

PLANNING COMMISSION REGULAR MEETING, TOWN OF PORTOLA VALLEY, NOVEMBER 19, 2014,  
SCHOOLHOUSE, TOWN CENTER, 765 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Chair Gilbert called the Planning Commission regular meeting to order at 7:30 p.m. Ms. Pedro called the roll.

Present: Commissioners Alexandra Von Feldt, Judith Hasko and Nate McKittrick; Vice Chair Nicholas Targ; Chair Denise Gilbert

Absent: None

Staff Present: Debbie Pedro, Planning Director  
Karen Kristiansson, Deputy Town Planner

ORAL COMMUNICATIONS

None.

REGULAR AGENDA

(1) Public Hearing: 2014 Housing Element and Initial Study/Negative Declaration [7:31 p.m.]

Ms. Kristiansson said that the draft 2014 Housing Element which was submitted to the California Department of Housing and Community Development (HCD) had been discussed at 14 public meetings, most in front of the Planning Commission. The Architectural and Site Control Commission (ASCC) and the Town Council had also had the opportunity to provide input.

At its meeting on June 18, 2014, the Council added provisions that call for the Town to review standards and density for the Stanford Wedge and update them as appropriate during the 2015-2022 planning period. At its September 24, 2014 meeting, the Council identified zoning amendments to encourage second units and HIP Housing's Shared Housing Program as priorities. The current draft Housing Element reflects those changes as well as changes that were requested by HCD based on their review of the draft.

As Ms. Kristiansson explained, the changes, all of which have been approved by HCD, are summarized in her November 19, 2014 staff report. The most significant of them is an additional program, Program 8, which calls for an amendment to the Town's Zoning Ordinance to remove the restrictions on the number of individuals in transitional and supportive housing in order to comply with current interpretations of state law. In addition, in terms of the CEQA analysis, an Initial Study (IS) was prepared for the revised Housing Element, and because it would have no significant environmental impacts, a Negative Declaration (ND) was prepared.

Two resolutions for the Planning Commission's consideration were attached to the staff report. The Commission could adopt them to recommend Council review and approval of the IS/ND and the Housing Element Update, respectively.

Chair Gilbert opened the public hearing. No speakers came forward, so she closed the public hearing.

In Section 2493, the table that lists items in the Action Plan, Chair Gilbert called attention to Number 7, which indicates Zoning Ordinance amendments affecting second units: ". . . to allow a) second units up to 1,000 square feet on lots with 2+ acres; b two second units on lots with 3.5+ acres; and c) staff level review and approval of second units up to 750 square feet when no other permit is needed." Chair Gilbert suggested clarifying "b" by specifying that one of the units must be attached. She noted that although this is stated elsewhere in the element, she felt that it should be added here as well in case someone only looked at the summary table.

Commissioner Von Feldt said she was pleased to see HIP Housing got some attention as a priority.

In response to Commissioner Hasko, Ms. Kristiansson confirmed that even without amending the zoning ordinance, the Town would need to comply with state law concerning transitional and supportive housing. As a result, if an application came in to accommodate seven people instead of the maximum six specified now, it could not be turned down on that basis.

Chair Gilbert thanked staff for all their efforts. Ms. Kristiansson said that the streamlined review process, which the Town was eligible for because of the passage of the density bonus ordinance, had helped the process work more smoothly.

Vice Chair Targ moved to approve and recommend Town Council adoption of the Initial Study/Negative Declaration for the 2014 Housing Element. Seconded by Commissioner Von Feldt, the motion carried 5-0.

Commissioner Hasko moved to approve and recommend Town Council adoption of the 2014 Housing Element as an element of the General Plan. Seconded by Vice Chair Targ, the motion carried 5-0.

Ms. Kristiansson said the resolutions would be amended to correct two typographical errors and respond to the change requested by Chair Gilbert. The Town Council's public hearing on the Housing Element is currently scheduled for January 14, 2015.

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

Ms. Kristiansson said that the Commission's joint field meeting with the ASCC in connection with a lot-line adjustment application for the Sausal Creek property which was originally scheduled for November 24, 2014 has been rescheduled for December 3, 2014, prior to the Planning Commission meeting.

In terms of the Portola Road Corridor Plan draft, she said staff met with Phil and Cindie White last week, and hopes to bring the item back to the Planning Commission before year-end.

Approval of Minutes: November 5, 2014

Vice Chair Targ moved to approve the minutes of the November 5, 2014 meeting, as amended. Seconded by Commissioner McKitterick, the motion carried 5-0.

ADJOURNMENT [7:17 p.m.]

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Denise Gilbert, Chair

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Debbie Pedro, Planning Director