~(Ord. 2017-420 § 1, 2017; Ord. 2015-408 § 1, 2015; Ord. 199-263 § 2, 1991)~~

18.04.425 Service lines.

Service lines are those lines which provide electric and communication service from a distribution line to an individual property.

(Ord. 1990-256 2 (Exh. B)(part), 1990)

18.04.430 Sign.

"Sign" means any writing, pictorial representation, symbol, registered trademark, flag or any similar figure used to identify, announce, direct attention, or advertise or communicate, together with any material or color forming an integral part of the display or used to differentiate the sign from the background, which is visible from outside a building and is located on or outside a building, or is within a building and primarily intended to be visible from the outside.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.440 Sign, area of.

- A. "Area of sign" for wall, marquee and awning signs means the area of the smallest geometric figure enclosing the outer limits of writing, representation, emblem or similar form of communication.
- B. "Area of sign" for freestanding, roof, projecting and banner or pennant signs means the entire sign exclusive of uprights or other structural members. Where such signs have multiple sides or faces, including signs in the form of cylinders.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.450 Sphere of influence.

"Sphere of influence" means an unincorporated area designated by a local agency formation commission as appropriate for annexation to a designated adjoining city and in which annexations will be allowed only to such city.

(Ord. 1979-166 § 1 (part), 1979; Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.460 Stable, boarding.

"Boarding stable" means any establishment regularly providing services or facilities for the keeping of horses limited to boarding stables and appropriate training facilities, subject to all the provisions of the stable ordinance of the town.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.470 Stable, community.

"Community stable" means a horse stable and related areas and facilities for the maintenance of horses for private use as a use accessory to a residence in the planned unit development in which the stable is located.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.480 Stable, horse.

"Horse stable" means a building or portion thereof designed or used for the housing or feeding of horses.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

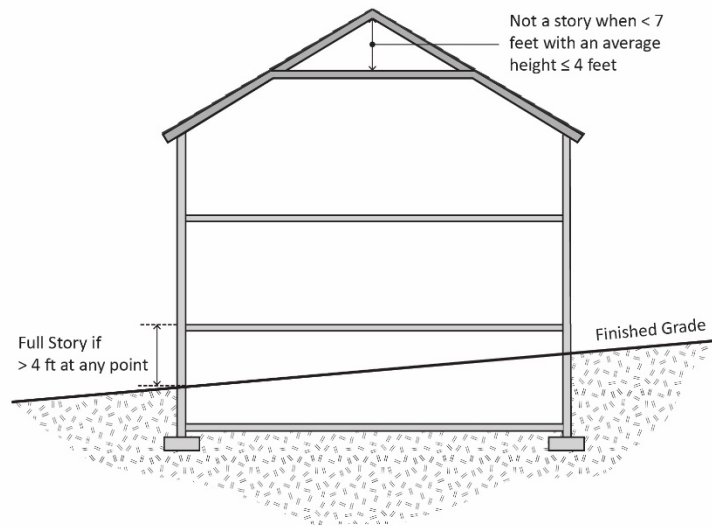
18.04.482 Stoop.

“Stoop” is a type of building entry where the façade is set back from the property line by a distance that is generally equal to the depth of the entry stairs and landing. The first story may be elevated from the sidewalk sufficiently to secure privacy for first-story windows and the entrance is accessed via an exterior stair and landing and/or ramp.

18.04.485 Story.

A “story” is a portion of a building included between the upper surface of any floor and the upper surface of the floor next above; except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the roof above. A basement is considered a story when the distance between the finished grade and the floor of the story above is greater than four feet at any point. An attic is not considered a story provided it is unconditioned, unfinished, and less than seven feet in height at its highest point with an average height not exceeding four feet.

Figure 18.04.485: Story



18.04.490 Structure.

"Structure" means anything constructed or erected which requires location on the ground or which is attached to something having location on the ground, excluding vehicles designed and used only for the transportation of people or goods.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.500 Structural alteration.

"Structural alteration" means any change in the supporting members of a building, such as in a bearing wall, column, beam or girder, floor or ceiling joist, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components or changes in roof or exterior lines.

(Ord. 1969-99 § 2 (part), 1969; Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.510 Substantial improvement.

See Section 18.32.020.

(Ord. 1978-164 § 1 (part), 1978: Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.515 Supportive housing.

"Supportive housing" shall have the same meaning as defined in Section 50675.14 of the Health and Safety Code, as amended from time to time.

(Ord. 2011-390 § 2, 2011; Ord. 2022-448 § 1, 2022)

18.04.517 SB 9 definitions.

The terms defined in Section 17.13.020 of Title 17 (Subdivisions) shall have the same meanings for purposes of Chapter 18.27 (SB 9 Residential Lot Split Definitions).

(Ord. 2021-443 §4, 2021)

18.04.520 Town planner.

"Town planner" means the person or firm appointed by the town to function as such and may include such person(s) or position(s) delegated by resolution of the council to perform such functions. The town planner's duties include advising the town on planning matters and administering plans and regulations.

(Ord. 1979-166 § 1 (part), 1979: Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.523 Transitional housing.

"Transitional housing" shall have the same meaning as defined in Section 50675.2 of the Health and Safety Code, as amended from time to time.

(Ord. 2011-390 § 2, 2011; Ord. 2022-448 § 2, 2022)

18.04.525 Transmission lines.

"Transmission lines" are those lines which have electric or communication capacity in excess of that needed to serve an immediate area. These lines are usually owned by a utility and located in street rights-of-way, public utility easements or other public property.

(Ord. 1990-256 § 2 (Exh. B) (part), 1990)

18.04.530 Use.

"Use" means the purpose for which land or a structure is arranged, designed or intended, or for which either land or a structure is or may be occupied or maintained. See also Section 18.02.080.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.540 Vegetation, removal of.

"Removal of vegetation" means cutting vegetation to the ground or stumps, complete extraction, or killing by spraying.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.545 Reserved.

Editor's note(s)—Ord. 2011-393, § 3, adopted Nov. 9, 2011, repealed § 18.04.545, which pertained to wireless communication facility, and derived from Ord. 1997-295, § 1(part), adopted in 1997.

18.04.550 Yard, interior side.

See Section 18.52.010.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.555 Yard, required.

"Required yard" means an open space required by subsections 18.52.010 A., B. or C. located between a parcel line and a building envelope.

(Ord. 2005-360, § 1, 2005)

18.04.560 Yard, required front.

See Section 18.52.010.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.570 Yard, required rear.

See Section 18.52.010.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

18.04.580 Yard, required side.

See Section 18.52.010.

(Ord. 1967-80 § 1 (6102 (part)), 1967)

CHAPTER 18.06 DISTRICTS

Sections:

18.06.010 Districts established.

The following classes of use districts are established:

~~[O-A districts—Open area districts](#)~~

~~[P-C districts—Planned community districts](#)~~

[Chapter 18.12: R-E districts—Residential estate districts](#)

[Chapter 18.14: R-1 districts—Single-family residential districts](#)

[Chapter 18.15: R-MF districts—Multi-family residential districts](#)

[Chapter 18.16: M-R districts—Mountainous residential districts](#)

[Chapter 18.20: C-C districts—Community commercial districts](#)

[Chapter 18.22: A-P districts—Administrative-professional districts](#)

[Chapter 18.23: MU district—Mixed-use district](#)

[Chapter 18.26: O-A districts—Open area districts](#)

[Chapter 18.28: P-C districts—Planned community districts](#)

[Chapter 18.29: AH Affiliated housing combining district](#)

[Chapter 18.31: H-R \(historic resource\) combining district](#)

(Ord. 1994-276 § 4 Exh. A (part), 1994; Ord. 1979-166 § 2, 1979; Ord. 1967-80 § 1 (6104.1), 1967)

18.06.020 Combining districts established.

To provide for a range of parcel sizes and required open spaces necessary to reflect the diversity of locational and physical conditions existing in the town, to provide special regulations for areas of special importance or unusual scenic amenity, and to control density and character of development in relation to the character of terrain, the following classes of combining districts are established:

Residential density combining districts, including:

7.5M—7,500 sq. ft.

15M—15,000 sq. ft.

20M—20,000 sq. ft.

1A—1 acre

2A—2 acres

2.5A—2.5 acres

3.5A—3.5 acres

5A—5 acres

7.5A—7.5 acres

D-R districts—Design review combining districts

F-P districts—Floodplain combining districts

S-D districts—Slope density combining districts

(Ord. 1981-181 § 1, 1981; Ord. 1979-166 § 3, 1979; Ord. 1978-164 § 2, 1978; Ord. 1968-86 § 1, 1968; Ord. 1967-80 § 1 (6104.2), 1967)

18.06.030 Designation of districts on zoning map.

The districts and combining districts enumerated in Sections 18.06.010 and 18.06.020 are applied to lands in the town insofar as the designations, locations, and boundaries of such districts are set forth on the zoning map adopted by reference by Section 18.08.010.

(Ord. 1967-80 § 1 (6104.3), 1967)

18.06.040 Prezoning adjoining unincorporated lands.

Adjoining lands in unincorporated territory are prezoned in the categories indicated on the zoning map by the adoption of the ordinance codified in this title and subsequent amendments hereto. In the event any prezoned lands are subsequently annexed to the town the zoning indicated on the map shall become effective at the time of annexation. All other lands annexed to the town after August 17, 1967 shall be in R-E/5A districts unless otherwise classified.

(Ord. 1967-80 § 1 (6104.4), 1967)

18.06.050 Areas not included within a district.

In every case where any land has not been specifically included within a district, or if any district is determined to be invalid or inapplicable, such land is declared to be in R-E/5A districts until otherwise classified.

(Ord. 1967-80 § 1 (6104.5), 1967)

CHAPTER 18.10 RESIDENTIAL DISTRICTS

Sections:

18.10.010 Purposes of regulations for residential districts.

The purposes of regulations for residential districts are as follows:

- A. To control the density and distribution of population in conformance with the general plan;
 - B. To provide for residential areas that will permit development of rural, [single-family, and multi-family](#) living accommodations;
 - C. To regulate the development and use of residential areas in a manner that will minimize disturbance of the natural terrain and will preserve the inherent visual amenities and minimize problems of drainage, erosion, and earth movement;
 - D. To provide for grouping or clustering of residential structures where appropriate in order to preserve the natural amenities and open space qualities of Portola Valley;
 - E. [To provide areas for multi-family and mixed-use development that supports a mix of multi-family residential, local retail, consumer service businesses, and professional services;](#)
 - F. [To provide standards that preserve the rural character of Portola Valley and promote public health, safety and welfare.](#)
- [EG.](#) To permit public and private facilities needed to serve residential areas;
- [FH.](#) To permit and regulate [uses and](#) institutions requiring a location in a residential area.

(Ord. 1967-80 § 1 (6500), 1967)

CHAPTER 18.11 REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

18.11.010 Purpose.

The purpose of this section is to establish a procedure that individuals with disabilities can use to request reasonable accommodation in the town's laws, standards, policies, practices and procedures, so that the individuals will have equal access to housing in accordance with the Federal Fair Housing Amendments Act of 1988 and the California Fair Employment and Housing Act. In addition, this section describes the process that shall be used to consider and decide on such requests.

(Ord. 2011-390 § 3, 2011)

18.11.020 Applicability and eligibility.

- A. An individual with a disability is someone who has a physical or mental impairment that limits one or more major life activities; anyone who is regarded as having such impairment; or anyone with a record of such impairment.
- B. A request for reasonable accommodation may be made by any individual with a disability, his or her representative, or a developer or provider of housing for individuals with disabilities, when the application of a land use, zoning or building regulation, policy, practice or procedure acts as a barrier to fair housing opportunities.

(Ord. 2011-390 § 3, 2011)

18.11.030 Notice of availability.

To ensure that individuals with disabilities are aware of the reasonable accommodation procedure, notice of the availability of reasonable accommodation shall be prominently displayed at public information counters in town hall, advising the public of the availability of the procedure for eligible individuals. Forms for requesting reasonable accommodation shall be available to the public at town hall.

(Ord. 2011-390 § 3, 2011)

18.11.040 Request for reasonable accommodation.

- A. Requests for reasonable accommodation shall be in writing and provide the following information:
 - 1. Name, address and telephone number of the individual(s) requesting reasonable accommodation;
 - 2. Name and address of the property owner(s);
 - 3. Address of the property for which accommodation is requested;
 - 4. Description of the requested accommodation and the regulation, policy or procedure for which accommodation is sought; and
 - 5. Reason that the requested accommodation may be necessary for the individual(s) with the disability to use and enjoy the dwelling.
- B. Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.

- C. A request for reasonable accommodation in regulations, policies, practices and procedures may be filed at any time that the accommodation may be necessary to ensure equal access to housing. A reasonable accommodation does not affect an individual's obligations to comply with other applicable regulations not at issue in the requested accommodation.
- D. If an individual needs assistance in making the request for reasonable accommodation, the jurisdiction will provide assistance to ensure that the process is accessible.

(Ord. 2011-390 § 3, 2011)

18.11.050 Review and decision.

- A. The reviewing authority for requests for reasonable accommodations shall be the town planner or his/her designee.
- B. The written decision to grant, grant with modifications, or deny a request for reasonable accommodation shall be consistent with fair housing laws and based on the following criteria:
 1. Whether the housing, which is the subject of the request for reasonable accommodation, will be used by an individual with disabilities protected under fair housing laws;
 2. Whether the requested accommodation is necessary to make housing available to an individual with disabilities protected under the fair housing laws;
 3. Whether the requested accommodation would impose an undue financial or administrative burden on the town; and
 4. Whether the requested accommodation would require a fundamental alteration in the nature of the jurisdiction's land use and zoning or building program;
 - ~~5. The potential impact of the requested reasonable accommodation on surrounding properties; and~~
 - ~~6. The potential for other reasonable accommodation with less impact on neighbors and/or the town.~~
- C. In granting the request or granting the request with modifications, the reviewing authority may impose any conditions of approval that are reasonable and necessary to ensure that the reasonable accommodation is consistent with the criteria in subsection B. above.
- D. The reviewing authority shall issue a written decision on a request for reasonable accommodation within forty-five days of the date of the application and may either grant, grant with modifications, or deny a request for reasonable accommodation in accordance with the required findings set forth in subsection B. above.
- E. If necessary to reach a determination on the request for reasonable accommodation, the reviewing authority may request further information from the applicant consistent with fair housing laws, specifying in detail the information that is required. In the event that a request for additional information is made, the forty-five-day period to issue a decision is stayed until the applicant responds to the request.
- F. The written decision on the request for reasonable accommodation shall explain in detail the basis of the decision, including the reviewing authority's findings on the criteria set forth in subsection B. above. All written decisions shall give notice of the applicant's right to appeal and to request reasonable accommodation in the appeals process as set forth below. The written decision shall be sent to the applicant by certified mail.
- G. The written decision of the reviewing authority shall be final unless an applicant appeals it to the jurisdiction's planning commission.
- H. While a request for reasonable accommodation is pending, all laws and regulations otherwise applicable to the property that is the subject of the request shall remain in full force and effect.

(Ord. 2011-390 § 3, 2011)

18.11.060 Appeal.

- A. An applicant or any abutting neighbor may appeal an adverse decision within thirty days of the date of the reviewing authority's written decision.
- B. The appeal shall be in writing and shall state the grounds for the appeal. If an individual needs assistance in filing an appeal on an adverse decision, the jurisdiction will provide assistance to ensure that the appeals process is accessible.
- C. Any information identified by an applicant as confidential shall be retained in a manner so as to respect the privacy rights of the applicant and shall not be made available for public inspection.
- D. The appeal shall be heard by the town council in a public hearing, with notice given to all property owners of land directly abutting the proposed site.
- E. Nothing in this procedure shall preclude an aggrieved individual from seeking any other state or federal remedy available.

(Ord. 2011-390 § 3, 2011)

CHAPTER 18.14 R-1 (SINGLE-FAMILY RESIDENTIAL) DISTRICT REGULATIONS

Sections:

18.14.010 Intention—Applicable regulations.

The class of district is intended to promote and encourage the establishment and maintenance of a suitable environment for rural-urban family living on parcels of sizes adequate to accommodate single-

family dwellings of differing characteristics, enhance privacy, preserve the visual amenities of existing open space to the maximum extent feasible, and preclude unwarranted reductions in parcel sizes. Any parcel in an R-1 district may be occupied by a principal use listed in Section 18.14.020 or, when authorized by the planning commission, by a conditional use listed in Section 18.14.030, together with uses accessory to such principal use or conditional use as specified in Section 18.14.040. Use of any parcel is subject to:

- A. The provisions governing accessory uses set forth in Chapter 18.42;
- B. Parcel area, open area, and bulk requirement set forth in Chapters 18.42 and 18.48 through 18.60;
- C. The off-street parking requirements set forth in Chapter 18.60;
- D. The provisions regulating nonconforming uses set forth in Chapter 18.46;
- E. The required conditions set forth in Section 18.14.050;
- F. Special building setback lines set forth in Chapter 18.58.

(Ord. 1967-80 § 1 (6502), 1967)

18.14.020 Principal uses permitted.

Principal uses permitted in the R-1 district shall be as follows:

- A. Uses permitted by Section 18.36.010;
- B. Single-family dwellings, including [group homes that do not provide licensable services](#); residential care facilities [and group homes that provide licensable services to six or fewer persons](#); supportive housing; and transitional housing;
- C. Temporary uses permitted by Section 18.36.030;
- D. Public school when located in conformance with the general plan.

(Ord. 2022-448 § 3, 2022; Ord. 2011-390 § 5, 2011; Ord. 1987-224 § 1 (part), 1987; Ord. 1967-80 § 1 (6502.1), 1967)

18.14.030 Conditional use permitted.

The following uses shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72:

- A. Uses permitted by Section 18.36.020;
- B. [Residential care facilities and group homes that provide licensable services to seven or more persons](#);
- ~~B.C.~~ Residential planned unit developments as regulated by Chapters 18.44 and 18.72;

ED. Landscaping, open space, growing of plants and similar low intensity uses each of which is attendant to adjoining uses in the C-C district, provided such uses are not required to meet the requirements of Chapters 18.42 and 18.48 through 18.60;

DE. Publicly-owned park, recreation or open space areas when located in conformance with the general plan;

EF. Fire stations when located in conformance with the general plan. Development standards, including but not limited to, floor area, setbacks and parking, shall be established by the decision-making body.

(Ord. 2021-441 § 1, 2021; Ord. 2011-390 § 5, 2011; Ord. 1987-224 § 2 (part), 1987; Ord. 1979-166 § 21 (part), 1979; Ord. 1971-113 § 4, 1971; Ord. 1967-80 § 1 (6502.2), 1967)

18.14.040 Accessory uses permitted.

A. Accessory uses permitted in the R-1 district shall be as follows:

B. Accessory uses as permitted in Sections 18.36.040 and Chapter [18.4018.42](#);

C. Accessory uses permitted by subsections B, D, E, F, G, H, I, J and K of Section 18.12.040;

D. Household pets permitted by town ordinances.

(Ord. 1991-263 § 6, 1991; Ord. 1967-80 § 1 (6502.3), 1967)

18.14.050 Required conditions.

A. Required conditions in the R-1 district shall be as follows:

B. Required conditions as stipulated by subsections A, B and C of Section 18.12.050;

C. Conformance with the requirements set forth in Section 18.37.010.

(Ord. 1994-279 § 2 (part), 1994; Ord. 1994-276 § 4 Exh. A (part), 1994; Ord. 1979-166 § 21 (part), 1979; Ord. 1971-112 § 2, 1971; Ord. 1967-80 § 1 (6502.4), 1967)

CHAPTER 18.15 R-MF (MULTI-FAMILY RESIDENTIAL) DISTRICT REGULATIONS

Sections:

18.15.010 Intention—Applicable regulations.

This class of district is intended to promote and encourage the establishment and maintenance of a suitable environment to accommodate multi-family dwellings of differing characteristics and broader ranges of affordability, incorporate fire resilient design, ensure privacy, preserve the visual amenities of existing open space to the maximum extent feasible, and preclude unwarranted reductions in parcel sizes. Any parcel in an R-MF district may be occupied by a principal use listed in Section 18.15.020 or, when authorized by the planning commission, by a conditional use listed in Section 18.15.030, together with uses accessory to such principal use or conditional use as specified in Section 18.15.040. Use of any parcel is subject to:

- A. Development standards set forth in Section 18.15.050;
- B. Design standards set forth in Section 18.15.060;
- C. The required conditions set forth in Section 18.15.070;
- D. The provisions governing accessory uses, fences, and planned unit developments set forth in Chapters 18.42 through 18.44;
- E. The provisions regulating nonconforming uses set forth in Chapter 18.46;
- F. Yards, building bulk, and site design requirements set forth in Chapters 18.52 through 18.56;
- G. Special building setback lines set forth in Chapter 18.58; and
- H. The off-street parking requirements set forth in Chapter 18.60.

18.15.020 Principal uses permitted.

Principal uses permitted in the R-MF districts shall be as follows:

- A. Uses permitted by Section 18.36.010;
- B. Single-family dwellings;
- C. Duplexes;
- D. Emergency shelters;
- E. Multi-family dwellings;
- F. Residential care facilities;
- G. Supportive housing;
- H. Transitional housing;
- I. Low barrier navigation centers;
- J. Temporary uses permitted by Section 18.36.030; and
- K. Public schools when located in conformance with the general plan.

18.15.030 Conditional uses permitted.

The following uses shall be permitted only when a conditional use permit is granted as provided in Chapter 18.72:

- A. Uses permitted by Section 18.36.020;
- B. Residential planned unit developments as regulated by Chapters 18.44 and 18.72;
- C. Landscaping, open space, growing of plants and similar low intensity uses each of which is attendant to adjoining uses in the C-C district, provided such uses are not required to meet the requirements of Chapters 18.42 and 18.48 through 18.60;
- D. Publicly-owned park, recreation or open space areas when located in conformance with the general plan;
- E. Fire stations when located in conformance with the general plan. Development standards, including but not limited to, floor area, setbacks and parking, shall be established by the decision-making body; and
- F. Stable, boarding.

18.15.040 Accessory uses permitted.

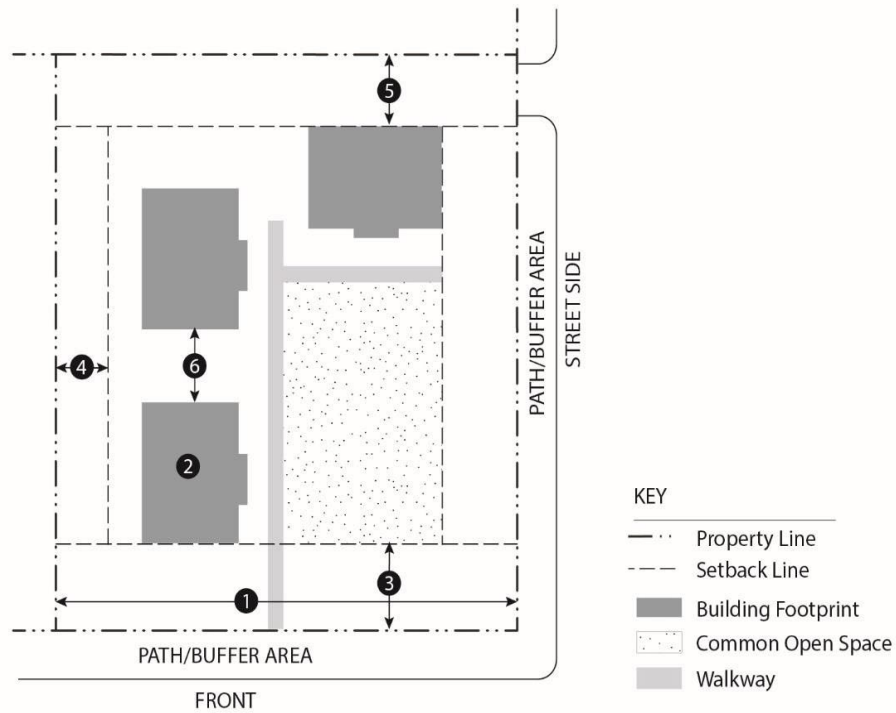
Accessory uses permitted in the R-MF districts shall be as follows:

- A. Accessory uses as permitted in Section 18.36.040 and Chapter 18.42;
- B. Accessory uses permitted by Section 18.12.040 (subsections B through J). Subsection C is limited to long term (minimum 30-day) rentals;
- C. Household pets permitted by town ordinances.

18.15.050 Development standards.

Table 18.15.050, Development Standards – Multi-Family Residential Zoning Districts establishes the development standards for the R-MF Zoning Districts. The numbers in the figure below correspond with the regulations in the table that follows.

Figure 18.15.050: Development Standards – Multi-Family Residential Zoning Districts



| Table 18.15.050: Development Standards – Multi-Family Residential Zoning Districts | | | |
|---|--|--|------------|
| Standard | <i>R-MF-4</i> | <i>R-MF-23</i> | Key |
| Density¹ | Min. 2 du/ac; max. 4 du/ac | Min. 20 du/ac; max. 23 du/ac | |
| Lot Width | Min. 120 ft | Min. 90 ft | ① |
| Floor Area Ratio (FAR)¹ | 2.0-2.5 du/ac: max. 0.10 2.5-3.5 du/ac: max. 0.16 3.5-4.0 du/ac: max. 0.21 | Max. 0.55 | |
| Coverage Area Ratio (CAR)¹ | 2.0-2.5 du/ac: max. 0.10 2.5-3.5 du/ac: max. 0.16 3.5-4.0 du/ac: max. 0.21 see Chapter 18.54.040 for exceptions | Max. 0.35; see Chapter 18.54.040 for exceptions | |
| Unit size (excludes garage space) | Min. 500 sq ft, max. 2,500 sq ft | Min. 400 sq ft, max. 1,800 sq ft | |
| Max. Floor Area for Single Building (all floors) | Max. 4,600 sq ft | Max. 6,200 sq ft | ② |
| Building Height | | | |
| Principal Structure | Building height, max.: 34 ft; Building height vertical: 28 ft | Building height max. 38 ft/3 stories; Building height vertical: 34 ft | |

| | | | |
|---|---|---|----------|
| <u>Accessory Structure (not including ADUs)</u> | <u>Building height, max.: 16 ft</u> | <u>Building height, max.: 16 ft</u> | |
| <u>Setbacks</u> | | | |
| <u>Front</u> | <u>30 ft unless special setbacks apply, see Chapter 18.58 – Special Setback Lines, 75 ft along Alpine Road.</u> | <u>50 ft unless special setbacks apply, see Chapter 18.58 – Special Setback Lines, 75 ft along Alpine Road</u> | 3 |
| <u>Interior Side</u> | <u>Min. 30 ft</u> | <u>Min. 15 ft</u> | 4 |
| <u>Rear</u> | <u>Min. 30 ft</u> | <u>Min. 15 ft</u> | 5 |
| <u>Building Separation</u> | <u>Min. 20 ft</u> | <u>Min. 12 ft</u> | 6 |
| <u>Landscape Area Ratio (LAR)¹</u> | <u>2.0-2.5 du/ac: min. 0.81 2.5-3.5 du/ac: min. 0.73 3.5-4.0 du/ac: min. 0.65</u> | <u>Min. 0.25</u> | |
| <u>Common Open Space</u> | <u>Min. 400 sq ft/unit; may be part of required LAR</u> | <u>Min. 200 sq ft/unit; may be part of required LAR</u> | |
| <u>Impervious Area Ratio (IAR)¹</u> | <u>Required front setback area: max. 50%; Entire site: 2.0-2.5 du/ac: max. 0.09 2.5-3.5 du/ac: max. 0.11 3.5-4.0 du/ac: max. 0.14</u> | <u>Required front setback area; max. 0.75; Entire site: max. 0.40</u> | |
| <u>Parking Buffer</u> | <u>Min. landscaped buffer required between on-site parking and property line: Along Alpine Road within the scenic corridor: 15 ft; Along all other street-facing frontages: 10 ft</u> | <u>Min. landscaped buffer required between on-site parking and property line: Along Alpine Road within the scenic corridor: 15 ft; Along all other street-facing frontages: 10 ft</u> | |

Notes:

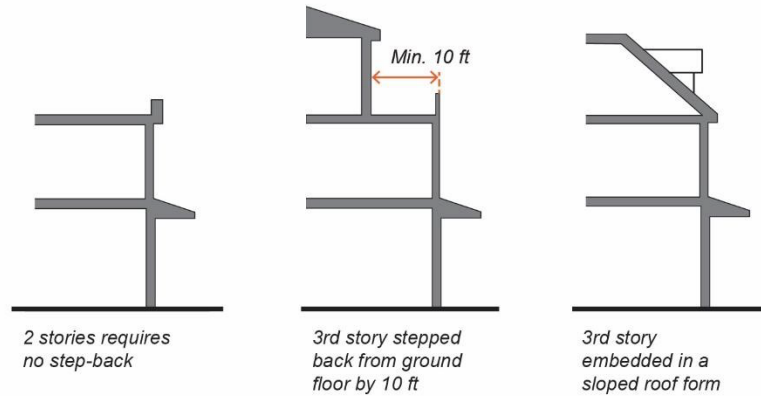
1. In accordance with the 2023-2031 Housing Element and based on the preliminary site analysis described therein, the estimated developable area of the Glen Oaks Housing Site is 4.0 acres. The density, FAR, CAR, LAR, and IAR are anticipated to be calculated based on the estimated developable area.

18.15.060 Design standards.

A. Building Massing.

1. Street-Facing Upper-story Step-backs. Along the front and street side façade, the third story must be stepped back a minimum of ten feet from the ground floor façade or be embedded in a sloped roof form.

Figure 18.15.060.A.1: Upper Story Step-Backs

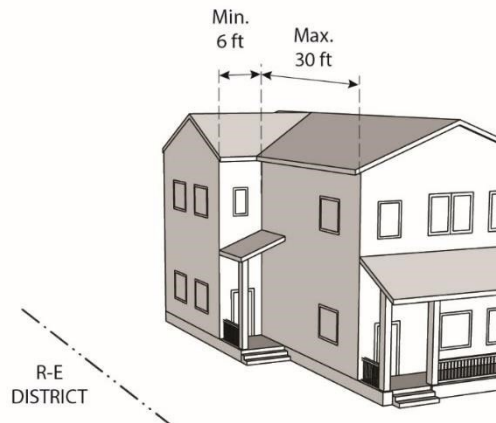


2. Interior side daylight plane.

- a. R-MF-4. The building envelope must fit within a plane which starts at the natural ground surface at the property line and increases in height at a ratio of two vertical units to one horizontal unit away from the property line.
- b. R-MF-23. The building envelope must fit within a plane which starts at 12 feet above the natural ground surface at the property line and increases in height at a ratio of two vertical units to one horizontal unit away from the property line.

3. Building Massing Abutting the R-E Zone. Building façades abutting and facing the R-E zone may not exceed 30 feet in width without a break of minimum 6 feet in depth.

Figure 18.15.060.A.2: Building Massing Abutting the R-E Zone



B. Façade Articulation and Composition.

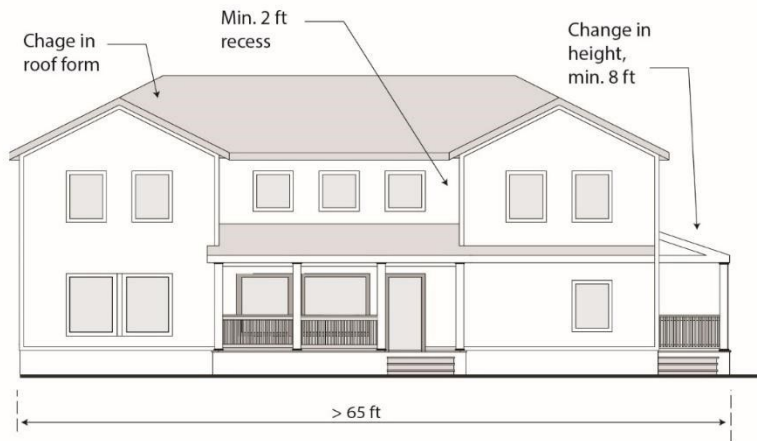
1. Vertical Articulation.

- a. Building façades up to 65 feet in length along a right-of-way must incorporate two or more of the following:
 - i. Window bays a minimum 2 feet in depth from the building façade every 12 horizontal feet.
 - ii. Recesses offset a minimum 2 feet in depth from the building façade every 12 horizontal feet.
 - iii. Porches or decks over a minimum 25 percent of the façade length.

b. When a building façade exceeds 65 feet in length along a right-of-way, it must be separated into façade bays no greater than 50 feet in width defined by a recess or offset a minimum of 2 feet in depth and at least one of the following strategies:

- i. Change in roof parapet height or shape.
- ii. Change in roof form.
- iii. Change in building height, minimum 8-foot difference.

Figure 18.15.060.B.1: Building Articulation, Façades over 65 Feet



2. Bay Articulation. The eave or roof form of a recessed façade bay shall be no higher than the corresponding elements of the primary façade bay(s).

3. Townhouses/Rowhouses. In townhouse and rowhouse development types, all primary facade planes of adjacent attached units must be staggered a minimum of 12 inches every three units.

C. Building Entrances. Building entrances must take one of the following forms:

1. Individual covered dooryard frontages with dimensions as indicated below:

- a. Width of usable yard area: Minimum 6 feet.
- b. Depth of dooryard from door: Minimum 4 feet, maximum 10 feet.
- c. Projection depth: Maximum 6 feet.
- d. Height of enclosure: Maximum 3 feet.
- e. Clear height to projection: Minimum 8 feet, maximum 12 feet.

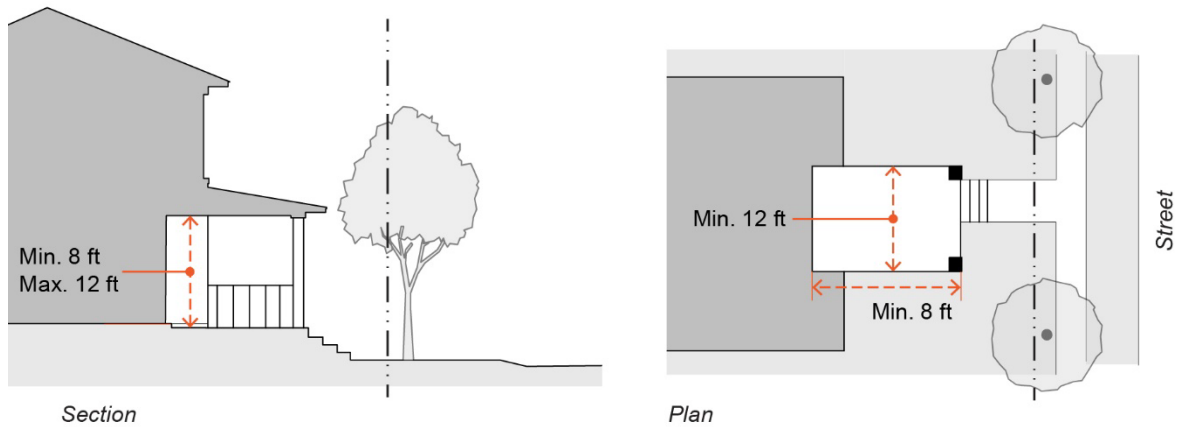
Figure 18.15.060.C.1: Dooryard



2. Individual covered porch frontages with dimensions as indicated below:

- a. Width of porch: Minimum 12 feet.
- b. Depth of porch: Minimum 8 feet.
- c. Clear height, if porch is covered: Minimum 8 feet, maximum 12 feet.

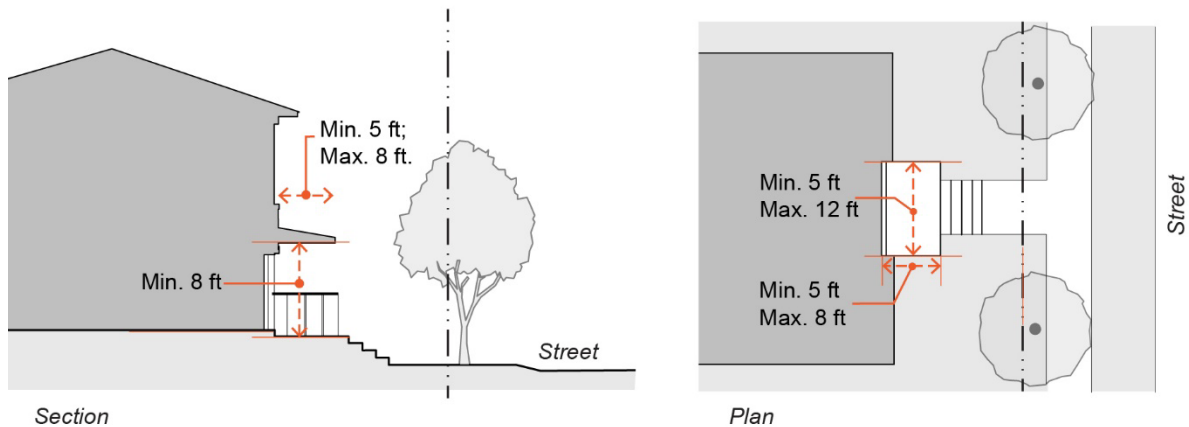
Figure 18.15.060.C.2: Porch



3. Individual covered stoop frontages with dimensions as indicated below:

- a. Width of stoop: Minimum 5 feet, maximum 12 feet.
- b. Depth of stoop: Minimum 5 feet, maximum 8 feet.
- c. Projection depth: Minimum 5 feet, maximum 8 feet.
- d. Clear height to projection: Minimum 8 feet.

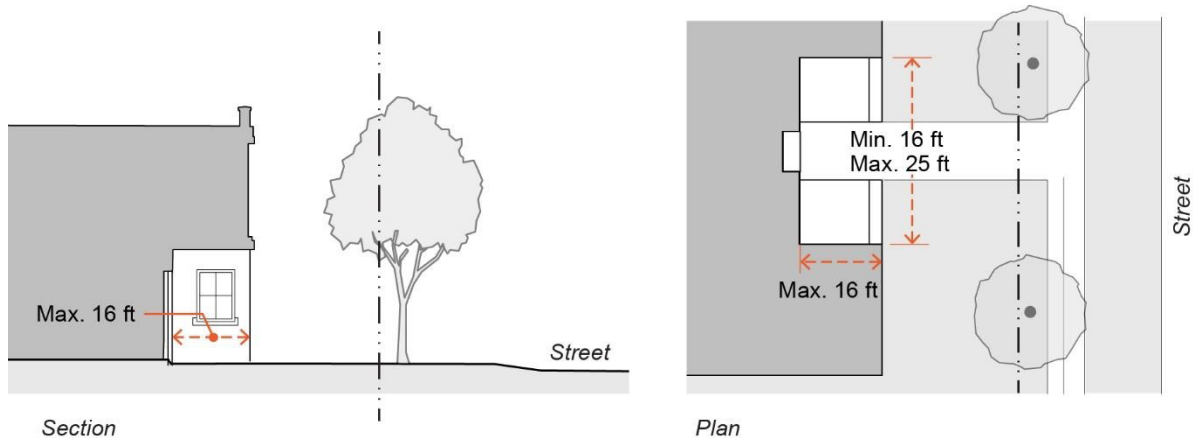
Figure 18.15.060.C.3: Stoop



4. Individual recessed frontages with dimensions as indicated below:

- a. Width of recessed entry: Minimum 16 feet, maximum 25 feet.**
- b. Depth of recess entry: Maximum 16 feet.**
- c. Recessed surfaces 8 horizontal feet or more require at least one window or door.**

Figure 18.15.060.C.4: Recess



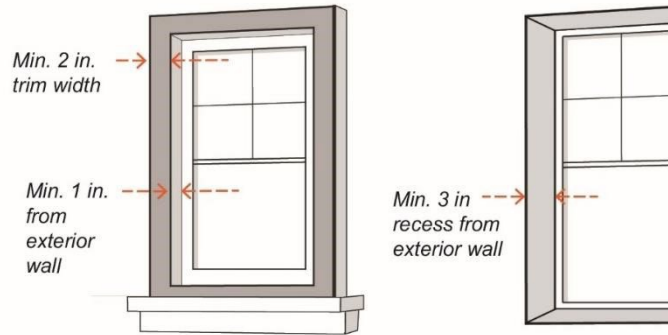
D. Roof Design.

- 1. Eaves. If eaves are incorporated into the roof design, the eaves must be at least 18 inches in depth.**
- 2. Dormers. The total width of a single dormer or multiple dormers shall not exceed 50 percent of the total roof length at the street-facing façade. The dormer width shall be measured at the dormer roof fascia or the widest part of the dormer.**
- 3. Roof decks. Roof decks are not allowed.**

E. Windows and Doors.

- 1. Window Shape. Windows must be square, rectangular, or arched.**
- 2. Window Recess and Trim. All windows must be either:**
 - a. Recessed a minimum of 1 inch from the outer wall surface with trim at least 2 inches in width; or**
 - b. Recessed a minimum of 3 inches from the outer wall surface.**

Figure 18.15.060.E.2: Window Recess and Trim



3. Divided Lites. Simulated divided-lite grilles are acceptable only if they are located on both the outside and inside faces of the window, have spacer bars between the double panes of glass, and a thickness of at least 1/4 inch on each side of the window.
4. “360-Degree” Design. All windows on each floor of each façade must be consistent in design, including proportions, trim, material, and color.
5. Glazing. Reflective or opaque tinting of glazing on windows of primary living spaces (living rooms, dining room, family rooms, and bedrooms) is prohibited.

F. Residential Unit Design.

1. Universal Design. Minimum 15 percent of units must employ principles of Universal Design, including at a minimum the following:
 - a. At least one entrance without steps and a flat threshold.
 - b. Living space on one floor or stair landings big enough to accept lifts.
 - c. Wide interior doors (32-inch clear, typically provided with 36-inch door), hallways, and alcoves with 60 by 60-inch turning space at doors, in kitchens, and dead ends.
 - d. At least one bathroom must be located on the ground level.
 - e. A 30 by 48-inch clear space at appliances and fixtures in bathrooms and kitchens.
2. Affordable unit design. Affordable units and market rate units in the same group of buildings constructed under the same approval shall be constructed with the same exterior materials and details so that the affordable units are not distinguishable from market-rate units.

G. Building Materials and Colors.

1. Primary Building Materials. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. The following primary cladding materials are allowed:
 - a. Stucco (minimum 2-coat, 20/30 finish or finer);
 - b. Stone (must extend vertically to the foundation);
 - c. Stone-colored brick (must extend vertically to the foundation);
 - d. EIFS; and
 - e. Fiber cement.
2. Secondary Accent Materials.

- a. Metal (wrought iron, copper, bronze) with a non-reflective finish;
- b. Fiber cement;
- c. Split-face CMU;
- d. Terra cotta tile;
- e. Brick or brick veneer; and
- f. Glazed tile.

3. Building Colors.

- a. A maximum of four colors shall be applied to the building façade:
 - i. Primary color comprising 60 percent or more of the façade.
 - ii. Secondary color comprising no more than 30 percent of the façade.
 - iii. Tertiary color comprising no more than 10 percent of the façade.
 - iv. Accent color for use on trim and architectural details.
- b. The reflectivity value for colors shall not exceed 40 percent, except that the colors for trim must not have a reflectivity value over 50 percent.
- c. Materials with intrinsic, naturally occurring colors, materials with prefinished color such as stucco, and colored metal shall count towards the maximum of four colors.

H. On-Site Circulation.

- 1. Walkways shall connect all primary building entrances on a site to each other, to on-site automobile and bicycle parking areas, to any on-site open space areas, and to adjoining public rights-of-way.
- 2. Paving within Setback Area. Paving within required setback areas shall be visually distinct from the adjacent public sidewalk.
- 3. Hardscape Materials. On-site hardscape material shall be permeable or pervious.

I. Parking Configuration and Design.

- 1. Location. Parking may be located in:
 - a. Tuck-under individually secured garages;
 - b. Shared ground-floor garages;
 - c. Underground garages;
 - d. Carports; or
 - e. Surface parking lots.
- 2. Tandem Parking. Tandem parking may satisfy the off-street parking requirement in accordance with the following:
 - a. No more than two vehicles may be placed one behind the other.
 - b. Both spaces shall be assigned to a single dwelling unit or to employees of the same nonresidential establishment.
 - c. Each tandem parking bay must be a minimum 40 feet in length by 12 feet in width.
- 3. Driveway access.

- a. Driveways may not exceed 20 feet in width, unless pre-empted by Fire code.
- b. Parking Lot Access. Parking lot access shall be provided from a maximum of one driveway for developments of up to 10 units and a maximum of two driveways for developments of more than 10 units, unless pre-empted by Fire code.
- 4. Separation from buildings. Surface parking areas and drive aisles must be separated from on-site buildings by a minimum distance of six feet, which may include landscaping or walkways.
- J. Exterior lighting. Exterior building lighting shall comply with Section 18.36.040.A.8 in addition to the following standards:
 - 1. All exterior lighting fixtures shall be oriented downward, fully shielded, and certified by the International Dark Sky Association to prevent light intrusion into adjacent building use and sensitive habitat such as riparian habitat, streams, and wetlands.
 - 2. Electrical elements such as wires, conduits, and panel boxes shall be concealed from public view or painted to match the background surface color.
- K. Mechanical, electrical, and plumbing equipment.
 - 1. Location of Equipment. Equipment, particularly if noise producing, shall be located away from private and common open space areas and shall not be located within the front setback of any residential or mixed-use zone. Public utilities are excluded from this requirement.
 - 2. Screening and Visibility Requirements. All exterior equipment and utilities shall be screened or incorporated into the design of buildings so as not to be visible from public rights-of-way or adjacent residential zones.
 - 3. Rooftop-Mounted Equipment Screening. Roof mounted mechanical equipment shall be screened in compliance with the following standards:
 - 1. To the greatest extent possible equipment shall be placed in wells or behind parapet walls.
 - 2. Screening materials may be solid concrete, wood, or other opaque material and shall effectively screen the mechanical equipment so that it is not visible from a public street;
 - 3. Screening shall be consistent with other on-site improvements in terms of color, material, and architectural style; and
 - 4. Equipment must be screened from view from adjacent public rights-of-way.

18.15.070 Required conditions.

Required conditions in the R-MF districts shall be as follows:

- A. Required conditions as stipulated by subsections A, B and C of Section 18.12.050;
- B. Conformance with the recycling and trash enclosure requirements set forth in Section 18.37.010.

CHAPTER 18.23 M-U (MIXED-USE) DISTRICT REGULATIONS

Sections:

18.23.010 Intention-Applicable regulations.

This class of district is intended to provide a mix of multi-family residential uses and space for local retail, consumer service businesses, and professional services necessary to serve primarily the town and its spheres of influence. Any parcel in an M-U district may be occupied by a principal use listed in Section 18.23.020 or, when authorized by the planning commission, by a conditional use listed in Section 18.23.030 together with uses accessory to such principal use or conditional use as specified in Section 18.23.040. Use of any parcel is subject to:

- A. Development standards set forth in Section 18.23.050;
- B. Design standards set forth in Section 18.23.060;
- C. The required conditions set forth in Section 18.23.070;
- D. The provisions governing accessory uses set forth in Chapter 18.42;
- E. The provisions regulating fences set forth in Chapter 18.43;
- F. The provisions regulating nonconforming uses set forth in Chapter 18.46;
- G. Yards, building bulk, and site design requirements set forth in Chapters 18.52 through 18.56;
- H. Special building setback lines set forth in Chapter 18.58; and
- I. The off-street parking requirements set forth in Chapter 18.60.

18.23.020 Principal uses permitted.

Principal uses permitted in the M-U district shall be as follows:

- A. Uses permitted by Section 18.36.010;
- B. Single-family dwellings,;
- C. Duplexes;
- D. Emergency shelters;
- E. Multi-family dwelling;
- F. Residential care facilities;
- G. Supportive housing;
- H. Transitional housing;
- I. Low barrier navigation centers;
- J. Publicly-owned parks, public schools, or other public buildings when located in conformance with the general plan;
- K. Temporary uses permitted by Section 18.36.030; and
- L. Any other use which is determined by the commission, as provided in Chapter 18.38, to be of the same character as the other uses permitted by this section.

18.23.030 Conditional uses permitted.

The uses listed in this section shall be permitted only when a conditional use permit is granted as provided in Chapter 18.72:

- A. Uses permitted by Section 18.36.020;
- B. Administrative-professional planned unit developments as regulated by Chapters 18.44 and 18.72, provided any such development conforms to the floor area limitations of Section 18.54.052;
- C. Administrative and professional offices that meet the domestic needs of the residents of the town and its spheres of influence or which provide services to other businesses or institutions in the town or its spheres of influence meeting domestic needs, provided any such establishment conforms to the floor area limitations of Section 18.54.052;
- D. Medical and dental clinics, provided any such clinic conforms to the floor area limitations of Section 18.54.052;
- E. Physical therapy and fitness training, provided any such use conforms to the floor area limitations of Section 18.54.052;
- F. Veterinary clinics, provided any such clinic conforms to the floor area limitations of Section 18.54.052;
- G. Real estate and insurance offices, provided any such office conforms to the floor area limitations of Section 18.54.052;
- H. Uses permitted by Section 18.20.030.G; and
- I. Any other use which is determined by the commission, as provided in Chapter 18.38, to be of the same character as other uses permitted by this section, provided that a use found to be of the same character as another use must meet the floor area limitations of that use as set forth in Section 18.54.052.

18.23.040 Accessory uses permitted.

Accessory uses permitted in the M-U zone shall be as follows:

- A. Accessory uses as permitted in Sections 18.36.040 and Chapter 18.42;
- B. Parking lot for passenger vehicles;
- C. Off-street loading spaces;
- D. Accessory uses permitted by subsections B, D, E, F, G, H, I, and J of Section 18.12.040; and
- E. Household pets permitted by town ordinances.

18.23.050 Development standards.

Table 18.23.060, Development Standards – Mixed-Use Zoning District, establishes the development standards for the Mixed-Use Zoning Districts. The numbers in each illustration refer to corresponding regulations in the table that follows.

Figure 18.23.050: Development Standards – Mixed-Use Zoning District

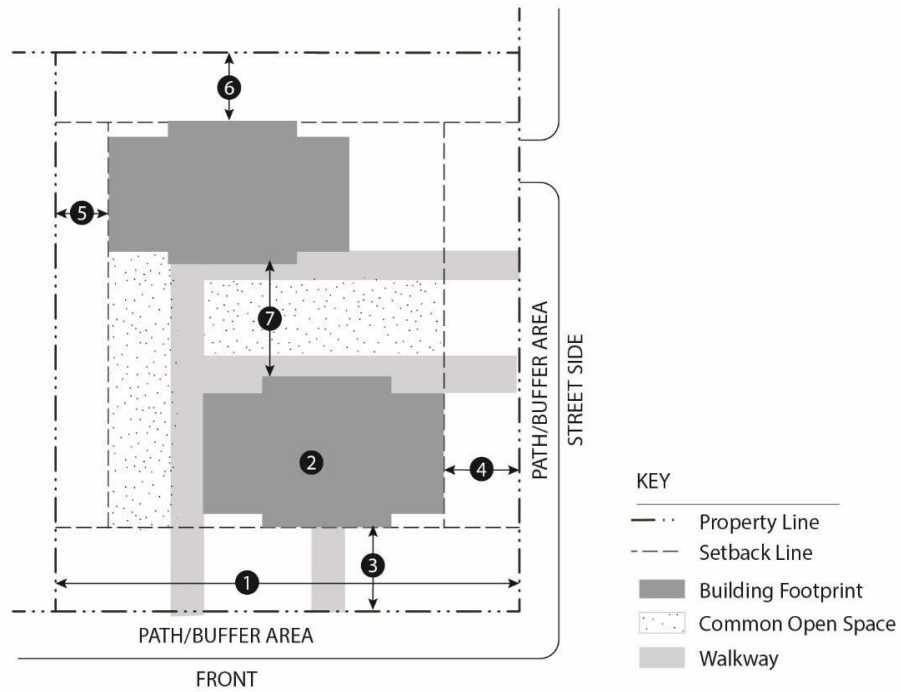


Table 18.23.050: Development Standards – Mixed-Use District

| <u>Standard</u> | <u>M-U^{1, 2}</u> | <u>Key</u> |
|--|---|------------|
| <u>Density/Intensity</u> | | |
| <u>Density</u> | <u>Min. 3 du/ac; max. 6 du/ac</u> | |
| <u>FAR, Residential Uses</u> | <u>Max. 0.28; does not apply within the Supportive Housing Overlay</u> | |
| <u>FAR, Non-residential Uses</u> | <u>Max. 0.22</u> | |
| <u>Lot Size</u> | | |
| <u>Area</u> | <u>Min. 1.0 acre¹</u> | |
| <u>Lot Width</u> | <u>Min. 120 ft</u> | 1 |
| <u>Coverage Area Ratio (CAR)</u> | <u>Max. 0.20; does not apply within the Supportive Housing Overlay</u> | |
| <u>Floor Area for Single Building (all floors)</u> | <u>Max. 7,500 sq ft; does not apply within the Supportive Housing Overlay</u> | 2 |
| <u>Unit size (excludes garage space)</u> | <u>Min. 300 sq ft, max. 3,000 sq ft; does not apply within the Supportive Housing Overlay</u> | |
| <u>Building Height</u> | | |

| | | |
|---|--|----------|
| <u>Principal Structure</u> | <u>Building height, max.: 34 ft;</u> <u>Building height vertical: 28 ft</u> | |
| <u>Accessory Structure (not including ADUs)</u> | <u>Building height, max.: 16 ft</u> | |
| <u>Setbacks</u> | | |
| <u>Front</u> | <u>75 ft along Alpine Road, See Chapter 18.58 – Special Setback Lines.</u> <u>30 ft along all other rights-of-way³</u> | <u>3</u> |
| <u>Street Side</u> | <u>Min. 30 ft along Nathhorst Ave., Min. 25 ft elsewhere</u> | <u>4</u> |
| <u>Interior Side</u> | <u>Min. 15 ft^{1, 2, 3}</u> | <u>5</u> |
| <u>Rear Setback</u> | <u>Min. 25 ft^{1,2}</u> | <u>6</u> |
| <u>Ephemeral Creek/Drainage Ditch Setback</u> | <u>As specified in an individualized Engineering Study approved by the Town Engineer, but in no case less than 10 ft.</u> | |
| <u>Building Separation</u> | <u>Min. 15 ft</u> | <u>7</u> |
| <u>Landscape Area Ratio (LAR)</u> | <u>Min 0.32; does not apply within the Supportive Housing Overlay</u> | |
| <u>Impervious Area Ratio (IAR)</u> | <u>Max. 0.48</u> | |
| <u>Parking Buffer</u> | <u>Min. landscaped buffer required between on-site parking and property line:</u> <u>Along Alpine Road within the scenic corridor: 15 ft</u> <u>Along all other street-facing frontages: 10 ft</u> | |

Notes:

1. Development standards for 4394 Alpine Road may vary as established by the Supportive Housing Overlay in the town of Portola Valley 2023-2031 Housing Element. See Housing Element Section 6, Adequate Sites for specific standards.
2. Development standards for 4370 Alpine Road are supplemented as set forth in the Town of Portola Valley 2023-2031 Housing Element. See Housing Element Section 6, Adequate Sites for any additional specific standards.
3. Units on 4370 Alpine Road fronting Nathhorst Avenue shall be limited to one story.

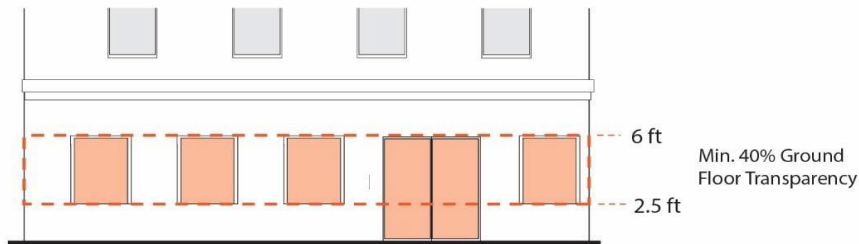
18.23.060 Design standards.

- A. Residential building design. The design standards of sections 18.15.060.A through G, with the exception of the daylight plane standards of Section 18.15.060.A, which are modified per 18.23.060.B, apply to the following:
 1. All residential buildings in the M-U district; and
 2. All upper-story portions of residential mixed-use buildings in the M-U district.
- B. Interior side daylight plane. The building envelope must fit within a plane which starts at the natural ground surface at the property line and increases in height at a ratio of two vertical units to one horizontal unit away from the property line.

C. Site design. The design standards of sections 18.15.060.H through K apply to all development in the M-U district.

D. Non-residential ground floor transparency. A minimum 40 percent of ground floor street-facing non-residential facades between 2.5 and six feet in height shall be transparent window surfaces with no more than a five percent tint. Mirrored windows are not allowed.

Figure 18.23.060.D: Ground Floor Transparency



4. Entry separation. Any shared or individual entrance to residential units must be a minimum of 12 horizontal feet from any entrances to non-residential uses.

18.23.070 Required conditions.

A. All non-residential uses and structures, other than accessory buildings, shall be subject to site plan and architectural approval by the architectural and site control commission as provided in Chapter 18.64.

B. Required conditions as stipulated by subsections A, B and C of Section 18.12.050;

C. Conformance with the requirements set forth in Section 18.37.010.

D. All uses shall be conducted within completely enclosed buildings except for:

1. Delivery of fuel, lubricants, and minor incidental servicing of vehicles at service stations;
2. Parking and loading spaces;
3. Outdoor dining areas;
4. Recreation facilities;
5. Public utility electric substations; and
6. Nurseries for propagation and sale of trees, plants, and shrubs.

E. Processing, packaging, treating, and the incidental storage related thereto shall be in the same line of merchandise or service as the retail or service business conducted on the premises. The gross floor area occupied by the business to be devoted to such activities shall not exceed 50 percent and there shall be no more than three employees engaged in such activities.

F. Amusement devices shall be permitted as accessory uses only when specifically set forth in an approved conditional use permit. Conditional use permits containing such accessory uses may be approved only for a specific applicant and such use permits are nontransferable.

G. During hours when an establishment is not open for business, only security lighting shall be allowed. Such lighting, both inside and outside, shall be of the minimum amount and the intensity to achieve its intended purpose.

H. The total net floor area devoted to office uses on any parcel shall not exceed fifteen percent of the net floor area of all uses on such parcel. When an application is for a conditional use permit, the planning commission may allow the net floor area devoted to office uses to be increased up to but not exceed fifty percent of the

total net floor area. An increase above fifteen percent may be authorized when the planning commission finds that the larger percentage will allow the development to be more compatible with the site conditions and surrounding the development that could otherwise be achieved and will not unduly jeopardize the space anticipated to be required for commercial uses in the town. "Net floor area" is defined in Section 18.54.050.

- I. Properties identified on the Flood Insurance Rate Maps shall comply with the provisions of Chapter 18.32.
- J. Properties with historic resources as identified in the historic element of the general plan shall comply with the provisions of Chapter 18.31.
- K. This zoning district permits one hundred percent residential projects with no commercial component. Any non-residential development shall include a residential component at the minimum density specified in Table 18.23.050.

CHAPTER 18.27 STANDARDS FOR SB 9 RESIDENTIAL DEVELOPMENT

Sections:

18.27.010 Purpose and intent.

The purpose of this chapter is to implement Senate Bill No. 9 (2021) ("SB 9") and to establish objective standards and regulations to govern the development of qualified Senate Bill 9 subdivisions and development projects on single family residential zoned properties within the Town of Portola Valley. The establishment of these regulations will result in the orderly subdivision and development of qualified SB 9 projects while ensuring that the new units are consistent with the rural character of the town and do not create any significant impacts with regards to fire and geologic safety, public infrastructure and public safety. This chapter shall be implemented and interpreted in conjunction with California Government Code Sections 65852.21 and 66411.7 and Chapter 17.13 (SB 9 Lot Splits).

(Ord. 2021-443 §5, 2021)

18.27.020 Applicability.

This chapter applies to all new residential development, including primary dwellings, SB 9 dwelling units, an ADU, or a JADU attached to the primary dwelling, that are developed under the provisions of SB 9 in the R-E, R-1, or M-R residential zones.

(Ord. 2021-443 §5, 2021)

18.27.030 Parcel eligibility for SB 9 development.

(a) To be eligible for streamlined development under this chapter, the parcel and proposed SB 9 development must comply with the eligibility requirements set forth in (a) through (r) of Section 17.13.020 (Parcel Eligibility for SB 9 Lot Split).

(b) If a parcel has been developed in accordance with the Opt-In program, that parcel is not eligible for SB 9 development.

(c) If a parcel has been developed in accordance with SB 9, it is no longer eligible for the Opt-in program.

(Ord. 2021-443 §5, 2021)

18.27.040 Application requirements.

(a) An applicant shall file an application for an SB 9 residential development on a town-approved application. As part of the application, the director of building and planning shall establish application requirements which shall be published on the town's website.

(b) Upon receipt of an application using the provisions of this chapter, the town shall notify all owners within a three-hundred-foot radius from the subject parcel that an application has been filed with the town.

(c) An applicant may file concurrent applications under this chapter and Chapter 17.14 (SB 9 lot splits).

(Ord. 2021-443 §5, 2021)

18.27.050 Number and size of units.

- (a) Number of Units. A lot developed under this chapter may contain no more than four total residential dwelling units. These units shall be limited to the following:
- (1) On a lot that is not split pursuant to California Government Code Section 66411.7 and Chapter 17.13 (SB 9 Lot Splits) and for which an existing primary residential dwelling unit is retained: one existing primary residential dwelling unit, one new primary residential dwelling unit, one accessory dwelling unit, and one junior accessory dwelling unit, for four units in total.
 - (2) On a lot that is not split pursuant to California Government Code Section 66411.7 and Chapter 17.13 (SB 9 Lot Splits) and for which an existing primary dwelling unit does not exist or is demolished or reconstructed: two new primary residential dwelling units, one accessory dwelling unit, and one junior accessory dwelling unit, for four units in total.
 - (3) On a resultant lot that was split pursuant to California Government Code Section 66411.7 and Chapter 17.13 (SB 9 Lot Splits): not more than two SB 9 units per lot for a total of four residential dwelling units on the two new lots. Such SB 9 units may consist of existing units, but in no event may the number of units exceed two units per lot for a maximum of four total. In lieu of two new primary residential dwelling units, an applicant may propose one new primary residential dwelling unit together with either a new accessory dwelling unit or a new junior accessory dwelling unit, provided that the applicant submits a written statement with the application for the housing development project indicating the applicant's understanding that providing the accessory dwelling unit or junior accessory dwelling unit will prevent the applicant from constructing a second primary residential dwelling unit in the future.

It is the intent of this provision that not more than four units may be constructed per original lot.

- (b) Floor Area. The maximum floor area of an SB 9 unit shall be:
- (1) Eight hundred and fifty square feet for SB 9 units with up to one bedroom or one thousand square feet for SB 9 units with more than one bedroom where the SB 9 unit does not comply with the setbacks of the base zoning district and special setbacks applicable to the parcel.
 - (2) Twelve hundred square feet for SB 9 units that comply with the setbacks of the base zoning district and special setbacks applicable to the parcel, on parcels smaller than 3.5 acres in size. The parcel owner utilizing this incentive shall record a deed restriction in a form approved by the town attorney stipulating that no further subdivision of the parcel is permitted.
 - (3) Fifteen hundred square feet for SB 9 units that comply with the setbacks of the base zoning district and special setbacks applicable to the parcel on resulting SB 9 parcels 3.5 acres or larger in size. The parcel owner utilizing this incentive shall record a deed restriction in a form approved by the town attorney stipulating that no further subdivision of the parcel is permitted.
 - (4) Any development or design standards that physically precludes an SB 9 dwelling unit from being eight hundred square feet in floor area shall be waived or modified by the planning and building director upon applicant's submittal of a feasibility study demonstrating that application of such standard does not allow for an eight hundred square foot SB 9 unit. This shall not include standards which would result in adverse impacts to public health or safety or the physical environment.
 - (5) Any applicant desiring to build more than the maximum size specified in this section shall be subject to the town's regular zoning and design review process.

(Ord. 2021-443 §5, 2021)

18.27.060 SB 9 Development Standards.

- (a) Adjusted Maximum Floor Area or AMFA. The maximum allowed floor area for a SB 9 parcel created under Chapter 17.13 shall be calculated as provided by this Zoning Code using the resulting parcel's size, slope, mapped ground movement potential, and mapped flooding potential. If there is an existing residential unit on a resulting parcel that exceeds the AMFA or if the calculated AMFA cannot accommodate two SB 9 units of eight hundred square feet each, the Director of Planning and Building may increase the AMFA for that parcel accordingly.
- (b) Front Yard Setback. Any new SB 9 dwelling unit shall comply with underlying front yard zoning code setback applicable to the parcel. However, no setback is required for a new SB 9 dwelling unit constructed in the same location as an existing structure on the parcel.
- (c) Side and Rear Setbacks. The minimum side and rear setback for any new SB 9 dwelling unit shall be four feet from the side and rear parcel lines. However, no setback is required for a new SB 9 dwelling unit constructed in the same location as an existing structure on the parcel.
- (d) Additional Restrictions for SB 9 Units not Complying with Local Setbacks.
 - (1) Fire Safety Checklist. Any new SB 9 dwelling unit which does not comply with the setbacks of the base zoning district governing the parcel shall comply with the Town of Portola Valley Fire Safety Checklist adopted by resolution of the town council on August 11, 2021, and as updated from time to time. The checklist shall contain requirements for SB 9 construction methods and materials, defensible space and vegetation management. Such checklist requirements shall be additive to other applicable building and safety requirements.
 - (2) Development Restrictions. Any new SB 9 dwelling unit that does not comply with the underlying local zoning setbacks governing the parcel is subject to the following additional restrictions: i) on sides of the structure within the required setback(s) there may be no exterior lighting, no egress windows or doors, and no portion of the windows and/or skylights shall be above nine feet in height ii) windows in required setbacks must consist of obscured glass to promote privacy between neighbors; iii) the SB 9 unit may not have a second driveway; iv) the SB 9 unit may not have any associated improvements/amenities such as a patio, deck, pool, fire pit, trellis, or sauna; v) no basement shall be permitted; vi) fire safe landscape screening must be planted and maintained to minimize the visual impact to the neighbors. These restrictions shall not apply to any new SB 9 dwelling unit which complies with the local zoning setbacks governing the parcel.
- (e) Height. The maximum height for any type of SB 9 unit shall be:
 - (1) Sixteen feet vertical height and sixteen feet maximum height for a SB 9 unit where the setbacks are less than those of the base zoning district.
 - (2) Eighteen feet vertical height and twenty-four feet maximum height where the setbacks comply with those of the base zoning district. This includes daylight planes, where applicable.
- (f) Parking. One off-street parking space is required for each SB 9 unit, except that no parking requirement is required in either of the following instances:
 - (1) The parcel is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop, as defined in Section 21064.3 of the Public Resources Code.
 - (2) There is a car share vehicle located within one block of the parcel.
- (g) Driveway Access. Driveway access to all new units shall be compliant with the Woodside Fire Protection District standard details and specifications for driveways and turnarounds.
- (h) Basements. Space which meets the definition of a basement (Section 18.04.065) shall not be included in AMFA calculations. However, basements shall be included in floor area maximums set forth in Section

18.27.050(b). Basements located under an SB 9 unit that do not have internal access to the SB 9 unit are discouraged and shall be counted towards AMFA calculations.

- (i) Other Development Standards. All objective standards of the underlying zoning district shall apply. If such zoning district standards conflict with the standards in this chapter, the standards in this chapter shall control.
- (j) Utilities.
 - (1) All newly created dwelling units shall be connected to public sewer or provide a private wastewater system that is fully contained within the parcel boundaries.
 - (2) Utilities shall be required to be placed underground, as described in Section 18.36.010.B of the Code.
- (k) Rental Restrictions.
 - (1) Any rental of a SB 9 dwelling unit shall be for a term longer than thirty days.
 - (2) An SB 9 dwelling unit may be rented separately from the primary dwelling unit.
- (l) Land Use. Land uses of any units created under this chapter are limited to residential uses.
- (m) Impact Fees. Development projects pursuant to this section shall be subject to all impact or development fees related to the development of a new dwelling unit.

(Ord. 2021-443 §5, 2021)

18.27.070 Objective building and design requirements for all SB 9 dwelling [units](#).

All SB 9 dwelling units shall be reviewed and approved without discretionary review or a hearing. Any new SB 9 unit shall comply with the following objective requirements:

- (a) SB 9 units 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 marshal.
- (b) SB 9 units must comply with the town's home hardening ordinance codified in Chapter 15.04 of the Code.
- (c) SB 9 units must comply with the town's SB 9 objective standards checklist as adopted by resolution by the town council and amended from time to time.

(Ord. 2021-443 §5, 2021)

18.27.080 Permit review process.

- (a) Upon receipt of a SB 9 residential development application using the provisions of this chapter, the town shall notify all owners within a three-hundred-foot radius from the subject parcel that an application has been filed with the town.
- (b) All applications for SB 9 residential development shall be ministerially acted on by the planning and building director or designee without public hearings or discretionary review.
- (c) If the application complies with all applicable objective requirements, the planning and building director shall approve the application.
- (d) An application for an SB 9 lot split may be denied if:
 - (1) The planning and building director determines the application does not comply with all applicable objective requirements.
 - (2) The building official makes written findings, based upon a preponderance of the evidence, that the proposed project would have a specific, adverse impact, as defined in California Government Code

Section 65589.5(d)(2), upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

(Ord. 2021-443 §5, 2021)

18.27.090 Director authority.

The director of building and planning shall have the authority to develop applications and forms and adopt regulations to implement this chapter.

(Ord. 2021-443 §5, 2021)

18.27.100 Fees.

The town council may establish and set by resolution all fees and charges, consistent with California Government Code Sections 65852.2 and 65852.22, and related provisions, as may be necessary to effectuate the purpose of this article.

(Ord. 2021-443 §5, 2021)

CHAPTER 18.29 AFFILIATED HOUSING (AH) COMBINING DISTRICT REGULATIONS

Sections:

18.29.010 Purpose and intent.

The purpose of the Affiliated Housing (AH) combining district is to:

- A. Establish incentives for institutions and employers (affiliate partners) to build workforce housing;
- B. Provide flexibility to affiliate partners to address site constraints and meet housing needs.
- C. Encourage private sector development of multi-family housing at mixed affordability levels; and
- D. Encourage people with strong connections to the community to live and work in town.

18.29.020 Applicability.

- A. The provisions of this chapter shall apply to parcels identified as part of the AH combining district on the Zoning Map on file with the town.
- B. Any owner of a parcel used primarily for employment or an institution is eligible to apply for the AH combining district designation in accordance with Section 18.29.030.

18.29.030 Action by Council.

Action by the Council for inclusion of a parcel in the Affiliated Housing (AH) combining district shall be in accordance with Chapter 18.74.

18.29.040 Conditional use permit review and approval.

- A. A Conditional use permit is required for all Affiliated Housing (AH) projects in accordance with Chapter 18.72.
- B. Application. Application requirements shall be established by the Planning and Building Director and made available on the town website.
- C. Findings. Required findings for approval of a conditional use permit are as follows:
 - 1. The proposed location of the affiliated housing project is in accord with the objectives of the Zoning Regulations, including objective design standards, and the purposes of the district in which the site is located;
 - 2. The proposed location of the affiliated housing project and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity; and
 - 3. The proposed affiliated housing project will comply with each of the applicable provisions of this chapter.
- D. Review. Affiliated Housing projects shall be reviewed by the planning commission consistent with the processes provided in Chapter 18.72 and by the Architectural and Site Control Commission consistent with the processes provided in Chapter 18.64. The applicant shall have the option of applying to the planning commission for a master plan conditional use permit that allows projects and improvements to be phased over time. The Architectural and Site Control Commission may review the Affiliated Housing project either before the planning commission's review of the conditional use permit, or after the Planning Commission has approved the conditional use permit, as determined by the Planning and Building Director.

18.29.050 Required conditions—housing units.

Housing units shall be offered first to employees of an affiliated institution or employer. If the affiliated institution or employer is unable to fill the housing units with current employees, the units may be offered to other households with a preference for people that work in the Town of Portola Valley.

18.29.060 Required conditions—development standards.

- A. Residential Density. The development potential of the following Affiliated Housing (AH) sites is as follows, subject to approval by the planning commission:
 - 1. Sequoias: Up to 23 units, as described in the Housing Element.
 - 2. Christ Church: Up to 6 units, as described in the Housing Element.
- B. If new Affiliated Housing parcels are established in accordance with Chapter 18.74, the density shall be established by the town council upon recommendation by the planning commission. The number of affordable units will be considered when establishing the density with a preference for more units affordable to lower income households.
- C. Development Standards. The development standards for parcels within the AH combining district are as follows:
 - 1. For sites with a density of up to 6 du/ac, the development standards of the R-MF-4 as established in Section 18.15.050 apply.
 - 2. For sites with a density greater than 6 du/ac, the development standards of the R-MF-23 as established in Section 18.15.050 apply.
- D. Design Standards. The design standards of Section 18.15.060 shall apply to all Affiliated Housing sites.
- E. Parking. The planning commission may approve a reduction in otherwise required parking proposed for an Affiliated Housing site with the conditional use permit.

CHAPTER 18.40 SIGNS

Sections:

18.40.010 Purpose.

The purposes of this chapter shall be as follows:

- A. To authorize and regulate identification and directional signs accessory to uses permitted by the zoning ordinance;
- B. To maintain and improve the visual qualities of the town;
- C. To minimize hazards to motorists and pedestrians on public roads.

(Ord. 1967-80 § 1 (6304.1), 1967)

18.40.020 Compliance with regulations.

All signs shall comply with the regulations of this chapter in addition to such other requirements as may be imposed in connection with the granting of a variance or conditional use permit or as may be required by other ordinances of the town.

(Ord. 1967-80 § 1 (6304), 1967)

18.40.030 Permitted signs—All districts.

Signs permitted in all districts shall be as follows:

- A. Trespass and warning signs and signals;
- B. Highway and traffic markers and street name signs;
- C. Signs used by public utilities for the safety, welfare, or convenience of the public;
- D. The following public notices:
 - 1. Official notices issued by any court or public body or officer,
 - 2. Notices posted by any public officer in performance of a public duty or by any person in giving any legal notice;
- E. One sign of ten square feet maximum size may be placed on each commercial or institutional construction project and shall be removed upon completion of the project;
- F. Construction signs may be placed on residential construction projects provided the total area of signs on any one residential construction project does not exceed ten square feet and provided the signs are removed upon completion or sale of the house.
- G. One real estate sign not exceeding four square feet in area may be placed on each piece of property that is for sale;
- H. Personal name plates not exceeding one square foot in area;
- I. Commemorative symbols, memorial plaques, and historical tablets, placed by historical societies;
- J. Flags, emblems, insignias, and posters of any nation, state, international organization, political subdivision or other governmental agency; and unilluminated, nonverbal religious symbols attached to a building which is a place of religious worship;

- K. Signs designating entrances, exits or conditions of use of parking areas provided no single sign shall exceed eight square feet in area;
- L. Roadside signs for special local events by community or nonprofit organizations limited to periods not exceeding two weeks;
- M. Directional signs for public or semi-public uses.

(Ord. 1967-80 § 1 (6304.2 (A)), 1967)

18.40.040 Permitted signs—C-C, A-P and O-A districts.

Signs permitted in C-C, A-P and O-A districts shall be as follows:

- A. Each business, profession, or service is allowed on the same parcel with the establishment two permanent identification signs which direct attention exclusively to that business, profession or service and the goods or services offered.
- B. The maximum total size of permanent identification signs shall be one-half square foot of sign area per one lineal foot of the building frontage, or twenty-four square feet maximum for the two signs combined.
- C. Each business may have one additional sign of one square foot maximum size to describe hours of operation.
- D. A sign relating to a group of establishments, as in a shopping center, may be up to fifty percent greater than the allowed area for a single business, profession or service.
- E. A sign shall not face the side line of any adjoining lot in any R district when such sign is within twenty-five feet of the side line.

(Ord. 1976-149 § 3, 1976: Ord. 1967-80 § 1 (6304.2 (B)), 1967)

18.40.041 Motor vehicle fuel price signs.

The following shall pertain to control of motor vehicle fuel price signs:

- A. The scenic corridor areas comprised of all properties abutting Portola Road, along its entire length, and Alpine Road, along its entire length, are hereby made exempt from the provisions of Section 13531 of the California Business and Professions Code. If, however, fuel price information is included on a sign, then the area for fuel price information may be excluded from the sign area limitations of this chapter; provided, however, that the fuel price information area shall not exceed the minimum standards for such signage provided for in the California Business and Professions Code.
- B. The planning commission shall have the power to establish, as a condition of the use permit for any facility that sells motor fuel to be located in areas identified in subsection A., above, appropriate requirements concerning motor vehicle fuel price signs to be viewed from the adjacent roadway.
- C. All signs containing fuel price information shall be subject to review and approval by the architectural and site control commission either pursuant to a condition of a use permit established by the planning commission or the sign permit requirements of this chapter. In considering any fuel pricing sign proposal, the architectural and site control commission is hereby authorized to reduce the permitted area for other non-fuel price signage below the area limits of this chapter if it finds such a reduction is appropriate to achieve the purposes and objectives of this chapter. The architectural and site control commission is also hereby authorized to require stricter limitations for fuel price sign area if it determines smaller characters than the minimum provided for in the California Business and Professions Code can reasonably be viewed from the adjacent roadway.

(Ord. 2009-379 § 2, 2009)

18.40.050 General requirements.

- A. All signs must be appropriate for a rural environment, must harmonize with their surroundings in design and color, and be continually maintained to ensure an attractive appearance.
- B. No signs shall flash, move or change light intensity.
- C. No freestanding signs shall exceed sixteen feet in height.
- D. No sign attached to a structure shall exceed the height of the peak of the roof.
- E. Every sign shall be constructed and maintained to meet legally required clearances from communication and electrical facilities, including but not limited to clearances specified in General Order 95 of the Public Utilities Commission of the state of California.
- F. All temporary signs, excluding displays inside buildings which are visible from outside, must be placed in specific approved sign display locations. These locations shall have a maximum area of one-half the allowable permanent sign area and must be approved by the architectural and site control commission. All temporary signs must be dated and those remaining longer than two months shall constitute a violation of the provisions of this title.
- G. No sign other than a temporary directional or warning sign shall be placed in the public right-of-way without first securing an encroachment permit.
- H. All signs shall comply with applicable provisions of the building code.
- I. No internally illuminated sign shall exceed one square foot in area.
- J. No free standing sign shall be internally illuminated.
- K. No internally illuminated sign shall be placed perpendicular to a public road from which it is visible.
- L. Illuminated signs shall be illuminated with no more than the minimum intensity necessary to permit the public to discern their information.
- M. No sign shall be illuminated outside the hours of operation of the facility to which it is accessory.
- N. In the meaning of this section, "illuminated" includes reflectorized.
- O. No illuminated overhanging signs visible from outside the premises shall be permitted.

(Ord. 1976-149 § 4, 1976: Ord. 1967-80 § 1 (6304 3), 1967)

18.40.060 Nonconforming signs—Removal.

- A. All temporary nonconforming signs must be removed within two months.
- B. All permanent nonconforming signs must be removed or brought into conformance with this title within two years.

(Ord. 1967-80 § 1 (6304.4), 1967)

18.40.070 Application for sign permit—Determination—Appeal.

The design and placement of all signs, except those enumerated in subsections A through J of Section 18.40.030, must be submitted to the architectural and site control commission for approval prior to the installation, construction or erection of any such signs. The applicant, or any interested property owner, aggrieved by a determination of the architectural and site control commission, may appeal to the board of adjustment within ten days from the date of such determination in accordance with the provisions of Chapter 18.66.

(Ord. 1967-80 § 1 (6304.5), 1967)

18.40.080 Violation—Notification—Penalty.

Violators of the provisions of this chapter shall be notified of such violation by the architectural and site control commission, in writing, which notification shall state the time within which any unauthorized or illegal sign shall be removed, which may be within seven days. In the event such signs are not removed within the time fixed in the written notice, the violator shall be subject to the penalties provided in this title.

(Ord. 1967-80 § 1 (6304.6), 1967)

CHAPTER 18.60 OFF-STREET PARKING

Sections:

18.60.010 Off-street parking spaces required.

Except as permitted in this chapter, at the time of the erection of any main building or structure, at the time any main building or structure is enlarged or increased in capacity, or at the time a main building or structure is put to a different use, there shall be provided and maintained in all districts, off-street parking spaces for automobiles in accordance with the schedule set forth in Section 18.60.110.

(Ord. 1967-80 § 1 (6210), 1967)

18.60.020 Dimensions and access.

- A. Required parking for dwellings. Each parking space in a garage or carport shall be at least ten feet by twenty feet. Guest parking spaces shall meet the requirements set forth in subsection B. of this section. There shall be adequate provision for ingress and egress to all parking spaces. Unobstructed vehicular access shall be provided to each parking space.
- B. Required parking for uses other than dwellings. The minimum dimensions permitted shall be as shown on Table 4.

TABLE 4—PARKING LOT DIMENSIONS

Width of stall.....9'

Length of stall.....18'*

Width of aisle.....25'

*Up to two feet of overhang may be deducted from required stall length if the overhang does not interfere with planting, walks or other site features and is approved by the architectural and site control commission.

The foregoing standards are for ninety-degree parking and an aisle for two-way traffic. Parking at other angles shall provide for similar geometric standards as approved by the town engineer. (Ord. 1987-223 § 1, 1987; Ord. 1979-166 § 16 (part), 1979; Ord. 1967-80 § 1 (6210.1 (A)), 1967)

18.60.030 Location and type.

Off-street parking facilities shall be located as specified in this section. Where a distance is specified, the distance shall be the walking distance measured from the nearest point of the parking facility to the nearest entrance of the building that the facility is required to serve.

- A. In residential districts, required parking facilities, except required guest parking spaces, shall be in a carport or garage and all spaces shall be located on the same parcel or building site as the buildings they are required to serve unless otherwise authorized by conditional use permit, [otherwise regulated by the Opt-in Housing Diversification Program established by the Portola Valley Housing Element](#).
- B. For uses in other districts, parking spaces may be located on separate sites provided they are not over two hundred fifty feet from the buildings they are required to serve.
- C. When the required off-street parking facilities are not situated on the same parcel as the use they are required to serve, there shall be recorded a covenant as required for joint use under paragraph D (3) of Section 18.60.070.

- D. In R-1/7.5M, 15M and 20M zoning districts, where the ASCC finds there is no reasonable location for a second required covered parking space that would have direct unobstructed vehicular access, such required parking space may be uncovered and/or in tandem, provided that in the case of an uncovered space, two hundred square feet shall be considered as floor area for purposes of determining compliance with the floor area limitations on a parcel. On parcels of twenty thousand square feet or less, an uncovered parking space may occupy required yard areas upon approval by the ASCC and after notification to affected neighbors.

(Ord. 1967-80 § 1 (6210.1 (B)), 1967; Ord. 2001-338 § 7 (part), 2001)

18.60.040 Determination of parking facility requirements—Units of measurement.

- A. For the purpose of this section, "floor area" shall mean the gross floor area in the building other than floor space designated and used exclusively for parking and loading spaces, building service and maintenance, or storage of equipment and furnishings belonging to the occupants of the building but not in current use.

~~B. In indoor or outdoor places of assembly in which patrons or spectators occupy benches, pews, or other similar seating facilities, each twenty inches of such seating facility shall be counted as one seat for the purpose of determining requirements for off-street parking facilities.~~

- ~~BC.~~ When units of measurements determining number of required parking spaces result in requirement of a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.

(Ord. 1967-80 § 1 (6210.1 (C)), 1967)

18.60.050 Determination of parking facility requirements—Changes in use—Additions and enlargement.

Whenever on any parcel there is a change in use, or increase in floor area, or in the number of employees or other unit of measurement specified in this chapter to indicate the number of required off-street parking spaces and such change or increase creates a need for an increase of more than ten percent in the number of off-street parking spaces, as determined by the tables in this chapter, additional off-street parking spaces shall be provided on the basis of the increased requirements of the new use, or on the basis of the total increase in floor area, or in the number of employees, or in other unit of measurement. The effects of additions, enlargements, and changes in use subsequent to July 18, 1967, shall be cumulative in regard to off-street parking requirements.

(Ord. 1967-80 § 1 (6210.1 (D)), 1967)

18.60.060 Determination of parking facility requirements—Mixed occupancies and uses not specified.

In the case of a use not specifically mentioned in Section 18.60.110, the requirements for off-street parking facilities for a use which is so mentioned and to which the use is similar, shall apply as determined by the planning commission. In the case of mixed uses, the total requirements for off-street parking facilities shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for one use shall not be considered as providing required parking facilities for any other use except as specified in Section 18.60.070 for joint use.

(Ord. 1967-80 § 1 (6210.1 (E)), 1967)

18.60.070 Joint use.

The planning commission may, upon application by the owner or lessee of any property, authorize the joint use of parking facilities by the following uses or activities under the conditions specified in this section:

- A. Up to fifty percent of the parking facilities required by this section for a use considered to be primarily a daytime use may be provided by the parking facilities of a church or any auditorium incidental to a public or parochial school or of a use considered to be primarily a nighttime use; up to fifty percent of the parking facilities required by this section for a use considered to be primarily a nighttime use may be provided by the parking facilities of a use considered to be primarily a daytime use, provided such reciprocal parking area shall be subject to conditions set forth in subsection D of this section.
- B. Up to one hundred percent of the parking facilities required by this section for a church or for an auditorium incidental to a public or parochial school may be supplied by parking facilities of a use considered to be primarily a daytime use, provided such reciprocal parking area shall be subject to conditions set forth in subsection D of this section.
- C. The following uses are typical daytime uses: banks, business offices, retail stores, personal service shops, clothing or shoe repair or service shops, and similar uses. The following uses are typical of nighttime uses: bars, and auditoriums other than those incidental to a public or parochial school or churches.
- D. Conditions required for joint use shall be as follows:
 - 1. The structure or use for which application is being made for authority to utilize the existing off-street parking facilities provided by another structure or use shall be located within two hundred fifty feet of such parking facility.
 - 2. The applicant shall show that there is no substantial conflict in the principal operating hours of the building or uses for which the joint use of off-street parking facilities is proposed.
 - 3. If the building, structure, or improvement requiring parking space is in one ownership and the required parking space provided in another ownership, partially or wholly, there shall be a recording in the office of the county recorder, of a covenant by such owner or owners for the benefit of the town in the form first approved by said town that such owner or owners will continue to maintain such parking space so long as the building, structure, or improvement is maintained within the town. The covenant required in this paragraph shall stipulate that the title to and right to use the parcel or parcels upon which the parking space is to be provided will be subservient to the title to the premises upon which the building is to be erected, and that it is warranted that the parcel or parcels are not and will not be made subject to any other covenant or contract for use without prior written consent of the town.

(Ord. 1967-80 § 1 (6210.1 (F)), 1967)

18.60.080 Common facilities.

Common parking facilities may be provided in lieu of the individual requirements contained in this chapter, but such facilities shall be approved by the planning commission as to size, shape, and relationship to sites to be served, provided the total of such off-street parking spaces, when used together, shall not be less than the sum of the various uses computed separately, taking into consideration allowable reductions for joint use as set forth in Section 18.60.070. When any such common facility is to occupy a site of five thousand square feet or more, then the parking requirements as specified in this chapter for each of two or more participating buildings or uses may be reduced not more than fifteen percent upon approval of development plans by the planning commission in the manner prescribed for a conditional use permit as set forth in Chapter 18.72, provided such area saved be preserved as open space in addition to other open spaces required by this title. In any case, where common parking facilities are to be provided, there shall be a covenant recorded in a form first approved by the town covering the matters set forth under paragraph D (3) of Section 18.60.070.

(Ord. 1979-166 § 16 (part), 1979; Ord. 1967-80 § 1 (6210.1 (G)), 1967)

18.60.090 Parking area plans—Submission to building inspector—Review.

The plan of the proposed parking area shall be submitted to the building inspector at the time of the application for the building permit for the structure to which the parking area is accessory. The plans shall clearly indicate the proposed development, including location, size, shape, design, curb, cuts, lighting, landscaping, and other features and appurtenances of the proposed parking lot. All plans shall be reviewed by the town planner prior to approval.

(Ord. 1967-80 § 1 (6210.1 (H)), 1967)

18.60.100 Exemption from parking space requirements.

- A. Nothing in this title shall be construed as requiring the provision of additional parking spaces for any structure legally existing August 17, 1967, except as provided in Section 18.60.050 or as may be required in the authorization of any conditional use permit or variance.
- B. The provisions of this title which require the provision of off-street parking spaces in connection with the use of property for commercial purposes may be reduced or eliminated by resolution of the council for any parcel of property which is located within any parking district hereafter formed and existing under the provisions of any parking district act approved by the council.

(Ord. 1967-80 § 1 (6210.2), 1967)

18.60.110 Schedule of required off-street parking spaces.

Except as otherwise provided in this chapter, the minimum number of off-street parking spaces required shall be as set forth in Table 5. More parking spaces may be required as a condition of any conditional use permit when the planning commission finds that the characteristics of the particular use require more parking. For uses not listed, the number of spaces required shall be stipulated by the planning commission.

TABLE 5

| Use | Parking Spaces Required |
|--|--|
| Single-family dwellings -Dwellings | 1 for each dwelling having 0 or 1 bedroom, or 2 for each dwelling having 2 or more bedrooms, plus 2 guest parking spaces in residential density districts requiring 1 acre or more of land per dwelling unit |
| Multi-family dwellings and Duplexes | 1 for each dwelling having 0 or 1 bedroom, or 2 for each dwelling having 2 or more bedrooms. Guest parking shall be provided in the amount of 1 space for every 3 units or fraction thereof. |
| Accessory dwelling units | See Section 18.36.040.B, Accessory Dwelling Units and Junior Accessory Dwelling Units |
| SB 9 units | See Section 18.27.060, SB 9 Development Standards |
| Residential development applying under State Density Bonus Law | See California Government Code Sections 65915 – 65918 |
| | |

| | |
|---|--|
| Supportive housing and Transitional housing | None |
| Convalescent homes | 1 for each 5 beds |
| Churches | 1 for each 5 seats in the main worship unit |
| Elementary schools | 1 for each classroom, plus 1 for each 100 square feet in the auditorium or any space used for assembly |
| Emergency shelters | 1 for each staff member working in the emergency shelter |
| Retail stores | 1 for each 150 square feet of floor area |
| Medical or dental clinics | 5 spaces for each doctor or dentist |
| Banks, business, or professional offices | 1 for each 200 square feet of floor area |
| Establishments for the sale and consumption on the premises of alcoholic beverages, food, or refreshments | 1 for each 2.5 seats or stools |
| Places of assembly with fixed seats other than those enumerated above (includes places of worship) | 1 for each 35 seats. In indoor or outdoor places of assembly in which patrons or spectators occupy benches, pews, or other similar seating facilities, each twenty inches of such seating facility shall be counted as one seat for the purpose of determining requirements for off-street parking facilities. |
| Places of assembly without fixed seats other than enumerated above | 1 for each 50 square feet of floor area used for assembly |
| Retirement homes | 1 for each apartment, double room, or family unit |

(Ord. 1979-166 § 16 (part), 1979; Ord. 1967-80 § 1 (6210.4), 1967)

18.60.120 Improvement and maintenance of parking area.

On all parcels, except those used for single-family dwellings, public or private parking facilities having a capacity for three or more vehicles shall be developed and maintained in the following manner:

- A. Surface and Slope of Parking Area. Off-street parking areas shall be paved or otherwise surfaced and maintained so as to eliminate dust or mud and shall be so graded and drained as to dispose of all surface water. In no case shall such drainage be allowed across walks. Maximum slope of parking areas shall be five percent.
- B. Border Barricades, Screening and Landscaping.
 - 1. Every parking area that is not separated by a fence from any street upon which it abuts shall be provided with a suitable concrete curb or barrier not less than six inches in height. Except for entrance and exit driveways, such curb or barrier shall be continuous and shall be located not less than two feet

from such street parcel lines, and such curb or barriers shall be securely installed and properly maintained.

2. Every parking area abutting property located in one of the R districts shall be separated from such property by a ~~solid wall~~, view-obscuring fence, or planting screen at least six feet in height measured from the grade of the finished surface of such parking lot closest to the contiguous R district property.
 3. Parking lots shall have a configuration and sufficient planting ~~islands~~ to accomplish a well-landscaped appearance and shading while avoiding ~~large unpleasant~~ expanses of paving.
- C. Entrances and Exits. The location and design of all entrances and exits shall be subject to the approval of the town engineer and town traffic committee.
- D. Temporary Landscaping of Extra Spaces. When demonstrated to the satisfaction of the planning commission that not all required parking spaces will be needed for a conditionally permitted use during initial phases of a development, the commission may permit temporary landscaping of such extra spaces provided:
1. The applicant will be bound to develop such spaces for parking when deemed necessary by the planning commission; and,
 2. That such spaces shall not be counted as satisfying required open space or landscaping provisions of this title.

(Ord. 1979-166 § 16 (part), 1979; Ord. 1976-149 § 1, 1976; Ord. 1967-80 § 1 (6210.5), 1967)

18.60.130 Parking areas in R, R-MF, and M-U districts.

Every parking area in an R, R-MF, or M-U district shall be governed by the following provisions in addition to those required by Section 18.60.120:

- A. Such parking area shall be incidental to and accessory to a use permitted in the district in which the property is located;
- B. Such parking area shall be so located that its boundary abuts the site of the establishment to which it is accessory unless otherwise permitted by a conditional use permit as provided by Chapter 18.72;
- C. Such parking area shall be used solely for the parking of private passenger vehicles;
- D. Signs as provided for in Chapter 18.40;
- E. When authorized by conditional use permit, as provided by Chapter 18.72, tandem parking, the parking of two vehicles so that one is behind the other, may be permitted; and
- F. Where parking areas provide parking for both residential and non-residential uses, residential parking spaces shall be dedicated to the residential units.

(Ord. 1967-80 § 1 (6210.6), 1967)

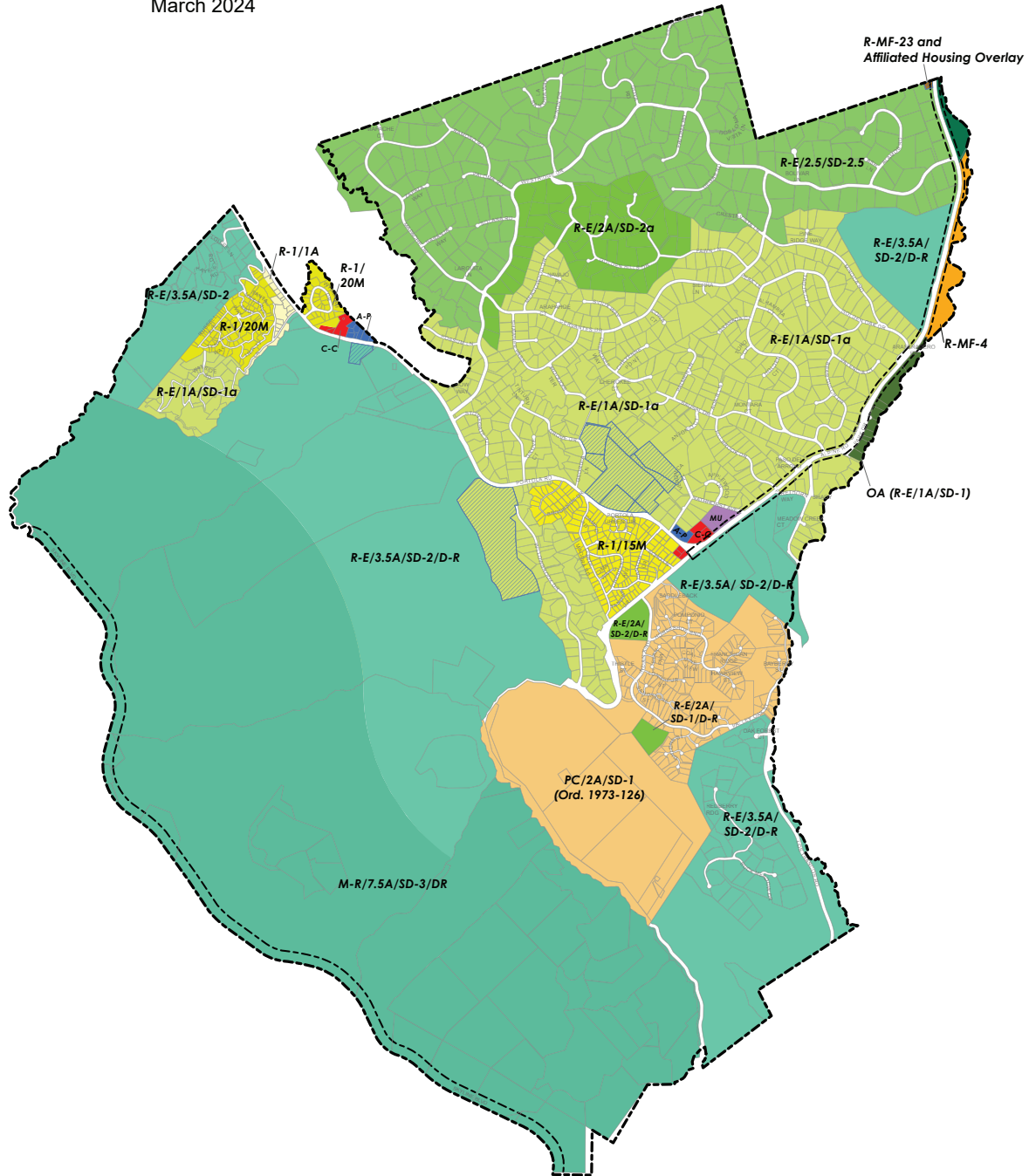
18.60.140 Required bicycle parking.

- A. Short-Term Bicycle Parking. Short-term secure bicycle parking shall be provided to serve shoppers, customers, messengers, guests, and other visitors to a site who generally stay for a period of four hours or less.
 1. Bicycle Parking Spaces Required. For the following uses, the number of short-term secure bicycle parking spaces shall be ten percent of the parking spaces required in Table 5 of Section 18.60.110, Schedule of Required Off-Street Parking Spaces, with a minimum of four secure bicycle parking spaces provided per use.

- a. Multi-family dwellings;
 - b. All public uses; and
 - c. All commercial uses, except automobile/vehicle sales and services.
2. Location.
- a. Short-term secure bicycle parking shall be located outside of pedestrian walkways, and within one hundred feet of the main entrance to the building it serves.
 - b. Short-term secure bicycle parking shall be located outside of the public right-of-way except as allowed through an encroachment permit.
 - c. Where the secure bicycle parking area is not visible from the main entrance of the buildings, signs located at the main entrance of the building shall identify the location of bicycle parking.
3. Anchoring and Security. For each short-term bicycle parking space required, a stationary, securely anchored bicycle rack shall be provided to which a bicycle frame and one wheel (two points of contact) can be secured with a high-security U-shaped shackle lock if both wheels are left on the bicycle. One such bicycle rack may serve multiple bicycle parking spaces.
4. Size and Accessibility. Each short-term bicycle parking space shall be a minimum of two feet in width and six feet in length and shall be accessible without moving other bicycles. Two feet of clearance shall be provided between bicycle parking spaces and adjacent walls, poles, landscaping, street furniture, drive aisles, and pedestrian walkways. Five feet of clearance shall be provided from vehicle parking spaces.

TOWN OF PORTOLA VALLEY DRAFT ZONING MAP

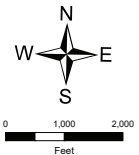
March 2024



| Ordinance No. | Date | Ordinance No. | Date |
|---------------|------------|---------------|-----------|
| 1967-80 | 7/12/1967 | 1983-247 | 7/20/1983 |
| 1969-97 | 9/24/1969 | 1989-246 | 9/22/1989 |
| 1973-119 | 2/14/1973 | 1990-251 | 4/11/1990 |
| 1973-126 | 1/9/1974 | 1990-253 | 7/11/1990 |
| 1976-147 | 10/13/1976 | 1995-283 | 4/21/1995 |
| 1979-171 | 4/11/1979 | 1996-287 | 4/10/1996 |
| 1981-181 | 3/11/1981 | 1998-305 | 1/14/1998 |
| 1981-182 | 4/8/1981 | 2003-347 | 2/26/2003 |

Legend

- A-P, Administrative-professional
- R-E/1A/SD-1a, Residential Estate 1 acre
- R-MF-4, Multi-family Residential 4 du/ac
- C-C, Community Commercial
- R-E/2A/SD-1/D-R, Residential Estate 2 acres
- R-MF-23, Multi-family Residential 23 du/ac
- O-A (R-E/2A/SD-2), Open Area 2 acres
- R-E/2A/SD-2/D-R, Residential Estate 2 acres
- MU, Mixed-Use 6 du/ac
- O-A (R-E/1A/SD-1), Open Area 1 acre
- R-E/2.5/SD-2.5, Residential Estate 2.5 acres
- Affiliated Housing Overlay
- PC/2A/SD-1, Planned Community 2 acres
- R-E/3.5A/SD-2, Residential Estate 3.5 acres
- Parcels
- R-1/15M, Single-family Residential 15,000 sq. ft.
- R-E/3.5A/SD-2/D-R, Residential Estate 3.5 acres
- Town Limit
- R-1/1A, Single-family Residential 1 acre
- M-R/7.5A/SD-3/DR, Residential Estate 3.5 acres
- Special Building Setback Lines
- R-1/20M, Single-family Residential 20,000 sq. ft.



MEMO

To: Adrienne Smith, Town of Portola Valley
From: Lisa Wise Consulting, Inc. (LWC)
Date: May 16, 2024
Subject: DRAFT Portola Valley Revised Zoning Amendments – revised Findings and Recommendations

This Memo documents LWC's findings resulting from testing the 042524 Revised Zoning Amendments. The testing described here is limited to the basic development standards required to implement the Town's 6th Cycle Housing Element.

The revised standards that are tested in this Memo reflect the latest direction received from the Architectural & Site Control Commission, Planning Commission, and the ASCC/PC subcommittee. This includes the specific direction provided by the Planning Commission at its May 1, 2024 meeting.

Below is a summary of our findings on constraints and potential issues and recommendations for addressing these issues for each proposed zone.

R-MF-4 Findings and Recommendations

FAR/CAR/LAR/IAR. As noted previously, there is a need to state directly in the Zoning Code that the site area for the Glen Oaks Housing Site be considered to be 4.0 acres (as established in the Housing Element). We also recommend stating that the FAR, CAR, LAR, and IAR be based on that site area of 4.0 acres.

Recommendation: To clarify how the zoning standards apply on the Glen Oaks Housing Site, LWC recommends adding this footnote to Table 18.15.050: *In accordance with the 2023-2031 Housing Element and based on preliminary site analysis described in the Housing Element, the estimated developable area of the Glen Oaks Housing Site is 4.0 acres. The density, FAR, CAR, LAR, and IAR are anticipated to be calculated based on the developable area. (This modification was included in the instructions received at the 5/1/24 Planning Commission meeting and is included in the revised ordinance for consideration on 5/8/24)*

BUILDING MASSING.

Figure 18.15.060.A.1 Street-facing upper-story step-backs

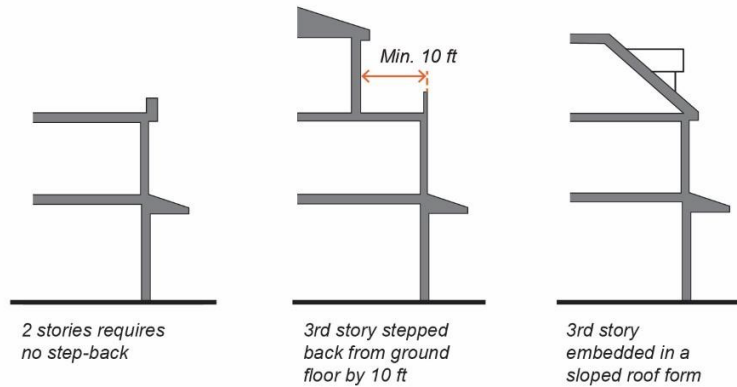
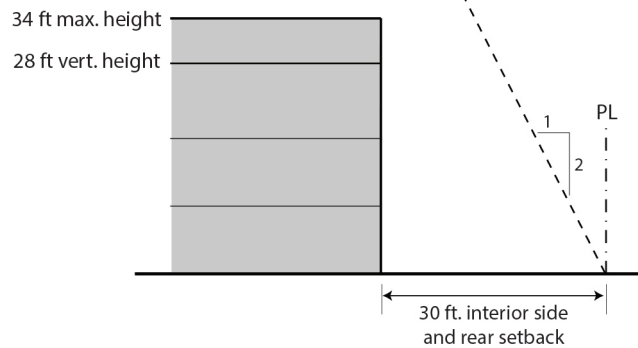


Figure 18.15.060.A.2.a Interior side daylight plane

R-MF-4 DAYLIGHT PLANE



Recommendation: The standards described above do not represent a constraint to site development.

R-MF-23 Findings and Recommendations

BUILDING MASSING. The combination of **Street-facing upper-story step-backs; Interior side daylight plane on any interior side setback that is reduced to zero as indicated in the Housing Element; maximum gross floor area for single building, and building separation** create constraints to achieving the allowed density and limit flexibility in building form and configuration. Similar to the findings described for the R-MF-4 zone, the third-story step-back and daylight plane create constraints in locating needed upper stories.

Figure 18.15.060.A.1 Street-facing upper-story step-backs

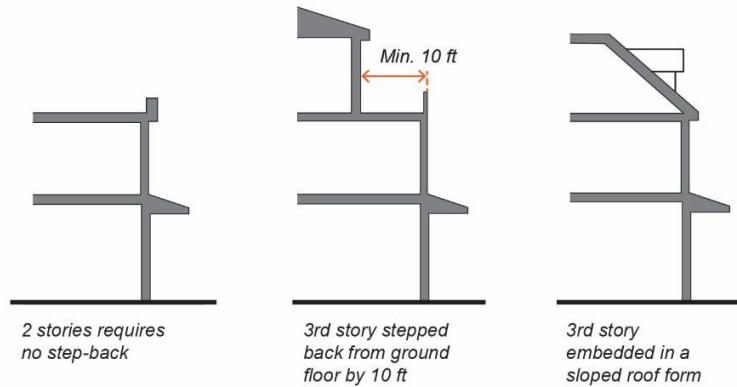
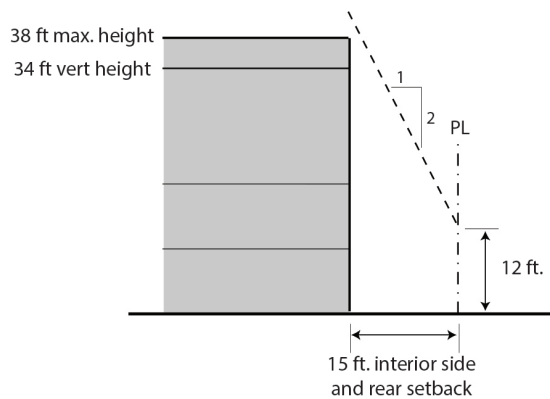


Figure 18.15.060.A.2.b Interior side daylight plane

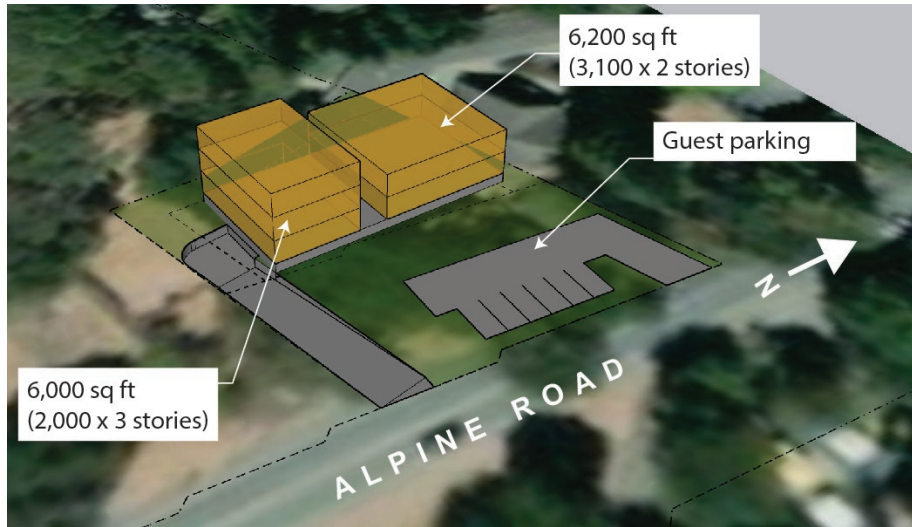
R-MF-23 DAYLIGHT PLANE



Along with the constraints above, the 6,200 sq ft limit for the gross floor area for any single building becomes a constraint for achieving full buildout.

Figure 1 below shows the amount of floor area needed to achieve the maximum density of 23 du/ac (12 units) on the Ladera Housing Site with an average unit size of about 915 sq ft (assuming about 10% of total building area is internal circulation) in buildings that meet the maximum building size standard (6,200 sq ft). Per the Town's existing standard 18.60.030.A, which requires that all required parking facilities except guest parking be located in a carport or a garage in residential districts, the residential unit parking is shown in a shared garage approx. 4 feet below grade.

Figure 1: Building massing required for 12 units at an avg. 915 sq ft/unit.



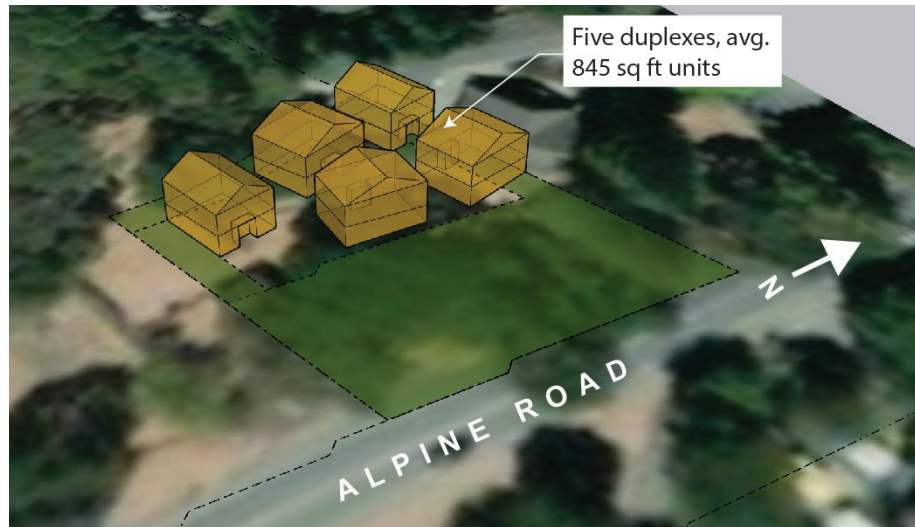
The image in Figure 1 shows us that:

- A single building that accommodates all 12 units may allow either the front step-backs or the daylight plane standards to be met but is not supported by the maximum building area standard.
- The second story on the northern building in this scenario would be limited by the daylight plane.
- The third story on the southern building in this scenario would be prohibited by the street-facing upper-story step-back requirement.

In addition to the factors described above, building separation becomes a constraint with configurations involving multiple smaller buildings.

Figure 2 below shows two-story duplexes on the Ladera Housing Site. The volumes show a total of 10 units in five townhome duplexes with an average unit size of about 845 sq ft in buildings that just meet the 12-ft building separation.

Figure 2: Building massing for 10 units (<23 du/ac) at an avg 845 sq ft/unit.



The image in Figure 2 shows us that:

- Small detached townhome duplexes cannot meet the maximum density of 23 du.ac (12 units).
- The second story on the northernmost buildings in this scenario would be limited by the daylight plane.

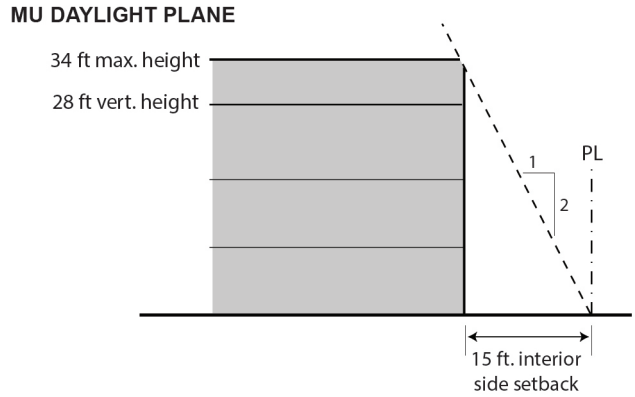
Recommendations: To eliminate conflict among the applicable standards and ensure the maximum density is achievable, LWC recommends that the Town do the following:

- Remove the street-facing third-story step-back requirement for buildings located behind the scenic corridor;
- Remove the daylight plane wherever the interior side setback is reduced or waived (such as on the north side of the Ladera Housing Site); and
- Increase the maximum gross floor area for a single building to from 6,200 to 12,000 sq ft **or** alter the standard to apply to the ground floor (building footprint) only. This will permit the production of stacked flats or rows of attached townhomes.

MU Findings and Recommendations

BUILDING MASSING. In the MU zone, the **Interior side daylight plane** create constraints to achieving the allowed density.

Figure 18.23.060.B Interior side daylight plane



Figures 3 and 4 below show buildout scenarios on the 4394 Alpine Road and 4370 Alpine Road Housing Sites, consistent with the March 2024 draft Zoning Amendments and the buildout described in the Housing Element.

Figure 3: Conceptual Site Plan for 4394 Alpine Road showing 7 detached units. May be 2-story 2,450 sq ft homes or 1-story 1,225 sq ft



homes.

Figure 4: Conceptual Site Plan for 4370 Alpine Road as described in the Housing Element. The rear portion of the site shows 5 detached two-story units with ground-floor individually secured parking. The front portion of the site supports 4 attached two-story units and a commercial building.



GROSS GROUND LEVEL FLOOR AREA FOR SINGLE BUILDING. The proposed standards would make the existing commercial buildings on the corner of Alpine Road and Nathhorst Avenue, nonconforming. The existing development, which includes two one-story buildings of approximately 6,400 sq ft each, would exceed the proposed standard. In addition, the proposed maximum 3,000 sq ft ground floor area for a single building would have the effect of prohibiting some building configurations such as the short row of four townhomes shown on the front half of 4370 Alpine Road in Figure 4.

NON-RESIDENTIAL FAR. The proposed non-residential FAR is 0.18. If the nonresidential FAR of the existing commercial buildings on the corner of Alpine Road and Nathhorst Avenue were to be calculated based on the site area of the front portion of the lot only, instead of based on the entire 4370 Alpine Road site, the existing buildings would have an FAR of approx. 0.22, exceeding the proposed standard of 0.18.

Recommendations: To eliminate conflict among the applicable standards, avoid nonconformities for existing development, and ensure the density specified in the Zoning Code is achievable, LWC recommends that the Town:

- Increase the gross ground floor area of a single building from 3,000 sq ft to approx. 6,400 sq ft to accommodate the existing non-residential development (the existing

building floor area should be verified); and *(This modification was included in the instructions received at the 5/1/24 Planning Commission meeting and is included in the revised ordinance for consideration on 5/8/24)*

- Increase the maximum non-residential FAR from 0.18 to approx. 0.22 to accommodate the existing non-residential development (the existing building floor area should be verified). *(This modification was included in the instructions received at the 5/1/24 Planning Commission meeting and is included in the revised ordinance for consideration on 5/8/24)*

RESOLUTION NO. 2024 – 2

RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF PORTOLA VALLEY RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING TITLE 18 [ZONING] OF THE PORTOLA VALLEY MUNICIPAL CODE AND AMENDING THE ZONING MAP FOR THE TOWN OF PORTOLA VALLEY TO IMPLEMENT THE 2023-2031 HOUSING ELEMENT

WHEREAS, State Housing Element Law (Government Code Sections 65580 et seq.) requires that the Town of Portola Valley (Town) adopt a housing element for the eight-year period 2023-2031 to accommodate the regional housing need allocation (RHNA) of 253 housing units assigned to the Town by the Association of Bay Area Governments; and

WHEREAS, State Housing Element Law also requires the Town to rezone properties as required to make sites available with appropriate zoning and development standards to accommodate the portion of the Town regional housing need for each income level that cannot be accommodated on sites under existing Town zoning; and

WHEREAS, on January 24, 2024 the Town Council of the Town of Portola Valley adopted the 2023-2031 Housing Element, which identifies those properties proposed for rezoning to accommodate the Town's regional housing need; and

WHEREAS, the 2023-2031 Housing Element was submitted to the State Department of Housing and Community Development (HCD) for review on January 26, 2024, and HCD notified the Town on January 30, 2024 that they found the Housing Element to be in substantial compliance with State Housing Element Law; and

WHEREAS, on March 26, 2024, HCD sent a letter notifying the Town that it was revoking the Department's finding of substantial compliance for the Town of Portola Valley's sixth cycle housing element based on a failure to timely implement required rezone programs; and

WHEREAS, to implement the 2023-2031 Housing Element, (1) text amendments are required to Title 18 [Zoning] of the Portola Valley Municipal Code to enable the programs identified in the Housing Element; and (2) amendments are required to the Zoning Map for the Town of Portola Valley to rezone sites in order to accommodate the Town's regional housing need for all income levels; and

WHEREAS, the Town, as lead agency under the California Environmental Quality Act ("CEQA"), prepared an Initial Study/Mitigated Negative Declaration (IS/MND) for the Housing Element, Safety Element, conforming General Plan amendments and zoning code amendments and circulated it for public review; and

WHEREAS, on March 29, 2023, the Town Council conducted a public hearing on the IS/MND and adopted Resolution No. 2922-2023 adopting the IS/MND, the Updated Response to Comments and Text Changes, and the Mitigation Monitoring and Reporting Program (MMRP) (as updated at the March 22 and 29, 2023 public hearings); and

WHEREAS, none of the implementing zoning code text amendments or amendments to the Zoning Map for the Town of Portola Valley require subsequent or supplemental environmental analysis under CEQA described in Public Resources Code Section 21166 and CEQA Guidelines Section 15162. None of the following triggers have occurred: a substantial change to the project; a substantial change to the circumstances under which the project is being undertaken, or new information, which was not known and could not have been known at the time the environmental analysis was completed, becomes available. Therefore, the IS/MND adopted on March 29, 2023 remains valid; and

WHEREAS, on March 20, 2024, the Planning Commission held a public hearing to review the proposed amendments to Title 18 [Zoning] of the Portola Valley Municipal Code to implement the 2023-2031 Housing Element programs and the amendments to the Zoning Map for the Town of Portola Valley, at which all interested persons had the opportunity to appear and continued the public hearing to April 3, 2024; and

WHEREAS, on April 3, 2024, the Planning Commission held a continued public hearing and conducted a joint meeting with the Architectural Site Control Commission to review the proposed zoning amendments and continued the public hearing to April 17, 2024; and


WHEREAS, on March 25 and April 8, 2024, the Architectural Site Control Commission held study sessions to review the proposed zoning amendments and provide recommendations to the Planning Commission; and.

WHEREAS, on April 17, 2024, the Planning Commission held a continued public hearing to review the proposed zoning amendments and continued the public hearing to May 1, 2024; and


WHEREAS, on May 1, 2024, the Planning Commission held a continued public hearing to review the proposed zoning amendments and continued the public hearing to May 8, 2024; and

NOW, THEREFORE, be it resolved that the Planning Commission of the Town of Portola Valley does hereby recommend that the Town Council approve the proposed ordinance as set forth in Attachment A-1, which includes both the proposed zoning code text amendments as amended by the Planning Commission on May 8, 2024 (Exhibit A) and the proposed Zoning Map amendments (Exhibit B).

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on May 8, 2024.

By: 
Jon Goulden, Chair

ATTEST:

DocuSigned by:

Corie Stocker-Pedalino, Assistant Town Manager