

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, JUNE 15, 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, Targ, and Von Feldt; Vice Chair Gilbert; Chair Hasko

Absent: None

Staff Present: Debbie Pedro, Planning Director

ORAL COMMUNICATIONS

None.

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.

Planning Director Pedro presented the staff report regarding the proposed project.

She said that on May 18 the Planning Commission held a preliminary review of the proposal and expressed general support of the project. She said the ASCC reviewed the application on June 13 and the applicant had modified the plans incorporating the commission's recommendations that a covered walkway be added to the front of the building and that the door for Bedroom #4 be relocated.

Planning Director Pedro said staff is recommending that employee housing for grooms and stable hands at an equestrian facility be considered similar in character to housing for farmworkers or horticulture workers and therefore in compliance with the O-A zoning district regulations.

She said the ASCC recommended that language be added to Condition #16 to specify that the plantings along the creek corridor be native.

Chair Hasko called for questions from the Commission.

Chair Hasko invited comments from the applicant. Hearing none, Chair Hasko invited discussion by the Commission.

Commissioner McKitterick said the resolution should reflect that the Use Permit findings were being made pursuant to 18.26.030.F of the municipal code as outlined in the staff report. Vice Chair Gilbert agreed.

Commissioner Targ suggested eliminating "...for apartments, duplexes, and similar structures designed for not more than six dwelling units" from the fourth Whereas paragraph in the resolution.

In response to Commissioner Targ's question, Planning Director Pedro said she confirmed with the State Department of Housing and Community Development that the units being added would count under the extremely low income category. Commissioner Targ suggested that since this was an example of affiliated housing as recommended in the Housing Element, a Whereas clause identifying it should be within the resolution.

Commissioner Von Feldt said she supports the ASCC's recommendation to include "native" to the verbiage concerning plantings in Condition #16.

Commissioner McKitterick moved to find the project categorically exempt as provided for in Section 15305 of the State CEQA guidelines. Seconded by Commissioner Targ; the motion carried 5-0.

Commissioner Targ moved to approve the Resolution and Attachment 1 as amended, making the required CUP findings in Attachment 2, and recommending approval of the requested amendment. Seconded by Commissioner McKitterick; the motion carried 5-0.

## NEW BUSINESS

### (a) Review of 2015 Housing Element Progress Report.

Planning Director Pedro presented the staff report regarding the 2015 Housing Element Progress Report. She thanked the Planning Intern, Adrienne Smith, for helping to put together the report.

In response to Vice Chair Gilbert's question, Planning Director Pedro said the housing units approved tonight with the Glen Oaks Equestrian Center application were in the "extremely low income" category.

Commissioner McKitterick asked if the State expected jurisdictions to make zoning changes as may be necessary in order to achieve the goals of their approved housing plans. Planning Director Pedro said that is possible, which is why the State requires reporting – to ensure that jurisdictions are on track and doing their part to remove barriers to provide for the production of affordable housing units.

Commissioner Von Feldt said it appeared that the Town was on target to reach the goal. Planning Director Pedro agreed.

Commissioner Targ asked if it would be appropriate to consider another amnesty period so that residents can permit their previously illegal units, which could count toward the RNHA goals. Chair Hasko asked regarding the benefit of amnesty. Planning Director Pedro said there may be existing units of various sizes that never got reviewed or permitted. She said the benefit would be a clean record on the homeowner's property, but there is no penalty fee attached. Commissioner McKitterick suggested that people who already have units that were never reviewed or permitted, but now fit within the newly allowable parameters, may be offered an incentive of reduced permit fees to legalize their second units. Commissioner Targ suggested that may be a good use of the housing trust fund. Chair Hasko said this topic should be agendaized and further discussed.

Planning Director Pedro said the overall affordable housing discussion will be brought to Town Council in July.

Commissioner McKitterick said in preparation for the Planning Commission's future discussion on the topic, he would like to see information regarding a new amnesty program, as well as the permit fees associated with second units.

Commissioner Von Feldt said she would like to better understand the effectiveness of HIP Housing.

Chair Hasko asked if, with regard to an amnesty program, it would be helpful for the Town Council to understand more about the issues the Affordable Housing Committee has discussed previously.

Commissioner Targ said the subfloors of some homes could be easily changed into second units, but he doesn't know what would be involved in bringing that up to code, or if the requirement is a California Building Code requirement or a Portola Valley requirement. Planning Director Pedro said the

conversion would be subject to maximum floor area requirement and building code requirements regarding foundations, separate entrances, fire sprinklers, etc.

Commissioner Von Feldt moved to recommend that the report be forwarded to Town Council for review. Seconded by Commissioner McKitterick; the motion carried 5-0.

#### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

##### (a) Grading Policy Information Handout

Planning Director Pedro said the Commission had recommended that an easy to understand information handout be prepared to help residents understand the rules and regulations regarding grading. She presented the handout to the Commission for review and suggestions.

Chair Hasko called for questions from the Commission.

Commissioner Targ thanked staff for preparing the useful handout. He suggested changing the first bullet point – “preserve and enhance the natural features of the Town”—by adding “including swales, drainages, and creeks.”

In response to Chair Hasko’s question, Planning Director Pedro said the bullet points under “principles of site design” came from the Town’s Design Guidelines.

Commissioner Von Feldt suggested addressing the issue of considering the quality or intact native habitat of the land being proposed for grading.

The Commission agreed to expand the third bullet – “minimize site disturbance and tree/vegetation removal” – by adding including where intact native habitat exists.

Vice Chair Gilbert suggested spelling out Site Development Permit rather than using the acronym SDP.

Planning Director Pedro said staff would incorporate the suggested changes in the document.

Commissioner Von Feldt said she and Ted Driscoll attended the Town Picnic to gather public input regarding the Town Center Master Plan. Commissioner Von Feldt said they received mostly positive feedback, with most visitors suggesting no changes at all.

Commissioner Targ said he gave an interview to the San Jose Mercury News on accessory dwelling units. He said the reporter asked him if he thought that having 10 percent of housing being accessory dwelling units was a reasonable goal. Commissioner Targ said that he thought Portola Valley already had more than 10 percent of their housing in accessory dwelling units and the requirement would be appropriate, depending on the municipality. He also told the reporter that the Town was currently considering six affordable housing units associated with an equestrian center. He said he directed the reporter to the Planning Director and Town Manager for more information.

#### APPROVAL OF MINUTES: June 1, 2016.

Commissioner Von Feldt moved to approve the minutes of the June 1, 2016, meeting, as amended. Seconded by Commissioner McKitterick, the motion carried 4-0; with Commissioner Targ abstaining.

#### ADJOURNMENT [7:53 p.m.]