

**TOWN OF PORTOLA VALLEY**  
**Special Meeting of the Town Council**  
**December 4, 2025**  
**6:30 PM**

**Judith Hasko**, Mayor  
**Craig Taylor**, Vice Mayor  
**Rebecca Flynn**, Councilmember  
**Mary Hufty**, Councilmember  
**Helen Wolter**, Councilmember

**A G E N D A**

**HISTORIC SCHOOLHOUSE - 765 Portola Road, Portola Valley, CA 94028**

**Mayor Judith Hasko will be participating remotely from The Beekman Hotel, 123 Nassau St., Room 613, New York City, NY 10038**

**Remote Public Comments:** Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please submit your comments using this [online form](#) by 1:00 PM on the day of the meeting. Time permitting, your correspondence will be uploaded to the website. All received questions will be forwarded to Council, Commission, or Committee members for consideration during the meeting and included in the public record. Additionally, technology permitting, the public body will take questions using the Raise Hand button for those who attend the meeting online or by phone. Phone callers may provide comments by pressing \*9 on their phone to "raise your hand" and \*6 to mute/unmute themselves. The meeting Chair will call on people to speak by the phone number calling in. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation.

**In-Person Public Comments:** Please fill out and submit a Public Comment card to the Town Clerk or Mayor prior to speaking. The Mayor will call your name at the appropriate time. Each speaker's time is limited to three (3) minutes. The Mayor reserves the right to limit speakers' time, depending upon the number of speakers or other circumstances.

**Assistance for People with Disabilities:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at [towncenter@portolavalley.net](mailto:towncenter@portolavalley.net). Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**VIRTUAL PARTICIPATION VIA ZOOM**

**To access the meeting by computer:**

<https://us06web.zoom.us/j/89997327246?pwd=X47kzDAbhEANU5171xq97pPCjOPqm7.1>

**Webinar ID:** 899 9732 7246

**Passcode:** 048294

**To access the meeting by phone:**

1-669-900-6833 or 1-888-788-0099 (toll-free)

*Mute/Unmute – Press \*6 / Raise Hand – Press \*9*

**1. CALL TO ORDER / ROLL CALL**

- 2. A.B. 2449 CONSIDERATIONS:** Announcements/Consideration and approval of request to attend remotely by Town Council, pursuant to AB 2449 (just cause and emergency circumstances)

**3. ORAL COMMUNICATIONS**

*Public comment will only be taken on agenda items.*

**4. REGULAR AGENDA**

- a. Receive Information and Provide Direction to Staff on the Housing Element Amendment

**5. ADJOURNMENT**

*The next Regular Town Council meeting will be held on December 10, 2025, at 7:00 p.m.*

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**Land Acknowledgement:**

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK- mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Steve McHarris, Special Planning and Building Projects Manager

**DATE:** December 4, 2025

**RE:** **Receive Information and Provide Direction to Staff on the Housing Element Amendment**

### **RECOMMENDATION**

Staff recommend that the Town Council receive information and provide direction to staff on the Housing Element Amendment.

### **BACKGROUND**

The Town of Portola Valley [Housing Element](#) identifies and analyzes existing and projected housing needs and contains the official policies for the preservation, conservation, rehabilitation, and production of housing in the Town of Portola Valley. The current Housing Element covers the Planning Period from January 2023 through January 2031. It was adopted in its current form by Town Council on January 24, 2024, and certified by the State Department of Housing and Community Development (HCD) on January 30, 2024. It was re-certified on May 28, 2025 following Zoning Code amendments to implement the updated Housing Element. The HCD certification letters are provided as Attachment 1. The Town has made good faith compliance progress on Housing Element implementation.

### ***Overview of Town Sites Inventory***

State Housing Element Law (Government Code Section 65583(a)(3)) requires that jurisdictions demonstrate their availability of adequate land resources to accommodate their “fair share” of regional housing needs. The Housing Element is required to demonstrate that these land resources have the appropriate site characteristics and development regulations required to accommodate their community’s housing needs as identified by HCD and the Bay Area’s regional governing body, the Association of Bay Area Governments (ABAG). The Housing Element includes an inventory identifying sites that can accommodate the Town’s Regional Housing Needs Allocation (RHNA) obligations of 253 units, plus a buffer, for the 2023-2031 planning period, including housing for very

low- and low-income households. Housing Element Table 6-6: Adequate Sites Land Inventory (Sites Inventory) identifies sites zoned for 120 residential units. In addition, the Housing Element identified the potential for a total of 102 accessory dwelling units (ADUs) to be constructed between 2023-2031. Finally, there are 50 units in the Town's housing pipeline that were approved or pending approval that are credited towards the Town's RHNA for 2023-2031.

### ***Dorothy Ford Park and Open Space Site***

The certified Sites Inventory includes the vacant portion of the Dorothy Ford Park and Open Space. This site was identified as having the potential to be developed with up to 50 units of Very Low-Income housing units. The certified Housing Element contained a Sunrise Provision under which the Town committed to explore alternative sites within the Town that could accommodate the number of units specified for the Dorothy Ford Park and Open Space prior to January 2026. Additionally as the Town staff analyzed the feasibility of development of this site with housing to implement the certified Housing Element, issues were identified that affected the feasibility of the development of up to 50 units at this site. The primary reasons for this conclusion are the limited development area when creek and scenic setbacks were considered and the irregular shape of the remaining area.

In order to be in substantial compliance with California Housing Element Law, any removal of a Housing Element Adequate Site requires that the housing production anticipated from that site must be replaced on another site or sites. On September 27, 2023<sup>1</sup>, consistent with the Sunrise Provision in the certified Housing Element, the Town Council created the Post-Adoption Plan Outreach Subcommittee to begin to conduct outreach to identify potential sites as affordable housing locations within Portola Valley that may serve as alternative sites for the units designated for the Dorothy Ford Park and Open Space in the Housing Element. The Subcommittee built upon the hard work already done by so many Town residents and consultants, as well as Town staff and Town Council, Commission and Committee members. They conducted their outreach with an open mind, recognizing that development may occur in a variety of ways, as infill or as multifamily building projects and be supported by a variety of federal, state and local funding sources.

On September 11, 2024, the Post-Adoption Plan Outreach Subcommittee provided a report<sup>2</sup>. Additionally, pursuant to the Town's Post-Adoption Plan, the Town Council created an Ad Hoc Housing Site Evaluation Committee of resident volunteers and appointees from the Planning Commission, Architectural & Site Control Committee (ASCC), Town Committees, the Town Council and Town residents to evaluate and recommend alternative sites to replace the Dorothy Ford Park and Open Space site in the certified Housing Element to the Town Council. The Committee studied numerous sites and concluded that four alternative sites have potential for affordable multifamily housing suitable for low and very low-income housing units. Consistent with HCD guidance, the sites identified to accommodate lower-income housing units will be designated for development at a minimum of 20 dwelling units per acre.

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<sup>1</sup> [Town Council Agenda Packet, September 27, 2023](#)

<sup>2</sup> [Town Council Agenda Packet, September 11, 2024](#)

The final sites identified and presented to the Town Council for consideration on March 12, 2025<sup>3</sup> were:

- Village Square Site
- Fogarty Parcel
- Christ Church Property
- Hawthorns Historic Area

Six other sites were identified but were not recommended for various reasons.

On July 23, 2025, the Town Council approved a contract with Urban Planning Partners to prepare an amendment to the Housing Element to remove the Dorothy Ford Park and Open Space from the Sites Inventory. The 50 units of Very Low-Income housing units identified for that site will be moved to three other housing sites that are proposed to be zoned as Mixed-Use High Density, which will be a brand new zoning district.

The Hawthorns site has potential impediments to development of affordable housing that may not result in housing being developed during the 2023-2031 Housing Element timeframe. Therefore, the site is not recommended for addition to the Sites Inventory at this time.

The proposed revisions to the Sites Inventory include the following:

- **Village Square - 884 Portola Rd.** The 2.3-acre parcel is currently developed with older one-story low intensity commercial uses. The Sites Inventory being considered identifies the potential for the site to accommodate 20 Very Low Income (VLI) units and 5 Above Moderate Income (AMI) on a 1.25-acre developable area. The property owner, who is a local developer, has expressed interest in developing housing that is compatible with the main commercial building and tenants.
- **Christ Church - 815 Portola Valley Rd.** The 2.93 acre site is already identified in the Sites Inventory to be able to accommodate 6 Above Moderate Income units. The proposed changes would result in the site being identified to accommodate one (1) Above Moderate Income unit and 14 VLI units on a 0.75-acre developable area. The Church has received a grant to explore housing development and is currently reviewing potential options.
- **Skyline Open Space (North of 19501 Skyline Blvd).** The 14.65 acre parcel is currently vacant, but has an approximately 0.8-acre developable area based on the Housing Element and State law site criteria. This area is identified to accommodate 16 VLI units.

The total number of units on the Sites Inventory, after removing the Dorothy Ford Park and Open Space and making the change describe above, has not changed. It remains 120 total units. The units will be reallocated in the updated Housing Element to different sites.

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<sup>3</sup> [Town Council Agenda Packet, March 12, 2025](#)

## **DISCUSSION**

This agenda item is intended to allow Staff to provide an update on the Housing Element Amendment (Amendment) and to seek Council feedback on policy topics relating to the changes the Housing Element described above.

### ***Housing Element Amendment and Associated Items***

The Amendment consists of the following items that require Town Council approval:

- Housing Element Amendment
  - Revised Sites Inventory (Attachment 2)
  - Technical text modifications to the Housing Element Section 7. Goals, Policies, and Programs, to implement removal of the Dorothy Ford Park and Open Space from the Sites Inventory. (Attachment 3)
- General Plan Amendment
  - New Mixed-Use High Density Land Use Classification for the three alternative sites
- Zoning Code Text Amendment
  - New Mixed-Use High Density (20-23 or 20-25 du/ac) Zoning District (Attachment 4)
  - Technical text modifications related to the changes in the sites inventory.
- Zoning Map Amendments
  - New Mixed-Use High Density Zoning District for the three sites (Attachment 5)
- California Environmental Quality Act (CEQA) Clearance. The Town staff and consultants will prepare an addendum to the approved Initial Study/Mitigated Negative Declaration (MND)<sup>4</sup> that was prepared for the Housing Element to include the new sites and rezonings. Fehr & Peers will work closely with the project team to review the Vehicle Miles Traveled (VMT) analysis prepared for the MND and prepare a quantitative narrative letter. Environmental Collaborative will work with the project team to review and update the Biological Resources analysis with an updated memo and updates to the California Natural Diversity Database (CNDDB) records and maps.

All of these items will be presented together as a package for Planning Commission and Town Council consideration and action in 2026. The consolidation of these items ensures that the required General Plan amendment and Zoning Code amendment and Map are presented for review and approval at the same time.

### ***Preliminary Review by HCD in November 2025***

Staff met with HCD in November 2025 to provide a preliminary presentation of the Amendment. HCD provided the following feedback on the three alternative sites and proposed zoning commenting that the proposed density range for the new Mixed-Use/High Density Zoning District and Land Use Classification of 20-23 du/acre is too narrow. HCD stated that they are comfortable at 20-25 du/acre, but they usually see 20-30 du/acre.

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<sup>4</sup> [Housing Element Initial Study/Mitigated Negative Declaration](#)

Staff plans to continue to provide written updates to HCD to keep them updated on the Amendment to ensure that they are well informed of the Town's plans and schedule. Staff also notes that HCD also reminded the staff that the Town must from time to time review programs and revise the Housing Element as needed to provide updates on them.

***Requested Feedback on Specific Topics***

Staff is seeking feedback from the Town Council on the following policy topics related to the Amendment:

**1. Draft Revised Housing Element Sites Inventory and Section 7. Goals, Policies, and Programs**

The Amendment includes the Draft Revised Adequate Sites Land Inventory Table (Attachment 2) and Draft Revised Housing Element Section 7. Goals, Policies, and Programs to implement the removal of the Dorothy Ford Park and Open Space site (Attachment 3). The 50 units of Very Low-Income housing units identified for that site will be moved to three other housing sites. The changes will eliminate the need to issue an RFP to solicit interest for an affordable housing developer to construct affordable units at the Dorothy Ford Park and Open Space and remove references to this site in the Sites Inventory. These changes implement the Council direction provided earlier this year, and staff is seeking feedback that these changes should be finalized and the Public Review Draft Housing Element Amendment prepared.

**2. New Mixed-Use/High Density Zoning District Ordinance**

In light of HCD's comments, should staff consider changing the density range for the Mixed-Use/High Density zoning district from 20-23 du/acre to 20-25 du/acre? The draft Zoning District Ordinance text that would do so is presented for Council review in Attachment 3, and the Draft Zoning Map showing this change is provided in Attachment 4.

All three alternative sites are recommended by staff to be zoned as Mixed-Use High Density, which to date is not present in the Town's zoning ordinance. Creating a new district also provides for the creation of a new density range that enables the already adopted zoning to continue unchanged for other sites in the Sites Inventory. This new mixed-use zoning provides flexibility to property owners and could result in new commercial services to meet the needs of any future residents and the surrounding area. It could also increase the potential tax revenue for the Town.

Amendments to the Town General Plan Comprehensive Plan Diagram and classifications will be prepared once the Council provides feedback on this zoning approach.

Staff recommend that the Town Council review focus on these specific policy topics raise for discussion herein to allow Staff to complete the work as quickly and cost effectively as possible, using its limited resources to focus on the key changes, to ensure the Housing Element moves forward to submission to HCD early in 2026.

### **NEXT STEPS**

Upon receiving Town Council direction, staff and the consultant team will finalize the Public Review Draft Housing Element Amendment. Next, the Town will post the Public Review Draft Housing Element Amendment online and start the required seven (7) day public review period. The Planning Commission is anticipated to hold a meeting to accept public comments and review and provide feedback on the Amendment. Then, Town Council will hold a meeting to accept public comments, review and provide feedback on the Amendment, and consider authorizing staff to send the Draft to HCD. Upon submittal, HCD has 60 days to review the Amendment. They may request changes, which would then proceed back through the Town review process. The Final Amendment will be reviewed by the Planning Commission at a public hearing where they make a formal recommendation to the Town Council. Last, there is a Town Council public hearing to consider adoption of the Amendment. The exact timeline depends on the extent of the changes directed by the Town Council and input by HCD after submission. Additionally, the ASCC will be involved in reviewing the Zoning Code and working on the development and design standards in 2026.

### **ENVIRONMENTAL IMPACT:**

This agenda item is not considered a “Project” per CEQA Guidelines, and therefore no further environmental analysis is required.

### **FISCAL IMPACT**

Future fiscal impact will depend on edits to the Housing Element to be made based on Town Council direction in this and subsequent meetings. The exact cost depends on the extent of the changes directed by the Town Council. The current scope and budget for the consultants assisting the Town in preparing the Amendment is being evaluated to determine what changes are needed to the authorized scope of work. Staff anticipates returning to the Town Council with more specific fiscal impact information at a future Town Council meeting.

### **ATTACHMENT**

1. Housing Element Certification Letters
2. Draft Revised Adequate Sites Land Inventory Table
3. Draft Revised Housing Element Section 7. Goals, Policies, and Programs
4. Draft Mixed-Use High Density Zoning Code
5. Draft Revised Zoning Map

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500  
Sacramento, CA 95833  
(916) 263-2911 / FAX (916) 263-7453  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



January 30, 2024

Jon Biggs, Director  
Planning and Building Department  
Town of Portola Valley  
765 Portola Valley  
Portola Valley, CA 94028

Dear Jon Biggs:

**RE: Town of Portola Valley's 6<sup>th</sup> Cycle (2023-2031) Adopted Housing Element**

Thank you for submitting the Town of Portola Valley's (Town) housing element that was adopted January 24, 2024 and received for review on January 26, 2024. The California Department of Housing and Community Development (HCD) also received a revised draft on December 1, 2023. HCD has replaced its review of the revised draft with the adopted element and is reporting the results of its review of the adopted element pursuant to Government Code section 65585. The review was facilitated by conversations with you and the housing element update team throughout January 2024.

HCD is pleased to find the adopted housing element in substantial compliance with State Housing Element Law (Gov. Code, § 65580 et seq) as of the date of this letter. The adopted element addresses the statutory requirements that were described in HCD's July 25, 2023 review.

Further, the Town must continue timely and effective implementation of all programs including but not limited to the following:

- Programs 1-1a, 1-1b and 1-6 (Rezones for Lower-Income RHNA)
- Program 1-1c and 1-2b (Objective Design Standards)
- Program 1-2a (Rezones for Mixed-Use)
- Program 1-3 (Opt-In Housing Diversification)
- Program 1-4 (Affiliated Housing)
- Program 1-5 (Home Sharing Program)
- Program 2-4 (Extremely Low-income Households)
- Program 3-1 (Town-Owned Sites)
- Program 4-1 (Parking Requirements)
- Program 4-2 (Affiliated Housing Incentives and Monitoring)
- Program 4-4 (Affordable Housing Fund Policy)

- Program 5-3 (Pipeline)
- Program 7-1 through 7-8 (Accessory Dwelling Units)
- Program 8-10 (Group Homes)
- Program 9-1 (Housing for Persons with Developmental Disabilities)

The Town must monitor and report on the results of these and other programs through the annual progress report, required pursuant to Government Code section 65400. Please be aware, Government Code section 65585, subdivision (i) grants HCD authority to review any action or failure to act by a local government that it determines is inconsistent with an adopted housing element or housing element law. This includes failure to implement program actions included in the housing element. HCD may revoke housing element compliance if the local government's actions do not comply with state law.

Pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), as the Town did not adopt a compliant housing element within 120 days of the statutory deadline (January 31, 2023), Programs to make prior identified sites available or address a shortfall of capacity to accommodate the regional housing need allocation (RHNA) (e.g., Programs 1-1, 1-2 and 1-6) must be completed no later than January 31, 2024. The Town must send confirmation of the completion of the rezones and appropriate documentation including to HCD no later than February 2, 2024. Otherwise, the local government's will receive a corrective action letter warning the housing element may no longer comply with State Housing Element Law, and HCD may revoke its finding of substantial compliance pursuant to Government Code section 65585, subdivision (i).

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Affordable Housing and Sustainable Communities program, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the Town now meets housing element requirements for these and other funding sources.

HCD appreciates the hard work and commitment provided throughout the housing element update and review. HCD looks forward to the Town reporting its progress through the annual progress report, pursuant to Government Code section 65400. If you have any questions or need additional technical assistance, please contact Sohab Mehmood, of our staff, at [sohab.mehmood@hcd.ca.gov](mailto:sohab.mehmood@hcd.ca.gov).

Sincerely,



Paul McDougall  
Senior Program Manager

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT**

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May 28, 2025

Mark Linder, Interim Town Manager  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

**RE: Town of Portola Valley – Successful Completion of Required Rezones**

Dear Mark Linder:

Thank you for submitting Ordinance No. 2025-452 and Ordinance No. 2025-453 to the California Department of Housing and Community Development (HCD), received for review on April 28, 2025, in response to HCD's March 26, 2024 letter revoking housing element compliance and October 16, 2024 technical assistance letter requesting revisions to rezone documentation submitted on July 26, 2024.

On March 26, 2024, HCD found that the Town had failed to implement the required rezone actions in Programs 1-1a, 1-1b, and 1-6 included in its housing element pursuant to Government Code section 65583, and that this failure brought the Town's housing element out of substantial compliance with State Housing Element Law. Consequently, HCD revoked its finding of compliance for the Town's housing element, as authorized by Government Code section 65585, subdivision (i)(1)(B), and stated this revocation would remain in effect until the Town completed required rezone actions in Programs 1-1a, 1-1b, and 1-6.

On July 17, 2024, HCD received Ordinance No. 2941-24, Ordinance No. 2942-24, and Resolution No. 2926-23 and accompanying modified general plan land use maps from the Town in response to the revocation letter. The Town also submitted supplemental documents on July 26, 2024. HCD reviewed the documentation submitted by the Town and determined that, while the ordinances and general plan amendments met several requirements of state law, the Town still needed to demonstrate the rezonings meet all requirements in Government Code section 65583.2, subdivisions (h) and (i).

HCD's review of Ordinance No. 2025-452 and Ordinance No. 2025-453 finds the Town has satisfied the requirements described in HCD's October 16, 2024 letter; thereby completing required rezoning actions in Programs 1-1a, 1-1b, and 1-6. HCD had previously considered documentation submitted in July of 2024. Therefore, HCD is pleased to find the Town's housing element substantial in compliance with Housing Element Law (Gov. Code, § 65580 et seq).

Mark Linder, Interim Town Manager  
Page 2

While the adopted element now addresses the statutory requirements described in HCD's March 26, 2024 letter by implementing Programs 1-1a, 1-1b, and 1-6, the Town must continue timely and effective implementation of all housing element programs.

HCD looks forward to continuing to collaborate with the Town in meeting the commitments in the housing element. Please feel free to contact Reid Miller, of our staff, at [Reid.Miller@hcd.ca.gov](mailto:Reid.Miller@hcd.ca.gov) with any questions or additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Melinda Coy", with a long horizontal stroke extending to the right.

Melinda Coy  
Proactive Housing Accountability Chief

TABLE 6-61: ADEQUATE SITES LAND INVENTORY

APN	Name	Acres	Existing Use	Existing General Plan	Existing Zoning	Proposed Rezoning and/or General Plan Amendment	Assumed Density (du/ac)	Realistic Capacity				
								VLI	LI	MI	AMI	Total
<b>Vacant Sites</b>												
79072130	4394 Alpine Rd Housing Site	1.18	Vacant	Commercial & Research/ Administrative: Local Shopping & Service	A-P 1 du/ac	Mixed-Use 3-6 du/ac	5	0	0	0	6	6
80010020	<u>Skyline Open Space (N. of 19501 Skyline Blvd)</u>	<u>14.65 (0.80 ac developable area)</u>	<u>Vacant</u>	<u>Scenic Corridor &amp; Greenway</u>	<u>MR</u>	<u>Mixed-Use High Density 20-23 du/ac<sup>c</sup></u>	<u>20</u>	<u>16</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>16</u>
<i>Subtotal</i>											<i>622</i>	
<b>Non-Vacant Sites</b>												
77272010	<u>Vacant Portion of Dorothy Ford Park and Open Space Housing Site</u>	<u>7.55 (2.48 ac developable area)</u>	<u>Undeveloped Area, Parking Lot and Baseball Field (To Remain)</u>	<u>Neighborhood Community/ Existing Park</u>	<u>O-A &amp; R-E 0.5 du/ac</u>	<u>General Plan Amendment to Gateway Classification</u>	<u>20</u>	<u>50</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>50</u>
77282030	Glen Oaks Housing Site	17.03 (4 ac developable area)	Undeveloped Area, Equestrian	Alpine Road Scenic Corridor & Greenway	O-A & R-E 0.5 du/ac	Multi-Family 2-4 du/ac	4	0	0	2	14	16
79072060	4370 Alpine Rd Housing Site	2.45 (1.5 ac developable)	Abandoned Tennis Court and Parking Lot, Office	Commercial & Research/ Administrative: Local Shopping & Service	A-P 1 du/ac	Mixed-Use 3-6 du/ac	6	0	0	0	9	9
76261140	<u>Village Square Housing Site (884 Portola Rd)</u>	<u>2.3 (1.57 ac developable area)</u>	<u>Undeveloped Area, Retail and Commercial Uses</u>	<u>Commercial &amp; Research/ Administrative: Local Shopping &amp; Service</u>	<u>C-C</u>	<u>Mixed-Use High Density 20-23 du/ac<sup>c</sup></u>	<u>20</u>	<u>20</u>	<u>0</u>	<u>0</u>	<u>5</u>	<u>25</u>
<i>Subtotal</i>											<i>7550</i>	
<b>Affiliated Housing Sites</b>												
79200030	Sequoias Affiliated Housing Site	42 <sup>a</sup>	Multi-Family	Institution "Other"	R-E	No change	N/A	0	0	5	18	23 <sup>b</sup>
76262030	Christ Church Affiliated Housing Site (815 Portola Rd)	2.93 <sup>d</sup> (0.75 ac developable area)	Church	Institution "Church"	R-E	<u>No change Mixed-Use High Density 20-23 du/ac<sup>c</sup></u>	<u>6<sup>e</sup>20</u>	<u>014</u>	<u>0</u>	<u>0</u>	<u>61</u>	<u>615</u>
77271180	Ladera Church Affiliated Housing Site	0.5	Church	Institution "Church"	R-E	General Plan Amendment to Gateway Classification Multi-Family 20-23 du/ac	20	8	2	0	0	10
<i>Subtotal</i>											<i>3948</i>	
<b>Total</b>								<b>58</b>	<b>2</b>	<b>7</b>	<b>53</b>	<b>120</b>

Notes: VLI = Very Low-Income, LI = Low-Income, MI = Moderate-Income, AMI = Above Moderate-Income, R-E = Residential Estate, R-1 = Single-Family Residential, A-P=Administrative Professional, M-R = Mountainous Residential, O-A = Open Area.

<sup>a</sup> Developable area is portion of the existing 42-acre site.

<sup>b</sup> Density determined by geotechnical study conducted 2021-2022.

<sup>c</sup> Density is subject to the Town Council consideration of the density range.

<sup>d</sup> 1.25 acres of the developable area is assumed to be developed with affordable unit, with the remainder utilized for market-rate housing.

<sup>e</sup> Density to be determined by Planning Commission.

Source: Town of Portola Valley, 2025<sup>3</sup>.

## SECTION 7. GOALS, POLICIES, AND PROGRAMS

California Government Code Section 65583(b)(1) requires the Housing Element to contain “a statement of goals, quantified objectives, and policies relative to the maintenance, preservation, and development of housing.” The policies and programs directly address the housing needs and constraints identified and analyzed in this Housing Element and are based on State law. Five goals are presented below pursuant to HCD requirements for the 6<sup>th</sup> Cycle.

As required by law, quantified objectives have been developed for housing production, rehabilitation, and conservation. These are presented at the end of this section. The quantified objectives provide metrics for evaluating the effectiveness of the Element.

Three types of statements are included in this section: goals, policies, and programs. Goals express broad, long-term statements for desired outcomes. Each goal is followed by multiple policies. The policies are intended to guide decision makers, staff, and other Town representatives in the day-to-day operations of the Town. They are statements that describe the Town’s position on specific housing issues. Some policies, but not all, require specific programs to ensure their effective implementation.

**GOAL 1:** Expand the types of housing allowed in the community. Facilitate the development of a range of housing types to meet the Town’s fair share of regional housing needs and accommodate current and new Portola Valley residents of diverse ages, races, and socioeconomic backgrounds.

.....

*Policy 3: Develop housing on ~~town or~~ non-profit owned parcels where feasible.*

~~Program 3-1: Initiate a site planning process for the sites in the new “Gateway” land use classification to make the most efficient use of the property and preserve open space. Pursue an affordable housing project on the Dorothy Ford Park and Open Space site in partnership with an affordable housing developer.~~

- ~~▪ Maintain compliance with provisions of the Surplus Land Act (Assembly Bill 1486–Ting, 2019) throughout the Housing Element period.~~
- ~~▪ Establish and implement incentives to facilitate housing development including outreach with affordable housing developers, reduced development fees (partially using the Town’s existing Affordable Housing Fund, if necessary), and priority processing.~~
- ~~▪ Potentially ground-lease the site to the housing developer at a nominal rate.~~

- ~~Consider improvements to the baseball field as part of the site planning process.~~
- ~~Consider collaboration with Ladera Church to integrate their site into the Town's affordable housing project.~~
- ~~Establish an RFP process and solicit developers by January 2026.~~
- ~~If the Town receives appropriate responses to the RFP, then it will take these two steps:~~
  - ~~Target Exclusive Negotiating Agreement by Winter 2027.~~
  - ~~Target land use entitlements issuance by Spring 2028.~~

~~Quantified Objective/Metric: Meet with Ladera Church in June 2024. Begin site planning process and outreach with affordable housing developers in May 2025. Issue Request for Proposals to affordable housing developers by January 2026. Fifty very low-income units developed.~~

~~Geographic Targeting: Dorothy Ford Park and Open Space and Ladera Church sites.~~

~~Time Frame: Issue RFP by January 2026.~~

~~Responsible Agency: Planning & Building Department~~

~~Financing Source: General Fund and Affordable Housing Trust Fund~~

Program 3-~~21~~: Provide technical assistance to nonprofits/religious institutions to develop their sites with affordable housing.

- Establish monthly meetings with Town staff and/or consultants for technical assistance. Include Planning, Building and Town Geologist when the program starts. On a quarterly basis, evaluate the effectiveness of the meetings and adjust format and staffing as necessary.
- When meeting with non-profits and religious institutions, encourage participation in the Affiliated Housing Program.

Quantified Objective/Metric: Provide monthly meetings for technical assistance starting September 2024. Construct 39 units (including 8 very-low, 2 low-, 5 moderate-, and 24 above moderate-income units) by end of planning period. Target assistance to at least three additional nonprofits and/or other partners.

Geographic Targeting: Townwide

Time Frame: Initiate monthly meetings by September 2024. Review effectiveness quarterly. Construct at least 39 units by January 2031.

Responsible Agency: Planning & Building Department

Financing Source: General Fund

*DRAFT DECEMBER 2025***CHAPTER 18.21 M-U-HD (MIXED-USE HIGH DENSITY) DISTRICT REGULATIONS****18.21.010 Intention-Applicable regulations.**

This class of district is intended to provide a mix of multi-family residential uses and space for local retail, consumer service businesses, and professional services necessary to serve primarily the town and its spheres of influence. Any parcel in an M-U-HD district may be occupied by a principal use listed in Section 18.21.020 or, when authorized by the planning commission, by a conditional use listed in Section 18.21.030 together with uses accessory to such principal use or conditional use as specified in Section 18.21.040. Use of any parcel is subject to:

- A. Development standards set forth in Section 18.21.050;
- B. Design standards set forth in Section 18.21.060;
- C. The required conditions set forth in Section 18.21.070;
- D. The provisions governing accessory uses, fences, and planned unit developments set forth in Chapters
- E. 18.42 through 18.44;
- F. The provisions regulating nonconforming uses set forth in Chapter 18.46;
- G. Yards, building bulk, and site design requirements set forth in Chapters 18.52 through 18.56;
- H. Special building setback lines set forth in Chapter 18.58; and
- I. The off-street parking requirements set forth in Chapter 18.60.

**18.21.020 Principal uses permitted.**

Principal uses permitted in the M-U-HD district shall be as follows:

- A. Uses permitted by Section 18.36.010;
- B. Single-family dwellings,;
- C. Duplexes;
- D. Emergency shelters;
- E. Multi-family dwelling;
- F. Residential care facilities;
- G. Supportive housing;
- H. Transitional housing;
- I. Low barrier navigation centers;
- J. Community-serving commercial uses.
- K. Temporary uses permitted by Section 18.36.030;
- L. Public schools when located in conformance with the general plan.
- M. Employee housing for qualified agricultural uses, as permitted under the California Employee Housing Act (Health and Safety Code Section 17000 et seq.); and

- N. Any other use which is determined by the commission, as provided in Chapter 18.38, to be of the same character as the other uses permitted by this section.

**18.15.030 Uses allowed by right.**

In accordance with Housing Element law (Government Code section 65583.2, subdivisions (h) and (i)), housing developments with a minimum density of 20 units per acre in which 20 percent or more of the units are affordable to lower income households shall be permitted by-right (without discretionary action). In compliance with Section 18.64.090 (Action by architectural and site control commission), the ASCC will review the proposed project for consistency with the objective standards contained in this chapter.

**18.21.040 Conditional uses permitted.**

The uses listed in this section shall be permitted only when a conditional use permit is granted as provided in Chapter 18.72:

- A. Uses permitted by Section 18.36.020;
- B. Administrative-professional planned unit developments as regulated by Chapters 18.44 and 18.72, provided any such development conforms to the floor area limitations of Section 18.54.052;
- C. Administrative and professional offices that meet the domestic needs of the residents of the town and its spheres of influence or which provide services to other businesses or institutions in the town or its spheres of influence meeting domestic needs, provided any such establishment conforms to the floor area limitations of Section 18.54.052;
- D. Medical and dental clinics, provided any such clinic conforms to the floor area limitations of Section 18.54.052;
- E. Physical therapy and fitness training, provided any such use conforms to the floor area limitations of Section 18.54.052;
- F. Veterinary clinics, provided any such clinic conforms to the floor area limitations of Section 18.54.052;
- G. Real estate and insurance offices, provided any such office conforms to the floor area limitations of Section 18.54.052;
- H. Hotel or conference center;
- I. Crop and tree farming and truck gardening, including sale of products grown exclusively on the premises;
- J. Nurseries and greenhouses used only for the propagating and cultivating of plants, provided no retail sale be allowed;
- K. Religious institution;
- L. Private noncommercial club or recreation facility;
- M. Private or parochial elementary or secondary schools;
- N. Boarding stables, subject to the provisions of the stable ordinance;
- O. Nursery schools and day care centers.
- P. Horticulture and grazing of cattle;

- Q. Wineries which include all or any combination of the following:
  - 1. Growing of grapes;
  - 2. Importation of grapes for the purpose of establishing and sustaining a winery operated for the purpose of producing wine from grapes grown on the premises;
  - 3. Making of wine;
  - 4. Wholesale and retail trade of wine produced exclusively on the premises;
  - 5. Winery buildings and related structures.
- R. Publicly-owned parks, public schools, or other public buildings when located in conformance with the general plan;
- S. Uses permitted by Section 18.20.030.G; and
- T. Any other use which is determined by the commission, as provided in Chapter 18.38, to be of the same character as other uses permitted by this section, provided that a use found to be of the same character as another use must meet the floor area limitations of that use as set forth in Section 18.54.052.

**18.21.040 Accessory uses permitted.**

Accessory uses permitted in the M-U-HD zone shall be as follows:

- A. Accessory uses as permitted in Section 18.36.040 and Chapter 18.42;
- B. Accessory uses permitted by Section 18.12.040 (subsections B through J). Subsection C is limited to long term (minimum 30-day) rentals;
- C. Off-street loading spaces;
- D. Household pets permitted by town ordinances.

**18.21.050 Development standards.**

Table 18.21.060, Development Standards – Mixed-Use High Density Zoning District, establishes the development standards for the Mixed-Use High Density Zoning Districts. The numbers in the figure below correspond with the regulations in the table that follows.

Figure 18.21.050: Development Standards – Multi-Family Residential Zoning Districts

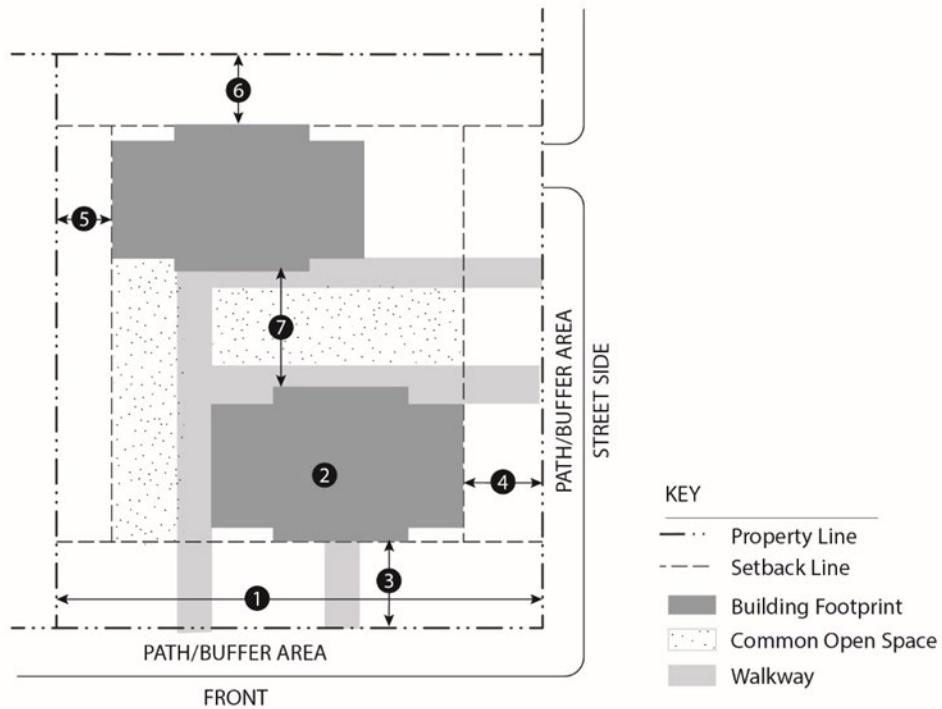


Figure 18.21.050: Development Standards – Mixed-Use High Density Zoning District

Table 18.21.050: Development Standards – Mixed-Use High Density District		
Standard	M-U-HD	Key
Density	Min. 20 du/ac; max. 23 du/ac	
Lot Width	Min. 90 ft	1
Floor Area Ratio (FAR)	Max. 0.55	
Floor Area for Residential/Non-Residential Uses	Residential uses shall occupy at least 50 percent of the total floor area of a mixed-use development as established in Section 18.54.050, Floor area, to the size of a site.	
Coverage Area Ratio (CAR)	Max. 0.35; see Chapter 18.54.040 for exceptions	
Unit size (excludes garage space)	Min. 400 sq ft, max. 1,800 sq ft	
Max. Floor Area for Single Building (all floors)	Max. 7,500 sq ft	2

**Building Height**

<i>Principal Structure</i>	Building height max. 38 ft/3 stories; Building height vertical: 34 ft	
<i>Accessory Structure (not including ADUs)</i>	Building height max.: 16 ft	

**Setbacks**

<i>Front</i>	75 ft along Alpine Road, See Chapter 18.58 – Special Setback Lines. 30 ft along all other rights-of-way	3
<i>Street Side</i>	Min. 25 ft for commercial, 15 ft for 100% residential	4
<i>Interior Side</i>	<u>Min. 15 ft</u>	5
<i>Rear Setback</i>	<u>Min. 10 ft</u>	6
<i>Ephemeral Creek/Drainage Ditch Setback</i>	As specified in an individualized Engineering Study approved by the Town Engineer, but in no case less than 10 ft.	
Building Separation	Min. 12 ft	7
Landscape Area Ratio (LAR)	Min. 0.25	
Common Open Space	Min. 200 sq ft/unit; may be part of required LAR	
Impervious Area Ratio (IAR)	Max. 0.48	
Parking Buffer	Min. landscaped buffer required between on-site parking and property line: Along Alpine Road within the scenic corridor: 15 ft Along all other street-facing frontages: 10 ft	

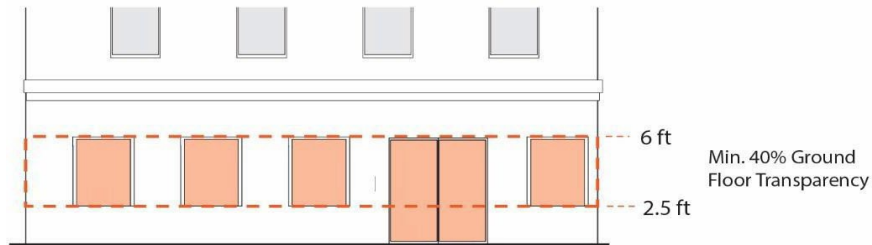
**18.21.060 Design standards.**

- A. Residential building design. The design standards of sections 18.15.060.A through G, with the exception of the daylight plane standards of Section 18.15.060.A, which are modified per 18.21.060.B, apply to the following:
  - 1. All residential buildings in the M-U-HD district; and
  - 2. All upper-story portions of residential mixed-use buildings in the M-U-HD district.
- B. Interior side daylight plane. The building envelope must fit within a plane which starts at the natural ground surface at the property line and increases in height at a ratio of two vertical units to one horizontal unit away from the property line.
- C. Site design. The design standards of sections 18.15.060.H through K apply to all

development in the M-U-HD district.

- D. Non-residential ground floor transparency. A minimum 40 percent of ground floor street-facing non-residential facades between 2.5 and six feet in height shall be transparent window surfaces with no more than a five percent tint. Mirrored windows are not allowed.

**Figure 18.21.060.D: Ground Floor Transparency**



- E. Entry separation. Any shared or individual entrance to residential units must be a minimum of 12 horizontal feet from any entrances to non-residential uses.

*Note: Additional Design Standards may be developed in the future and added to this draft before being considered for adoption.*

**18.21.070 Required conditions.**

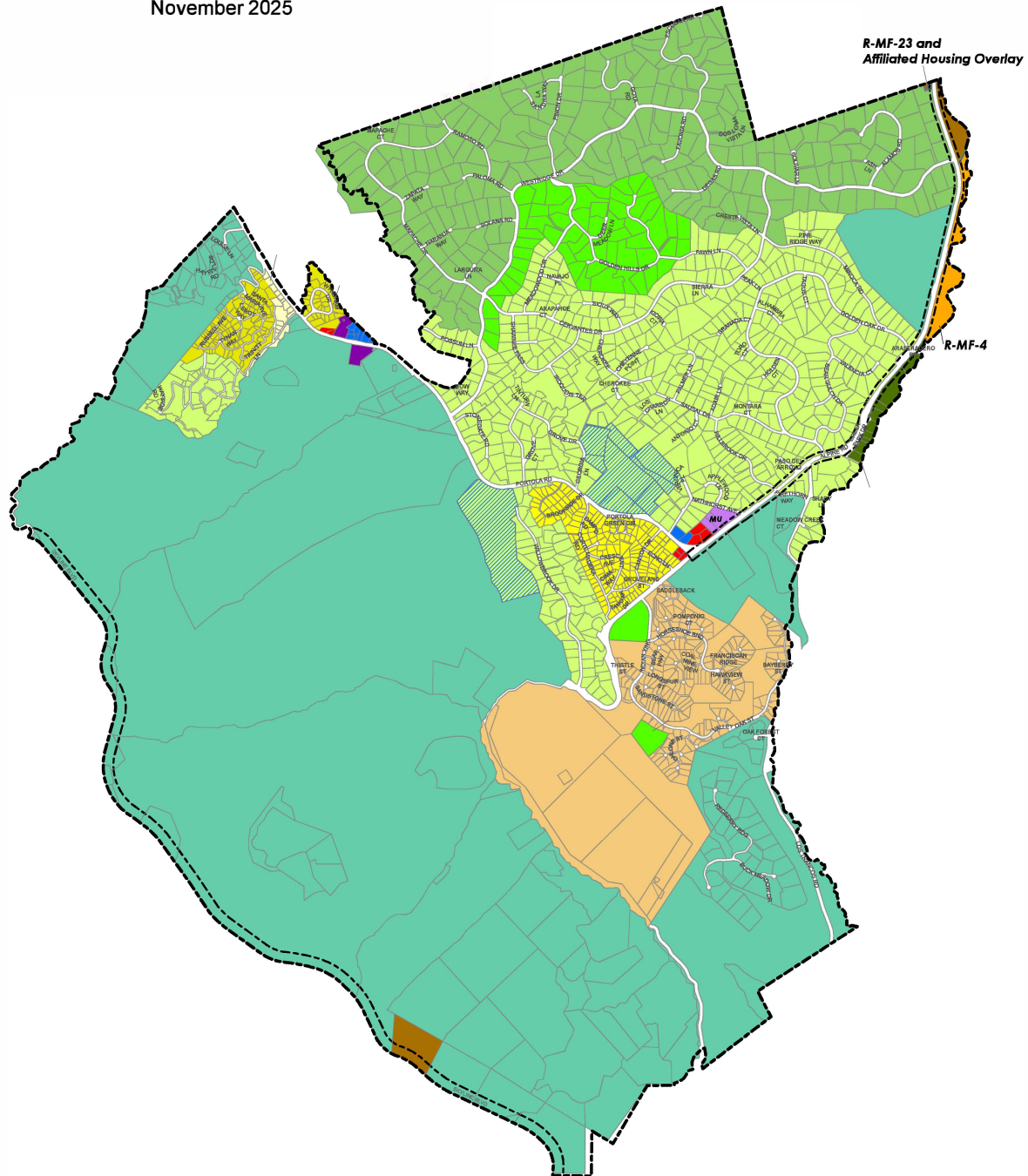
- A. All non-residential uses and structures, other than accessory buildings, shall be subject to site plan and architectural approval by the architectural and site control commission as provided in Chapter 18.64.
- B. Required conditions as stipulated by subsections A, B and C of Section 18.12.050;
- C. Conformance with the requirements set forth in Section 18.37.010.
- D. All uses shall be conducted within completely enclosed buildings except for:
  1. Delivery of fuel, lubricants, and minor incidental servicing of vehicles at service stations;
  2. Parking and loading spaces;
  3. Outdoor dining areas;
  4. Recreation facilities;
  5. Public utility electric substations; and
  6. Nurseries for propagation and sale of trees, plants, and shrubs.
- E. Processing, packaging, treating, and the incidental storage related thereto shall be in the same line of merchandise or service as the retail or service business conducted on the premises. The gross floor area occupied by the business to be devoted to such activities shall not exceed 50 percent and there shall be no more than three employees engaged in such activities.
- F. Amusement devices shall be permitted as accessory uses only when specifically set forth in an approved conditional use permit. Conditional use permits containing such accessory uses may be approved only for a specific applicant and such use permits

are nontransferable.

- G. During hours when an establishment is not open for business, only security lighting shall be allowed. Such lighting, both inside and outside, shall be of the minimum amount and the intensity to achieve its intended purpose.
- H. The total net floor area devoted to office uses on any parcel shall not exceed fifteen percent of the net floor area of all uses on such parcel. When an application is for a conditional use permit, the planning commission may allow the net floor area devoted to office uses to be increased up to but not exceed fifty percent of the total net floor area. An increase above fifteen percent may be authorized when the planning commission finds that the larger percentage will allow the development to be more compatible with the site conditions and surrounding the development that could otherwise be achieved and will not unduly jeopardize the space anticipated to be required for commercial uses in the town. "Net floor area" is defined in Section 18.54.050.
- I. Properties identified on the Flood Insurance Rate Maps shall comply with the provisions of Chapter 18.32.
- J. Properties with historic resources as identified in the historic element of the general plan shall comply with the provisions of Chapter 18.31.
- K. This zoning district permits one hundred percent residential projects with no commercial component. Any non-residential development shall include a residential component at the minimum density specified in Table 18.21.050.

# TOWN OF PORTOLA VALLEY DRAFT ZONING MAP

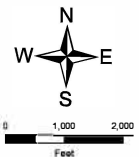
November 2025



Ordinance No.	Date	Ordinance No.	Date
1967-80	7/12/1967	1983-247	7/20/1983
1969-97	9/24/1969	1989-246	9/22/1989
1973-119	2/14/1973	1990-251	4/11/1990
1973-126	1/9/1974	1990-253	7/11/1990
1976-147	10/13/1976	1995-283	4/21/1995
1979-171	4/11/1979	1996-287	4/10/1996
1981-181	3/11/1981	1998-305	1/14/1998
1981-182	4/8/1981	2003-347	2/26/2003



- Legend**
- A-P, Administrative-professional
  - C-C, Community Commercial
  - R-E/1A/SD-1a, Residential Estate 1 acre
  - O-A (R-E/2A/SD-2), Open Area 2 acres
  - R-E/2A/SD-1/D-R, Residential Estate 2 acres
  - O-A (R-E/1A/SD-1), Open Area 1 acre
  - R-E/2A/SD-2/D-R, Residential Estate 2 acres
  - PC/2A/SD-1, Planned Community 2 acres
  - R-E/2A/SD-2a, Residential Estate 2 acres
  - R-1/15M, Single-family Residential 15,000 sq. ft.
  - R-E/2.5/SD-2.5, Residential Estate 2.5 acres
  - R-1/1A, Single-family Residential 1 acre
  - R-E/3.5A/SD-2, Residential Estate 3.5 acres
  - R-1/20M, Single-family Residential 20,000 sq. ft.
  - R-E/3.5A/SD-2/D-R, Residential Estate 3.5 acres
  - M-R/7.5A/SD-3/DR Residential Estate 3.5 acres
  - R-MF-4, Multi-family Residential 4 du/ac
  - R-MF-23, Multi-family Residential 23 du/ac
  - MU, Mixed-Use 6 du/ac
  - MU-HD, Mixed-Use High Density 20-23 du/ac
  - Affiliated Housing Overlay
  - Parcels
  - Town Limit
  - Special Building Setback Lines



PROJECTION: CALIFORNIA STATE PLANE COORDINATES  
ZONE 18 NAD83 DATUM: UNITS IN FEET  
PUBLISHED: OCTOBER 2023