

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, FEBRUARY 3, 2016, SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Hasko called the Planning Commission regular meeting to order at 7:00 p.m. Ms. Pedro called the roll.

Present: Commissioners Targ and Von Feldt, Vice Chair Gilbert, Chair Hasko

Absent: Commissioner McKitterick

Staff Present: Debbie Pedro, Interim Town Manager

ORAL COMMUNICATIONS

None.

NEW BUSINESS

(a) Proposed 2016 Planning Commission Work Program

Interim Town Manager Pedro presented the proposed 2016 work plan for discussion. She said Mayor Derwin, Planning Commission Chair Hasko, ASCC Chair Ross, and staff met to review the draft project list, which was separated into three categories based on priorities – Priority 1-High/Urgent, Priority 2-Medium/Normal, and Priority 3-Low/Minor.

Priority 1:

1. Town Center Master Plan Update: Ms. Pedro said the Town Center Master Plan Committee will meet again on February 9 to discuss the initial feedback they have received so far. It is anticipated that the committee will continue their work through 2016 and seek Planning Commission input as needed.

2. Tree Removal Ordinance: Ms. Pedro said staff will research the tree removal ordinance, which will then be presented to the ASCC and the Planning Commission. Ms. Pedro suggested it may be helpful to form a subcommittee including members from the Planning Commission and the ASCC to help staff develop the draft ordinance. Commissioner Von Feldt volunteered to participate in discussions regarding mitigation. Chair Hasko offered to review the data gathered regarding other cities and town's methods of dealing with this issue.

3. Housing Nexus Fee Study/Inclusionary Housing Ordinance Update: Ms. Pedro said the consultant study has been received and is being reviewed. A draft of the proposed new ordinance amendment is being developed and will go before the ASCC, the Planning Commission, and the Town Council. Commissioner Targ offered to review the study and the draft ordinance with staff.

4. Affordable Housing Fund Discussion: Chair Hasko said that minutes from the ad hoc committee include ideas for potential uses of the fund. She suggested determining the legal framework for the connection between the funds and potential applications, and then developing a plan to analyze that information. Commissioner Targ suggested a study session with the Town Attorney regarding this issue, sharing the previous work done and soliciting additional ideas at widely noticed public meetings.

5. Green Building Ordinance Amendment: In response to Commissioner Von Feldt's question, Ms. Pedro said the Build It Green code is stricter and broader than the Cal Green Code. Ms. Pedro said

she anticipates being able to present the draft ordinance to the ASCC in March, to the Planning Commission in April, and to the Town Council in May.

Priority 2:

6. Septic Ordinance Update: In response to Vice Chair Gilbert's question, Ms. Pedro said the County ordinance now allows for alternative system designs to make it a little easier to install a septic system on lands that are more difficult to build.

7. Underground Utility Policy: Ms. Pedro said the ordinance, which was written in 1967 and last updated in 1990, is being reviewed to determine if further updating is required.

8. Comprehensive Zoning Code Update: Ms. Pedro suggested starting with developing a work plan, if there is an interest from the Commission, to form a subcommittee to take this up again. Chair Hasko was supportive of forming a subcommittee to revisit this issue. Vice Chair Gilbert volunteered to help on a subcommittee. In response to Commissioner Targ's question, Chair Hasko said there are concerns regarding inconsistencies and redundancies in the Zoning Code, and that it is somewhat confusing and is often misinterpreted. Commissioner Targ volunteered to help clarify to the subcommittee particularly confusing parts of the Code. Commissioner Von Feldt suggested, and Chair Hasko agreed, that this issue should be placed lower on the priority list.

In response to Commissioner Von Feldt's question, Ms. Pedro said Items 1 through 6 should be completed this year.

Ms. Pedro said the Planning Department is short one full-time staff member (Associate or Senior Planner) and they currently have a part-time consultant three days a week. Additionally, the Assistant Planner has been out on sick leave for the last few months and Ms. Pedro has also been serving as Interim Town Manager. She said they are ready to conduct a recruitment to fill the full time planner position to help out with the workload. Ms. Pedro said the new Town Manager will come on board March 7, which will also afford her more time to work on long range Planning projects.

9. Grading FAQ: Ms. Pedro described the plans to develop a user friendly informational brochure.

Priority 3:

10. Climate Action Plan: Commissioner Targ said forest management should be an important aspect of this plan. Ms. Pedro said the County has hired a consultant who is currently working on the 2020 projections. She said that when those projections are received, at the end of this year or early next year, the Town can begin working on the plan. Commissioner Targ expressed interest in seeing a table of contents. Commissioner Von Feldt expressed concern about continuing to delay the action plan. Ms. Pedro said at this point, in large part due to the efforts of the Town's Sustainability and Special Projects Manager, the Climate Action Plan includes a number of programs that the Town has already implemented.

11. Transitional and Supportive Housing Ordinance: Ms. Pedro pointed out this item is due in conjunction with the next Housing Element update in 2022.

12. Ground Movement Map Update: Ms. Pedro said the updated map shows changes to the location of the San Andreas Fault that affects approximately six to eight properties along Portola Road. She said there will be community outreach meetings with the affected property owners as well as a General Plan amendment process to adopt the updated maps.

Ms. Pedro also presented the Planning Commission with the work plan list of current planning projects. In response to Commissioner Von Feldt's question, Ms. Pedro said there is no formal application yet for the Alpine Hills Club renovation.

Commissioner Von Feldt asked regarding HOAs. Ms. Pedro said there was a meeting with Westridge HOA and the general consensus was the need for better communication. She said when people come in requesting pre-application meetings, Westridge will be notified so they are involved from the beginning. She said there will be a field trip to look at and discuss projects where the ASCC and Westridge had conflicting opinions on specific issues. Ms. Pedro said she hopes to have a follow-up meeting with Westridge within the next month.

Commissioner Von Feldt suggested that the Climate Action Plan should be completed this year. Commissioner Targ agreed and suggested that there be greater involvement by the Sustainability Committee. Ms. Pedro said she would relay these suggestions to the Sustainability and Special Projects Manager.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

None

APPROVAL OF MINUTES: JANUARY 6, 2016.

Vice Chair Gilbert moved to approve the minutes of the January 6, 2016, meeting, as amended. Seconded by Commissioner Targ, the motion carried 5-0.

ADJOURNMENT [7:48 p.m.]