



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
Wednesday, June 15, 2016 – 7:00 p.m.
Council Chambers (Historic Schoolhouse)
765 Portola Road, Portola Valley, CA 94028**

7:00 PM – REGULAR AGENDA

1. Call to Order:
 2. Roll Call: Commissioners McKitterick, Targ, Von Feldt, Vice-Chair Gilbert, Chair Hasko
 3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.
 4. Old Business:
 - a. *Public Hearing: Review of a Proposed Conditional Use Permit Amendment to Add an Attached Six Bedroom Dwelling Unit to the Existing Facility. File #15-2016, 3639 Alpine Road, Glen Oaks Equestrian Center/Stanford University. (Staff: D. Pedro)*
 5. New Business:
 - a. *Review of 2015 Housing Element Progress Report (Staff: D. Pedro)*
 6. Commission, Staff, Committee Reports and Recommendations:
 - a. *Grading Policy Information Handout*
 7. Approval of Minutes: *June 1, 2016*
 8. Adjournment:
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ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is posted in compliance with the Government Code of the State of California.

Date: June 10, 2016

Carol Borck
Assistant Planner



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Debbie Pedro, Planning Director

DATE: June 15, 2016

RE: Amendments to Conditional Use Permit X7D-73 to Add an Attached Six Bedroom Dwelling Unit to the Existing Facility, Glen Oaks Equestrian Center, 3639 Alpine Road, File # 15-2016

RECOMMENDATION

Staff recommends that the Planning Commission consider the information in the staff report and unless information presented at the public hearing leads to other determinations, the following actions are recommended:

1. **Environmental Impact.** Move to find the project categorically exempt pursuant to sections 15301 and 15303 of the CEQA guidelines.
2. **CUP Amendment** Move to approve the Resolution in attachment 1, making the required CUP findings in attachment 2 and granting the approval of the requested amendment to the Conditional Use Permit in attachment 3.

BACKGROUND

Glen Oaks Equestrian Center has operated a commercial boarding stable and training facility at 3639 Alpine Road under Use Permit #X7D-73 since 1998. The use permit was last amended in 2002 to allow for an upgrade to the facility. In March 2016, the applicant submitted an application to construct a 1,170 sq. ft. addition under an existing porch at the northwest corner of the stable building. The addition would consist of six dormitory style rooms, a lounge, a shared kitchen and a full bathroom to provide on-site housing for their employees.

The project requires architectural review for the addition and an amendment to the Conditional Use Permit. The ASCC and Planning Commission conducted preliminary review of the proposal on May 9, 2016 and May 18, 2016 respectively and both commissions expressed general support of the project.

DISCUSSION

Consistency with the General Plan and Zoning Regulations.

Alpine Scenic Corridor Plan

The subject property is located within the Alpine Scenic Corridor. Per the Town's Alpine Scenic Corridor Plan:

- Building setbacks along Alpine Road should be increased as necessary to reduce the feeling of encroachment on the road.
- In commercial areas, particular attention should be given to signs, lighting, parking and planting so as to provide the least possible intrusion on the natural feeling of the corridor.
- Buildings and structures should be subservient to the natural landscape in design, materials and color.

Furthermore, Section 18.58.020 of the municipal code has established a special building setback line of 75' from Alpine Road.

The proposal is consistent with the requirements of the General Plan and Zoning Regulations for the following reasons:

1. The proposed addition is located within the footprint of an existing building that is 140' away from the Alpine Road right of way, almost double the distance required by code.
2. The 4 proposed lights on the building facing Alpine Road are downshielded and complies with the Town's requirement for minimal light spillage. No new signage, lighting, parking, or plantings are proposed.
3. The exterior materials and colors of the addition will be horizontal wood siding painted in a dark brown color to match the existing building.
4. The elevation of the building is approximately 17' below the elevation of Alpine Road, which minimizes the visibility of the addition from off-site.

Housing Element

Goal 2 of the Housing Element states that the Town "Endeavor to provide opportunities for a diverse population, including for people of all income levels and with special housing needs, particularly elderly residents and those employed in Portola Valley, to live in the town." This proposal will provide on-site housing for the stable hands who work at Glen Oaks Equestrian Center. The six dormitory style rooms that range from 80 to 130 sq. ft. in size with a shared kitchen and bathroom will add to the Town's affordable housing stock and provide a variety of housing types in Portola Valley. In addition, the on-site employee housing will help reduce transportation related carbon emissions because it will reduce commute traffic.

Zoning Ordinance

The O-A (Open Area) zoning district regulations allow for employee housing for qualified agricultural uses on a property subject to a conditional use permit. The zoning code further allows for the Planning Commission to grant approval for any other use when it determines that the use is to be of the same general character as the permitted uses in the O-A district. While a

commercial stable is not an agricultural use, the Planning Commission should discuss and determine whether housing for grooms or stable hands is of the same general character as housing for farmworkers or horticultural workers.

Pursuant to Section 18.72.130 of the zoning ordinance, the Planning Commission must determine that the following findings can be made in order to grant and amendment to a Conditional Use Permit:

1. The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.
2. The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.
3. The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.
4. The proposed use will not adversely affect the abutting property or the permitted use thereof.
5. The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.
6. The proposed use will be in harmony with the general purpose and intent of this title and the general plan.

Recommended findings of approval for the use permit amendment have been prepared and included in Attachment 2. If the Planning Commission decides to approve the use permit amendment, updated conditions of approval is included for Commission review (Attachments 3 and 4).

Additional background information about the project is included in the May 9, 2016 ASCC and Planning Commission staff report and meeting minutes. (Attachments 7-8)

PUBLIC COMMENTS

No public comments have been received as of the writing of this report.

CEQA COMPLIANCE

This project is categorically exempt from the California Environmental Quality Act (CEQA) under Class 1 (Section 15301, "Existing Facilities") and Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the CEQA Guidelines. These categorical exemptions allow minor alteration of existing or private structures and the construction and conversion of small structures including small apartments, duplexes, and similar structures designed for not more than six dwelling units. The proposed project would be eligible for these exemptions because the project involves the enclosure of an existing 1,170 sq. ft. porch to create six dwelling units on the property.

ATTACHMENTS

1. Resolution
2. Recommended Findings of Approval for Use Permit Amendment
3. Amended Conditions of Approval for Use Permit X7D-73 (Clean Version)
4. Amended Conditions of Approval for Use Permit X7D-73 (Redlined Version)
5. Alpine Scenic Corridor Plan (excerpt)
6. Planning Commission Resolutions 2002-401 and 1983-244
7. ASCC and Planning Commission staff report dated May 9, 2016
8. Planning Commission meeting minutes dated May 18, 2016
9. Project Plans

RESOLUTION NO. 2016-_____

**RESOLUTION OF THE PLANNING COMMISSION
OF THE TOWN OF PORTOLA VALLEY
APPROVING AMENDMENTS TO CONDITIONAL USE PERMIT X7D-73
FOR GLEN OAKS EQUESTRIAN CENTER, 3639 ALPINE ROAD**

WHEREAS, the Planning Commission held a duly noticed public hearing on May 18 and June 15, 2016 on the subject application made by Glen Oaks Equestrian Center to amend the conditional use permit to add an attached six bedroom dwelling unit to the existing facility.

WHEREAS, the Planning Commission considered the staff reports dated May 18 and June 15, 2016 as well as public testimony at the hearings, and

WHEREAS, the Planning Commission considered and made the required findings pursuant to Section 18.72.130 of the Portola Valley Municipal Code to approve the amendments to the Conditional Use Permit; and

WHEREAS, the Planning Commission found the project categorically exempt pursuant to Class 1 (Section 15301, "Existing Facilities" for minor alteration of existing public or private structures) and Class 3 (Section 15303, "New Construction or Conversion of Small Structures" for apartments, duplexes, and similar structures designed for not more than six dwelling units) of the CEQA Guidelines.

NOW, THEREFORE, be it resolved by the Planning Commission that the amendments to Conditional Use Permit X7D-73 is hereby approved and adopted.

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on June 15, 2016

For:

Against:

Absent:

By: _____
Judith Hasko, Chairman

Attest: _____
Debbie Pedro, Planning Director

**Recommended Findings of Approval for
Amendments to Conditional Use Permit X7D-73
Glen Oaks Equestrian Center, 3639 Alpine Road**

June 15, 2016

1. ***The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.*** The location of the facility has not changed and therefore the prior finding in Resolution 1983-244 stands.

2. ***The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.*** The project area is 13.69 acres and the maximum building coverage (roofed areas) is 29,817 sq. ft. With this proposed development, the building coverage area will remain unchanged at 21,298 sq. ft. as the addition will be built under an existing roofed area. The O-A (Open Area) zoning district allows for employee housing for qualified agricultural uses or uses of the same general character on a property subject to a conditional use permit. Housing for grooms or stable hands and housing for farmworkers or horticultural workers are of the same general character. Furthermore, the site has proven adequate for the current use and this project is compatible with normally permitted land uses.

3. ***The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.*** The street serving the equestrian facility has not changed and therefore the prior finding in Resolution 1983-244 stands. Furthermore, providing six employee housing units on site would serve to reduce commute traffic to and from the project site.

4. ***The proposed use will not adversely affect the abutting property or the permitted use thereof.*** The 1,170 sq. ft. addition will occur within the footprint of the existing stable building and at a location that will have minimal impact to neighbor's views. The project location is screened from public view by existing landscaping as well as several paddocks and shelters.

5. ***The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.*** Per a condition of the use permit, "Any building for human occupancy (occupied on average 40 hours or more per week) shall have a foundation design based on recommendations of a site specific soil and foundation investigation. Such an investigation shall specifically

address liquefaction potential.” The Town Geologist has no objections to the proposal and recommends that a geotechnical report update be performed to ensure that the design of the addition meet current codes and are applicable for living quarters. The updated report will be submitted for review and approval by the Town Geologist prior to issuance of the building permit.

6. ***The proposed use will be in harmony with the general purpose and intent of this title and the general plan.*** The property is located within the Alpine Scenic Corridor. The proposed project is consistent with the requirements of the Alpine Scenic Corridor Plan and Zoning Regulations for the following reasons:

1. The proposed addition is located within the footprint of an existing building that is 140' away from the Alpine Road right of way, almost double the distance required by Section 18.58.020 of the PVMC.
2. The 4 proposed lights on the building facing Alpine Road are downshielded and complies with the Town's requirement for minimal light spillage. No new signage, lighting, parking, or plantings are proposed.
3. The exterior materials and colors of the addition will be horizontal wood siding painted in a dark brown color to match the existing building.
4. The elevation of the building is approximately 17' below the elevation of Alpine Road, which minimizes the visibility of the addition from off-site.

Furthermore, the proposed use is consistent with Goal 2 of the Housing Element as it will add to the Town's affordable housing stock and provide a variety of housing types in Portola Valley.

**Amendments to Conditional Use Permit X7D-73
Glen Oaks Equestrian Center, 3639 Alpine Road**

June 15, 2016

1. The stable is limited to capacity of 47 horses.
2. The stable shall be used for the training and boarding of horses. There shall be no horse shows. The facility will be used for pleasure riders and the training of horses
3. The new facilities shall be connected to the sanitary sewer.
4. The colors of all buildings and structures shall be such as to blend with the natural surroundings.
5. Any building for human occupancy (occupied on average 40 hours or more per week) shall have a foundation design based on recommendations of a site specific soil and foundation investigation. Such an investigation shall specifically address liquefaction potential.
6. The ASCC may approve the location, design, and extent of temporary horse shelters upon request by Mr. Murdoch. At no time shall the capacity of useable permanent stables and shelters, and temporary shelters allow for stabling of more than 47 horses. Temporary shelters shall only be permitted to provide shelter for horses that must be moved from existing stables to permit reconstruction or replacement of stables, or in helping provide transition from the current capacity to the allowed 47 horse capacity. In no event shall any temporary shelter be kept in place for more than six months.
7. The boarding stable shall be conducted in accordance with the following best management practices.
8. Manure shall be:
 - a. Collected daily from the stalls and paddocks.
 - b. Stored in covered disposal bins within the proposed feed sharing and manure building.
 - c. Disposal bins will be picked up weekly before capacity is reached, and at least weekly.
 - d. No manure will be composed or deposited on site.

(The foregoing requirements are more specific than those provided by the horsekeeping and stables ordinance)
9. Major construction projects should be scheduled during the dry season.

10. When soil is saturated, driving heavy equipment within 300 feet of creek banks shall be avoided.
11. Wastewater from animal washing shall be disposed in a manner acceptable to the health officer.
12. The sand riding training ring (#5) does not need to be cleaned of manure provided the manure is periodically incorporated in the sand and at no time can wash into a watercourse.
13. Animal waste shall be removed from all stalls, paddocks, and turnouts daily and taken to the manure disposal bins. (Note: the above terms are defined as follows. A stall is a small enclosure in which horses are boarded. A paddock is a small, open-air corral for a horse, its use is temporary and typically horses boarded in stalls are released into the turnout a few hours per day for exercise.)

(The foregoing requirement is more specific than provided by the horsekeeping and stables ordinance).

14. Periodic inspections of the site shall be made after rainstorms to detect evidence of erosion and sedimentation. Any areas of erosion shall be immediately taken care of to prevent further erosion. Areas of silt collection shall also be immediately cleared to prevent silt reaching the creek.
15. Drains and culverts that discharge into creeks shall be maintained and cleaned regularly.
16. A vegetated buffer at least 50 ft. in width shall be maintained along the entire frontage of the parcel on Los Trancos Creek. The buffer should be vegetated with non-irrigated grass, trees, shrubs or permanent ground cover.
17. The stable shall conform to the requirements of the Regional Water Quality Control Board.
18. The entire stable shall at all times conform with Chapter 6.12 of the Portola Valley Municipal Code (Horsekeeping and Stables ordinance) unless exceptions are approved by the Animal Regulation Commission.
19. The lease provisions the applicant receives from Stanford are conditions on the conditional use permit in so far as they relate to the physical design of the project and the operation thereof.
20. Brush shall be removed for a distance of 10 ft. on either side of the driveway from the gate to Alpine Road.
21. Adult fly population shall be controlled to the satisfaction of the health officer.
22. Storing of hay shall be to the satisfaction of the fire marshal.
23. This permit may be reviewed annually by the planning commission to determine if the project is in conformity with the provisions of the permit and applicable town

ordinances. This review need not be a noticed public hearing; however, the holder of the permit and the adjoining property owners shall be notified. Costs attendant to the annual review shall be covered by a fee and deposit made by the holder of the permit.

24. The applicant shall permit town staff and officials to enter the property for inspection purposes upon having been notified of the intended visit.

**Amendments to Conditional Use Permit X7D-73
Glen Oaks Equestrian Center, 3639 Alpine Road**

June 15, 2016

Size and Nature of Operation

1. The stable is limited to capacity of 47 horses.
 2. The stable shall be used for the training and boarding of horses. There shall be no horse shows. The facility will be used for pleasure riders and the training of horses. ~~(Based on Murdoch letter of 9/11/98.)~~
- ~~B. Mapping — The following mapping shall be completed by the applicant to the satisfaction of the public works director. (Completed)~~
- ~~1. — The front property line shall be shown on the site plan.~~
 - ~~2. — The site plan shall indicate the source of topographic survey.~~
- C. ~~Physical Aspects of Site Plan and Improvements — The site plan shall be revised as necessary to respond fully to the mapping from item B. above. The final site plan and building plans shall be to the satisfaction of the ASCC, town planner, public works director, fire marshal, stable inspector, building official and town geologist. (Completed)~~
- ~~1. — A comprehensive drainage plan shall be prepared. The plan shall show in detail how runoff through and from the property will be handled. The runoff into the creek shall be distributed so as to minimize erosion and so as to be intercepted by a 50 ft. wide planting buffer along the creek. The drainage plan shall address any erosion problems associated with the ditches and pipes on the front part of the property. The plan shall consider all options that will increase the travel time it takes runoff to reach the creek, including possible detention basins. A comprehensive drainage plan and implementation schedule shall be prepared and submitted to the ASCC for approval with 6 months of the applicant securing a long term lease on the property from Stanford. (Completed)~~
 - ~~2. — The covered shelter noted as #20, east of the path noted as #16, shall be moved to the south approximately 90 ft. so as to be less visible from Alpine Road. (Completed)~~
 - ~~3. — There shall be a surface beneath the hot walker to minimize erosion and a protective barrier shall be provided to prevent loose soil from flowing into the creek. (Completed)~~
 4. The new facilities shall be connected to the sanitary sewer.
 - ~~5. — A fire hydrant shall be provided within 500 ft. of buildings capable of delivering 1,000 gallons per minute. (Completed)~~

- ~~6. The proposed delineation posts noted as #25 shall be of a color acceptable to the ASCC. (Completed)~~
 7. The colors of all buildings and structures shall be such as to blend with the natural surroundings.
 - ~~8. The bridge that crosses Los Trancos Creek shall be rebuilt so that it can be used by pedestrians and horses. It shall not be wide enough for cars or trucks. (Completed)~~
 - ~~9. The two strands of electric wire used on the most northern corral along Alpine Road shall be replaced with pipe fencing similar to that used around adjoining corrals. (Completed)~~
 10. Any building for human occupancy (occupied on average 40 hours or more per week) shall have a foundation design based on recommendations of a site specific soil and foundation investigation. Such an investigation shall specifically address liquefaction potential.
 - ~~11. A fence shall be installed as shown on proposed site plan (enclosed) to prevent access to the creek. (Completed)~~
 12. The ASCC may approve the location, design, and extent of temporary horse shelters upon request by Mr. Murdoch. At no time shall the capacity of useable permanent stables and shelters, and temporary shelters allow for stabling of more than 47 horses. Temporary shelters shall only be permitted to provide shelter for horses that must be moved from existing stables to permit reconstruction or replacement of stables, or in helping provide transition from the current capacity to the allowed 47 horse capacity. In no event shall any temporary shelter be kept in place for more than six months.
 - ~~13. The viewing stand shall be designed and landscaped to help screen its visibility from Alpine Road. To this end, the applicant shall submit a detailed plan to the ASCC for approval. The applicant shall consider grading into the hill and lowering the stand to the extent feasible. (Not applicable)~~
 - ~~14. A goal is that the project shall not cause an increase in runoff from the site during storm events. This is a goal, not a specific requirement; however, the applicant shall indicate how plans submitted to the town will help achieve this goal. (Completed)~~
- ~~D. Landscaping — The following provisions shall be complied with to the satisfaction of the ASCC, conservation committee and public works director. (Completed)~~
- ~~1. The applicant shall develop a comprehensive plan for and install a 50 ft. wide riparian buffer along Los Trancos Creek. In preparing the plan, the applicant shall consult with San Francisquito Creek Watershed Council.~~
 - ~~2. The following plan related provisions shall be adhered to:~~

~~a. Oaks near the sand riding ring shall have dirt that has been piled up at the crown removed.~~

~~b. Grasses around the large native oak at the left of the Alpine Road entrance shall be removed out to the drip line.~~

~~3. A comprehensive landscaping plan shall be prepared that includes responses to items 1. — 2. above as well as all other parts of the stable property.~~

E. The boarding stable shall be conducted in accordance with the following best management practices.

1. Manure shall be:

- a. Collected daily from the stalls and paddocks.
- b. Stored in covered disposal bins within the proposed feed sharing and manure building.
- c. Disposal bins will be picked up weekly before capacity is reached, and at least weekly.
- d. No manure will be composed or deposited on site.

(The foregoing requirements are more specific than those provided by the horsekeeping and stables ordinance)

2. Major construction projects should be scheduled during the dry season.
3. When soil is saturated, driving heavy equipment within 300 feet of creek banks shall be avoided.
4. Wastewater from animal washing shall be disposed in a manner acceptable to the health officer.
5. The sand riding training ring (#5) does not need to be cleaned of manure provided the manure is periodically incorporated in the sand and at no time can wash into a watercourse.
6. Animal waste shall be removed from all stalls, paddocks, and turnouts daily and taken to the manure disposal bins. (Note: the above terms are defined as follows. A stall is a small enclosure in which horses are boarded. A paddock is a small, open-air corral for a horse, its use is temporary and typically horses boarded in stalls are released into the turnout a few hours per day for exercise.)

(The foregoing requirement is more specific than provided by the horsekeeping and stables ordinance).

7. Periodic inspections of the site shall be made after rainstorms to detect evidence of erosion and sedimentation. Any areas of erosion shall be immediately taken care of to prevent further erosion. Areas of silt collection shall also be immediately cleared to prevent silt reaching the creek.
 8. Drains and culverts that discharge into creeks shall be maintained and cleaned regularly.
 9. A vegetated buffer at least 50 ft. in width shall be ~~developed and~~ maintained along the entire frontage of the parcel on Los Trancos Creek. The buffer should be vegetated with non-irrigated grass, trees, shrubs or permanent ground cover. ~~The following plants are suggested for buffers; however, the final buffer landscaping plan shall be to the satisfaction of the conservation committee and contain the plants approved by the committee. The following plants are recommended for consideration.~~ (Completed)
 - a. ~~Phragmites sp. (Common reed)~~
 - b. ~~Malacothamnus arcuatus (Nortaher malacothamnus)~~
 - c. ~~Chenopodium californicum (California goosefoot)~~
 - d. ~~Conyza Canadensis (Horseweed)~~
 - e. ~~Apocynum cannabinum (Indian hemp)~~
 - f. ~~Chlorogalum pomeridianum (Soaproot)~~
 - g. ~~Calochortus sp. (Mariposa lily)~~
 - h. ~~Fritillaria lanceolata (Checker lily)~~
 - i. ~~Trillium chloropetalum (Giant wake-robin)~~
 - j. ~~Eschscholzia californica (California poppy)~~
 10. The stable shall conform to the requirements of the Regional Water Quality Control Board.
 11. ~~No horse crossing of the creek shall occur between October 15 and April 15 of any year unless the existing bridge has been repaired or replaced. No crossings of the creek shall occur between April 15 and October 15 of any year unless a temporary bridge acceptable to the town planner and town engineer has been installed. The use of a temporary bridge is permitted for the years 2001 and 2002. After that time, the applicant may request approval from the planning commission for an extension of the period that a temporary bridge may be used. Such a request need not require a noticed public hearing. Any temporary bridge shall be removed no later than October 30. Signs acceptable to the town planner shall be posted warning users of these limitations.~~ (Completed)
- F. ~~Conformance with Chapter 6.12 of the municipal code, "Horsekeeping and Stables."~~
1. ~~Conditional use permit shall not be issued until a stable permit has been approved that addresses all existing and proposed improvements.~~ (Completed)

2. The entire stable shall at all times conform with Chapter 6.12 of the Portola Valley Municipal Code (Horsekeeping and Stables ordinance) unless exceptions are approved by the Animal Regulation Commission.
 - ~~3. The site plan submitted with the application shows stables and corrals along Alpine Road that do not comply with the setback requirements of the stable ordinance. The approval of the conditional use permit is contingent on approval of exceptions to the stable ordinance by the Animal Regulation Commission to allow these facilities. If exceptions are not granted, the subjects of the exceptions can not be installed. (Not Applicable)~~
- G. The stable must comply with the additional following conditions:
- ~~1. The stable building located between #23 and #24 (just north of the first parking stalls in parking lot) shall be removed. (Completed)~~
 2. The lease provisions the applicant receives from Stanford are conditions on the conditional use permit in so far as they relate to the physical design of the project and the operation thereof.
 3. Brush shall be removed for a distance of 10 ft. on either side of the driveway from the gate to Alpine Road.
 - ~~4. Brush shall be removed at the intersection of the driveway and Alpine Road to improve site distance.~~
 5. Adult fly population shall be controlled to the satisfaction of the health officer.
 6. Storing of hay shall be to the satisfaction of the fire marshal.
 - ~~7. The applicant shall submit a written report to the planning commission on implementation of the permit conditions six months after the effective date of the permit. The report shall indicate all progress that has been made in complying with the conditions of the permit. (Completed)~~
 8. This permit may be reviewed annually by the planning commission to determine if the project is in conformity with the provisions of the permit and applicable town ordinances. This review need not be a noticed public hearing; however, the holder of the permit and the adjoining property owners shall be notified. Costs attendant to the annual review shall be covered by a fee and deposit made by the holder of the permit.
 9. The applicant shall permit town staff and officials to enter the property for inspection purposes upon having been notified of the intended visit.

existing developed recreation sites and one commercial recreation facility are recognized in the plan—the Ladera Oaks Swim and Tennis Club, the Alpine Hills Swim and Tennis Club, and Alpine Beer Gardens at the site of Rossotti's historic monument. No additional "developed" recreation areas are proposed. The scenic corridor includes vista corridors and roadside areas that are specifically identified in order to 1) establish the basis for the regulations appropriate to protect the natural setting of the corridor, and 2) suggest a framework for cooperative community actions that can enhance desirable features or correct undesirable conditions.

The Creeks

6210 Although much of the scenic corridor is within the Town of Portola Valley, this scenic route is also of vital interest to the larger Midpeninsula community. Of prime concern are the creeks that form the common boundary of San Mateo and Santa Clara Counties. These creeks are not "wild" throughout their length, in the sense of remaining free flowing and unaltered by people, but they are largely unspoiled and offer opportunities by trail and path for education and enjoyment. They are a resource of great value, of a kind that is fast disappearing in our urban area. Therefore, these creeks and their immediate banks, including the well-defined band of trees along the creeksides and a suitable minimum width (at least 200') on either side of the creek, comprise a natural resource area which should be protected through public acquisition, stringent regulation and other appropriate means.

The Scenic Corridor

6211 The Alpine Scenic Corridor includes four areas of special concern: the creekside environment, the immediate roadside, the primary vista corridor and secondary vista corridor. All four of these areas contribute to the natural quality of the scenic corridor. Distant views seen from the road are identified in the element but are not included within the corridor. While all structures and modifications to the natural environment within the corridor are of concern, the degree of concern with details decreases with distance from the road. Unless otherwise noted, the following items are of concern within the four areas described in Sections 6212, 6213 and 6214, but the degree of concern should be tempered based on the visual impact when viewed from areas along the road.

1. Points of access to Alpine Road should be limited to the maximum extent possible.
2. All utilities along Alpine Road should be underground.
3. Building setbacks along Alpine Road should be increased as necessary to reduce the feeling of encroachment on the road.

4. In commercial areas, particular attention should be given to signs, lighting, parking and planting so as to provide the least possible intrusion on the natural feeling of the corridor.
5. Buildings and structures should be subservient to the natural landscape in design, materials and color.
6. Planting should be in keeping with the natural landscape, leaving native trees and open space grasslands where possible and using native plant materials or other drought resistant plants in keeping with the natural scene.
7. Removal of trees or other native vegetation cover should be stringently controlled.
8. On-street parking should be limited to the maximum extent possible.
9. The effects of any building near a riparian corridor or any alteration to the riparian corridor must be minimized in the planning and/or building process.

The Immediate Roadside

6212 This band on either side of the roadway, generally 50 to 100 feet wide, extends to the nearby stands of trees at the edge of the roadside, or to fences, banks or other features tending to define the roadside area. No specific limits of this area are indicated on the plan diagram. This strip is of great importance to the scenic values of the corridor. Here buildings, grading, clearing, planting and access roads should be carefully regulated.

Primary Vista Corridor

6213 The lands in view beyond the roadside determine the character of the scenic corridor and are thus designated as the "Primary Vista Corridor." This corridor takes in the nearby ridges viewed from the road and includes the foreground, up to an arbitrary 1000', where long vistas extend up valleys beyond the corridor. It is not practical to prohibit all building within this corridor, but in the development of individual properties, building construction and planting should be designed to be compatible with and retain the natural and rural appearance of the area.

Secondary Vista Corridor

6214 In the secondary vista corridor, including hills in the middle distance and the land in view down open valleys, all major projects should be carefully reviewed and stringently regulated to prevent any significant alterations of the natural scene.

RESOLUTION NO. 2002-401

RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY
APPROVING AMENDMENT TO CONDITIONAL USE PERMIT X7D-73
FOR GLENOAKS EQUESTRIAN CENTER

WHEREAS, the Planning Commission held a duly noticed public hearing on 5/17/99, 5/19/99, 5/17/00, 10/18/00, 11/1/00, 12/6/00, 1/17/01 and 5/15/02 on this amendment to conditional use permit application to allow for an upgrade of the equestrian center, and

WHEREAS, the Planning Commission considered the staff reports dated 4/29/99, 5/2/99, 10/17/00, 10/27/00, 11/1/00, 11/30/00, 1/11/01, and 5/9/02 as well as public testimony at the hearing, and

WHEREAS, the Planning Commission made the findings required to approve an amendment to conditional use permit as follows:

- A. The proposed use of facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.

The location has not changed and therefore the prior finding in Resolution 1983-244 stands.

- B. The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.

The site was found adequate in the prior approval in Resolution 1983-244. Now, however, several improvements will not conform to all required yards. This matter, however, is the subject of an application for variances. If the variances are granted, compliance with this finding is satisfied.

- C. The site for the proposed use will be better serviced by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

The street serving the stable has not changed and therefore the prior finding in Resolution 1983-244 stands.

- D. The proposed use will not adversely affect the abutting property or the permitted use thereof.

There is no indication that the use will adversely affect abutting property except for the creek portion of the parcel in Santa Clara County. The conditions proposed to be imposed on this permit, however, will mitigate that affect.

- E. The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.

The exposure of the site to these hazards has not changed except for possible increased storm water runoff in Los Trancos Creek and from properties west of Alpine Road. The provision of drainage facilities across the property and the requirement for a hydrologic study to determine the 100-year flood boundary and plan adjustments related thereto would indicate this finding can be made. A goal of the conditions on the conditional use permit is that there be no net increase in runoff.

- F. The proposed use will be in harmony with the general purpose and intent of this title and the general plan.

This finding has already been made in Resolution 1983-244. The general plan previously classified the subject land as the Alpine Parkway and now it is classified as the Alpine Scenic Corridor. The basic development and use criteria, however, have not changed.

- G. When this title or the town general plan specifies that a proposed use shall serve primarily the town and its spheres of influence, the applicant shall have demonstrated that a majority of business of the proposed use will come from the area immediately or within a reasonable period of time. In making such a demonstration, all similar uses in the town and its spheres of influence shall explicitly be taken into consideration by the applicant.

This finding has already been made in Resolution 1983-244.

and,

WHEREAS, an initial study and mitigated negative declaration have been prepared and the Planning Commission at their regular meeting of January 17, 2001 approved the mitigated negative declaration.

NOW, THEREFORE, be it resolved that the amendment to conditional use permit as shown on "Glenoaks Equestrian Center Proposed Site Plan", dated 5/3/02 is approved with the following conditions. This amended permit supersedes all previous conditional use permits for the property.

A. Size and Nature of Operation

1. The stable is limited to capacity of 47 horses.

2. The stable shall be used for the training and board of horses. There shall be no horse shows. The facility will be used for pleasure riders and the training of horses. (Based on Murdoch letter of 9/11/98.)
- B. Mapping – The following mapping shall be completed by the applicant to the satisfaction of the public works director.
1. The front property line shall be shown on the site plan.
 2. The site plan shall indicate the source of topographic survey.
- C. Physical Aspects of Site Plan and Improvements – The site plan shall be revised as necessary to respond fully to the mapping from item B. above. The final site plan and building plans shall be to the satisfaction of the ASCC, town planner, public works director, fire marshal, stable inspector, building official and town geologist.
1. A comprehensive drainage plan shall be prepared. The plan shall show in detail how runoff through and from the property will be handled. The runoff into the creek shall be distributed so as to minimize erosion and so as to be intercepted by a 50 ft. wide planting buffer along the creek. The drainage plan shall address any erosion problems associated with the ditches and pipes on the front part of the property. The plan shall consider all options that will increase the travel time it takes runoff to reach the creek, including possible detention basins. A comprehensive drainage plan and implementation schedule shall be prepared and submitted to the ASCC for approval with 6 months of the applicant securing a long-term lease on the property from Stanford.
 2. The covered shelter noted as #20, east of the path noted as #16, shall be moved to the south approximately 90 ft. so as to be less visible from Alpine Road.
 3. There shall be a surface beneath the hot walker to minimize erosion and a protective barrier shall be provided to prevent loose soil from flowing into the creek.
 4. The new facilities shall be connected to the sanitary sewer.
 5. A fire hydrant shall be provided within 500 ft. of buildings capable of delivering 1,000 gallons per minute.
 6. The proposed delineation posts noted as #25 shall be of a color acceptable to the ASCC.
 7. The colors of all buildings and structures shall be such as to blend with the natural surroundings.

8. The bridge that crosses Los Trancos Creek shall be rebuilt so that it can be used by pedestrians and horses. It shall not be wide enough for cars or trucks.
 9. The two strands of electric wire used on the most northern corral along Alpine Road shall be replaced with pipe fencing similar to that used around adjoining corrals.
 10. Any building for human occupancy (occupied on average 40 hours or more per week) shall have a foundation design based on recommendations of a site specific soil and foundation investigation. Such an investigation shall specifically address liquefaction potential.
 11. A fence shall be installed as shown on proposed site plan (enclosed) to prevent access to the creek.
 12. The ASCC may approve the location, design, and extent of temporary horse shelters upon request by Mr. Murdoch. At no time shall the capacity of useable permanent stables and shelters, and temporary shelters allow for stabling of more than 47 horses. Temporary shelters shall only be permitted to provide shelter for horses that must be moved from existing stables to permit reconstruction or replacement of stables, or in helping provide transition from the current capacity to the allowed 47 horse capacity. In no event shall any temporary shelter be kept in place for more than six months.
 13. The viewing stand shall be designed and landscaped to help screen its visibility from Alpine Road. To this end, the applicant shall submit a detailed plan to the ASCC for approval. The applicant shall consider grading into the hill and lowering the stand to the extent feasible.
 14. A goal is that the project shall not cause an increase in runoff from the site during storm events. This is a goal, not a specific requirement; however, the applicant shall indicate how plans submitted to the town will help achieve this goal.
- D. Landscaping – The following provisions shall be complied with to the satisfaction of the ASCC, conservation committee and public works director.
1. The applicant shall develop a comprehensive plan for and install a 50 ft. wide riparian buffer along Los Trancos Creek. In preparing the plan, the applicant shall consult with San Francisquito Creek Watershed Council.
 2. The following plan related provisions shall be adhered to:
 - a. Oaks near the sand riding ring shall have dirt that has been piled up at the crown removed.

- b. Grasses around the large native oak at the left of the Alpine Road entrance shall be removed out to the drip line.
 - 3. A comprehensive landscaping plan shall be prepared that includes responses to items 1. – 2. above as well as all other parts of the stable property.
- E. The boarding stable shall be conducted in accordance with the following best management practices.

- 1. Manure shall be:
 - a. Collected daily from the stalls and paddocks.
 - b. Stored in covered disposal bins within the proposed feed sharing and manure building.
 - c. Disposal bins will be picked up weekly before capacity is reached, and at least weekly.
 - d. No manure will be composted or deposited on site.

(The foregoing requirements are more specific than those provided by the horsekeeping and stables ordinance)

- 2. Major construction projects should be scheduled during the dry season.
- 3. When soil is saturated, driving heavy equipment within 300 feet of creek banks shall be avoided.
- 4. Wastewater from animal washing shall be disposed in a manner acceptable to the health officer.
- 5. The sand riding training ring (#5) does not need to be cleaned of manure provided the manure is periodically incorporated in the sand and at no time can wash into a watercourse.
- 6. Animal waste shall be removed from all stalls, paddocks, and turnouts daily and taken to the manure disposal bins. (Note: the above terms are defined as follows. A stall is a small enclosure in which horses are boarded. A paddock is a small, open-air corral for a horse, its use is temporary and typically horses boarded in stalls are released into the turnout a few hours per day for exercise.)

(The foregoing requirement is more specific than provided by the horsekeeping and stables ordinance).

7. Periodic inspections of the site shall be made after rainstorms to detect evidence of erosion and sedimentation. Any areas of erosion shall be immediately taken care of to prevent further erosion. Areas of silt collection shall also be immediately cleared to prevent silt reaching the creek.
 8. Drains and culverts that discharge into creeks shall be maintained and cleaned regularly.
 9. A vegetated buffer at least 50 ft. in width shall be developed and maintained along the entire frontage of the parcel on Los Trancos Creek. The buffer should be vegetated with non-irrigated grass, trees, shrubs or permanent ground cover. The following plants are suggested for buffers; however, the final buffer landscaping plan shall be to the satisfaction of the conservation committee and contain the plants approved by the committee. The following plants are recommended for consideration.
 - a. Phragmites sp. (Common reed)
 - b. Malacothamnus arcuatus (Nortaher malacothamnus)
 - c. Chenopodium californicum (California goosefoot)
 - d. Conyza Canadensis (Horseweed)
 - e. Apocynum cannabinum (Indian hemp)
 - f. Chlorogalum pomeridianum (Soaproot)
 - g. Calochortus sp. (Mariposa lily)
 - h. Fritillaria lanceolata (Checker lily)
 - i. Trillium chloropetalum (Giant wake robin)
 - j. Eschscholzia californica (California poppy)
 10. The stable shall conform to the requirements of the Regional Water Quality Control Board.
 11. No horse crossing of the creek shall occur between October 15 and April 15 of any year unless the existing bridge has been repaired or replaced. No crossings of the creek shall occur between April 15 and October 15 of any year unless a temporary bridge acceptable to the town planner and town engineer has been installed. The use of a temporary bridge is permitted for the years 2001 and 2002. After that time, the applicant may request approval from the planning commission for an extension of the period that a temporary bridge may be used. Such a request need not require a noticed public hearing. Any temporary bridge shall be removed no later than October 30. Signs acceptable to the town planner shall be posted warning users of these limitations.
- F. Conformance with Chapter 6.12 of the municipal code, "Horsekeeping and Stables."
1. Conditional use permit shall not be issued until a stable permit has been approved that addresses all existing and proposed improvements.

2. The entire stable shall at all times conform with the requirements of the Horsekeeping and Stables ordinance unless exceptions are approved by the Animal Regulation Commission.
 3. The site plan submitted with the application shows stables and corrals along Alpine Road that do not comply with the setback requirements of the stable ordinance. The approval of the conditional use permit is contingent on approval of exceptions to the stable ordinance by the Animal Regulation Commission to allow these facilities. If exceptions are not granted, the subjects of the exceptions can not be installed.
- G. The stable must comply with the additional following conditions:
1. The stable building located between #23 and #24 (just north of the first parking stalls in parking lot) shall be removed.
 2. The lease provisions the applicant receives from Stanford (copy enclosed) are conditions on the conditional use permit in so far as they relate to the physical design of the project and the operation thereof.
 3. Brush shall be removed for a distance of 10 ft. on either side of the driveway form the gate to Alpine Road.
 4. Brush shall be removed at the intersection of the driveway and Alpine Road to improve site distance.
 5. Adult fly population shall be controlled to the satisfaction of the health officer.
 6. Storing of hay shall be to the satisfaction of the fire marshal.
 7. The applicant shall submit a written report to the planning commission on implementation of the permit conditions six months after the effective date of the permit. The report shall indicate all progress that has been made in complying with the conditions of the permit.
 8. This permit may be reviewed annually by the planning commission to determine if the project is in conformity with the provisions of the permit and applicable town ordinances. This review need not be a noticed public hearing; however, the holder of the permit and the adjoining property owners shall be notified. Costs attendant to the annual review shall be covered by a fee and deposit made by the holder of the permit.
 9. The applicant shall permit town staff and officials to enter the property for inspection purposes upon having been notified of the intended visit.

PASSED AND ADOPTED at the regular meeting of the Planning Commission of the Town of Portola Valley on May 15, 2002.

By: 
Craig Breon, Chairman

Attest: 
Leslie Lambert, Planning Manager

RESOLUTION NO. 1983-244

A RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF PORTOLA VALLEY MAKING DETERMINATION ON
ENVIRONMENTAL IMPACT, AUTHORIZING CATEGORICAL
EXEMPTION AND DIRECTING FILING OF NOTICE
OF EXEMPTION AND GRANTING CONDITIONAL
USE PERMIT TO PIERS RANCH, INC.
USE PERMIT APPLICATION X7D-73

RESOLVED, by the Planning Commission of the Town of Portola Valley, California, that

WHEREAS, application has been made on behalf of Piers Ranch, Inc., for a conditional use permit under Section 6935.10 of the Zoning Ordinance to confer conforming status on a commercial horse boarding facility that has existed for approximately thirty-six (36) years on the 13.7 acre site, more or less, located between Los Trancos Creek and Alpine Road at 3639 Alpine Road on lands leased from The Leland Stanford Junior University;

WHEREAS, the site of the proposed use is a portion of Assessor's Parcel No. 077-282-010, more particularly described in the site plan entitled "Conditional Use Permit, Site Plan, Lazy Day Ranch," prepared by Frahm, Edler and Cannis as revised June 29, 1982;

WHEREAS, the proposed use has been further described by the applicant or its representative in written statements to the Town bearing dates of March 1, 1982, June 30, 1982 and May 24, 1982;

WHEREAS, the proposed use is a conditional use within the O-A (Open Area) District within which the site is located;

WHEREAS, this Commission caused notice to be given of public hearings to be held and from time to time continued, the last of which was continued to March 16, 1983;

WHEREAS, the Town's staff has recommended that because the boarding stable is an existing use and facility, this Commission find the project categorically exempt from the requirement of preparation of a negative declaration or an Environmental Impact Report pursuant to Section 4.6A of the Town's Guidelines and Section 15101 of the State Guidelines;

WHEREAS, this Commission has heard and considered the evidence and facts presented, which evidence and facts included a study of the requirements of the zoning regulations of the Town;

NOW, THEREFORE, IT IS FOUND, DETERMINED and ORDERED, as follows:

1. That the development of the property in accordance with the use permit authorized herein is consistent with the General Plan and that the Commission does determine that the project is categorically exempt under the California Environmental Quality Act and authorizes and directs the preparation of the categorical exemption for the proposed use of the lands covered by the application for the conditional use permit as requested in said application and hereby authorizes and directs the filing of notice of exemption, with a copy of the Preliminary Environmental Assessment attached, following adoption of this resolution.

2. That the proposed use is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.

3. That the site for the proposed use is adequate in size and shape to accommodate the proposed use and that all yards, open spaces, walls and fences, parking, loading, landscaping, and such other features as may be required by the zoning ordinance or are, in the opinion of the Commission, needed to assure that the proposed uses will be reasonably compatible with land uses normally permitted in the surrounding area have been, or will be, provided.

4. That the site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

5. That the proposed use will not adversely affect the abutting property or the permitted use thereof.

6. That the proposed use, subject to the conditions imposed herein, will comply with the regulations and condition specified in the stable ordinance which is the controlling ordinance for such proposed use.

7. That a conditional use permit for the operation of a commercial horse boarding facility on the site and in accordance with the terms of the written documents constituting the application as described hereinabove is hereby granted subject to the following conditions:

- a. The stable shall at all times comply with the requirements of the stable ordinance except for exceptions approved by the Animal Regulation Commission.
- b. The number of horses maintained on the property shall not exceed 40.
- c. The permit is issued to Piers Ranch, Inc., as lessee of the property and may not be transferred to another lessee.
- d. The following improvement schedule shall be adhered to:

<u>Year</u>	<u>Description of Work</u>
1983	1) Install new fire retardant roofing on all stable buildings and add new roof supports as necessary.
	2) Install dry barrel type steamer fire hydrant approximately 10 feet east of Alpine Road across from the driveway entrance, as required by the Fire Marshal.
	3) Install anti-backflow valve at watering trough.
	4) Install portable fire extinguishers as required by Animal Regulation Commission and Fire Marshal.

- 5) Install garden hoses in two locations in the barn area. Each hose shall be at least 3/4" diameter and long enough to overlap each other.
- 6) Remove light at entrance to property.
- 1984 7) Correct hazardous electrical deficiencies, for example: fuse box, power mast on barn, hay room switch. (Noted in the Building Inspector's report of December 27, 1982.)
- 1985 8) Install interior automatic sprinkler system.
- 1986 9) Install automatic rapid rise in temperature fire alarm system with a call box directly connected to Woodside Fire Protection District headquarters.

e. Maintenance shall, among other matters, include:

- 1) Removing all dead vegetation from around all buildings.
- 2) Removing brush for a distance of ten (10) feet on either side of the driveway from the gate to Alpine Road.
- 3) Removing brush at the intersection of the driveway and Alpine Road to improve sight distance.
- 4) Keeping horse waste materials (hay bedding and manure) at least twenty (20) feet away from the bank along Los Trancos Creek.
- 5) Controlling the adult fly population to the satisfaction of the Health Officer.
- 6) Storing hay to the satisfaction of the Fire Marshal.

f. The permit is subject to annual review by the Planning Commission and the cost of such reviews may be charged to the applicant.

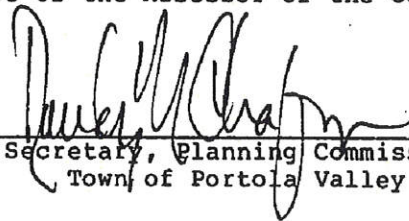
g. Screen planting shall be installed along the Alpine Road property line to the satisfaction of the Conservation Committee by 1986.

h. If the buildings are to be repainted, they shall be painted with an earth tone color satisfactory to the Architectural and Site Control Commission.

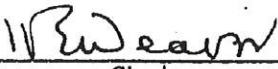
8. That the Secretary of the Planning Commission shall cause the formal conditional use permit to be issued to the applicant. Said conditional use permit shall become effective on the

thirty-first day following the date of adoption of this Resolution unless the issuance of said permit shall have been appealed or the Town Council shall have determined, from a review of the decision, to set the matter for public hearing.

9. That copies of this Resolution be transmitted to the applicant, to the Town Clerk of the Town of Portola Valley and to the Building Inspector; and, within thirty days of the effective date of this Resolution, or in the event of modification hereof by the Town Council, the effective date of such modification, the Secretary of the Planning Commission shall transmit a copy of this Resolution and/or the resolution of the Town Council providing for any modification hereof to the Office of the Assessor of the County of San Mateo.


Secretary, Planning Commission
Town of Portola Valley

APPROVED:


Chairman

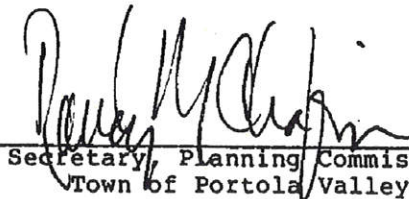
* * * * *

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Commission of the Town of Portola Valley at a meeting thereof held on the 16th day of March, 1983, by the following vote of the members thereof:

AYES, and in favor thereof, Members: Eastman, James, Merk, Stanford, Weaver

NOES, Members: None

ABSENT, Members: None


Secretary, Planning Commission
Town of Portola Valley



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: ASCC and Planning Commission

FROM: Debbie Pedro, Planning Director

DATE: May 9, 2016

RE: Preliminary Review of Proposed Amendments to CUP X7D-73 to Add an Attached Six Bedroom Dwelling Unit to the Existing Facility, Glen Oaks Equestrian Center, 3639 Alpine Road, File # 15-2016

BACKGROUND

The subject property is a 13.69 acres parcel located on the west side of Alpine Road. The property is zoned O-A (Open Area). On May 15, 2002, the Planning Commission approved amendments to Use Permit # X7D-73 that provided for a master plan for Glen Oaks Equestrian Center, a commercial boarding stable and training facility that operates on land that it leases from Stanford University.

On March 25, 2016, the Town received an application from Glen Oaks Equestrian Center to enclose an existing 1,170 square foot porch at the northwest corner of the stable building to provide six employee housing units on site.

DISCUSSION

The project involves making improvements to an existing building at this commercial equestrian facility. The applicant is requesting an amendment to the use permit to construct a boarding house that consists of six dormitory rooms, a lounge, a kitchen and a full bathroom. The housing units will be located within the footprint of the existing stable building south of the parking lot. While the addition will be on the side of the building facing Alpine Road, it will be approximately 140' back from the property line and shielded by a four existing paddocks with shelters.

In reviewing the proposed plans, the ASCC will need to consider their conformity with the Town's zoning ordinance and Design Guidelines. The Planning Commission will need to consider whether an amendment to the use permit triggered by the proposed addition is in conformance with the General Plan and whether positive findings can be made pursuant to Sections 18.26.030 and 18.72.130 of the PVMC before granting the use permit.

General Plan

Alpine Scenic Corridor Plan

The property is located within the Alpine Scenic Corridor as shown on the general plan. Pursuant to Section 18.58.020.D.2 of the Portola Valley Municipal Code, "No buildings shall be located closer than seventy-five feet to the right-of-way of Alpine Road in that section of Alpine Road lying between the northerly town limits and Portola Road." (Attachment 2) The proposed addition will occur under the porch of an existing building located 140' from the Alpine Road right-of-way.

Scenic Roads and Highways Element

Alpine Road is one of two roads designated as local scenic roads in the general plan. Section 3303 of the Scenic Roads and Highways Element provides guidance on development including: "Regulate density and land use, as provided in the general plan and zoning ordinances, with special attention to the view from the road." and "control the design of all structures abutting scenic routes, including review by the ASCC." (Attachment 3)

Zoning Regulations

The O-A (Open Area) zoning district regulations allow for employee housing for qualified agricultural uses on a property subject to a conditional use permit. (Section 18.26.030 of the PVMC) Per State law, employee housing consisting of no more than 36 beds in group quarters or 12 units of spaces designed for use by a single family or household shall be deemed an agricultural land use. (Attachment 4) The zoning code further allows for the Planning Commission to grant approval for any other use when it determines that the use is to be of the same general character as the permitted uses cited in 18.26.030. (Attachment 5). While a commercial stable is not exactly an agricultural use, the six housing units proposed for the grooms of a commercial stable could be considered of the same general character.

In addition to making the zoning conformance determination pursuant to Chapter 18.26 of the PVMC, the Planning Commission must also make the following findings in order to approve the change.

1. The proposed use or facility is properly located in relation to the community as a whole and to land uses and transportation and services facilities in the vicinity.
2. The site for the proposed use is adequate in size and shape to accommodate the proposed use and all yards, open spaces, walls and fences, parking, loading, landscaping and such other features as may be required by this title or in the opinion of the commission be needed to assure that the proposed use will be reasonably compatible with land uses normally permitted in the surrounding area and will insure the privacy and rural outlook of neighboring residences.
3. The site for the proposed use will be served by streets and highways of adequate width and pavement type to carry the quantity and kind of traffic generated by the proposed use.
4. The proposed use will not adversely affect the abutting property or the permitted use thereof.

5. The site for the proposed use is demonstrated to be reasonably safe from or can be made reasonably safe from hazards of storm water runoff, soil erosion, earth movement, earthquake and other geologic hazards.
6. The proposed use will be in harmony with the general purpose and intent of this title and the general plan.

Architectural Review

The following comments are offered for ASCC consideration:

Project Description. The applicant is proposing to enclose a 1,170 sq. ft. existing porch at the northwest corner of the stable building to add six dormitory style rooms, a lounge, a kitchen and a full bathroom. A colors and materials exhibit is included in Attachment 12.

The proposed exterior material and finishes include:

- 2" x 6" horizontal wood siding stained to match existing.
- 24' x 36" wood trim aluminum double hung windows painted to match existing.

Building Coverage and Impervious Surface (IS). In the O-A district, the zoning ordinance has stringent building coverage and impervious surface limits (5% respectively). The allowable building coverage (roofed areas) is 29, 817 sq. ft. The proposed building coverage area will remain unchanged at 21,298 sq. ft. as the addition will be built under an existing roofed area.

On January 17, 2001, the Planning Commission approved a variance for maximum impervious surface of 18% for the property (X7E-118). The existing IS is 81,139 sq. ft. (13.60%). The applicant is requesting to add 188 sq. ft. of IS, bringing the total to 81,327 sq. ft. (13.63%), which is under the 18% limit.

Grading and Drainage. No grading is proposed and no additional runoff will be generated since the addition is located over an existing developed area.

Landscaping. As the addition will occur within the existing building footprint, no vegetation will be removed. The applicant has not proposed any new landscaping but the ASCC should discuss whether any screening will be necessary along the Alpine Road property frontage to help mitigate potential view impacts of the addition.

Lighting. Proposed exterior lighting includes 4 wall mounted fixtures, one at each door on the west elevation of the building. The 50 watt EGLO Riga wall light is downshielded and complies with the Town's requirement for minimal light spillage. (Attachment 6)

COMMITTEE REVIEW

Town Geologist. According to condition C.10 of the current use permit, "Any building for human occupancy (occupied on average 40 hours or more per week) shall have a foundation design based on recommendations of a site specific soil and foundation investigation. Such an investigation shall specifically address liquefaction potential." The applicant has provided a geotechnical report from 2002 that was performed for the stable and the bridge to the east of the subject building. (Attachment 7)

The Town geologist has reviewed the proposal and indicated that he has no objections to the use permit application. However, he recommends that an update to the geotechnical report be submitted for review and approval prior to building permit approval to ensure that the geotechnical design recommendations provided meet current codes and are applicable for living quarters. (Attachment 8)

Fire Marshal. The fire marshal has reviewed the proposal and provided recommended conditions of approval for the project. (Attachment 9)

Public Works. The public works director has reviewed the plans and has no comments. (Attachment 10)

Conservation Committee. The committee noted that the existing oak tree adjacent to the building site should be protected during construction. (Attachment 11)

Trails Committee. No response to date.

PUBLIC COMMENTS

No public comments have been received as of the writing of this report.

NEXT STEPS

At this time, the applicant is seeking feedback and guidance from the ASCC and the Planning Commission on the proposed addition as well as the use permit amendment. The joint preliminary field meeting on May 9, 2016 will begin at 4:00 p.m. The ASCC and Planning Commission should continue discussion of this proposal at the regular evening meetings on May 9 and May 18 respectively and offer any comments reactions, or directions to the applicant.

Attachments

1. Resolution #2002-401, CUP amendment dated 5/15/02.
2. Section 18.58.020 of the Portola Valley Municipal Code
3. General Plan Scenic Roads and Highways Element (excerpt)
4. Health and Safety Code Section 17021.6
5. Section 18.26.030 of the Portola Valley Municipal Code
6. ELCO Riga wall light specification sheet
7. Geotechnical report from Lowney Associates dated October 4, 2002
8. Comments from Town Geologist dated April 12, 2016
9. Comments from Fire Marshal dated April 13, 2016
10. Comments from Public Works Director dated April 22, 2016
11. Comments from Conservation Committee dated April 1, 2016
12. Colors and Materials exhibit dated March 24, 2016
13. Project plans received on March 25, 2016

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, MAY 18, 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.

Present: Commissioners McKitterick, Targ, and Von Feldt; Chair Hasko

Absent: Vice Chair Gilbert

Staff Present: Debbie Pedro, Planning Director

ORAL COMMUNICATIONS

None.

NEW BUSINESS

- (a) Preliminary Review of a Proposed Conditional Use Permit Amendment and Architectural Review to Add an Attached Six Bedroom Dwelling Unit to the Existing Facility. File #15-2016, 3639 Alpine Road, Stanford University/Murdoch.

Planning Director Pedro presented the staff report. She said that in 2002 the Planning Commission had approved a use permit for Glen Oaks Equestrian Center. She said the applicant is requesting to build six dormitory-style units for the employees by enclosing the porch at the northeast corner of the stable building. She said that each of the six rooms measures approximately 8' x 10'. There will also be a shared kitchen, a lounge, and an ADA-compliant bathroom.

Commissioner McKitterick said an equestrian facility that boards and train horses is not an agricultural use; however, since the Commission is not making any findings that this is an agricultural use but rather a use that is of similar character, he is comfortable with the proposal.

In response to Chair Hasko's question, Planning Director Pedro confirmed that the Geologist was generally comfortable with the proposal, but they wanted updated information because the report was 15 years old.

With no further questions, Chair Hasko called for discussion by the Commission.

Commissioner Targ was supportive of the application. He said the proposed use was entirely consistent with the character and setting of the property, including the requirements associated with the Scenic Corridor. He was supportive of adding the six housing units on site.

Commissioner Von Feldt was supportive of the project. She said it was very appropriate for the site and being able to provide housing for six people would help the Housing Element numbers, reduce the carbon footprint, and increase the diversity of the Town's housing stock. She said the project fit within the general character of the permitted use.

Commissioner McKitterick was supportive of the project. He noted that the original use permit did foresee housing on the site.

Chair Hasko was supportive of the project. She said that as an equestrian she felt it was important to have people on the premises who could respond to emergencies. She was happy to see housing being made available to people who work in the community. She agreed with her fellow commissioners

that the proposed use is of similar character and consistent with the permitted uses in the zoning district.

Planning Director Pedro said the project will next be presented to the ASCC for their review and then be brought back to the Planning Commission.

(b) Portola Valley's Geology – Presentation by the Town Geologist.

Town Geologist, Ted Sayre, narrated a slide show presentation of Portola Valley's Geology. He described the development of the Ground Movement Potential Map, landslides, creeks, and earthquake faults that affect the Town.

He said the geology maps provide information regarding natural hazards, provide early warnings for developers, and address conservation and public safety. He said the geology classifications can become building blocks for ordinances, reduce the Town's liability exposure, and allow residents who have preexisting homes situated in hazard areas to be proactive in improving the safety of their sites.

He described the ground movement potential maps and the geologic designations. He explained that designations beginning with "S" denote a relatively stable type of ground. "Sbr" is stable bedrock; "Sun" is stable unconsolidated granular materials; "SlS" is stabilized landslide; and "Sex" is stable but potentially expansive soil areas.

He said any designation started with "P" indicates potential instability. "Pd" is potential deep instability, such as existing landslides or ground that may fail 10 feet or deeper in the future; "Ps" is potential instability less than 10 feet in depth; "Pdf" is debris flow hazard; "Pf" is a potential fault rupture hazard; and "Pmw" is potential mass-wasting, primarily related to rock fall areas.

He said "Ms" is moving shallow landslides and "Md" is moving deep landslides.

Commissioner McKitterick asked regarding the timeframe from when a moving landslide becomes some other geologic classification. The Town Geologist said there had been changes made to the movement potential map where people had monitored landslides over a period of 10 or more years and shown there had been no movement, which would change an Md rating to a Pd rating. He said the intent of moving ground is to catch recently active landslides and ones that may move under wet winter conditions. He said each of the categories is tied to certain types of landslides – active, dormant, recent, old, and ancient landslides.

Chair Hasko asked regarding the significance of the 10-foot depth. The Town Geologist said 10 feet was an arbitrary measurement, but it fits well in that most instability that is 10 feet or less in depth is amenable to standard engineering solutions such as pier supports that go through the material to more stable ground, grading with sub-drain systems, etc. He said deeper instability would require much more extensive engineering, if it was even possible.

The Town Geologist described the dynamics of the town creeks. He said their office has created various creek condition maps and do reconnaissance at local creeks after big storm seasons and map various bank improvements and the location and performance of various bank improvements, which shows them what type of bank stabilization measures do and don't work. Commissioner Von Feldt asked if they also documented fish barriers along the creek. He said if they see any engineered structure, they photograph and document it.

The Town Geologist said the town is in an active tectonic environment and pointed out the faults and the rift zones, and also showed LiDAR images. In response to a question by ASCC Vice Chair Danna



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission

FROM: Debbie Pedro, Planning Director
Adrienne Smith, Planning Intern

DATE: June 15, 2016

RE: Annual Housing Element Progress Report for 2015

OVERVIEW

State law requires that the Town submit an annual report on the Housing Element to the California Department of Housing and Community Development (HCD). This report must be provided on a form developed by HCD. A copy of the form populated with 2015 data is attached. The form provides both numbers of housing units that received building permits in 2015 and brief descriptions and updates on the eight programs from the Town's updated Housing Element, which was adopted by the Town Council on January 14, 2015 and certified by the California Department of Housing and Community Development on January 30, 2015. In addition, this memo provides more detailed information about each program including 2015 activity, the current status and anticipated next steps.

State law requires that the governing body consider the HCD report at a public meeting where members of the public are invited to comment. This HCD report will therefore be forwarded to the Town Council once the Planning Commission has completed its review.

HOUSING ELEMENT PROGRAMS

Program 1: Inclusionary Housing

The Housing Element calls for the Town to revise the inclusionary housing program to require the construction of below market rate housing rather than the simple provision of land. On the recommendation of the Planning Commission in 2015 the Town joined the San Mateo County Grand Nexus study to obtain data to inform the appropriate amount of below market rate housing required in market rate development. A draft of the study results has been completed and it is anticipated that staff will begin developing revisions to the inclusionary housing program in late 2016.

Program 2: Affiliated Housing

Staff expressed the Town's support for affordable affiliated housing to the Executive Director of the Sequoias campus in 2014 and continued to reiterate its position in 2015. The Sequoias will be conducting a master plan update in 2016, at which time staff will again take the opportunity to encourage additional affiliated housing.

In 2017/2018 the Priory School is expected to submit applications for eleven additional multifamily units permitted under its current master plan. Staff will expedite the applications process to ensure the units are built as soon as possible.

Program 3: Second Units

The Town's second unit ordinance was updated and adopted by Council in September 2015. In order to increase the average number of permitted second units the ordinance update included the following changes:

- Allow second units up to 1,000 square feet on lots with two or more acres
- Allow two second units to be located on lots with 3.5 acres or more, as long as one is attached
- Allow staff-level approval of second units up to 750 square feet in size when no other permit is needed for the project

In 2014 and 2015, the Town issued a total of twelve building permits for second units. With the most recent updates to the second unit ordinance, staff expects a more positive impact on the number of permitted second units in 2016 and beyond. Staff will be closely monitoring the number of permits issued in 2016 to examine the efficacy of the ordinance updates.

Program 4: Shared Housing

The Housing Element calls for the Town to work with HIP Housing to publicize their home sharing program to help increase resident participation. Staff have worked with HIP to promote the program by providing a booth at the Farmers' Market on November 2015 and again in January 2016. Information on HIP's program is also available at Town Hall and on the Town's website. Staff will continue to work with HIP to find additional ways to promote the home sharing program.

Program 5: Fair Housing

In 2015 Staff continued efforts to publicize the County-wide fair housing program Project Sentinel, a housing counseling agency by making brochures and handouts available at both Town Hall and the library. Staff will continue to ensure information on Project Sentinel is readily attainable at the Town Center.

Program 6: Energy Conservation and Sustainability

Work on this program is ongoing including the anticipated adoption of the updated Green Building Ordinance in Summer 2016 and furthering work on the adoption of the Climate Action Plan. Staff also continues to uphold green and energy conservation measures on Town property in accordance with the Sustainability Element.

Program 7: Explore Future Housing Needs

As in past years, staff continued to analyze housing trends to anticipate future housing needs beyond 2022. Staff began to examine two possibilities:

- The possibility of expanding the Affiliated Housing Program for employee housing to commercial sites: In 2016, Glen Oaks Equestrian Center submitted an application to build six dormitory style employee housing units on their property. This project is currently under review. If approved, the 6 units will count towards the Town's RHNA numbers in the extremely low income housing category.
- Potential uses for the Town's in-lieu housing fund: The Town Council will be holding a discussion on affordable housing in the coming months including the use of the Town's Inclusionary Housing in-lieu fund.

Program 8: Transitional and Supportive Housing Ordinance Amendments

The Transitional and Supportive Housing Ordinance requires updating in order to fully comply with state law. Staff anticipates reaching full compliance by 2017.

Attachment:

1. 2015 Annual Element Progress Report

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction: Town of Portola Valley
 Reporting Period: 1/1/2015 - 12/31/2015

Table A

**Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects**

1	2	3	4				5	5a	6		7	8	
			Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions				Financial Assistance or Deed Restrictions
			Tenure	Affordability by Household Incomes					Assistance Programs for Each Development	Deed Restricted Units			
Unit Category	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	See Instructions	See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.						
(9) Total of Moderate and Above Moderate from Table A3													
(10) Total by income Table A/A3													
(11) Total Extremely Low-Income Units*													

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)

Jurisdiction Town of Portola Valley
 Reporting Period 1/1/2015 - 12/31/2015

**Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant
to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

**Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0			1		1	
No. of Units Permitted for Above Moderate	7			1		8	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation (CCR Title 25 §6202)

Jurisdiction Town of Portola Valley
Reporting Period 1/1/2015 - 12/31/2015

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.	RHNA Allocation by Income Level	2014	2015	2016	2017	2018	2019	2020	2021	2022	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9			
Very Low	Deed												
	Restricted Non-deed restricted	4	2								6	15	
Low	Deed												
	Restricted Non-deed restricted	2	1								3	12	
Moderate	Deed												
	Restricted Non-deed restricted	2	1								3	12	
Above Moderate		6	8								14	-1	
Total RHNA by COG. Enter allocation number:													
Total Units		14	12								26	38	
Remaining Need for RHNA Period													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Portola Valley
 Reporting Period 1/1/2015 - 12/31/2015

Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
		Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Inclusionary Housing		Develop amendments to the inclusionary housing program	2016	The Town joined the San Mateo Grand Nexus Study in 2015 to obtain data to inform amendments to the inclusionary housing program. Staff are awaiting study results. Staff are also considering a housing impact fee instead of/ or in addition to the inclusionary housing program and will consult with local developers and builders.
Affiliated Housing		Allow affiliated multifamily housing projects on institutional properties	Ongoing	The Town has continued to discuss and encourage the owners of institutional properties to develop multifamily affordable housing for employees on these sites.
Second Units		Amend the zoning ordinance to further encourage second units	Completed 2015	Staff developed zoning ordinance amendments which were adopted by Town Council in September 2015.
Shared Housing		Continue to work with HIP Housing to improve publicity of its home-sharing program to residents and employees	Ongoing	HIP set up a booth at the Town Farmer's Market in November 2015. Staff provided HIP with second unit statistics to help inform its outreach campaign.
Fair Housing		Continue to publicize the County-wide program	Ongoing	Continue to provide brochures or post information handouts at Town Hall, the library and on the Town's website.
Energy Cons'n & Sustainability		Continue green and energy conservation measures, revising them and developing new ones as necessary	Ongoing	Work on this program is ongoing. The Town's green building ordinance will be considered for adoption in Summer 2016. The Town will look for additional opportunities to implement new programs in accordance with the Sustainability Element and the future Climate Action Plan.
Explore Future Housing Needs		Analyze housing needs and trends and explore potential programs to meet future housing needs beyond 2022	Ongoing	Two possible program expansion ideas were conceived for review including expansion of the Affiliated Housing Program and examining the allocation of the Town's in-lieu housing fund.
Transitional & Supportive Housing Ord. Amd't		Amend the zoning ordinance to fully comply with state law relative to transitional and supportive housing	2017	Staff continues to work on zoning ordinance amendments and expects them to be formally considered for adoption in 2017.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction Town of Portola Valley
Reporting Period 1/1/2015 - 12/31/2015

General Comments:

Understanding Site Grading and Permitting

The principles of site design in the Town of Portola Valley:

- preserve and enhance the natural features of the Town
- have structures designed to integrate with the natural topography of the site
- minimize site disturbance and tree/vegetation removal
- avoid severe cutting, filling, padding, or terracing of the landform
- limit grading to the minimum amount necessary to accommodate development
- have site grading blend into landforms

What is grading? Grading is the excavation (cut) or filling (fill) of dirt on a site. Some examples include the grading of a new driveway, the placement of fill to increase the height of a building pad, the filling of an uneven area to create a patio, or landscape mounding.

When is a Site Development Permit (SDP) required for grading? An SDP is required when the amount of cut and/or fill for a proposed project exceeds 50 cubic yards.

What grading “counts” towards a site development permit? Essentially, we are looking at grading that changes the contours, or landform. For example, if a house is sited on a slope, and the owner would like to level out an area to create some usable space, such as a patio or play area, then the earth brought in or removed to create the new, level area changes the existing landform. This cut and/or fill involved in creating the level area “counts” towards a site development permit.



The grading (cut) required to create this patio would count towards an SDP

Are there any types of grading that are exempt from a Site Development Permit? Yes. The following types of grading do not “count” towards an SDP:

- The excavation (cut) below finished grade required for basements, foundations, building footings/piers, retaining walls, septic tanks and drainfields, and swimming pools.

For example, if you are constructing a new home with a basement, all of the earth that is dug out of the site to create the basement does NOT count towards a site development permit. However, if you take some of this dirt to use on site as fill material, then that fill will count towards an SDP.

How do I know how many cubic yards of grading will be involved in my project? Grading plans for site development permits must be drawn by a registered Civil Engineer. Your engineer will be able to calculate how much cut and how much fill are involved in the project.

Are there limits on the amount of grading I can propose? No, but the Town’s grading guidelines and General Plan seek to keep site grading to a minimum in order to preserve the natural landforms and minimize disturbance to the natural terrain and vegetation.

Who reviews and approves a site development permit? The amount of proposed site grading will determine who must review and approve your SDP as follows:

- Grading that is between 51 – 99 cubic yards requires review and approval by the Town staff.
- Grading that is between 100 – 1,000 cubic yards requires review and approval by the Architectural & Site Control Commission (ASCC).
- Grading that is over 1,000 cubic yards requires review and approval by the Planning Commission

DRAFT MINUTES

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, JUNE 1, 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 McKitterick and Von Feldt; Vice Chair Gilbert; Chair Hasko

Absent: Commissioner Targ

Staff Present: Debbie Pedro, Planning Director
Brandi de Garreaux, Sustainability and Special Projects Manager
Jeremy Dennis, Town Manager

ORAL COMMUNICATIONS

None.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (a) Emergency Operations Center Back-Ups.

Town Manager Dennis said that during the Emergency Operation Center wildfire exercise, staff identified a deficiency regarding staffing of the EOC. He said that in the event of an emergency outside of business hours, there would be no staff member who lives close enough to respond in a timely manner. He said that even if the emergency occurred during business hours, there may be a need to relieve staff at some point during the event. He is reaching out to all committees and commissions for volunteers or to provide names of other people who may be able to serve as volunteers. He said they hope to create a group of 20 to 25 people they can work with to fill a variety of needs they would have at the EOC in the event of an emergency. He said some of the roles would require training which would be provided by staff.

Vice Chair Gilbert asked for a list of the positions needing to be filled.

Chair Hasko said the Planning Commission would provide Town Manager Dennis with a list of names.

NEW BUSINESS

- (a) Amendments to Title 15 (Buildings and Construction), Chapter 15.10 (Green Building) of the Portola Valley Municipal Code – Green Building Ordinance.

Sustainability & Special Projects Manager Brandi de Garreaux provided a presentation of highlights of the proposed amendments to the Green Building Ordinance as detailed in the staff report. She said this item has been categorized as a priority by the Town Council. They are asking the Planning Commission to provide input and recommendations for any changes to the proposed ordinance. She said staff has been working on the update for about a year.

Commissioner McKitterick asked how a homeowner could increase their point level in the GreenPoint Rating system. Ms. de Garreaux said many points are achieved through the energy efficiency category and, because the energy code went up and the GreenPoint Rated checklist still requires 10% over the state's minimum, it reduces a project's ability to achieve the additional points. However, she said it is likely that applicants will make different choices in their construction project to comply with the

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new checklist and to get more points. She said this still exceeds the energy code and still provides the reach the original Green Building Ordinance intended, without making it impossible to achieve.

Keith Weiner, the Deputy Building Official, said it is not difficult to gain extra points by using different materials within the house, such as FSC lumber instead of composite board, using a higher grade envelope ceiling, diverting some water to graywater, etc.

Commissioner Von Feldt asked Ms. de Garmeaux why, considering that it is not very difficult to get the additional points, the requirement was relaxed to 1 point for every 50 square feet rather than 1 point for every 30 square feet. Ms. de Garmeaux said in analyzing the current point requirements in the Town's ordinance with the new GreenPoint checklist, the required points were not achievable in some cases. Planning Director Pedro added that the largest block of available points in the GreenPoint checklist is in the energy category at 130 points maximum, while indoor air quality is 54 points, resources is 83 points, and water conservation is 48 points. She said that without the ability to use the energy points, it would be difficult for the applicant to earn the required points using the other three categories.

Vice Chair Gilbert asked what would happen to the Town's ordinance when, in January 2017, the state law will have new requirements. She said it appeared the Town would always be playing catch-up to meet the new state law requirements, effectively having no enforceable ordinance.

Ms. de Garmeaux said that to prevent ending up with an unenforceable Green Building Ordinance in 2017 when the energy code is scheduled to increase again, staff worked with the Town Attorney to include a provision in the ordinance that specifies that when the energy code rises, that one specific item for exceeding the energy code by 10 percent would not be required.

Planning Director Pedro said that the State has set a goal to get to net zero energy by 2020. At that point, the energy portion of the green building ordinance will not be required but the other elements will still remain.

In response to Commissioner McKitterick's question, Mr. Weiner said that most new construction has a subpanel in the garage and the price difference between the conduit required for 40 amps and 100 amps is nominal.

Vice Chair Gilbert asked how much water the WELO currently allowed for turf. Ms. de Garmeaux said it is based on a percentage of the overall landscaping. Vice Chair Gilbert asked if Portola Valley got enough rain for a person to catch to meet the requirement for watering more than 500 square feet of turf. Ms. de Garmeaux said a water for turf calculator has been developed for the calculations.

Ms. de Garmeaux then presented a spreadsheet showing the water requirements for turf. In response to Chair Hasko's question, Ms. de Garmeaux said a cost benefit analysis was not required for this requirement because it is not the energy code. Ms. de Garmeaux said a 15,000-gallon above-ground tank costs approximately \$17,000. Planning Director Pedro said many development applications that come before the Town do not include lawn. She said landscape plans with larger turf areas that come before the ASCC are discouraged.

Commissioner Von Feldt asked Ms. de Garmeaux what the biggest challenge would be for homeowners. Ms. de Garmeaux said the rainwater catchment system would probably be the biggest hurdle if it was not done in the initial planning stages of a new home. She said it comes down to a philosophical discussion about how far the governing bodies in Town want to go with using potable water for turf.

DRAFT MINUTES

Planning Director Pedro said the Water Conservation Committee has spent a lot of time discussing the requirement of rainwater catchment systems and decided it was feasible and they supported it. She said a homeowner will have to find space and there will be an expense, but that is the tradeoff for installing a lawn.

Chair Hasko asked if someone was, for example, remodeling a kitchen, they would need to provide 25 extra points and how those additional points were implemented. Planning Director Pedro said the elements program has its own checklists with a completely different point list that is catered to interior remodels or small additions. She said an element, by definition, must be an addition or remodel greater than 400 square feet. Small remodels or additions under 400 square feet would be required to complete the checklist with no point requirement.

Chair Hasko called for questions from the Commission.

Vice Chair Gilbert said in the definition of remodel it says “any rehabilitation or repair” and suggested it be clarified. Ms. de Garreaux said items such as a stove replacement or a light replacement would not fall into the “covered projects” category to which this chapter applies.

Commissioner Von Feldt supported the graywater requirement and said she was proud that the Water Committee has taken the stand they have with turf, requiring much of it to be irrigated with a rainwater catchment system. She was supportive of the amendments and said that because of climate change, the drought situation is not just a temporary thing. She said the idea of using the best water in the country from Hetch Hetchy for people instead of turf is positive.

Commissioner McKitterick asked if the requirements Portola Valley is asking for are standard and if architects will be familiar with them. Mr. Weiner said being EV ready, solar ready, and graywater ready is basically just preparing ahead of time for what would be a more difficult and expensive retrofit job later.

Chair Hasko expressed concern about the expensive requirement for the rainwater catchment system and preferred the alternative of setting up a graywater system. She said it would be disturbing to her to see the large tanks and the amount of excavation and space needed for the rainwater catchment system. She believes that graywater was an easier way for people to manage their environment.

In response to Commissioner McKitterick’s question, Planning Director Pedro said if an applicant has no lawn, they are not required to do the water budget calculations, which is another incentive for not planting a lawn.

Commissioner Von Feldt said she was also not comfortable with the excavation required for the cisterns. She noted, however, that the requirement is only triggered with new construction, when there would already be land disturbance occurring. Mr. Weiner said that rainwater catchment systems do not always use the large cisterns. He said there are some that uses 3-foot diameter x 40-foot long pipes to hold the water.

Chair Hasko asked why the paragraph concerning “lack of third-party or town inspectors available” was omitted. Planning Director Pedro said that in 2010, when the ordinance was first adopted, there was a concern there may not be enough GreenPoint raters because it was a new program.

Chair Hasko asked why Council Review of Exemption was lined out and if that meant there was no appeal once a determination was made by staff. Ms. de Garreaux said an appeal of staff’s decision would go to the Planning Commission. Planning Director Pedro added that the municipal code further provides that any Planning Commission decision can be appealed to the Council.

DRAFT MINUTES

Commissioner McKitterick said there was an economy of scale to some of these requirements and should be considered when determining required compliance if someone asks for an exemption. He suggested Paragraph 15.10.070(c)(1) be changed to read "...the threshold of compliance determined to be reasonably achievable by ..."

Chair Hasko asked if use of the term "sole discretion" used periodically throughout the document was intended to make it clear there is no appeal possible and, if not, it should be amended. She said she would support the ordinance if the intent was that the appeal applied. She said if it was intended to make the appeal less available, she would not support it. Planning Director Pedro said the appeal process was covered under the appeal section where it says, "An aggrieved applicant may appeal the determination of the Planning Director or his/her designee regarding: (1) the granting or denial of an exemption pursuant to Section 15.10.070; or (2) compliance with any other provision of this chapter." Chair Hasko said that was at odds with the "sole discretion" reference because "sole discretion" was not needed if the ability to appeal is intended. She suggested it could be changed to "sole discretion subject to the appeal section."

Planning Director Pedro said she will follow up with the Planning Commissioners after receiving clarification from the Town Attorney and will bring it up as an issue of concern when addressing the Town Council.

Commissioner McKitterick remained concerned about requirements concerning new turf and the costs associated with the required installation of a rainwater catchment system. Discussion ensued regarding the number of projects proposing turf, the costs and variables associated with rainwater catchment and graywater systems, and the method to calculate the size of the systems to meet the lawns' needs.

Commissioner McKitterick asked regarding charging stations in commercial spaces, considering Portola Valley has commercial spaces with small parking areas. Ms. de Garmeaux said the requirement is only to provide EV readiness, no installation would be required.

Commissioner Von Feldt moved to approve Resolution of the Planning Commission of the Town of Portola Valley Recommending Approval of an Ordinance Amending Chapter 15.10 [Green Building] of the Portola Valley Municipal Code subject to clarification on the use of "sole discretion" within the ordinance as proposed. Seconded by Vice Chair Gilbert; the motion carried 4-0-1.

APPROVAL OF MINUTES: May 18, 2016.

Commissioner Von Feldt moved to approve the minutes of the May 18, 2016 meeting. Seconded by Commissioner McKitterick, the motion carried 3-0-1-1, with Vice Chair Gilbert abstaining.

ADJOURNMENT [9:05 p.m.]