

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, AUGUST 5, 2015,
SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Targ called the Planning Commission regular meeting to order at 7:00 p.m.

Present: Chair Targ, Vice Chair Hasko, Commissioner Von Feldt

Absent: Commissioners Gilbert and McKitterick

Staff Present: Debbie Pedro, Town Planner

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

- (1) Preliminary Review of Proposed Amendments to Conditional Use Permit #X7D-30 for the Conceptual Design of a new "STREAM" Classroom Building, 302 Portola Road, Woodside Priory School

Town Planner Pedro reported that the Planning Commission and ASCC attended a joint preliminary field meeting on July 27, 2015, regarding the proposed 13,000-square-foot STREAM building at Woodside Priory School, observing the story poles from several views around town. The applicants have requested questions and preliminary feedback from the Planning Commission so that they can perfect their application and submit it for formal Town review. She said the project will require a Conditional Use Permit amendment to allow for 11,590 square feet of additional floor area, a site development permit, and ASCC review.

Chair Targ called for questions from the Commissioners.

Commissioner Von Feldt pointed out that although the floor area increase is relatively modest, it is 10 percent over the limit set in the 2005 Master Plan. She asked staff if their research revealed any relevant discussion about how the Planning Commission arrived at the floor area limit set at that time and if there were any concerns about increases. Ms. Pedro said she has not yet completed the investigation of the history of the use permit. Commissioner Von Feldt requested further review of the history to ensure there weren't other concerns relative to the floor area size limit.

Commissioner Von Feldt asked if there had been any community comments regarding the story poles. Ms. Pedro said they did the 500-foot neighbor notice, but have not received any inquiries or comments.

Chair Targ asked if there had been any contact with the neighbor immediately up the hill at 40 Antonio Court. The applicant said that they shared the plans with the neighbors a number of months ago and would contact them again but added that, based on the elevation, the neighbor's view would not be impacted.

Commissioner Von Feldt asked if there were controls in place so there will not be lights on in the building in the evening. The applicant said the lights turn off automatically if not being used.

Chair Targ inquired about the parking and traffic issues at the school and suggested that the issue be cleared up prior to presenting the completed application. The applicant stated that the project would cause no additional traffic.

Chair Targ requested questions or comments from members of the public. Hearing none, the public hearing was closed. Chair Targ asked the Commissioners for comment.

Vice Chair Hasko supported contacting the uphill neighbors regarding the effect of the proposed project on their view. She also wanted to be sensitive to the large number of people who hike in the area, pointing out it is an important vista from the public trail and there will be a significant number of trees removed.

Commissioner Von Feldt said it was an exciting project and said the design integrates and updates the current buildings nicely. She requested thorough review of the 2005 Master Plan discussions to be sure any concerns voiced at that time aren't overlooked. She recalled there was considerable discussion about the drainage Master Plan and is concerned about the impact of any additional impervious surface.

Chair Targ supported the project. He encouraged contacting the uphill neighbors and making sure compliance issues are addressed.

Project architect Jim Goring said their completed application will address the technical issues relative to compliance with the conditional use permit and the Master Plan. They will work with staff regarding reasonable accommodations for parking and traffic.

(2) Public Hearing: Review of Proposed Amendments to the Second Unit Ordinance.

Town Planner Pedro presented the draft ordinance and resolution amending Chapters 18.04 and 18.12 of the Town Municipal Code in order to streamline the permit process and help encourage the production of second units. She said that at the June 2015 study session, the ASCC recommended sending courtesy notices to adjoining neighbors where a second unit up to 750 square feet is being proposed so that the neighbors would have an opportunity to provide input on a project that would otherwise be an administrative approval. Ms. Pedro said this would also help flag projects that would have potential neighbor impacts that staff would otherwise not be aware of. The courtesy notice requirement has been added to the draft ordinance.

Chair Targ invited questions from the Commissioners.

Commissioner Von Feldt asked if the ASCC wanted to retain the references to the design guidelines. Ms. Pedro said the ASCC recommended including it in both places.

Vice Chair Hasko asked for clarification on the rationale for providing only a six-day notice. Ms. Pedro said it is consistent with the noticing requirement for the fence ordinance but that notices are actually sent upon receipt of the application so neighbors will have more than a six day notice before staff will take action on a project.

With regard to Item 15(e), Chair Targ suggested that a second unit located on a property along the scenic corridor could qualify for administrative review as long as it was not visible from the scenic corridor. In addition, he is concerned about properties that do not abut the scenic corridor, but are highly visible from the scenic corridor. Ms. Pedro said that upon review of a second unit, staff could do a site visit to check for visibility from the scenic corridor.

The Commissioners agreed to amend Item 15(e) to read, "The second unit is not visible from a local scenic corridor as identified in the General Plan."

Chair Targ suggested adding to the proposed resolution an element regarding the environmental benefits of utilizing existing infrastructure for new development. Commissioner Von Feldt suggested also adding an element regarding the benefits of providing affordable housing within the community to help reduce commute traffic.

Chair Targ invited the public to provide comment or suggestions. Hearing none, Chair Targ closed the public hearing and brought it back to the Commissioners for comments.

Commissioner Von Feldt moved that pursuant to Public Resources Code Section 21080.17 this ordinance providing for the creation of second units and single family residential zones is not subject to the California Environmental Quality Act. Seconded by Vice Chair Hasko; the motion carried 3-0.

Commissioner Von Feldt moved to approve the Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Second Units with an additional amendment to 15(e) to read "The second unit is not visible from a local scenic corridor as identified in the General Plan." Seconded by Vice Chair Hasko; the motion carried 3-0.

Vice Chair Hasko moved to approve the 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 with the addition of the following element: "WHEREAS, second units appear to be an effective way of providing for sustainability by using existing infrastructure and having the potential to reduce trip generation." Seconded by Commissioner Von Feldt; the motion carried 3-0.

(3) Public Hearing: Review of Proposed Ordinance Establishing Streamlined Permitting Procedures for Small Residential Rooftop Solar Systems

Town Planner Pedro presented the staff report regarding adding Chapter 15.21 to the Portola Valley Municipal Code to establish expedited permitting procedures for small residential rooftop solar systems. She pointed out that the Town already has an expedited process for solar applications, and this ordinance codifies the current process and meets the requirements of AB2188.

Chair Targ called for questions from the Commissioners.

Chair Targ asked how the ordinance was developed. Ms. Pedro said it was based on a state model ordinance. Chair Targ asked if there were variations seen in other municipalities. Ms. Pedro said the ones she has seen were based on the model ordinance, with some having very minor variations. Ms. Pedro said the Town's building official has reviewed the draft ordinance and has found it to be reasonable and in conformance with the Town's current procedures.

Chair Targ asked for comments from the public. Hearing none, he closed the public hearing.

Vice Chair Hasko moved that the proposed ordinance be found exempt from the California Environmental Quality Act pursuant to Section 15051(b)(3) of the CEQA guidelines. Seconded by Commissioner Von Feldt; the motion carried 3-0.

Vice Chair Hasko moved to approve the Resolution of the Planning Commission of the Town of Portola Valley Recommending Approval of an Ordinance Adding Chapter 15.21 of the Portola Valley Municipal Code. Seconded by Commissioner Von Feldt; the motion carried 3-0.

(4) Review of General Plan Conformity Request for APN 080-241-410.

Town Planner Pedro presented the staff report recommending the Planning Commission adopt a resolution finding that San Mateo County's acquisition of an undeveloped parcel (APN 080-241-410) from the Los Trancos County Water District is consistent with the Portola Valley General Plan. The approximately 5,000 square foot irregular-shaped open space parcel is located within the Blue Oaks subdivision at the southern edge of the Town. She said that State law requires that when a public agency acquire or dispose of property for public purposes, the planning agency having jurisdiction must make a determination of the acquisitions' consistency with the General Plan. Since the parcel is under the Town's jurisdiction, the County has requested a General Plan conformity determination from the Town.

Chair Targ called for questions from the public. With none, Chair Targ closed the public hearing and called for a motion.

Vice Chair Hasko moved to adopt the Resolution of the Planning Commission of the Town of Portola Valley Finding that the County of San Mateo's Acquisition of APN 080-241-410 from the Los Trancos County Water District Conforms with the Portola Valley General Plan. Seconded by Commissioner Von Feldt; the motion carried 3-0.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

None.

APPROVAL OF MINUTES: July 15, 2015.

Commissioner Von Feldt moved to approve the minutes of the July 15, 2015, meeting. Seconded by Vice Chair Hasko. The motion carried 2-0, with Chair Targ abstaining.

ADJOURNMENT [7:58 p.m.]