



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the Town Council**  
**Wednesday, May 13, 2026**  
**7:00 PM**

**MAYOR:** Craig Taylor

**VICE MAYOR:** Mary Hufty

**COUNCILMEMBERS:** Rebecca Flynn, Judith Hasko, Helen Wolter

**A G E N D A**

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

**Remote Public Comments:** Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please submit your public comments by using the [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 the Portola Valley Town Council for consideration during the meeting and included in the public record. Members of the public may also provide comments in person at the meeting. The agenda and staff report will be posted on the Town's website by approximately 5:00 PM the Friday prior to the meeting. Additionally, technology permitting, the public body will take questions using the Raise Hand button for those who attend the meeting online or by phone. The Mayor 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 speaker's 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/85661031107?pwd=XBbPrv9WKnql1xOByNvR6a5i74XjuR.1>

Webinar ID: 856 6103 1107

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**

2. **ANNOUNCEMENT OF REMOTE ATTENDANCE / ROLL CALL**

3. **PRESENTATIONS / PROCLAMATIONS**

- a. Mental Health Awareness Month Proclamation
- b. Presentation by Scott M. Granet Regarding Mental Health Awareness

4. **TOWN MANAGER REPORT**

*There are no written materials, and the Town Council does not take action under this agenda item.*

5. **ORAL COMMUNICATIONS**

*Persons wishing to address the Town Council on any not on the agenda or related to Presentations/Proclamations or the Town Manager Report subject may do so now. Please submit a speaker's slip located at the front of the room to the Town Clerk or Mayor, prior to speaking. Please note the Council is not able to undertake extended discussion or action on items not on the agenda. Each speaker's time is limited to three (3) minutes.*

6. **CONSENT AGENDA**

- a. Approve Special Meeting Minutes of April 22, 2026
- b. Approve Regular Meeting Minutes of April 22, 2026
- c. Approve Warrant List for May 13, 2026

7. **PUBLIC HEARING**

- a. Hold a Public Hearing, Waive the First Reading, and Introduce Ordinance No. 2026-455 Approving Amending the Town Zoning Code (Title 18 of the Portola Valley Municipal Code) to Add Regulations Related to Accessory Dwelling Units, Junior Accessory Dwelling Units, Indemnification of Town, and Emergency Shelters by Adding Chapter 18.25 Standards for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Unit (JADU) and Chapter 18.82 Indemnification of Town; Cost Reimbursement; and by Amending Section 18.36.040 Accessory Uses and Determining the Project is Exempt Under the California Environmental Quality Act **Amended Attachment 1 - New Redlined version of Exhibit A**
- b. Hold First Public Hearing Regarding Proposed Adoption of a Town Charter

8. **COUNCIL SUBCOMMITTEE, LIAISON COMMITTEE, AND REGIONAL AGENCIES REPORTS**

*Oral and written reports arising out of Council subcommittee and liaison appointments to both in-town and regional committees and initiatives. The Town Council does not take action under this agenda item.*

- a. 04/16/2026 Wildfire Preparedness Committee Liaison Report
- b. 04/27/2026 ASCC Meeting Liaison Report
- c. 04/30/2026 Emergency Services Council Meeting
- d. 05/05/2026 Conservation Committee Meeting Liaison Report

9. **ADJOURNMENT**

*The next Regular Town Council meeting will be held on May 27, 2026 at 7:00 p.m.*

**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.

# *MENTAL HEALTH AWARENESS MONTH*

*May 2026*

**WHEREAS**, in 2023, 13% of San Mateo County adults reported poor mental health for fourteen or more days in the past month and 42% have sought professional help for their mental health; in 2023-2025, San Mateo County youth grade 7, 9, and 11 reported social emotional distress (23%, 24%, and 25%, respectively) and chronic sadness/hopelessness (25%, 27%, and 26%) in the past 12 months; and

**WHEREAS**, while behavioral health conditions are common across all types of demographics, certain communities face inequitable access to services, including people of color, immigrants, LGBTQ+ community, individuals with disabilities, veterans, youth and older adults; and

**WHEREAS**, on December 9, 2025, the San Mateo County Board of Supervisors unanimously adopted Resolution No. 081556, affirming the County's commitment to the well-being of current and future generations, making San Mateo County the first jurisdiction in the United States to do so; and

**WHEREAS**, that resolution recognized that with more than a quarter of San Mateo County residents being under the age of 24, and that most mental health challenges began before the age of 25, mental health is not only a present-day concern but a generational responsibility for future generations; treating mental health as a foundational public good, not merely a clinical concern; and

**WHEREAS**, the San Mateo County Behavioral Health and Recovery Services Office of Diversity and Equity, Felton Institute Peninsula Suicide Prevention, Mayors Mental Health Initiative, and partners are collectively organizing activities that San Mateo County community members can participate in throughout the month, including free in-person and virtual events, advocacy days and social media campaign; and

**WHEREAS**, the 2026 theme is Mental Health is Ours, emphasizing community, collective action, and holistic support. The Town Council wishes to increase the public's knowledge of signs and symptoms of mental health and substance use conditions, professional and self-help resources, and self-care practices; and

**NOW, THEREFORE, BE IT PROCLAIMED**, that I, **CRAIG TAYLOR**, Mayor, Town of Portola Valley, do hereby proclaim the month of May 2026 as Mental Health Awareness Month in the Town of Portola Valley to enhance public awareness of mental health to help end the stigma, direct members of the community to resources and support for mental health and substance use conditions, and honor the County's historic commitment to the well-being of current and future generations we create together.

Dated this 13<sup>th</sup> day of May 2026.



\_\_\_\_\_  
Craig Taylor, Mayor



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council  
**FROM:** Veronica Dao, Town Clerk  
**DATE:** May 13, 2026  
**RE:** **Approve Special Meeting Minutes of April 22, 2026**

**RECOMMENDATION**

Staff recommends Town Council review and approve the April 22, 2026 special meeting minutes.

**ATTACHMENTS**

1. [04-22-2026 Council Special Meeting Minutes](#)

**PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING MINUTES – APRIL 22, 2026**

**1. CALL TO ORDER**

Mayor Taylor called the meeting to order at 6:31 p.m. Roll call was taken.

Present: Councilmembers Helen Wolter, Judith Hasko, Rebecca Flynn, Vice Mayor Mary Hufty, Mayor Craig Taylor

Absent: None

Others: Town Manager Darcy Smith, Town Attorney Catherine Engberg, Town Clerk Veronica Dao

**2. ANNOUNCEMENT OF REMOTE ATTENDANCE / ROLL CALL**

**3. ORAL COMMUNICATIONS**

Mayor Taylor invited public comments on the agenda item. None were received.

**4. REGULAR AGENDA**

- a. Hold interviews and appoint one resident to the Board of Trustees of the San Mateo County Mosquito and Vector Control District

The Council interviewed the following resident: Robert Luo. Councilmembers deliberated over the candidate and their qualifications.

Motion and second (Hufty, Flynn) to appoint Robert Luo to the Board of Trustees of the San Mateo County Mosquito and Vector Control District. The motion carried unanimously by voice vote.

**5. MEET AND GREET with New Sheriff's Office Captain Brandon Hensel**

The Council recessed to a meet and greet with New Sheriff's Office Captain Hensel.

**6. ADJOURNMENT**

The Council reconvened from recess and adjourned the meeting at approximately 7:00 p.m.

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Craig Taylor, Mayor

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Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its May 13, 2026 regular meeting.



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council  
**FROM:** Veronica Dao, Town Clerk  
**DATE:** May 13, 2026  
**RE:** **Approve Regular Meeting Minutes of April 22, 2026**

**RECOMMENDATION**

Staff recommends Town Council review and approve the April 22, 2026 regular meeting minutes.

**ATTACHMENTS**

1. [04-22-2026 Council Regular Meeting Minutes](#)

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING MINUTES – APRIL 22, 2026**

**1. CALL TO ORDER**

Mayor Taylor called the meeting to order at 7:00 p.m. Roll call was taken by the Clerk.

Present: Councilmembers Helen Wolter, Judith Hasko, Rebecca Flynn, Vice Mayor Mary Hufty, Mayor Craig Taylor

Absent: None

Others: Town Manager Darcy Smith, Town Attorney Catherine Engberg, Finance Director Tony McFarlane, Town Clerk Veronica Dao

**2. ANNOUNCEMENT OF REMOTE ATTENDANCE / ROLL CALL**

**3. PRESENTATIONS / PROCLAMATIONS**

- a. Introduction of New Sheriff's Office Captain Brandon Hensel Overseeing Portola Valley

Mayor Taylor introduced the new captain.

- b. Presentation on ROPES Project by Wyatt Frenz

Wyatt Frenz presented his project and shared his findings with Council.

- c. Presentation and Update from Peninsula Clean Energy

Marc Hershman of Peninsula Clean Energy gave an annual update and information on the name change.

**4. TOWN MANAGER REPORT**

Town Manager Smith updated the Council on the following:

- Community survey
- Community clean-up day
- Horse Fair on May 16
- Summer concert series
- PV Palooza and Town Picnic/Zotts to Tots
- Quarterly paper newsletter
- Town Schoolhouse A/V updates

- Goats at Woodside Priory for fire mitigation
- Financial audits update

## 5. ORAL COMMUNICATIONS

Mayor Taylor invited public comment.

### Public Comment

- Ed Holland
- Nona Chiariello
- Betsy Morgenthaler
- Rebecca Flynn
- Helen Wolter
- Kristi C.

## 6. CONSENT AGENDA

Mayor Taylor invited public comment. None were received.

Motion and second (Hufty, Wolter) to approve Consent Agenda items 7a and 7e. The motion carried unanimously by roll call vote.

- Approve Special Meeting Minutes of April 6, 2026
- Approve Regular Meeting Minutes of April 8, 2026
- Approve Warrant List for April 22, 2026
- Adopt a Resolution Approving an Administrative Amendment to Paragraph 2.2 of the Peninsula Clean Energy Joint Powers Agreement Reflecting the Name Change of Peninsula Clean Authority to WestLight Energy
- Approve Appointment of Chris Morace as a Member and the Conservation Liaison to Wildfire Preparedness Committee

## 7. REGULAR AGENDA

- Receive Draft Fiscal Year 2026-27 Capital Improvement Plan and Associated Budget Presentation and Provide Direction to Staff

Finance Direction McFarlane presented the item.

Mayor Taylor invited public comment.

### Public Comment

- Bob Adams
- Karen Askey

Council asked questions and discussed the item.

No formal action was taken.

The Council recessed for a short break at 8:35 p.m. and returned at approximately 8:40 p.m.

b. Receive Information and Provide Direction on a Potential Town Charter

Town Manager Smith presented the item.

Mayor Taylor invited public comment.

Public Comment

- Bob Adams
- David Cardinal

Council asked questions and discussed the item.

No formal action was taken.

**8. COUNCIL SUBCOMMITTEE, LIAISON COMMITTEE, AND REGIONAL AGENCIES REPORTS**

Councilmembers reported on several local and regional meetings they attended recently.

Mayor Taylor invited public comment. None were received.

**9. ADJOURNMENT**

The meeting adjourned at 9:22 p.m.

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Craig Taylor, Mayor

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Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its May 13, 2026 regular meeting.



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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

**FROM:** Anthony McFarlane, Interim Assistant Town Manager

**DATE:** May 13, 2026

**RE:** **Approve Warrant List for May 13, 2026.**

**RECOMMENDATION:**  
Review and accept the Warrant List for May 13, 2026:

**REPORT SUMMARY**

The following table lists warrant activity by date, tracks starting and ending warrant numbers, and total amount of warrants issued.

Attached are Warrant Lists for:								
Type of Warrant	Date	Starting Warrant #	Ending Warrant #	Total Warrants	Amount	Warrants Released	Prior Warrant List	
							Date	Ending Warrant #
Warrant	5/13/2026	5955	6011	57	1,578,035.60	5/14/2026	4/22/2026	5954

The following table lists payments by fund.

Payments by Fund		
Date	Fund	Amount
5/13/2026	101-General Fund	1,291,868.33
5/13/2026	202-Public Safety Sales Tax	8,250.00
5/13/2026	203-Public Safety/COPS	77,500.00
5/13/2026	205-Library Fund	3,334.27
5/13/2026	222-Inclusion In-lieu	6,790.71
5/13/2026	225-ARPA Coronavirus Recovery	50,000.00
5/13/2026	401-Capital Projects	14,263.11
5/13/2026	505-WHRMD	700.00
5/13/2026	701-Customer Deposits	125,329.18
<b>Total</b>		<b>\$ 1,578,035.60</b>

The following table lists the warrants issued as EFT/ACH payments. EFT/ACH payments are recurring payments for contributions related to retirement and deferred compensation, workers' compensation premiums, and utilities, etc.

Warrants issued as ACH/EFT						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount
5/13/2026	5956	California Water Service	101	610	Mar-Apr Water Service	\$ 11,249.20
5/13/2026	5962	CSG Consultants, Inc	101/701	310/320/330	April Services	\$ 79,982.71
5/13/2026	5964	Environmental Systems Research	101	310/510	GIS Subscription Renewal	\$ 3,450.00
5/13/2026	5967	Good City Company	101/701	310/320/330	April Services	\$ 50,028.75
5/13/2026	5970	Missionsquare Retirement	101		04/30 Employee Contributions	\$ 5,458.87
5/13/2026	5972	Navia Benefit Solutions	101		04/30 Employee Contributions	\$ 562.50
5/13/2026	5975	PERS Health	101	Various	May Medical Premium	\$ 17,572.06
5/13/2026	5976	PG&E	101	610	April Utility Service	\$ 1,317.35
5/13/2026	5978	Platinum Facility Services	101	610	April Janitorial Services	4,936.68
5/13/2026	5981	San Mateo County Sheriff's Office	101	210	FY 25-26 Public Safety Services	1,169,314.00
5/13/2026	5983	State Comp Ins Fund	101	120	April W/C Premium & Surcharges	7,174.52
5/13/2026	5985	Verizon Wireless	101	610	April Service	923.88
5/13/2026	5992	Shute, Mihaly & Weinberger	101	Various	March Legal Services	90,308.97
5/13/2026	5997	Amazon Capital Services, Inc	101	610	April Office Supplies/Equipment	1,633.68
5/13/2026	5999	Leaf Capital Funding	101	610	Mar-April Copier Lease Payment	937.24
5/13/2026	6003	Interwest Consulting Group	401	710	Street Resurfacing	5,775.00
<b>Total</b>						<b>\$ 1,450,625.41</b>

The following table lists the warrants that were voided and the reason for the voided transaction.

Warrants Voided and Reissued						
Date	Warrant No	Issued To	Fund	Dept	Purpose	Amount
<b>Total</b>						<b>\$ -</b>

The following table lists the warrants issued outside of the scheduled warrant list cycle for various reasons, such as processing error, reissuing a voided check, or employee separation.

Warrants Issued Outside of a Scheduled Warrant List						
Date	Warrant No	Issued To	Fund	Dept	Purpose	Amount
<b>Total</b>						<b>\$ -</b>

## DISCLOSURE

Disclosure						
Date	Warrant #	Issued to	Fund	Dept	Purpose	Amount
5/13/2026	5981	San Mateo County Sheriff's Office	Various	210	FY25-26 Public Safety Services	\$ 1,169,314.00

This is the second and final payment for FY 2025-26 public safety services provided by the San Mateo County Sheriff's Office via contract.

For additional information on any item disclosed in this report, please contact the Finance department directly at [amcfarlane@portolavalley.net](mailto:amcfarlane@portolavalley.net).

## ATTACHMENTS

- 05/13/2026 Warrant List Certification

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**May 13, 2026**

Claims totaling \$1,578,035.60 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

\_\_\_\_\_  
Anthony McFarlane, Interim Assistant Town Manager

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
Darcy Smith, Town Manager

\_\_\_\_\_  
Craig Taylor, Mayor

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
5955	7	ACCELA	11,255.48	05/13/26		
5956	78	CALIFORNIA WATER SERVICE CO	11,249.20	05/13/26		EFTPS
5957	101	CHRIS ROMANO	100.00	05/13/26		
5958	105	CINTAS	8.24	05/13/26		
5959	109	CITY OF BURLINGAME	65.00	05/13/26		
5960	124	COMCAST	250.27	05/13/26		
5961	129	COTTON SHIRES & ASSOC. INC.	29,523.15	05/13/26		
5962	135	CSG CONSULTANTS INC	79,982.71	05/13/26		ACH
5963	142	DAILY JOURNAL CORPORATION	261.08	05/13/26		
5964	174	ENVIRONMENTAL SYSTEMS RESEARCH	3,450.00	05/13/26		ACH
5965	184	FRIENDLY PONY PARTIES	2,825.00	05/13/26		
5966	193	GO NATIVE INC	6,672.00	05/13/26		
5967	195	GOOD CITY COMPANY	50,028.75	05/13/26		ACH
5968	209	HARRY COUNCELL	2,500.00	05/13/26		
5969	213	HILLYARD INC	583.75	05/13/26		
5970	218	MISSIONSQUARE RETIREMENT	5,458.87	05/13/26		EFTPS
5971	324	MIRANDAS LANDSCAPE	2,887.74	05/13/26		
5972	330	NAVIA BENEFIT SOLUTIONS	562.50	05/13/26		EFTPS
5973	330	NAVIA BENEFIT SOLUTIONS	200.00	05/13/26		
5974	358	PENINSULA PARTY RENTALS	2,115.96	05/13/26		
5975	364	PERS HEALTH	17,572.06	05/13/26		EFTPS
5976	367	PG&E	1,317.35	05/13/26		EFTPS
5977	372	PINNACLE BUILDING & DESIGN	2,000.00	05/13/26		
5978	375	PLATINUM FACILITY SERVICES	4,936.68	05/13/26		ACH
5979	380	PURCHASE POWER	502.25	05/13/26		
5980	403	RON RAMIES AUTOMOTIVE INC.	709.33	05/13/26		
5981	412	SAN MATEO SHERIFF	1,169,314.00	05/13/26		EFTPS
5982	445	STANDARD INSURANCE CO.	543.13	05/13/26		
5983	448	STATE COMP INSURANCE FUND	7,174.52	05/13/26		EFTPS
5984	485	US POSTMASTER	370.00	05/13/26		
5985	489	VERIZON WIRELESS	923.88	05/13/26		EFTPS
5986	518	GOT GOPHERS?	1,050.00	05/13/26		
5987	730	URBAN PLANNING PARTNERS INC	8,587.25	05/13/26		
5988	744	PATTY DEWES	497.89	05/13/26		
5989	860	STEPFORD	3,834.83	05/13/26		
5990	865	MID PENINSULA ROOFING	1,000.00	05/13/26		
5991	914	UNITED MECHANICAL INC	4,562.00	05/13/26		
5992	1016	SHUTE, MIHALY & WEINBERGER LLP	90,308.97	05/13/26		ACH
5993	1064	HDL COREN & CONE	1,504.34	05/13/26		
5994	1091	BOUCHER LAW, PC	22,971.99	05/13/26		
5995	1136	LOS TOLUCAS	500.00	05/13/26		
5996	1145	EOIN MATTHEWS	100.00	05/13/26		
5997	1152	AMAZON CAPITAL SERVICES, INC	1,633.68	05/13/26		EFTPS
5998	1186	AT&T CORP DBA ACC BUSINESS	735.08	05/13/26		
5999	1195	LEAF CAPITAL FUNDING, LLC	937.24	05/13/26		EFTPS

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
6000	1204	SHUMS CODA ASSOCIATES	12,600.00	05/13/26		
6001	1216	WIZIX TECHNOLOGY GROUP, INC.	86.03	05/13/26		
6002	1219	EVANGELINA PRECIADO	52.40	05/13/26		
6003	1250	INTERWEST CONSULTING GROUP INC	5,775.00	05/13/26		ACH
6004	1253	YOUNG MENS SERVICE LEAGUE	1,000.00	05/13/26		
6005	1303	JEAN ISAACSON	700.00	05/13/26		
6006	1334	ELIZABETH NIXON	100.00	05/13/26		
6007	1335	MABEL SING	525.00	05/13/26		
6008	1336	STACIE DOHERTY	35.00	05/13/26		
6009	1337	KONSTANTIN GUERICKE	1,000.00	05/13/26		
6010	1338	RAHUL MALIK	96.00	05/13/26		
6011	1339	SITWORKS LANDSCAPE, INC.	2,500.00	05/13/26		
Check totals:			127,410.19			
ACH totals:			234,482.11			
EFTPS totals:			1,216,143.30			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			1,578,035.60			
Check totals:			127,410.19			
ACH totals:			234,482.11			
EFTPS totals:			1,216,143.30			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			1,578,035.60			

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 101 Dept	Balance Sheet				
ELIZABETH NIXON	101-21052-000-000000	Deposit Refund - Picnic Table	100.00	6006	05/13/26
EOIN MATTHEWS	101-21052-000-000000	Picnic Rental	100.00	5996	05/13/26
MISSIONSQUARE RETIREMENT	101-21036-000-000000	Deposit Refund			
NAVIA BENEFIT SOLUTIONS	101-21033-000-000000	Deferred Comp - Apr 30, 2026	5,458.87	5970	05/13/26
YOUNG MENS SERVICE LEAGUE	101-21051-000-000000	Navia Benefit 04/30/2026	562.50	5972	05/13/26
		Deposit Refund - Community Hall/Buckeye	1,000.00	6004	05/13/26
	Fund 101 Dept	Total	7,221.37		
Fund 101 Dept 110	Town Council				
CITY OF BURLINGAME	101-65013-110-000000	Council of Cities Dinner/Meeting, Rebecca Flynn	65.00	5959	05/13/26
	Fund 101 Dept 110	Total	65.00		
Fund 101 Dept 115	Town Committees				
CHRIS ROMANO	101-63211-115-000000	Portola Valley Horse Fair 3hrs drawing	100.00	5957	05/13/26
FRIENDLY PONY PARTIES	101-63211-115-000000	Horse Fair 5/16/202	2,825.00	5965	05/13/26
HARRY COUNCELL	101-63211-115-000000	Horse Fair - 3+ Hours Carriage Driving	2,500.00	5968	05/13/26
LOS TOLUCAS	101-63211-115-000000	Horse Fair 2026	500.00	5995	05/13/26
MABEL SING	101-63211-115-000000	Horse Fair - Face Painting	525.00	6007	05/13/26
PENINSULA PARTY RENTALS	101-63211-115-000000	Party Rentals for Horse Fair 2026	2,115.96	5974	05/13/26
	Fund 101 Dept 115	Total	8,565.96		
Fund 101 Dept 120	Town Manager				
PERS HEALTH	101-55021-120-000000	May Health	6,763.95	5975	05/13/26
STANDARD INSURANCE CO.	101-55031-120-000000	LTD/Life Premium	543.13	5982	05/13/26
STATE COMP INSURANCE FUND	101-55033-120-000000	Premium Charge	1,560.08	5983	05/13/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
STATE COMP INSURANCE FUND	101-55033-120-000000	Policy Term 4/06/26-5/06/26 Mandatory Surcharges Premium 4/27/2026	5,614.44	5983	05/13/26
	<b>Fund 101 Dept 120 Total</b>		<b>14,481.60</b>		
<b>Fund 101 Dept 125</b>	<b>Town Attorney</b>				
BOUCHER LAW, PC	101-62052-125-000000	12/01/25-12/30/25 Legal Services	22,971.99	5994	05/13/26
SHUTE, MIHALY & WEINBERGER LLP	101-62032-125-000000	Mar Legal Service	68,789.21	5992	05/13/26
	101-62032-125-26ELCT		5,559.70	5992	05/13/26
	101-62032-125-000000			5992	05/13/26
	<b>Fund 101 Dept 125 Total</b>		<b>97,320.90</b>		
<b>Fund 101 Dept 130</b>	<b>Town Clerk</b>				
PERS HEALTH	101-55021-130-000000	May Health	1,302.99	5975	05/13/26
	<b>Fund 101 Dept 130 Total</b>		<b>1,302.99</b>		
<b>Fund 101 Dept 140</b>	<b>Finance</b>				
HDL COREN & CONE	101-62099-140-000000	Contract Svcs Prop Tax - Apr-Jun 26	1,504.34	5993	05/13/26
PERS HEALTH	101-55021-140-000000	May Health	5,631.90	5975	05/13/26
	<b>Fund 101 Dept 140 Total</b>		<b>7,136.24</b>		
<b>Fund 101 Dept 210</b>	<b>Police Services</b>				
SAN MATEO SHERIFF	101-62204-210-000000	FY25-26 (01/01/2026 - 06/30/2026) Law Enforcement Services	1,033,564.00	5981	05/13/26
	<b>Fund 101 Dept 210 Total</b>		<b>1,033,564.00</b>		
<b>Fund 101 Dept 310</b>	<b>Planning Division</b>				
CSG CONSULTANTS INC	101-62099-310-000000	Code Enforcement, Inspect, Plan &	7,600.00	5962	05/13/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
ENVIRONMENTAL SYSTEMS RESEARCH	101-62305-310-000000	Bldg, Perm T, VOTRBR GIS Renewal 4/10/2026-4/6/2027	1,725.00	5964	05/13/26
GOOD CITY COMPANY	101-62039-310-000000	Planning Consultant Services - Mar 2026	8,421.25	5967	05/13/26
	101-62039-310-000000		3,814.37	5967	05/13/26
	101-62039-310-000000		256.50	5967	05/13/26
PERS HEALTH	101-55021-310-000000	May Health	846.95	5975	05/13/26
SHUMS CODA ASSOCIATES	101-62099-310-000000	Sr Permit Tech Services provided by SCA for Mar	6,300.00	6000	05/13/26
URBAN PLANNING PARTNERS INC	101-62099-310-000000	PV Safety Element Update- Mar 2026	1,287.50	5987	05/13/26
URBAN PLANNING PARTNERS INC	101-62099-310-000000	PV Safety Element Update- Mar 2026	7,299.75	5987	05/13/26
Fund 101 Dept 310 Total			37,551.32		
Fund 101 Dept 320	Building Division				
CSG CONSULTANTS INC	101-62099-320-000000	Code Enforcement, Inspect, Plan & Bldg, Perm T, VOTRBR	10,260.00	5962	05/13/26
	101-62099-320-000000		1,700.00	5962	05/13/26
GOOD CITY COMPANY	101-62099-320-000000	Planning Consultant Services - Mar 2026	7,600.00	5962	05/13/26
	101-62042-320-000000		3,814.38	5967	05/13/26
PERS HEALTH	101-55021-320-000000	May Health	390.90	5975	05/13/26
RAHUL MALIK	101-41911-320-000000	Refund Permit	96.00	6010	05/13/26
SHUMS CODA ASSOCIATES	101-62099-320-000000	Application Fee- 260 Golden Hills Sr Permit Tech Services provided by SCA for Mar	6,300.00	6000	05/13/26
Fund 101 Dept 320 Total			30,161.28		
Fund 101 Dept 330	Code Compliance				
CSG CONSULTANTS INC	101-62099-330-000000	Code Enforcement, Inspect, Plan & Bldg, Perm T, VOTRBR	1,755.00	5962	05/13/26
PERS HEALTH	101-55021-330-000000	May Health	65.15	5975	05/13/26
Fund 101 Dept 330 Total			1,820.15		

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
Fund 101 Dept 410	Community Hall				
GO NATIVE INC	101-61051-410-000000	Town Center Landscape Maint, Mar 2 & 3	2,224.00	5966	05/13/26
PERS HEALTH	101-55021-410-000000	May Health	304.14	5975	05/13/26
PLATINUM FACILITY SERVICES	101-61051-410-000000	Janitorial Services - Apr 2026	1,081.49	5978	05/13/26
Fund 101 Dept 410 Total			3,609.63		
Fund 101 Dept 420	Field Rentals				
GOT GOPHERS?	101-61055-420-000000	Town Fields Gopher Trapping- Apr 2026	1,050.00	5986	05/13/26
MIRANDAS LANDSCAPE	101-61055-420-000000	Apr Irrigation Landscape Services	300.00	5971	05/13/26
MIRANDAS LANDSCAPE	101-61055-420-000000	March Landscape Services	2,106.00	5971	05/13/26
MIRANDAS LANDSCAPE	101-61055-420-000000	Apr Power Washing Landscape Services	481.74	5971	05/13/26
PATTY DEWES	101-62305-420-000000	Skedda Expenes Jan-Apr 2026 Reimbursement	497.89	5988	05/13/26
Fund 101 Dept 420 Total			4,435.63		
Fund 101 Dept 510	Public Works				
ENVIRONMENTAL SYSTEMS RESEARCH	101-62305-510-000000	GIS Renewal 4/10/2026-4/6/2027	1,725.00	5964	05/13/26
GO NATIVE INC	101-62012-510-000000	Town Center Landscape Maint, Mar 2 & 3	2,224.00	5966	05/13/26
HILLYARD INC	101-62011-510-000000	Janitorial Supplies	583.75	5969	05/13/26
PERS HEALTH	101-55021-510-000000	May Health	1,291.09	5975	05/13/26
PLATINUM FACILITY SERVICES	101-61054-510-000000	Janitorial Services - Apr 2026	2,296.91	5978	05/13/26
PLATINUM FACILITY SERVICES	101-62011-510-COVID19	Janitorial Services - Apr 2026. Fridays disinfection svcs	448.01	5978	05/13/26
RON RAMIES AUTOMOTIVE INC.	101-61081-510-000000	2013 Ford F 150 XL	709.33	5980	05/13/26
UNITED MECHANICAL INC	101-62011-510-000000	HVACR Maintenance Replace Motor Apr 26	2,443.00	5991	05/13/26
UNITED MECHANICAL INC	101-62011-510-000000	Preventative Maintenance HVACR Equipment APR26	2,119.00	5991	05/13/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
	Fund 101 Dept 510 Total		----- 13,840.09		
Fund 101 Dept 610	Non-Departmental				
ACCELA	101-62305-610-000000	Annual Sub Renewal 2/07/26 - 2/06/27	11,255.48	5955	05/13/26
AMAZON CAPITAL SERVICES, INC	101-62306-610-000000	CRM Permit Lic Code Asurion 2 YR B2B Camera Accident Protection Plan	98.99	5997	05/13/26
AMAZON CAPITAL SERVICES, INC	101-62306-610-000000	Meeting Owl 360 Degree HD Smart Video & Tripod	1,506.25	5997	05/13/26
AMAZON CAPITAL SERVICES, INC	101-62399-610-000000	Logitech Wired Headset for Laptop & iPhone 15 Case	28.44	5997	05/13/26
AT&T CORP DBA ACC BUSINESS	101-62021-610-000000	ACC Division of AT&T Ethernet/Internet Access Apr Stmt	735.08	5998	05/13/26
CALIFORNIA WATER SERVICE CO	101-62022-610-000000	Water Service 3/12/26 - 4/13/26 5/1/26-5/31/26	669.30	5956	05/13/26
	101-62022-610-000000		3,220.75	5956	05/13/26
	101-62022-610-000000		1,306.55	5956	05/13/26
	101-62022-610-000000		255.71	5956	05/13/26
	101-62022-610-000000		5,693.17	5956	05/13/26
	101-62022-610-000000		62.23	5956	05/13/26
	101-62022-610-000000		41.49	5956	05/13/26
CINTAS	101-62301-610-000000	Replenish First-Aid Cabinets	8.24	5958	05/13/26
COMCAST	101-62021-610-000000	WIFI-4.21.2026-05.2 .2026	250.27	5960	05/13/26
DAILY JOURNAL CORPORATION	101-62309-610-000000	Council PH Charter HRG Notice of Hearing The Almanac	261.08	5963	05/13/26
EVANGELINA PRECIADO	101-62308-610-000000	Postage Building & Planning	52.40	6002	05/13/26
LEAF CAPITAL FUNDING, LLC	101-62307-610-000000	Toshiba Printer Copy Lease	468.62	5999	05/13/26
LEAF CAPITAL FUNDING, LLC	101-62307-610-000000	Toshiba Printer Copy Lease	468.62	5999	05/13/26
NAVIA BENEFIT SOLUTIONS	101-55025-610-000000	Apr 2026 Monthly Fe	200.00	5973	05/13/26
PERS HEALTH	101-55021-610-000000	May Health	974.99	5975	05/13/26
PG&E	101-62022-610-000000	PG&E MAY Stmt	708.13	5976	05/13/26
	101-62022-610-000000		14.29	5976	05/13/26
	101-62022-610-000000		592.65	5976	05/13/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
PG&E	101-62022-610-000000	PG&E MAY Stmt	2.28	5976	05/13/26
PURCHASE POWER	101-62308-610-000000	Postage Meter	502.25	5979	05/13/26
STACIE DOHERTY	101-46079-610-000000	Refund - Canceled Banner	35.00	6008	05/13/26
US POSTMASTER	101-62308-610-000000	Annual Bulk Mail Permit Renewal 2026	370.00	5984	05/13/26
VERIZON WIRELESS	101-62021-610-000000	April Cellular	923.88	5985	05/13/26
WIZIX TECHNOLOGY GROUP, INC.	101-62301-610-000000	Printer	86.03	6001	05/13/26
Fund 101 Dept 610 Total			30,792.17		
Fund 101 Total			1,291,868.33		
Fund 202 Dept 210	Police Services				
SAN MATEO SHERIFF	202-62205-210	FY25-26 (01/01/2026 - 06/30/2026) Law Enforcement Services	8,250.00	5981	05/13/26
Fund 202 Dept 210 Total			8,250.00		
Fund 202 Total			8,250.00		
Fund 203 Dept 210	Police Services				
SAN MATEO SHERIFF	203-62205-210	FY25-26 (01/01/2026 - 06/30/2026) Law Enforcement Services	77,500.00	5981	05/13/26
Fund 203 Dept 210 Total			77,500.00		
Fund 203 Total			77,500.00		
Fund 205 Dept 510	Public Works				
GO NATIVE INC	205-61079-510-000000	Town Center Landscape Maint, Mar 2 & 3	2,224.00	5966	05/13/26
PLATINUM FACILITY SERVICES	205-61054-510-000000	Janitorial Services - Apr 2026	1,110.27	5978	05/13/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
	Fund 205 Dept 510 Total		----- 3,334.27		
	Fund 205 Total		----- 3,334.27		
Fund 222 Dept 125	Town Attorney				
SHUTE, MIHALY & WEINBERGER LLP	222-62032-125	Mar Legal Service	4,482.21	5992	05/13/26
	Fund 222 Dept 125 Total		----- 4,482.21		
Fund 222 Dept 310	Planning Division				
GOOD CITY COMPANY	222-62039-310	Planning Consultant Services - Mar 2026	2,308.50	5967	05/13/26
	Fund 222 Dept 310 Total		----- 2,308.50		
	Fund 222 Total		----- 6,790.71		
Fund 225 Dept 210	Police Services				
SAN MATEO SHERIFF	225-62204-210	FY25-26 (01/01/2026 - 06/30/2026) Law Enforcement Services	50,000.00	5981	05/13/26
	Fund 225 Dept 210 Total		----- 50,000.00		
	Fund 225 Total		----- 50,000.00		
Fund 401 Dept 125	Town Attorney				
SHUTE, MIHALY & WEINBERGER LLP	401-62032-125-VOTRBR	Mar Legal Service	283.70	5992	05/13/26
	Fund 401 Dept 125 Total		----- 283.70		
Fund 401 Dept 710	Roads & Right-of-Way				

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
INTERWEST CONSULTING GROUP INC	401-74011-710-RESURF	Annual St Resurfacing FY25-26 2025-PW01	5,775.00	6003	05/13/26
	Fund 401 Dept 710 Total		----- 5,775.00		
Fund 401 Dept 715	Trails				
CSG CONSULTANTS INC	401-72011-715-VOTRBR	Code Enforcement, Inspect, Plan & Bldg, Perm T, VOTRBR	4,369.58	5962	05/13/26
	Fund 401 Dept 715 Total		----- 4,369.58		
Fund 401 Dept 730	Facilities				
STEPFORD	401-73011-730-ITUPTH	APC SMART UPS 1500V	3,642.19	5989	05/13/26
	401-73011-730-ITUPTH		192.64	5989	05/13/26
	Fund 401 Dept 730 Total		----- 3,834.83		
	Fund 401 Total		----- 14,263.11		
Fund 505 Dept 620	Road Maintenance Districts				
JEAN ISAACSON	505-62311-620	WHRMD RAC Road Cleanup	700.00	6005	05/13/26
	Fund 505 Dept 620 Total		----- 700.00		
	Fund 505 Total		----- 700.00		
Fund 701 Dept 340	Customer Deposits				
COTTON SHIRES & ASSOC. INC.	701-62036-340	Feb-Apr 26 Applicant Charges	29,523.15	5961	05/13/26
CSG CONSULTANTS INC	701-62041-340	Code Enforcement, Inspect, Plan & Bldg, Perm T, VOTRBR	1,950.00	5962	05/13/26
	701-62041-340		13,833.13	5962	05/13/26
	701-62038-340		17,530.00	5962	05/13/26

Vendor Name	Account Compressed Formatted	Invoice Description	Invoice Amount	Check Number	Check Date
CSG CONSULTANTS INC	701-62038-340	Code Enforcement, Inspect, Plan & Bldg, Perm T, VOTRBR	880.00	5962	05/13/26
	701-62041-340		4,335.00	5962	05/13/26
	701-62041-340		4,940.00	5962	05/13/26
	701-62038-340		855.00	5962	05/13/26
	701-62041-340		2,375.00	5962	05/13/26
GOOD CITY COMPANY	701-62041-340	Planning Consultant Services - Mar 2026	23,882.50	5967	05/13/26
	701-62041-340		7,531.25	5967	05/13/26
KONSTANTIN GUERICKE	701-62325-340	Deposit Refund - 880 Westridge	1,000.00	6009	05/13/26
MID PENINSULA ROOFING	701-62325-340	Deposit Refund - 25 Cherokee	1,000.00	5990	05/13/26
PINNACLE BUILDING & DESIGN	701-62325-340	Deposit Refund - 501 Portola Rd Unit 2H	1,000.00	5977	05/13/26
PINNACLE BUILDING & DESIGN	701-62325-340	Deposit Refund - 501 Portola Rd Unit 2G	1,000.00	5977	05/13/26
SHUTE, MIHALY & WEINBERGER LLP	701-62033-340	Mar Legal Service	11,194.15	5992	05/13/26
SITWORKS LANDSCAPE, INC.	701-63012-340	Deposit Refund - 35 Golden Oak Dr	2,500.00	6011	05/13/26
	Fund 701 Dept 340 Total		-----		
			125,329.18		
	Fund 701 Total		-----		
			125,329.18		
	**** Grand Total		-----		
			1,578,035.60		

\* \* \* End of Report \* \* \*

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 05/13/26	7 5955	ACCELA Annual Sub Renewal 2/07/26 - 2/06/27 CRM Permit Lic Code	11,255.48	11,255.48	INV-ACC62943
Vendor:	78 5956	CALIFORNIA WATER SERVICE CO Water Service 3/12/26 - 4/13/26 5/1/26-5/31/26	11,249.20	11,249.20	MAY-2026
Vendor:	101 5957	CHRIS ROMANO Portola Valley Horse Fair 3hrs drawing	100.00	100.00	MAY-16-2026
Vendor:	105 5958	CINTAS Replenish First-Aid Cabinets	08.24	08.24	5330531505
Vendor:	109 5959	CITY OF BURLINGAME Council of Cities Dinner/Meeting, Rebecca Flynn	65.00	65.00	05152026
Vendor:	124 5960	COMCAST WIFI-4.21.2026-05.20.2026	250.27	250.27	1945-MAY26
Vendor:	129 5961	COTTON SHIRES & ASSOC. INC. Feb-Apr 26 Applicant Charges	29,523.15	29,523.15	2026-APR
Vendor:	135 5962	CSG CONSULTANTS INC Code Enforcement, Inspect, Plan & Bldg, Perm T, VOTRBR	79,982.71	79,982.71	MAR-2026
Vendor:	142 5963	DAILY JOURNAL CORPORATION Council PH Charter HRG Notice of Hearing The Almanac	261.08	261.08	B4032397
Vendor:	174 5964	ENVIRONMENTAL SYSTEMS RESEARCH GIS Renewal 4/10/2026-4/6/2027	3,450.00	3,450.00	900232875
Vendor:	184 5965	FRIENDLY PONY PARTIES Horse Fair 5/16/2026	2,825.00	2,825.00	FPP260421
Vendor:	193 5966	GO NATIVE INC Town Center Landscape Maint, Mar 2 & 3	6,672.00	6,672.00	4032
Vendor:	195 5967	GOOD CITY COMPANY PPlanning Consultant Services - Mar 2026	50,028.75	50,028.75	4695
Vendor:	209 5968	HARRY COUNCELL Horse Fair - 3+ Hours Carriage Driving	2,500.00	2,500.00	MAY-16-2026
Vendor:	213 5969	HILLYARD INC Janitorial Supplies	583.75	583.75	90100897

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	218	MISSIONSQUARE RETIREMENT			
	5970	Deferred Comp - Apr 30, 2026	5,458.87	5,458.87	APR-202630
Vendor:	324	MIRANDAS LANDSCAPE			
	5971	Apr Irrigation Landscape Services	2,887.74	300.00	3084
		March Landscape Services		2,106.00	3096
		Apr Power Washing Landscape Services		481.74	3097
Vendor:	330	NAVIA BENEFIT SOLUTIONS			
	5972	Navia Benefit 04/30/2026	562.50	562.50	04302026
Vendor:	330	NAVIA BENEFIT SOLUTIONS			
	5973	Apr 2026 Monthly Fee	200.00	200.00	11079550
Vendor:	358	PENINSULA PARTY RENTALS			
	5974	Party Rentals for Horse Fair 2026	2,115.96	2,115.96	16662
Vendor:	364	PERS HEALTH			
	5975	May Health	17,572.06	17,572.06	100000018275983
Vendor:	367	PG&E			
	5976	PG&E MAY Stmt	1,317.35	1,317.35	MAY-2026
Vendor:	372	PINNACLE BUILDING & DESIGN			
	5977	Deposit Refund - 501 Portola Rd Unit 2G	2,000.00	1,000.00	BLDR0309-2025
		Deposit Refund - 501 Portola Rd Unit 2H		1,000.00	BLDR0254-2025
Vendor:	375	PLATINUM FACILITY SERVICES			
	5978	Janitorial Services - Apr 2026	4,936.68	4,488.67	52774
		Janitorial Services - Apr 2026. Fridays disinfection svcs		448.01	52775
Vendor:	380	PURCHASE POWER			
	5979	Postage Meter	502.25	502.25	7931-MAR26
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	5980	2013 Ford F 150 XL	709.33	709.33	83389
Vendor:	412	SAN MATEO SHERIFF			
	5981	FY25-26 (01/01/2026 - 06/30/2026) Law Enforcement Services	1,169,314.00	1,169,314.00	PS-INV305495
Vendor:	445	STANDARD INSURANCE CO.			
	5982	LTD/Life Premium	543.13	543.13	2026-APR
Vendor:	448	STATE COMP INSURANCE FUND			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
05/13/26	5983	Premium Charge Policy Term 4/06/26-5/06/26 Mandatory Surcharges Premium 4/27/2026	7,174.52	1,560.08 5,614.44	1003223364 1003723495
Vendor:	485	US POSTMASTER			
	5984	Annual Bulk Mail Permit Renewal 2026	370.00	370.00	PERMIT#581_2026
Vendor:	489	VERIZON WIRELESS			
	5985	April Cellular	923.88	923.88	6141988244
Vendor:	518	GOT GOPHERS?			
	5986	Town Fields Gopher Trapping- Apr 2026	1,050.00	1,050.00	103609
Vendor:	730	URBAN PLANNING PARTNERS INC			
	5987	PV Safety Element Update- Mar 2026	8,587.25	1,287.50	25029-260228
		PV Safety Element Update- Mar 2026		7,299.75	25029-260331
Vendor:	744	PATTY DEWES			
	5988	Skedda Expenes Jan-Apr 2026 Reimbursement	497.89	497.89	FRRC-26-2
Vendor:	860	STEPFORD			
	5989	APC SMART UPS 1500VA	3,834.83	3,834.83	2601256
Vendor:	865	MID PENINSULA ROOFING			
	5990	Deposit Refund - 25 Cherokee	1,000.00	1,000.00	BLDR0380-2025
Vendor:	914	UNITED MECHANICAL INC			
	5991	HVACR Maintenance Replace Motor Apr 26	4,562.00	2,443.00	114790
		Preventative Maintenance HVACR Equipment APR26		2,119.00	115117
Vendor:	1016	SHUTE, MIHALY & WEINBERGER LLP			
	5992	Mar Legal Service	90,308.97	90,308.97	MAR-26-SMW
Vendor:	1064	HDL COREN & CONE			
	5993	Contract Svcs Prop Tax - Apr-Jun 26	1,504.34	1,504.34	SIN062678
Vendor:	1091	BOUCHER LAW, PC			
	5994	12/01/25-12/30/25 Legal Services	22,971.99	22,971.99	3158
Vendor:	1136	LOS TOLLUCAS			
	5995	Horse Fair 2026	500.00	500.00	MAY-16-2026
Vendor:	1145	EOIN MATTHEWS			
	5996	Picnic Rental Deposit Refund	100.00	100.00	PROF-26-7

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1152	AMAZON CAPITAL SERVICES, INC			
	5997	Logitech Wired Headset for Laptop & iPhone 15 Case	1,633.68	28.44	1MTX-3YNF-J419
		Meeting Owl 360 Degree HD Smart Video & Tripod		1,506.25	13KL-3RY7-6C6P
		Asurion 2 YR B2B Camera Accident Protection Plan		98.99	131H-PIXQ-RWY9
Vendor:	1186	AT&T CORP DBA ACC BUSINESS			
	5998	ACC Division of AT&T Ethernet/Internet Access Apr Stmt	735.08	735.08	5192854117
Vendor:	1195	LEAF CAPITAL FUNDING, LLC			
	5999	Toshiba Printer Copy Lease	937.24	468.62	20005507
		Toshiba Printer Copy Lease		468.62	20154099
Vendor:	1204	SHUMS CODA ASSOCIATES			
	6000	Sr Permit Tech Services provided by SCA for Mar	12,600.00	12,600.00	12214
Vendor:	1216	WIZIX TECHNOLOGY GROUP, INC.			
	6001	Printer	86.03	86.03	593081
Vendor:	1219	EVANGELINA PRECIADO			
	6002	Postage Building & Planning	52.40	52.40	FRRS-26-3
Vendor:	1250	INTERWEST CONSULTING GROUP INC			
	6003	Annual St Resurfacing FY25-26 2025-PW01	5,775.00	5,775.00	3571026
Vendor:	1253	YOUNG MENS SERVICE LEAGUE			
	6004	Deposit Refund - Community Hall/Buckeye	1,000.00	1,000.00	PRCH-25-19
Vendor:	1303	JEAN ISAACSON			
	6005	WHRMD RAC Road Cleanup	700.00	700.00	REIMB_WHRMD-2
Vendor:	1334	ELIZABETH NIXON			
	6006	Deposit Refund - Picnic Table	100.00	100.00	PROF-26-12
Vendor:	1335	MABEL SING			
	6007	Horse Fair - Face Painting	525.00	525.00	00136
Vendor:	1336	STACIE DOHERTY			
	6008	Refund - Canceled Banner	35.00	35.00	PRBA-26-6
Vendor:	1337	KONSTANTIN GUERICKE			
	6009	Deposit Refund - 880 Westridge	1,000.00	1,000.00	BLDM0007-2025
Vendor:	1338	RAHUL MALIK			
	6010	Refund Permit Application Fee- 260 Golden Hills	96.00	96.00	BLMSC0007-2026

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1339	SITWORKS LANDSCAPE, INC.			
	6011	Deposit Refund - 35 Golden Oak Dr	2,500.00	2,500.00	BLDR0062-2026
Check Date Totals			1,578,035.60		
		Grand Total	1,578,035.60		



# TOWN OF PORTOLA VALLEY STAFF REPORT

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

**FROM:** Brandon H DeLucas, Contract Senior Planner

**DATE:** May 13, 2026

**RE:** **Hold a Public Hearing, Waive the First Reading, and Introduce Ordinance No. 2026-455 Approving Amending the Town Zoning Code (Title 18 of the Portola Valley Municipal Code) to Add Regulations Related to Accessory Dwelling Units, Junior Accessory Dwelling Units, Indemnification of Town, and Emergency Shelters by Adding Chapter 18.25 Standards for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Unit (JADU) and Chapter 18.82 Indemnification of Town; Cost Reimbursement; and by Amending Section 18.36.040 Accessory Uses and Determining the Project is Exempt Under the California Environmental Quality Act**

## **RECOMMENDATION**

Staff recommends that the Town Council Hold a Public Hearing, Waive the First Reading, and Introduce Ordinance No. 2026-455 Approving Amending the Town Zoning Code (Title 18 of the Portola Valley Municipal Code) to Add Regulations Related to Accessory Dwelling Units, Junior Accessory Dwelling Units, Indemnification of Town, and Emergency Shelters by Adding Chapter 18.25 Standards for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Unit (JADU) and Chapter 18.82 Indemnification of Town; Cost Reimbursement; and by Amending Section 18.36.040 Accessory Uses and Determining the Project is Exempt Under the California Environmental Quality Act.

## **BACKGROUND**

The Town occasionally considers amendments to the Town Zoning Code to implement the General Plan, clarify provisions, improve processes, or to codify State law or common and best practices. The Town's regulations related to emergency shelters, Accessory Dwelling Units and Junior Accessory Dwelling Units are currently not consistent with State law due to recent changes. Additionally, Programs 7-8, and 8-3 of the Town's 2023-2031 Housing Element require the town to update the zoning code to ensure compliance with State ADU law and AB 2339 regarding emergency shelters.

The Town does not currently have codified provisions related to requiring indemnification from an Applicant/Permittee against any claims, actions, or proceedings related to the Town's approval of a permit, which is standard practice amongst local jurisdictions. At the recommendation of the Town Attorney, the Town has drafted standard indemnification language for inclusion in the Zoning Code in a new chapter.

## **DISCUSSION** **ADU and JADU**

In its attempt to address the state-wide housing crisis, rising housing costs, and shortage of affordable housing options in California, the State continues to pass bills aimed at streamlining local approval processes for ADUs and updating regulations that may otherwise limit the production of ADUs. Since the last amendments to the Town's ADU regulations in 2021, a few new laws have gone into effect. Further,

the Town has received an official letter from HCD regarding the Town's non-compliance with current state law and requires that the Town updates its ADU and JADU ordinance to comply.

Staff is proposing to repeal Section 18.36.040(B), the existing ADU and JADU standards and add Chapter 18.25 Standards for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) meeting the requirements of state law. The new chapter does not include the "Bonus ADU" as state law allows for up to 3 ADUs and 1 JADU on a site.

A high-level summary of the proposed amendment is included below, and the full proposed amendment is included in the attachment.

### **Chapter 18.25 - Standards for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU)**

The amendments would establish a new chapter for all processes and requirements for ADUs and JADUs. The Chapter includes the following sections:

#### **Section 18.25.010 - Purpose and Intent**

Provides the purpose of the chapter to implement Government Code Sections 66310 through 66342 by allowing the creation of accessory dwelling units (ADUs) and/or junior accessory dwelling units (JADUs) through ministerial review

#### **Section 18.25.020 - Definitions**

Ensures that terms used in the chapter are defined consistently with the definitions described in California Government Code Section 66313

#### **Section 18.25.030 - Administration and Permitting Process**

Outlines the administrative and permitting review process consistent with state law.

#### **Section 18.25.040 - General Development and Operational Standards**

Provides the general development and operational standards which apply to both ADUs and JADUs.

#### **Section 18.25.050 - Fee Requirements**

Outlines the fee requirements from state law regarding Connection fees or Capacity charges, and Impact fees.Â

#### **Section 18.25.060 - Accessory Dwelling Unit (ADU) Regulations**

Provides the allowed unit types, locations, development standards, objective design standards and other regulations which ADUs must comply with.

#### **Section 18.25.070 - Junior Accessory Dwelling Unit (JADU) Regulations**

Provides the number of units allowed, locations, development standards and other regulations which JADUs must comply with.

### **Emergency Shelters**

The Housing Element includes Program 8-3 which states: "To comply with State Law AB 2339, the definition for emergency shelters in the municipal code will be amended to include other interim intervention, including, but not limited to, navigation centers, bridge housing, and respite or recuperative care."

To implement this policy, staff is proposing to allow emergency shelters by right in religious institutions and include the objective standards which will apply.

A high-level summary of the proposed amendment is included below, and the full proposed amendment is included in the attachment.

### **Chapter 18.36 - Uses permitted in all Districts**

The amendments would update Section 18.36.040 to add Emergency shelters with standards as a permitted use at a religious institution.

### **Indemnification of Town; Cost Reimbursement**

The proposed amendment ordinance will add a provision to the Town Zoning Code related to indemnification, which is a legal concept where one party agrees to take financial responsibility for certain losses, damages, or liabilities that another party might incur. As it relates to a planning approval or permit issuance, the proposed indemnification language would codify the Town's standard condition of approval whereby the applicant agrees to cover the Town's expenses (legal fees or damages) if a third party sues the Town in connection with the project or permit. Indemnification is a way of protecting the Town from legal or financial liability tied to an Applicant's project or permit.

The Portola Valley Municipal Code has several sections that require an Applicant or Permittee to defend, indemnify and hold harmless the Town, its agents and officers and employees from any claim, action, or proceeding related to the town's approval of a permit. For example, this language exists in Chapter 18.39 (Cannabis Land Uses) and Chapter 18.41 (Wireless Communication Facilities). The language in these sections is specific to the permits issued for these types of uses. However, the Town does not have a broad indemnification clause that applies across the board to all land use permits, which is standard practice amongst most local jurisdictions. The proposed amendment generally tracks the Town's indemnification language related to cannabis and wireless communication facilities.

This issue surfaced during negotiations with the Applicant over the conditions of approval for the 3530 Alpine Road (Portola Terrace) project. The issue was resolved for that specific project, but it highlighted the fact that the Town should adopt a standard indemnification policy and codify it in the Zoning Code.

A high-level summary of the proposed amendment is included below, and the full proposed amendment is included in the attachment.

### **Chapter 18.82 - Indemnification of Town; Cost Reimbursement**

The Amendments would establish a new chapter for Developer Indemnification standards. This Chapter includes the following sections.

Section 18.82.010 - Applicability  
Provides the applicability of the indemnification requirements

Section 18.82.020 - Indemnity Required  
Provides when indemnity is required

Section 18.82.030 - Cooperation and Notification  
Outlines the notification and cooperation by the Town

Section 18.82.040 - Proof of Coverage Required  
Specifies when proof of coverage is required

### **Planning Commission Meeting**

The Planning commission reviewed the proposed amendments at a public hearing on April 15, 2026.

The Planning Commission discussed various aspects of the proposed amendments, minor typos, consistency with state law, applicability of fire codes and local soil maps, and applicability of standards. A few Commission members voiced concern regarding the inclusion of language fees, specify those charged by utility providers. Staff clarified that the inclusion of the language was to follow guidance provided by HCD to have the language in our municipal code even though the Town is not responsible for charging those fees or regulating the utilities providers.

Additionally, the Commission had a lengthy discussion regarding the proposed indemnification chapter and the impact the said chapter would potentially have on development in the town. For more details, please refer to the recording of the Planning Commission Meeting which can be found at <https://youtu.be/fedHjTZbXwA>.

The Planning Commission of the Town of Portola Valley recommended approval of the proposed amendments, with minor modifications, discussed below, by the following votes:

Resolution 2026-001 - adding Chapter 18.82 Indemnification of Town; Cost Reimbursement on a [4-1] vote

Resolution 2026-002 - adding Chapter 18.25 Standards for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) and by amending Section 18.36.040 Accessory Uses on a [5-0] vote

The modification the Commission asked staff to make included fixing minor typos, adding section 18.25.040.H to address concerns related to compliance with local fire codes and the Town's soil maps. These modifications have been incorporated into Attachment 1 Exhibit A. In response to Commissioner questions, staff confirmed that no changes were needed to comply with State ADU law.

### **Required Finding**

Section 18.74.090 of the PVMC outlines the findings for approval of Zoning Code amendments. The finding is listed below in bold, followed by a brief analysis of how the findings are met.

1. **The proposed amendment is in general conformance with the general plan and that that public necessity, convenience and general welfare require the proposed amendment.**

The proposed zoning code amendment is in conformance with the general plan. Programs 7-8, and 8-3 of the Town's 2023-2031 Housing Element require the town to update the zoning code to ensure compliance with State ADU law and AB 2339 regarding emergency shelters. The proposed amendments are a public necessity and ensure the general welfare of the community by complying with State law providing for a standard indemnification policy for all land use permits.

### **Public Comment**

Consistent with state law noticing requirements, a public hearing notice was published in The Almanac newspaper on May 1, 2026. As of the publication date of this staff report, no public comment has been submitted regarding the proposed amendments.

### **FISCAL IMPACT**

There is no fiscal impact related to this agenda item.

### **ATTACHMENTS**

1. [Ordinance \(Updated Exhibit A\)](#)
2. [Planning Commission Resolution #2026-01](#)
3. [Planning Commission Resolution #2026-02](#)

**ORDINANCE NO. 2026-455**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY AMENDING THE TOWN ZONING CODE (TITLE 18 OF THE PORTOLA VALLEY MUNICIPAL CODE) TO ADD REGULATIONS RELATED TO ACCESSORY DWELLING UNITS, JUNIOR ACCESSORY DWELLING UNITS, INDEMNIFICATION OF TOWN, AND EMERGENCY SHELTERS BY ADDING CHAPTER 18.25 STANDARDS FOR ACCESSORY DWELLING UNITS (ADU) AND JUNIOR ACCESSORY DWELLING UNITS (JADU) AND CHAPTER 18.82 INDEMNIFICATION OF TOWN; COST REIMBURSEMENT; AND BY AMENDING SECTION 18.36.040 ACCESSORY USES AND DETERMINING THE PROJECT IS EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT .**

**WHEREAS**, the Town occasionally considers amendments to the Town Zoning Code to implement the General Plan, clarify provisions, improve processes, or to codify State law or common and best practices; and

**WHEREAS**, the Town's regulations related to emergency shelters, Accessory Dwelling Units and Junior Accessory Dwelling Units are currently not consistent with State law due to recent changes in State law; and

**WHEREAS**, the amendments would implement Program 7-8, and Program 8-3 of the Town's 2023-2031 Housing Element by ensuring the Town is compliant with State ADU law and AB 2339 regarding emergency shelters; and

**WHEREAS**, the 2023-2031 Housing Element was submitted to the State Department of Housing and Community Development (HCD) for review on January 26, 2024, and HCD notified the Town on January 30, 2024 that they found the Housing Element to be in substantial compliance with State Housing Element Law. It was re-certified on May 28, 2025 following Zoning Code amendments to implement the Housing Element; and

**WHEREAS**, the Town does not currently have codified provisions related to requiring indemnification from an Applicant/Permittee against any claims, actions, or proceedings related to the Town's approval of a permit, which is standard practice amongst local jurisdictions; and

**WHEREAS**, at the recommendation of the Town Attorney, the Town has drafted standard indemnification language for inclusion in the Zoning Code in a new chapter; and

**WHEREAS**, on March 20, 2026, notice of the Planning Commission public hearing was published in *The Almanac* newspaper in compliance with Government Code § 65854; and

**WHEREAS**, on April 15, 2026, the Planning Commission held a duly noticed public

hearing and adopted Resolution 2026-01 recommending the Town Council approve an ordinance amending the Town Zoning Code (Title 18 of the Portola Valley Municipal Code) adding Chapter 18.82 Indemnification of Town; Cost Reimbursement, at which all interested parties has the opportunity to be heard; and

**WHEREAS**, on April 15, 2026, the Planning Commission held a duly noticed public hearing and adopted Resolution 2026-02 recommending the Town Council approve an ordinance amending the Town Zoning Code (Title 18 of the Portola Valley Municipal Code) adding Chapter 18.25 Standards for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) and by amending Section 18.36.040 Accessory Uses, at which all interested parties has the opportunity to be heard; and

**WHEREAS**, on May 1<sup>st</sup> 2026, notice of the Town Council public hearing was published in *The Almanac* newspaper in compliance with Government Code § 65090; and

**WHEREAS**, on May 13<sup>th</sup> 2026, the Town Council held a duly noticed public hearing, and after considering the entire record of proceedings, including but not limited to, the staff report and all written and oral comments received and the Planning Commission recommendation, the Town Council voted to approved the ordinance. **NOW, THEREFORE**, the Town Council of the Town of Portola Valley does **ORDAIN** as follows:

1. RECITALS. The above recitals are true and correct and made a part of this Ordinance.

2. AMENDMENTS TO CODE. The following Chapters of Title 18 [Zoning] are amended as specified in **Exhibit A**. Exhibit A shows additions with underlined text and deletions with ~~strike-out text~~. All text that is unmarked remains as is and all Title 18 chapters and sections not referenced in Exhibit A remain unchanged.

CHAPTER 18.25 - Standards for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU)

CHAPTER 18.36 - Uses Permitted in All Districts

CHAPTER 18.82 – Indemnification of Town; Cost Reimbursement

3. CONSISTENCY WITH GENERAL PLAN. This ordinance is found to be consistent with the General Plan of Portola Valley.

4. ENVIRONMENTAL REVIEW. The proposed amendments to repeal section 18.36.040(B) and Add Chapter 18.25 are exempt from environmental review per the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines § 15282(h), as well as Public Resources Code § 21080.17, which provides a statutory exemption for ordinances regarding ADUs and JADUs in a single-family or multifamily residential zone to implement Government Code § 66310 et seq.

Additionally, for the proposed amendments to Section 18.36.040(A)(12) adding regulations related to emergency shelters, The Town, as lead agency under the California Environmental Quality Act (“CEQA”), prepared an Initial Study/Mitigated Negative

Declaration (IS/MND) for the Housing Element and circulated it for public review. On March 29, 2023, the Town Council conducted a public hearing on the IS/MND and adopted Resolution No. 2922- 2023 adopting the IS/MND, the Updated Response to Comments and Text Changes, and the Mitigation Monitoring and Reporting Program (MMRP) (as updated at the March 22 and 29, 2023 public hearings). None of the implementing zoning code text amendments require subsequent or supplemental environmental analysis under CEQA, as described in Public Resources Code Section 21166 and CEQA Guidelines Section 15162. None of the following triggers have occurred: a substantial change to the project; a substantial change to the circumstances under which the project is being undertaken, or new information, which was not known and could not have been known at the time the environmental analysis was completed, becomes available. Therefore, the IS/MND adopted on March 29, 2023 remains valid.

Further, the proposed amendments to add Chapter 18.82 has been determined to be exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility the project will have a significant effect on the environment. The proposed amendment has no potential for environmental impact and is appropriately used for policies, programs, or administrative actions that do not involve physical changes to the environment.

5. FINDING. The proposed zoning code amendment is in conformance with the general plan. Programs 7-8, and 8-3 of the Town's 2023-2031 Housing Element require the town to update the zoning code to ensure compliance with State ADU law and AB 2339 regarding emergency shelters. The proposed amendments are a public necessity and ensure the general welfare of the community by complying with State law providing for a standard indemnification policy for all land use permits
  
6. CONSISTENCY WITH STATE LAW. This ordinance is intended to be consistent with State law and to the extent there is any inconsistency with such State law requirements, State law shall control.
  
7. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that it would have passed this Ordinance and adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.
  
8. APPROVAL. The Town Council hereby approves the amendments to the Town Zoning Code (Title 18 of the Portola Valley Municipal Code), as described above and as shown in Exhibit A, which is attached hereto and incorporated herein by reference
  
9. EFFECTIVE DATE; POSTING. This ordinance shall become effective 30 days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED on the 13th day of May, 2026

PASSED, APPROVED AND ADOPTED as an ordinance of the Town of Portola Valley at a regular meeting of said Council on the \_\_\_\_ day of \_\_\_\_\_, 2026, by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSTENTIONS:	Councilmembers:
ABSENT:	Councilmembers:

ATTEST

APPROVED

\_\_\_\_\_  
Veronica Dao, Town Clerk

\_\_\_\_\_  
Craig Taylor, Mayor

**Exhibit A: Zoning Code Amendments (Updated 05-13-2026)**

**CHAPTER 18.25 - STANDARDS FOR ACCESSORY DWELLING UNITS (ADU) AND JUNIOR  
ACCESSORY DWELLING UNITS (JADU)**

**18.25.010 - Purpose and Intent.**

The purpose of this chapter is to implement Government Code Sections 66310 through 66342 by allowing the creation of accessory dwelling units (ADUs) or junior accessory dwelling units (JADUs) through ministerial review. In the event of any conflict or discrepancy between the ADU or JADU standards in this chapter and any other provisions of this title, the standards contained in this chapter shall take precedence. Ambiguities or gaps in this chapter shall be resolved first by reference to Government Code Sections 66310 through 66342. In the event of any conflict between State law and this chapter, Government Code Sections 66310 through 66342 shall govern.

**18.25.020 - Definitions.**

For the purposes of this chapter the definitions as described in California Government Code Section 66313, or as amended shall apply.

**18.25.030 - Administration and Permitting Process.**

- A. **Building Permit Required.** All ADUs or JADUs, including those that are internal to an existing structure and converted from existing floor area, shall be subject to a building permit.
- B. **Permitting Procedure.**
1. **Ministerial Review.** A permit application for an ADU or JADU shall be processed ministerially, without discretionary review or a hearing.
  2. **Completeness Determination.** A permit application for an ADU or JADU shall be determined to be complete or incomplete and a written notice of the determination provided not later than 15 business days after receiving the application. If the Town determines that an application is incomplete, the Town will provide the applicant with a list of incomplete items and a description of how the application can be made complete in the written notice. If a permit application is determined to be incomplete or is denied, the applicant may appeal that decision. After receipt of the appeal, the Town shall provide a final written determination within 60 business days.
  3. **Review Period.**
    - i. **ADU on a Developed Lot with an Existing Dwelling.** If there is an existing single-family or multifamily dwelling on a lot, a permit application for an ADU or JADU shall either be denied or approved within 60 days of receipt of a complete application.
    - ii. **Undeveloped Lot ADU Accompanying Application for a New Primary Dwelling.** If a permit application to create an ADU or JADU is submitted with a permit application

- to create a new single-family or multifamily dwelling on a lot, the Town may delay approving or denying the permit application for the ADU or JADU until the Town approves or denies the permit application to create the new single-family or multifamily dwelling; however, the application to create the ADU or JADU shall be considered without discretionary review or hearing.
- iii. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay.
4. **Deemed Approved.** If a complete application is not approved or denied within 60 days of receipt of a complete application, the application shall be deemed approved.
5. **Denied Applications.** If an application for an ADU or JADU is denied within 60 days of receipt of a complete application, the Town shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient, and a description of how the application can be remedied.
6. **Nonconforming Conditions.** No application for a permit to create an ADU or JADU shall be denied due to the correction of nonconforming zoning conditions, building code violations, or unpermitted structures that:
- i. Do not present a threat to public health and safety; and
  - ii. Are not affected by the construction of the ADU or JADU.

#### **18.25.040 – General Development and Operational Standards**

- A. **Fire Sprinklers.** ADUs and JADUs shall not be required to provide fire sprinklers if fire sprinklers are not required for the primary residence. The construction of an ADU or JADU shall not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling or existing multi-family dwelling.
- B. **Short-Term Rental Limitation.** ADUs and JADUs shall not be rented for a term of less than 30 days.
- C. **Replacement Parking.** Replacement parking shall not be required when a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or JADU or converted to an ADU or JADU. A demolition permit for a detached garage to be replaced with an ADU or JADU shall be reviewed and issued concurrently with the ADU or JADU permit application.
- D. **Separate Sale.** Except as permitted by Government Code Section 66341, as the same may be amended from time to time, ADUs shall not be sold or conveyed separately from the primary dwelling.
- E. **Utility Connection.**
- 1. **Availability of Utilities.** All ADUs shall be connected to public utilities or their equivalent including water, electricity, and sewer services. In the case of well water systems and

septic systems the applicant must demonstrate that they are adequately sized for the new demand.

2. ADUs using a private sewage disposal system shall obtain approval by the local health officer.
  3. ADUs constructed pursuant to **paragraph (1) of subdivision (a) of** Government Code section 66323 shall not be required to install a new or separate utility connection directly between the ADU and the utility, unless the ADU was constructed with a new single-family residence, or upon separate conveyance of the ADU pursuant to Government Code Section 66342. For all other ADUs the service provider may require a new or separate utility connection directly between the ADU and the utility.
  4. JADUs shall not be required to install a new or separate utility connections.
  5. When a new or separate utility connection directly between the ADU and the utility is proposed, the utility connection shall be placed underground consistent with Section 18.36.010.B.
- F. **Separate Entrance.** ADUs and JADUs shall provide at least one exterior entrance that is separate from the main entrance of the primary dwelling.
- G. **Separate Address.** ADUs and JADUs shall provide a separate address from the primary dwelling, except for JADUs which have an interior entry to the main living area of the single-family residence.
- H. **Public Health and Safety.** Nothing in this code shall be construed as overriding any provision of state law allowing denial of an ADU for impacts to public health and safety.

#### **18.25.050 – Fee Requirements**

- A. **Connection Fees or Capacity Charges.** An ADU shall not be considered a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU was constructed with a new single-family dwelling.
- B. **Impact Fees.** Impact fees shall not be imposed on an ADU that is less than 750 square feet in interior livable space. For all other ADUs, impact fees shall be charged proportionate to the square footage of the primary dwelling unit. Impact fees shall not be imposed on a JADU.

#### **18.25.060 - Accessory Dwelling unit (ADU) Regulations**

- A. **General Plan and Zoning.**
  1. **Residential Use.** ADUs approved in compliance with this chapter shall be considered a residential use that is consistent with the existing general plan and zoning designation for the lot.

2. **Permitted Locations.** ADUs are permitted on lots with an existing or proposed single-family or multifamily dwelling in areas zoned to allow single-family or multifamily residential use.
  3. **Density.** ADUs shall not count toward the maximum density permitted on the lot.
- B. **ADU Typology.** ADUs shall be either (i) attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses or an accessory structure; or (ii) detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling, including detached garages.
- C. **Objective Standards.**
1. **Single-Family ADUs.**
    - i. The following accessory units shall be ministerially approved on a lot with a single-family dwelling:
      - a. One (1) ADU within the proposed space of a single-family dwelling or existing space of a single-family dwelling or existing accessory structure that may include an expansion of not more than 150 square feet for ingress/egress; and
      - b. One (1) detached, new construction, ADU of not more than 800 square feet of interior livable space that does not exceed four-foot side and rear yard setbacks and that meets the height requirements of this chapter.
    - ii. One (1) ADU that does not meet the criteria of subsection (i) above may be ministerially approved if it meets the objective standards contained in this chapter, except that the minimum or maximum size for an ADU or limits on lot coverage, floor area ratio, open space, front setbacks, and minimum lot size, for either attached or detached dwellings, shall not be imposed if they preclude a unit authorized by Government Code section 66321(b)(3) from being constructed in compliance with all other local development standards.
  2. **Multifamily ADUs.**
    - i. The following units shall be ministerially permitted on a lot with a multifamily dwelling:
      - a. **Conversion ADUs.** A minimum of one (1) ADU and a maximum of 25-percent of the total number of existing multifamily dwelling units shall be permitted to be converted from existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with the State building standards for dwellings.
      - b. **Detached ADUs.**
        - (1) **Existing Multifamily Dwelling.** On a lot with an existing multifamily dwelling, not more than eight (8) detached ADUs shall be permitted. The number of

ADUs shall not exceed the number of existing multifamily units on the lot. An ADU subject to this provision shall meet the height requirements of this chapter.

(2) **Proposed Multifamily Dwelling.** On a lot with a proposed multifamily dwelling, not more than two (2) detached ADUs shall be permitted. An ADU subject to this provision shall meet the height requirements of this chapter.

3. **Size.** Except for ADUs permitted pursuant to Government Code Section 66323, the maximum allowable square footage for ADUs shall not exceed the area limitations specified below. For the purposes of this section, the calculation of ADU square footage shall not include garages, carports, covered porches/patios, breezeways, and/or other accessory structures.

i. **Existing Floor Area.** ADUs converted from existing floor area shall not be subject to any size limitations.

ii. **New Floor Area.**

a. **Attached and Detached ADUs.** ADUs created from new floor area shall not exceed 1,200 square feet of interior livable space. Multifamily ADUs consistent with Government Code Section 66323 shall not be subject to the size limitation of this section.

4. **Adjusted Maximum Floor Area (AMFA), Lot Coverage, Floor Area Ratio (FAR) and Coverage Area Ratio (CAR).**

i. ADUs count towards and shall not exceed the AMFA, lot coverage, FAR or CAR for the subject parcel. However, this shall not prohibit the ministerial approval of ADUs constructed pursuant to Government Code Section ~~66321(b)(3)~~ or 66323 and in compliance with all other local development standards. Development of the site may exceed the AMFA, lot coverage, FAR, or CAR by the minimum amount necessary to allow such an ADU.

5. **Height.**

i. **Existing Floor Area.** ADUs converted from existing floor area shall not be subject to height limitations.

ii. **New Floor Area.**

a. **Attached ADUs.** Attached ADUs created from new floor area shall not exceed a height of 25 feet or the maximum height permitted in the underlying zoning district, whichever is lower. In all cases, ADUs shall not exceed two stories.

b. **Detached ADUs.** Detached ADUs created from new floor area, on a lot with an existing or proposed single family or multifamily dwelling unit, shall not exceed a height of 16 feet, or a height of 18 feet if either of the following conditions are met:

(1) **Transit Proximity.** The lot on which the ADU will be created is within one-half mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Public Resources Code Section 21155.

(2) **Multifamily, Multistory Structure.** The lot on which the ADU will be created consists of an existing or proposed multifamily, multistory dwelling.

An additional height of two feet, for a maximum height of either 18 or 20 feet, shall be allowed to accommodate a roof pitch on an ADU that is aligned with the roof pitch of the primary dwelling unit.

6. **Setbacks.**

i. **Existing Floor Area.** ADUs located within an existing living area or an existing accessory structure, or ADUs that replace an existing structure and are in the same location and to the same dimensions as the structure being replaced, shall not be subject to setbacks.

ii. **New Floor Area.** ADUs created from new floor area are subject to the following setbacks:

a. **Front Yard.** Same as the underlying district. No front setback is required for ADUs permitted per Government Code Section ~~66321(b)(3)~~ or 66323.

b. **Side Yard.** A minimum of four (4) feet.

c. **Rear Yard.** A minimum of four (4) feet.

7. **Parking.**

i. Parking shall not be required for ADUs.

ii. If parking is provided, parking space design shall conform with Section 18.60.020, Parking Dimensions and Access.

8. **Site improvements.** Site improvements, including grading, driveways, patios, decks, etc., outside the minimum necessary to facilitate the construction of an ADU pursuant to Government Code Section ~~66321(b)(3)~~ or 66323 shall be subject to the requirements and permitting processes of the underlining zoning district for such improvements.

9. **Objective Design Standards.** ADUs (except those created pursuant to Government Code Section 66323) shall comply with the following Objective Design Standards. ADUs created pursuant to Government Code Section 66323 are encouraged, but not required, to comply with the Objective Design Standards of this section.

i. **Light reflectivity Values (LRV)** – The LRV of proposed colors shall not exceed 40 percent, except that trim color and roofs shall not exceed 50 percent.

ii. **Exterior Lighting** – All exterior lighting shall comply with all requirements listed in Section 18.36.040.A.8 Outdoor lighting.

- iii. Landscaping – Proposed landscaping plantings shall be selected from the town’s approved native plants list.
- D. Building Code Requirements. ADUs must comply with the Town’s building code requirements for detached dwellings. However, constructing an ADU does not constitute a Group R occupancy change under Section 310 of the California Building Code (Title 24), unless the Building Official issues a written finding, supported by substantial evidence, that the construction poses a specific, adverse impact on public health and safety. This provision shall not prevent the Town from changing the occupancy code for space converted from uninhabitable or non-residential use to residential use.
- E. Passageway. No passageway shall be required in conjunction with the construction of an ADU.

**18.25.070 - Junior Accessory Dwelling unit (JADU)**

- A. Permitted Locations. JADUs shall be permitted in single-family residential zones.
- B. Number of JADUs. The following accessory units shall be ministerially approved on a lot with a single-family dwelling. This is in addition to the ADUs allowed per Section 18.25.060.
  - 1. One (1) JADU within the proposed space of a single-family dwelling or existing space of a single-family dwelling that may include an expansion of not more than 150 square feet for ingress/egress.
- C. Size. JADUs shall be limited to a maximum size of 500 square feet of interior livable space.
- D. Owner Occupancy. Owner occupancy is required if the JADU has shared sanitation facilities with the primary dwelling. The owner may reside in either the JADU or the primary dwelling unit. Owner-occupancy is not required if the JADU has separate sanitation facilities from the primary dwelling unit or if the owner is another governmental agency, land trust, or housing organization.
- E. Deed Restriction. A deed restriction, which shall run with the land, shall be filed with the Town. The deed restriction shall include:
  - 1. A prohibition on the sale of the JADU separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers; and
  - 2. A restriction on the size and attributes of the JADU that conforms with Government Code Sections 66333 – 66339.
- F. Interior Entry. In addition to a separate exterior entrance, JADUs that do not include a bathroom shall include an interior entry to the main living area of the single-family residence.
- G. Efficiency Kitchen. JADUs shall provide an efficiency kitchen that includes all of the following:
  - 1. A cooking facility with appliances.

2. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.
- H. Parking. Parking shall not be required for a JADU.
- I. New or Separate Unit. JADUs shall not be considered a separate or new dwelling unit for the purposes of any fire and life protection ordinance or regulation.

## CHAPTER 18.36 - USES PERMITTED IN ALL DISTRICTS

All other sections remain the same.

### 18.36.040 - Accessory uses.

- A. An accessory use is a related minor use which is either (a) necessary to the operation or enjoyment of a lawful principal use or conditional use, or (b) appropriate, incidental and subordinate to any such use. No use in any district shall be permitted as an accessory use which is not qualified as hereinabove set forth, or which constitutes in effect a conversion of a principal use to one not permitted in that district. This section shall apply to new construction and replacement fixtures. In addition to other uses meeting the qualifications set forth in this section, and subject to the limitations set forth in this title, the following accessory uses are permitted in all districts when located on the same parcel as the principal use:
  1. The installation and operation of necessary facilities and equipment in connection with such schools and other institutions as are permitted in the respective district;
  2. Recreation, refreshment and service buildings in public parks;
  3. Required off-street parking spaces and required off-street loading spaces as regulated by this title;
  4. Fences and walls subject to the height and area regulations of this title;
  5. Hedges, trees, shrubs and other ornamental planting;
  6. Horticulture;
  7. Electric and communication service lines provided that all such lines are placed underground except where exempted in accordance with the procedure set forth in subsection B of Section 18.36.010;
  8. Outdoor Illumination.
    - i. Purpose. The purpose of this subsection is to provide clear regulations regarding allowable outdoor lighting. The town's general plan states: "Night lighting visible from the exterior of buildings should be strictly limited to that necessary for security, safety and identification. All night lighting, including signs, should be

low intensity and shielded from view from residential areas." This chapter aims to provide regulations for outdoor lighting that will:

- a. Permit the use of outdoor lighting that does not exceed the minimum necessary for night-time safety, utility, security, and enjoyment.
  - b. Minimize adverse offsite impacts of lighting such as light trespass and obtrusive light.
  - c. Curtail light pollution, reduce skyglow and improve the nighttime environment for astronomy and star gazing in keeping with the dark sky movement.
  - d. Help protect the natural environment from the adverse effects of night lighting.
  - e. Conserve energy and resources to the greatest extent possible.
- ii. Definitions.
- a. Brightness shall be measured in lumens.
  - b. Dark sky compliant fixture or equivalent shall mean a light fixture from which all light emitted directly or indirectly, is projected below a horizontal plane.
  - c. Flood lighting shall mean any fixture which lights a large area, as opposed to an individual feature such as a step, path or doorway.
  - d. Manual switch shall mean any light requiring a physical action to control, whether by hardwires at the property, phone or computer application, or other technology.
  - e. Motion-sensor shall mean any light control which is triggered by motion.
  - f. Photo-cell shall mean a light-sensitive control that switches lights on or off depending on the level of outdoor light.
  - g. Timer shall mean any device which controls the hours or amount of time that a light fixture is illuminated.
- iii. Applicability. All outdoor lighting installed after the date of effect of this ordinance shall comply with these requirements. This includes, but is not limited to, new lighting, replacement lighting, or any other lighting whether attached to structures, poles, the earth, or any other location. These regulations are meant to apply only to the visible light spectrum.
- a. Exceptions.
    1. Lighting for signs shall be regulated by Chapter 18.40, Signs.
    2. Holiday lighting, including in trees, for up to sixty total days per calendar year.

- iv. Lighting Placement.
  - a. Exterior doors shall have one fixture each.
  - b. Garage doors may have one or two fixtures, which shall be limited to a total lumen count of one thousand one hundred twenty-five lumens.
  - c. Low path, step and wall lights for safety and navigation purposes for pedestrian and other non-vehicular uses.
  - d. Lighting for exterior patios and dining areas shall be recessed and shielded from off-site visibility.
- v. Fixture Type. All outdoor lighting fixtures shall be dark sky compliant or equivalent specifically, they shall include the following elements:
  - a. Shield directing light downward;
  - b. Bulb not protruding below horizontal plane at bottom of shield;
  - c. Light spill limited to the object to be illuminated;
  - d. Fixtures shall not have ability to swivel or adjust direction, except path lighting, which shall not swivel above a forty-five-degree ~~angle~~angle from a vertical line down.
- vi. Lighting Control. Lighting controls and technologies shall be implemented to the effect that outdoor lights are on only when needed and never during daylight. Controls shall function with dark sky compliant fixtures. Current technologies include manual switches, photo-cells, timers, and motion sensors. Any combination of these technologies may be used, with the following limitations:
  - a. Motion-sensor lights shall be triggered only by motion within a property and shall not be activated by motion in adjacent property or rights-of-way.
  - b. Photo-cells shall be used only to ensure lighting is off during the day, as opposed to on a night.
  - c. Timers shall be included on all motion-sensor lights to ensure that illumination is limited. Timers shall be used only to turn lights off, not on.
  - d. Lights shall self-extinguish within two minutes of being illuminated.
- vii. Prohibited Lighting. The following lighting types and systems are prohibited from being installed or used:
  - a. Up-lighting;
  - b. Lighting for night use of uncovered game courts, including tennis, paddle tennis, basketball, riding rings, and similar outdoor recreation facilities and areas;
  - c. Aerial lasers and other focused beams;

- d. Flood lights or lighting;
  - e. Searchlights;
  - f. Lighting with no on/off switch or ability to be controlled;
  - g. Any permanent or temporary lighting in which any single light source exceeds one thousand one hundred twenty-five lumens.
  - h. Festoon, cafe, or any other string of exposed blubs.
- viii. Lighting Requiring ASCC Approval. The following light fixtures, placements, or types are generally discouraged and require ASCC approval in order to be installed:
- a. Lighting for landscaping, trees or structures, including entryway features, pillars and posts;
  - b. Commercial parking lighting.
9. Septic tanks and drain fields;
10. Antennas designed to receive television or microwave signals transmitted from satellite or terrestrial stations. Antennas with diameters exceeding four feet are subject to review by the architectural and site control commission as provided for by paragraph 6 of subsection A of Section 18.64.010.
11. Tennis courts and paddle tennis courts, provided the sum of the maximum depth of cut and maximum height of fill for such facilities shall not exceed the following:

Parcel Area	Combined Cut and Fill Feet
1.0 ac. or less	8
1.2 ac.	9
1.4 ac.	10
1.6 ac.	11
1.8 ac. or more	12

12. Emergency shelters for up to ten individuals only when located on a parcel with a conditional use for a religious institution, subject to a zoning permit. Emergency shelters shall comply with the following standards:
- i. Temporary shelter shall be available to residents for no more than sixty days. Extensions up to a total stay of one hundred eighty days may be permissible if no alternative housing is available.
  - ii. On-site management shall be provided during the hours of shelter operation.
  - iii. Emergency shelters may include common space for the exclusive use of the guests, and office and meeting space for the exclusive use of emergency shelter staff.

- iv. Each shelter shall have a designated outdoor smoking area that is not visible from the street or from adjacent properties. The outdoor smoking area may be screened by vegetation.
- v. On-site parking may be provided as shared parking with the church use. If separate on-site parking is needed, the maximum amount required shall be 0.35 parking spaces per one bed plus one space per staff member on duty when guests are present.

~~B. Accessory Dwelling Units and Junior Accessory Dwelling Units.~~

~~1. Purpose. The purpose of this section is to define accessory dwelling units (ADUs) and Junior Accessory Dwelling Units (JADUs), and describe their development standards, review required, and additional regulations. ADUs and JADUs are allowed in certain situations in order to help achieve the town's goals which include but are not limited to:~~

- ~~a. Encourage the development of ADUs and JADUs through a ministerial approval process;~~
- ~~b. Create new housing units while respecting the existing character of the town;~~
- ~~c. Provide housing that responds to residents' changing needs, household sizes, and increasing housing costs, and provide accessible housing for seniors and persons with disabilities;~~
- ~~d. Offer environmentally friendly housing choices with less average space per person and smaller associated carbon footprints; and~~
- ~~e. Promote provision of affordable housing for people who work in town.~~

~~2. Definitions. The following definitions shall govern this section.~~

~~a. Accessory Dwelling Unit, or ADU. An attached or detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the main building to which it is accessory. An accessory dwelling unit also includes:~~

- ~~i. An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.~~
- ~~ii. A manufactured home, as defined in Section 18007 of the Health and Safety Code.~~
- ~~iii. Internal ADU. Created by converting existing or proposed interior space of a single family or multi-family structure, such as bedrooms, attached garages, basements or attics, or a combination thereof. Converted space can also be within an existing accessory structure.~~

- ~~iv. External ADU. A unit which requires new construction, either attached to or detached from the main building.
  - ~~1. Attached ADU. A unit which is attached to or part of the main building. Attached ADUs include new construction which is attached to the existing building, and a mix of new construction and converted space.~~
  - ~~2. Detached ADUs. A separate building, independent from the main building, built using new construction.~~~~
- ~~b. Adjusted Maximum Floor Area, or AMFA. The maximum allowed floor area for a residential parcel, calculated by the town using the parcel's size, slope, mapped ground movement potential, and mapped flooding potential.~~
- ~~c. Director. Planning and building director, also referred to as the town planner.~~
- ~~d. Discretionary Review. Review of a project against the General Plan, municipal code, and Design Guidelines. The reviewing body exercises judgment in applying policies to a specific project in context and determining whether the required findings for approval can be made. The reviewing body considers public comment and may impose conditions of approval on the project.
  - ~~i. Staff Discretionary Review. A review process wherein the planning and building director shall review certain accessory dwelling unit applications in coordination with one member of the architecture and site control commission (ASCC).~~
  - ~~ii. Architectural and Site Control Commission, or ASCC. A review process wherein the full ASCC reviews projects at a public meeting.~~~~
- ~~e. Efficiency Kitchen. A space containing a sink with a maximum waste line diameter of one and one half inches, a cooking facility with appliances, and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.~~
- ~~f. Existing Interior Space. For the purposes of internal ADU creation, existing interior space shall be within a building which was permitted by the town and passed its final building inspection.~~
- ~~g. Guest House. A building separate from the main residence which includes a bedroom and may include a bathroom, but does not include a kitchen.~~
- ~~h. Junior Accessory Dwelling Unit or JADU. A unit that is no more than five hundred square feet in size and contained entirely within a single family residence. A JADU shall include an efficiency kitchen and may include separate sanitation facilities. A JADU shall have a separate external entrance from the main building. Junior accessory dwelling units do not constitute ADUs under this code.~~

- ~~i. Main Building. This term is defined in Chapter 18.04 (definitions). For the purposes of this section, it describes the building to which an ADU is accessory. Main buildings can have a residential or non-residential use, as permitted by this title. This section interchangeably uses the term "primary residence" and "primary dwelling" to refer to residential main buildings.~~
- ~~j. Ministerial Review. A review process which is objective in nature and involves no personal judgment. The reviewing body confirms that all requirements are satisfied before approving a project, and may not consider public comment or impose conditions of approval.~~
- ~~k. Multifamily Structure. For the purpose of this section only, a structure with two or more attached dwelling units on a single lot is considered a multifamily structure. A supportive housing project consisting of two or more units is considered a multifamily structure provided the majority of the units have their own kitchen facility. The following are not multifamily structures for the purposes of this section:
 
  - ~~1. Multiple detached single-unit dwellings on the same lot;~~
  - ~~2. A single family dwelling containing a JADU or an interior ADU;~~
  - ~~3. A single family dwelling with (i) a JADU or an interior ADU and (ii) an exterior ADU, either attached or detached.~~
  - ~~4. A single family dwelling with more than one ADU.~~~~
- ~~l. Second Address. An address issued by the planning and building department for a permitted accessory dwelling unit on a parcel that has an existing unit with a different address.~~
- ~~m. Second Unit. See accessory dwelling unit.~~
- ~~3. Applicability. ADUs and JADUs shall be permitted on all parcels in all zoning districts, where a main building is in existence or is proposed concurrently.
 
  - ~~a. Fire safety exception.
 
    - ~~i. Prohibition. ADUs are prohibited on parcels smaller than one acre whose direct vehicular access is from a road or cul-de-sac which (1) has a single point of ingress/egress and (2) has a width of less than eighteen feet.~~
    - ~~ii. Ingress/egress restriction. ADUs on parcels which are one acre or larger and whose direct vehicular access is from a road or cul-de-sac, which (1) has a single point of ingress/egress and (2) has a width of less than eighteen feet, shall comply with the setback requirements of the underlying zoning district, regardless of ADU size.~~
    - ~~iii. Additional restrictions. Any proposed external ADU, which does not comply with the underlying zoning or local setbacks governing the parcel, shall~~~~~~

~~comply with and submit with the ADU application a completed Town of Portola Valley Fire Safety Checklist adopted by resolution of the town council. The checklist shall contain requirements for ADU construction methods and materials, defensible space and vegetation management. Such checklist requirements shall be additive to other applicable building and safety requirements.~~

~~b. Geologic safety exception.~~

~~i. Prohibition. ADUs are prohibited where construction is not permitted under Resolution No. 2746 2017 (or successive resolution or ordinance) ("Geologic Regulations") which governs construction on or near earthquake faults and traces and areas subject to active downslope movement as shown on the town's Geologic and Ground Movement Potential maps as updated from time to time.~~

~~ii. Additional restrictions. ADUs located in areas Y\* and N\* shall comply with the town's Geologic Regulations.~~

~~4. Development Standards. All existing development restrictions in the base zoning district shall apply, except as modified by this section. These requirements include but are not limited to coverage, open space, bulk, density, floor area and adjusted maximum floor area, impervious surface, height, setbacks, parking, site development, and outdoor lighting requirements.~~

~~a. Number.~~

~~i. One ADU and one JADU shall be permitted on all parcels smaller than three and one half acres in size.~~

~~ii. Two ADUs shall be permitted on parcels three and one half acres or larger in size as follows: one ADU must be detached from the main building and one ADU must be internal. A JADU shall be permitted in lieu of an internal ADU.~~

~~b. State Exemption ADU. As mandated by state law, any parcel zoned residential or mixed-use permitting residential shall be permitted to build one of the following applicable ADUs. The following ADUs shall be subject to ministerial review and are not subject to the town's lot coverage, AMFA, setback, height, or size standards. However, the safety exceptions in subsection 3.a. and 3.b. above shall apply.~~

~~i. New construction. One detached ADU of up to eight hundred square feet, sixteen feet in height, and with four feet side and rear yard setbacks is allowed on residential lots containing one existing or proposed single-family dwelling.~~

~~ii. Conversions/Interior units. One ADU or one JADU is permitted per lot within the existing or proposed space of a single-family dwelling or an existing~~

~~accessory structure that contains exterior access and setbacks sufficient for fire and safety.~~

~~iii. Multi-family ADUs. Applicant can select one of two options:~~

~~Option 1: Conversion. Up to twenty five percent of the existing multifamily dwelling units in a multifamily structure may convert any non livable space to an ADU. Non livable space includes storage rooms, boiler rooms, or parking. Under this option, at least one ADU shall be permitted regardless of the number of multifamily units. Thus, for a three unit multifamily structure, one ADU may be developed through conversion of non livable space.~~

~~Option 2: Alternatively, up to two detached ADUs may be constructed on a lot that has an existing or proposed multifamily structure, and shall be subject to a height limit of sixteen feet and side and rear yard setbacks of four feet.~~

~~c. Floor Area Limits.~~

~~i. Floor Area. The minimum size of an ADU or JADU shall be defined by the California Building Code. The maximum size shall be:~~

~~1. Eight hundred fifty square feet for external ADUs with up to one bedroom or one thousand square feet for external ADUs with more than one bedroom where the proposed ADU does not comply with the setbacks of the base zoning district and special setbacks applicable to the parcel.~~

~~2. Twelve hundred square feet for external ADUs where the proposed ADU complies with the setbacks of the base zoning district and special setbacks applicable to the parcel, on parcels smaller than three and one half acres in size.~~

~~3. Fifteen hundred square feet for external ADUs where the proposed ADU complies with the setbacks of the base zoning district and special setbacks applicable to the parcel on parcels three and one half acres or larger in size. If such parcel also contains an interior ADU, the maximum floor area limit of the external ADU shall not exceed twelve hundred square feet.~~

~~4. Seventeen hundred square feet for internal ADUs on all parcel sizes.~~

~~5. Five hundred square feet for JADUs on all parcel sizes.~~

~~ii. Percentage. An external ADU shall be additionally limited to fifty percent of the floor area of the existing or concurrently proposed main building, except as necessary to enable an ADU up to eight hundred and fifty square~~

~~feet for external ADUs with up to one bedroom or one thousand square feet for external ADUs with more than one bedroom.~~

~~iii. Adjusted Maximum Floor Area (AMFA) and Floor Area Ratio. ADU and JADU floor area shall be limited to the maximums described at subsections 4.c.i.2–5 or the floor area allowed by the base zoning district, whichever is more restrictive.~~

~~d. Floor Area Calculations.~~

~~i. Basements. Space which meets the definition of a basement (Section 18.04.065), whether under a main residence or an ADU, shall not be included in AMFA calculations. However, floor area maximums at Section 18.36.040.B.4.c and review authority at Section 18.36.040.B.6 shall both apply to basement floor area that is part of an ADU. Basements located under an ADU that do not have internal access to the ADU are discouraged and shall be counted towards AMFA calculations.~~

~~ii. Covered parking provided for ADUs shall be included in site AMFA calculations.~~

~~e. Height. The maximum height for any type of ADU shall be:~~

~~i. Sixteen feet vertical height and sixteen feet maximum height for an external ADU subject to ministerial review where the setbacks are less than those of the base zoning district.~~

~~ii. Eighteen feet vertical height and twenty four feet maximum height and shall be subject to ministerial review where the setbacks comply with those of the base zoning district. This includes daylight planes, where applicable.~~

~~iii. More than eighteen feet vertical height or twenty four feet maximum height, where allowed by the base zoning district, and shall be subject to staff discretionary review.~~

~~f. Parking and Driveways.~~

~~i. Parking Requirement. JADUs and internal ADUs shall not require any dedicated parking spaces. External ADUs shall require one dedicated parking space, as follows:~~

~~1. ADU parking may be located in a covered or uncovered space, in tandem with other parking, and/or in setbacks.~~

~~2. Parking space design shall conform to Section 18.60.020, parking, dimensions and access.~~

~~3. On parcels of one acre or larger where an ADU of twelve hundred square feet or less is proposed, ADU parking is not required to be dedicated. The ADU parking space may be shared, or overlap with,~~

~~one guest parking space, provided the property is compliant with the current parking requirements in this title.~~

~~4. When a garage, carport or covered parking structure is demolished in conjunction with the construction of an ADU, or converted to an ADU, the parking spaces for the main unit do not need to be replaced.~~

~~ii. Driveways. All driveways shall conform to Section 15.12.300, except the ASCC may grant an exception to the requirement that properties only have one entrance from the road and approve a second driveway when it is able to make the following findings:~~

~~1. It is not feasible for the ADU to be served by the same driveway that serves the main building, taking into consideration the cost, topography and natural landscape, among other things.~~

~~2. Providing a separate driveway for the ADU will result in less impervious surface for the property than would extending the existing driveway.~~

~~3. It is shown that the proposed driveway:~~

~~a. Does not exit onto a scenic corridor or cross a trail, as mapped by the town; and~~

~~b. Provides for safe movements for all users, as determined by the public works director.~~

~~g. Materials.~~

~~i. Exterior materials shall be in a natural color palette reflective of the local environment.~~

~~ii. Color reflectivity values shall not exceed forty percent, except that trim colors and roofs shall not exceed fifty percent reflectivity.~~

~~h. Landscaping. Landscape plantings shall be selected from the town's list of approved native plants and shall adhere to the town's landscaping guidelines, as described in the design guidelines.~~

~~i. Lighting. All lighting shall comply with Section 18.36.040.A.8, outdoor lighting.~~

~~j. Setbacks.~~

~~i. No setback shall be required for an existing garage that is converted to an accessory dwelling unit. This shall apply to both conforming and legal non-conforming garages. Non-conforming garages may not be expanded unless otherwise permitted by this section or state law.~~

~~ii. Internal ADUs shall have sufficient side and rear setbacks for fire safety.~~

- ~~iii.—A setback of four feet from the side and rear lot lines shall be required for an external ADU of up to eight hundred fifty square feet with up to one bedroom or one thousand square feet with more than one bedroom.~~
- ~~iv.—Any ADU in excess of eight hundred fifty square feet with up to one bedroom or one thousand square feet with more than one bedroom shall comply with the setbacks of the base zoning district.~~
- ~~v.—Regardless of the setbacks permitted by this subsection, all ADUs must comply with applicable health and safety setback requirements governing specific parcels, including but not limited to setbacks required for fire safety, emergency vehicle access, geology, seismic, creek, topography, and other similar public health and safety considerations.~~
- ~~vi.—ADUs that do not comply with the setbacks of the base zoning district or applicable parcel setbacks, whether through new construction or by conversion of an existing structure, are subject to the following restrictions: 1) on sides of the structure within the required setback(s) there may be no exterior lighting, no egress windows or doors, and no portion of the windows and/or skylights shall be above nine feet in height 2) windows in required setbacks must consist of obscured glass to promote privacy between neighbors; 3) the ADU may not have a second driveway; 4) the ADU may not have any associated improvements/amenities such as a patio, deck, pool, fire pit, trellis, or sauna; 5) no basement shall be permitted; 6) fire safe landscape screening must be planted and maintained to minimize the visual impact to the neighbors.~~
- ~~vii.—For the purposes of this section, if any of the property boundaries are within or adjacent to an open space, road, trail, utility or similar easement running the length or width of the property boundary, the setback shall be measured from the edge of the easement located on the property.~~
- ~~k.—Second Address. ADUs may be assigned a separate address at the property owner's request, with the exception that any ADU with an approved second driveway shall always be assigned a second address. Applicants requesting an address shall submit an application as part of the building permit submittal. The planning and building director, in consultation with Woodside Fire Protection District, shall review and approve applications.~~
- ~~l.—Utilities. When visible from the public right of way, utilities installed to serve an ADU shall be grouped with any existing infrastructure for the main building and screened to the extent feasible, as determined by the planning and building director. In determining feasibility, the planning and building director may consider cost, topography, and the natural landscape.~~

- ~~i. Utility Undergrounding. Utilities shall be required to be placed underground, as described in Section 18.36.010.B, with the following exceptions for ADUs:
    - ~~1. An internal ADU and any associated electrical service increases shall not trigger undergrounding of utilities.~~
    - ~~2. A detached ADU shall always underground utilities between the main house and the ADU, when connecting from the main house.~~~~
  - ~~ii. Any other instance of new construction for an external ADU shall require undergrounding as stipulated in Section 18.36.010.B relating to utility undergrounding, with the exception that an applicant may apply to the ASCC for relief from these requirements, as well as the undergrounding requirement for detached ADUs at subsection 4.k.i.2, and if the ASCC thereafter finds that undergrounding is not feasible or practicable, or that there is no reasonable alternative location for the related equipment, such undergrounding requirement shall not apply. Significant financial costs, topography, and natural landscape may be included in this consideration.~~
  - ~~m. Building Codes. ADUs must comply with applicable building code requirements, including fire sprinkler requirements, unless a modification or waiver of the fire sprinkler requirement is approved by the fire marshal. An ADU created by the conversion of existing interior space shall not be required to provide fire sprinklers if sprinklers are not required for the main residence.~~
- ~~5. Types of Review:~~
- ~~a. Ministerial Review. Ministerial review shall be completed by the planning and building director or her/his qualified designee under the building permit review process. No public hearings or noticing are required as part of this review; however, the applicant shall provide notice to all adjacent neighbors as part of the application process on a form approved by the director of planning. An ADU or JADU application which qualifies for ministerial review shall be acted upon within sixty days of the date the town receives a completed application. An ADU or JADU application made pursuant to an application for a main building may be delayed until a decision is made on the permit application to create the new main building.~~
  - ~~b. Discretionary Review:
    - ~~i. Discretionary review shall be conducted by one of the following review bodies:
      - ~~1. The planning and building director shall complete staff discretionary review in consultation with an ASCC member. The director may refer items directly to the ASCC when in her/his~~~~~~

- ~~opinion the public interest would be better served by having the ASCC conduct the review.~~
- ~~2. ASCC review is a discretionary review completed by the full ASCC at a noticed meeting.~~
- ii. ~~Findings for Approval. The review body must be able to make all of the following findings in order to approve an ADU subject to discretionary review:~~
- ~~1. The structure is designed so as to minimize disturbance to the natural terrain;~~
  - ~~2. Existing vegetation is preserved to the maximum extent possible;~~
  - ~~3. The structure is designed and located to allow adequate light and air for itself and its neighbors;~~
  - ~~4. Landscaping, screening and fencing preserve privacy and mitigate adverse effects on neighboring properties;~~
  - ~~5. Entrances, exits and internal circulation shall be sited to promote traffic safety and ease and convenience of movement;~~
  - ~~6. Night lighting is located and fixtures chosen to promote public safety but minimize effects on adjoining properties;~~
  - ~~7. Planting and site design mitigate the problems of drainage and soil erosion;~~
  - ~~8. Materials and colors are compatible with the rural setting of the town and the surrounding landscape and structures;~~
  - ~~9. Proposed grading minimizes the apparent disturbance to the natural terrain;~~
  - ~~10. The project is consistent with the Portola Valley Design Guidelines;~~
  - ~~11. The physical position, massing, and architectural design of the ADU reflect that it is accessory in nature and holds a subservient position to the main building;~~
  - ~~12. The design of the ADU and its ingress/egress reflect their physical positions on the property, such that units on or adjacent to setbacks are designed to minimize impacts toward adjacent properties.~~
- iii. ~~Notice. Minimum noticing for ADUs requiring discretionary review shall include:~~

- ~~1. Noticing to adjacent neighbors by the applicant, as required by the planning and building director in a form consistent with application materials published to the town website.~~
- ~~2. Noticing as described by Section 18.64.085, ASCC notification.~~
- ~~c. An ADU application which is dependent on a septic tank and drain field shall be referred to and require approval of the county health officer in accordance with town policies.~~
- ~~d. An ADU application which requires soil movement greater than fifty cubic yards or other work requiring a site development permit under Section 15.12.070 shall be referred to the town geologist, the town engineer, and any other review bodies necessary as determined by the planning and building director.~~
- ~~6. Assignment of Review Responsibilities.~~
  - ~~a. Ministerial Review. State exemption ADUs authorized under Section 18.36.040.B.4.b above and ADUs which do not have any of the conditions listed in Section 18.36.040.B.6.b-d, below, shall be subject to ministerial review. All projects subject to ministerial review shall comply with all code requirements.~~
  - ~~b. Staff Discretionary Review. ADUs which do not have any of the conditions listed in Section 18.36.040.B.6.c., below, and which include any of the following shall be subject to staff discretionary review. However, any state authorized ADU defined in Section 18.36.040.B.4.b shall not be subject to discretionary review.~~
    - ~~i. An internal ADU larger than twelve hundred square feet or fifty percent of the existing building, whichever is less;~~
    - ~~ii. An ADU taller than eighteen feet in vertical height or twenty four feet in maximum height;~~
    - ~~iii. An ADU with a light well larger than the minimum building code requirement;~~
    - ~~iv. An attached ADU which causes the main residence to exceed eighty five percent of the adjusted maximum floor area (AMFA), except where the proposed ADU is up to eight hundred fifty square feet for external ADUs with up to one bedroom or one thousand square feet for external ADUs with more than one bedroom.~~
  - ~~c. ASCC Review. ADUs which include any of the following shall be subject to ASCC review. However, any state authorized ADU defined in Section 18.36.040 B.4.b shall not be subject to discretionary review.~~
    - ~~i. A separate driveway for the ADU.~~
    - ~~ii. Location in a non-residential zone.~~

- ~~iii.—Location on a property with historic resources, as identified in the historic resources element of the general plan, as provided for in Chapter 18.31, H-R (Historic Resources) Combining District Regulations.~~
- ~~d.—Geological Hazards. ADUs subject to Section 18.36.040(3)(b) (geologic safety exception) shall be subject to discretionary review consistent with Resolution No. 2746-2017, as may be amended from time to time.~~
- ~~7.—Additional Restrictions. In addition to the development standards described in this section, all ADUs and JADUs shall be subject to the following restrictions:~~
  - ~~a.—Sold Separately. ADUs and JADUs shall not be sold separately from the main dwelling.~~
  - ~~b.—Owner Occupancy. Where there is an ADU, either the ADU or the main building must be owner occupied. The other unit may be rented. ADUs approved between January 1, 2020 and December 24, 2024 are excepted from this requirement. Where there is a JADU, either the JADU or the main building must be owner occupied.~~
  - ~~c.—Rental Restrictions. On properties where an ADU or JADU is present, any rentals of the ADU, JADU, or main building shall be for a term of thirty days or more.~~
- ~~8.—Administration.~~
  - ~~a.—Appeals. A decision by the planning and building director or ASCC on an ADU may be appealed, if the appeal is filed within fifteen days of the decision.~~
    - ~~i.—A decision made by the planning and building director is appealable to the ASCC.~~
    - ~~ii.—A decision made by the ASCC is appealable to the planning commission.~~
  - ~~b.—Implementation. The town council authorizes the planning and building director to establish permit application requirements, forms, and checklists that the director finds necessary or useful for processing any applications governed by this chapter and to adopt administrative guidelines to assist in the implementation of this chapter.~~

## **CHAPTER 18.82 – INDEMNIFICATION OF TOWN; COST REIMBURSEMENT**

### **18.82.010 – Applicability**

An Applicant who applies for a permit or entitlement for development or any successor in interest (“Applicant”) shall, as a condition of such application and process, be subject to the indemnification requirements set forth in this chapter, and shall reimburse the Town for all costs and fees associated with the Town’s response to any Public Records Act requests related to the application.

**18.82.020 – Indemnity Required**

The Applicant shall defend (with counsel of the Town’s choosing), indemnify, and hold harmless the Town, its agents, officers, and employees from and against:

- A. Any and all claims, demands, actions or proceedings against the Town, its agents, officers, and employees to attack, set aside, void, or annul approval of any permit or arising out of or in any way relating to any actions taken by the Town related to approval of a project; and
- B. Any and all claims, demands, actions, expenses or liabilities arising from, or in any manner relating to, construction, installation, alteration or grading work (whether on private or public property) which is the subject of a permit approval and performed by such Applicant or by any person acting on behalf of such Applicant.

**18.82.030 – Cooperation and Notification**

The Town shall promptly notify the Applicant of any claim, action, or proceeding regarding the project and the parties shall cooperate fully in the defense of such claim, action, or proceeding.

**18.82.040 – Proof of Coverage Required**

The Town may require proof of a policy or policies of liability and other insurance coverage (including, but not limited to, contractual liability coverage) consistent with the applicable insurance standards of the Town.

**RESOLUTION NO. 2026 – 01**

**RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF PORTOLA VALLEY RECOMMENDING TOWN COUNCIL APPROVAL OF AN ORDINANCE OF THE TOWN OF PORTOLA VALLEY AMENDING THE TOWN ZONING CODE (TITLE 18 OF THE PORTOLA VALLEY MUNICIPAL CODE) TO ADD PROVISIONS RELATED TO INDEMNIFICATION, BY ADDING CHAPTER 18.82 INDEMNIFICATION OF TOWN; COST REIMBURSEMENT.**

**WHEREAS**, the Town occasionally considers amendments to the Town Zoning Code to implement the General Plan, clarify provisions, improve processes, or to codify State law or common and best practices; and

**WHEREAS**, the Town does not currently have codified provisions related to requiring indemnification from an Applicant/Permittee against any claims, actions, or proceedings related to the Town's approval of a permit, which is standard practice amongst local jurisdictions; and

**WHEREAS**, at the recommendation of the Town Attorney, the Town has drafted standard indemnification language for inclusion in the Zoning Code in a new chapter; and

**WHEREAS**, on March 20, 2026, notice of the Planning Commission public hearing was published in *The Almanac* newspaper in compliance with Government Code § 65854; and

**WHEREAS**, on April 15, 2026, the Planning Commission held a duly noticed public hearing and adopted Resolution 2026-01 recommending the Town Council approve an ordinance amending the Town Zoning Code (Title 18 of the Portola Valley Municipal Code) to add Chapter 18.82 Indemnification of Town; at which all interested parties has the opportunity to be heard; and

**WHEREAS**, The proposed amendments to add Chapter 18.82 has been determined to be exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility the project will have a significant effect on the environment. The proposed amendment has no potential for environmental impact and is appropriately used for policies, programs, or administrative actions that do not involve physical changes to the environment.

**NOW, THEREFORE, BE IT RESOLVED**, that the foregoing recitals are true and correct and made a part of this Resolution

**BE IT FURTHER RESOLVED**, that the Planning Commission of the Town of Portola Valley does hereby recommend approval of the proposed amendments, as shown in the Draft Ordinance, which includes Exhibit A (Clean), and Exhibit B (Redlined) and incorporated herein by reference, to the Town Council, and does hereby find as follows:

1. That the proposed amendments are a public necessity and ensure the general welfare of the community by providing for a standard indemnification policy.

**PASSED AND ADOPTED** at the regular meeting of the Planning Commission of the Town of Portola Valley on April 15, 2026 by the following vote:

**AYES:** BROTHERS, KRASHINSKY, VAHTRA, MORSS


**NOES:** TARG

**ABSENT:** NONE

**ABSTAIN:** NONE

**RECUSE:** NONE

By:  Signed by:  
Lynda L. Brothers  
CFCEB8F0842C418...  
Lynda Brothers, Chair

ATTEST:  Signed by:  
Sarah Cawrse  
ADAFFE12A4F5428...  
Sarah Cawrse, Planning and Building Director

**RESOLUTION NO. 2026 – 02**

**RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF PORTOLA VALLEY RECOMMENDING TOWN COUNCIL APPROVAL OF AN ORDINANCE OF THE TOWN OF PORTOLA VALLEY AMENDING THE TOWN ZONING CODE (TITLE 18 OF THE PORTOLA VALLEY MUNICIPAL CODE) TO ADD REGULATIONS RELATED TO ACCESSORY DWELLING UNITS, JUNIOR ACCESSORY DWELLING UNITS, AND EMERGENCY SHELTERS BY ADDING CHAPTER 18.25 STANDARDS FOR ACCESSORY DWELLING UNITS (ADU) AND JUNIOR ACCESSORY DWELLING UNITS (JADU) AND BY AMENDING SECTION 18.36.040 ACCESSORY USES.**

**WHEREAS**, the Town occasionally considers amendments to the Town Zoning Code to implement the General Plan, clarify provisions, improve processes, or to codify State law or common and best practices; and

**WHEREAS**, the Town's regulations related to emergency shelters, Accessory Dwelling Units and Junior Accessory Dwelling Units are currently not consistent with State law due to recent changes in State law; and

**WHEREAS**, the amendments would implement Program 7-8, and Program 8-3 of the Town's 2023-2031 Housing Element by ensuring the Town is compliant with State ADU law and AB 2339 regarding emergency shelters; and

**WHEREAS**, the 2023-2031 Housing Element was submitted to the State Department of Housing and Community Development (HCD) for review on January 26, 2024, and HCD notified the Town on January 30, 2024 that they found the Housing Element to be in substantial compliance with State Housing Element Law. It was re-certified on May 28, 2025 following Zoning Code amendments to implement the updated Housing Element; and

**WHEREAS**, on March 20, 2026, notice of the Planning Commission public hearing was published in *The Almanac* newspaper in compliance with Government Code § 65854; and

**WHEREAS**, on April 15, 2026, the Planning Commission held a duly noticed public hearing and adopted Resolution 2026-02 recommending the Town Council approve an ordinance amending the Town Zoning Code (Title 18 of the Portola Valley Municipal Code) to add Chapter 18.25 Standards for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Unit (JADU) and by amending Section 18.36.040 Accessory uses, at which all interested parties had an opportunity to be heard; and

**WHEREAS**, The proposed amendments to repeal section 18.36.040(B) and add Chapter 18.25 are exempt from environmental review per the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines § 15282(h), as well as Public Resources Code § 21080.17, which provides a statutory exemption for ordinances regarding ADUs and JADUs in a single-family or multifamily residential zone

to implement Government Code § 66310 et seq.

Additionally, for the proposed amendments to Section 18.36.040(A)(12) adding regulations related to emergency shelters, The Town, as lead agency under the California Environmental Quality Act (“CEQA”), prepared an Initial Study/Mitigated Negative Declaration (IS/MND) for the Housing Element and circulated it for public review. On March 29, 2023, the Town Council conducted a public hearing on the IS/MND and adopted Resolution No. 2922- 2023 adopting the IS/MND, the Updated Response to Comments and Text Changes, and the Mitigation Monitoring and Reporting Program (MMRP) (as updated at the March 22 and 29, 2023 public hearings). None of the implementing zoning code text amendments require subsequent or supplemental environmental analysis under CEQA, as described in Public Resources Code Section 21166 and CEQA Guidelines Section 15162. None of the following triggers have occurred: a substantial change to the project; a substantial change to the circumstances under which the project is being undertaken, or new information, which was not known and could not have been known at the time the environmental analysis was completed, becomes available. Therefore, the IS/MND adopted on March 29, 2023 remains valid.

**NOW, THEREFORE, BE IT RESOLVED**, that the foregoing recitals are true and correct and made a part of this Resolution

**BE IT FURTHER RESOLVED**, that the Planning Commission of the Town of Portola Valley does hereby recommend approval of the proposed amendments, as shown in the Draft Ordinance, which includes Exhibit A (Clean), and Exhibit B (Redlined) and incorporated herein by reference, to the Town Council, and does hereby find as follows:

1. That the proposed zoning code amendment is in conformance with the general plan Programs 7-8 and 8-3 of the Town’s 2023-2031 Housing Element, which requires the town to update the zoning code to ensure compliance with State ADU law and AB 2339 regarding emergency shelters. The proposed amendments are a public necessity and ensure the general welfare of the community by complying with State law.

**PASSED AND ADOPTED** at the regular meeting of the Planning Commission of the Town of Portola Valley on April 15, 2026 by the following vote:

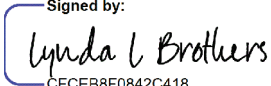
**AYES:** BROTHERS, KRASHINSKY, VAHTRA, MORSS, TARG


**NOES:** NONE

**ABSENT:** NONE

**ABSTAIN:** NONE

**RECUSE: NONE**

By:  Signed by:  
Lynda L Brothers  
CFCEB8F0842C418...  
Lynda Brothers, Chair

ATTEST:  Signed by:  
Sarah Cawrse  
ADAFFE12A4F5428...  
Sarah Cawrse, Planning and Building Director



# TOWN OF PORTOLA VALLEY STAFF REPORT

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

**FROM:** Darcy Smith, Town Manager  
Catherine Engberg, Town Attorney

**DATE:** May 13, 2026

**RE:** **Hold First Public Hearing Regarding Proposed Adoption of a Town Charter**

## **RECOMMENDATION**

Staff recommend that the Town Council hold a public hearing regarding the adoption and contents of a Town Charter to be considered in the future to be submitted to the voters on the November 3, 2026 Statewide General Election Ballot.

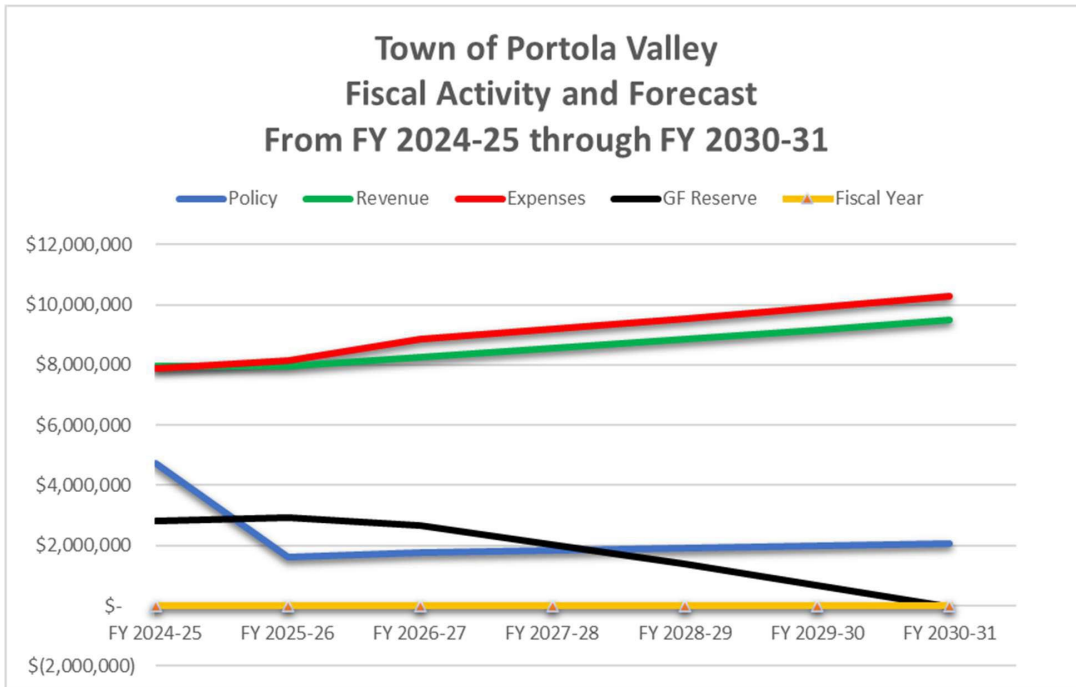
## **BACKGROUND**

One of the Town Council's priorities is financial responsibility and long-term viability. In a recent community survey and through The Portola Valley Conversation – a discussion about protecting emergency services and our financial stability – residents said that ensuring the Town's fiscal stability and protecting the Town's autonomy were top priorities. Strategies to demonstrate financial responsibility have included efforts by the Town to educate the community on Town finances, complete the backlog of financial audits, implement the recommendations from the Krisch & Co Report, conduct a user fee study, and develop and implement the necessary infrastructure to improve operational efficiency and effectiveness.

The recommendation of the proposed adoption of a Town Charter is to help to address resident priorities identified through the Portola Valley Conversation where hundreds of residents have participated and identified priorities including maintaining wildfire prevention services such as, vegetation and brush management/clearance programs to reduce the chance of a wildfire, maintaining 911 emergency response times and police patrols, preventing a County takeover of local zoning and planning services and repairing deteriorating storm drains to prevent system failure, flowing and water pollution and sinkholes.

The updated long-range General Fund fiscal forecast indicates an ongoing structural deficit of approximately \$700,000 per year. Without new revenue, the General Fund reserve will fall below the minimum reserve policy level of 20% of annual operating expenditures by the end of FY 2027-28 and will be depleted by the end of FY 2029-30.

The following graph shows the predicted shortfall in General Fund Reserves:



Ensuring the Town’s fiscal solvency will require locally controlled revenue enhancement. As a strong fiscal steward of taxpayer dollars, the Town has already taken steps to close the revenue gap by initiating a comprehensive user fee study that will ensure that the appropriate cost recovery is being achieved in building and planning services, field and facility rentals, and other administrative charges.

To address long-term viability, the Finance Committee was tasked in May 2024 with researching several topics that could address the Town’s structural deficit. Over the summer of 2024, the Finance Committee made several presentations of their findings and made recommendations for the Town Council to consider that would address the Town’s structural deficit. In May 2025, the Town Council initiated a work program that included a community survey. In August 2025, the Town Council received additional information regarding the Town’s current financial situation and provided direction to the Ad Hoc Town Council Subcommittee and staff regarding Locally Controlled Revenue Options.

As highlighted above, a community survey of Portola Valley registered voters was completed in September 2025, and the results were presented to the Town Council in November 2025. The community survey identified the need to be prepared for natural disasters such as wildfires, earthquakes, flooding, or landslides. Community priorities include prevention measures, evacuation planning, and reliable emergency response communication systems to help keep residents safe.

Finally, Portola Valley residents responded that they wish to protect Town autonomy and the Town’s ability to make its own zoning decisions as an incorporated community. Survey responses indicated that residents do not want zoning and planning decisions to be made by the County, which would occur if the Town lost its independent status. The survey indicated that 60% of Town residents are supportive of the Town’s becoming a

Charter Town. This input has led Town staff to continue engaging the community on the Charter approach.

The Town's research and survey indicated that the most viable option for increasing Town revenue, which is supported by residents, is the potential to adopt a Real Property Transfer Tax (RPTT). RPTTs are solely applied to the sale of real property, and are ONLY paid by the purchasers or sellers of real properties; i.e., not by real property owners who do not sell their property. An agreement between the buyer and seller may determine who pays the cost. If enacted, the RPTT would develop a locally generated and controlled funding source that the Town could use to maintain and/or increase the current level of services and facilities provided by the Town.

However, only Charter Cities and Towns may adopt an RPTT. The Town is not currently authorized to adopt the RPTT because it is a General Law Town. As other towns/cities have done, our Town would need to obtain voter approval to adopt a Charter and become a Charter Town in order to have the authority to adopt the RPTT.

### **Charter Towns**

The California Constitution allows cities and towns to be organized under the general laws of the State or under a charter adopted by the local voters. General Law cities or towns are bound by the state's general law, even with respect to municipal affairs. A General Law City or Town has the authority to act locally, but its actions must be consistent with state law.

By contrast, a Charter City or Town is authorized to exercise local authority over municipal affairs. Article XI of the California Constitution allows cities and towns to adopt a charter, a document that provides the legal framework for the purpose, governance, and operation of a city government. A charter maximizes local control over municipal affairs. According to the League of California Cities, there are currently approximately 362 General Law and 121 Charter Cities/Towns. Thus, Charter Cities/Towns represent approximately 26% of California's municipalities.

The Town of Portola Valley currently operates as a General Law Town. Transitioning to become a Charter Town would require voter approval of a ballot measure approving a Town Charter. State law defines a structured process that the Town must complete to become a Charter Town, including preparation of a proposed charter, public review and public hearings, and placement of the measure on a ballot. The process can be initiated either by the Town Council on its own motion, or the voters may elect a charter commission to draft the charter.

### **Municipal Affairs**

The state Constitution sets out a nonexclusive list of four "core" categories that are, by definition, municipal affairs. These categories are:

- 1) Regulation of the "city police force";
- 2) "Subgovernment in all or part of a city";
- 3) "Conduct of city elections"; and
- 4) "The manner in which . . . municipal officers [are] elected."

Outside this list, the courts decide what constitutes a municipal affair on a case-by-case basis, which results in a concept that is fluid and changes over time. Areas that the courts have said constitute municipal affairs include:

- The levy and collection of taxes.
- The form of city government.
- Procedural aspects of resolution and ordinance adoption.
- Local elections, including qualifications for office and public funding of campaigns.
- Some aspects of zoning and land use.
- The process of contracting for public works.

### **Charter Town Authority Over the Real Property Transfer Tax**

The primary reason for Portola Valley to become a Charter Town is to allow for more options for funding local operations. General Law cities currently split the “Documentary Transfer Tax” with the county (each receives 55¢ for each \$1,000 of the purchase price of real property). Charter Cities and Towns may adopt—with voter approval—an RPTT at any rate. The revenue from an RPTT is not split with the county.

### **Town Council Direction on Town Charter**

The Town Council has held public meetings on the topic as follows:

- March 25, 2026 - Town Council received information and provided direction to staff regarding Fiscal Year 2026-27 Operating and Capital Budget Revenues. The Council also directed staff to prepare a ballot measure for the November 3, 2026 election that includes a Town Charter and a proposed RPTT.
- April 22, 2026 - Town Council received information and provided direction to staff to prepare a simple and brief charter modeled after the proposed charter from the City of St. Helena. The Council requested that staff evaluate the need to include Article IV Form of Government contained in the St. Helena charter. The charter should state that the Town is exercising its authority to levy the RPTT but otherwise is continuing to be subject to general State law. Under this recommendation, the Town would continue to be subject to State general law for topics including, but not limited to, local elections and public contracting. This simpler approach is recommended to ensure that the Town stays on schedule and achieves its primary aim of generating increased revenue with the RPTT.

Both the Town Charter and the RPTT would become effective only if adopted by a 50 percent plus one vote of the Portola Valley electorate. Adoption of a charter requires a majority vote (50 percent plus one) of the Town's electorate. If voters approve the ballot measure, the Town would be converted from a General Law Town to a Charter Town, and the RPTT would be established effective January 1, 2027.

### **DISCUSSION**

This agenda item presents the Town Charter for Council review to allow public discussion on the proposed charter before it is officially placed on the ballot. California Government Code Section 34458(b) states that prior to approving the submission to the voters of a proposal to adopt a charter, the governing body shall hold at least two duly noticed public hearings on the matter of the proposal of a charter and the content of the proposed charter. The second hearing shall be held at least 30 days after the first public hearing. The second public hearing is scheduled for Wednesday, June 24, 2026, at 7:00 p.m.

The draft Town Charter is attached for public comment and Town Council consideration.

At the Town Council’s request, Town staff and the Town Attorney have researched the need to specify the “Form of Government,” which is Article IV of the St. Helena charter. The Town does not need to specify its form of government in its charter, but can instead continue to be subject to general state law requirements on the topic.

**Proposed Timeline**

There are several Town Council meetings scheduled for 2026 to review and finalize the ballot measure by the August 7<sup>th</sup> deadline:

<b><i>Date</i></b>	<b><i>Action</i></b>
May 13, 2026	<b>Town Council (Regular) Meeting - Public Hearing No. 1. on Town Charter</b>
June 24, 2026	<b>Town Council (Regular) Meeting - Public Hearing No. 2. on Town Charter</b> The second public hearing must occur no earlier than 30 days after first hearing, and require a public hearing notice 21 days before the meeting.
July 8, 2026	<b>Town Council (Regular) Meeting – Direction Provided</b> This non-required meeting will be an opportunity for the Town Council to review and provide direction on the Draft RPTT and Town Charter Ordinance including the specific tax rate.
July 22, 2026	<b>Town Council (Regular) Meeting – Final Action.</b> At this meeting, the Town Council will consider adoption of a Resolution to submit the Charter Town and Real Property Transfer Tax ballot measure to the voters on the November 3, 2026 Statewide General Election Ballot. Pursuant to State law, this meeting shall be held 21 days after the second public hearing.
By August 7, 2026	Last day to submit ballot measures to the County Registrar of Voters.

In parallel with the Council meeting timeline, the Town is conducting community education and outreach to ensure transparency and equitable public access to the Charter development process. Public outreach activities may include articles in regular Town publications and a community survey.

**FISCAL IMPACT**

It is estimated that the County will charge the Town approximately \$6,000-7,200 to place the ballot measure on the November 3, 2026 Statewide General Election Ballot. In addition, there are legal, community education, and other direct costs associated with this effort. A total cost has not been calculated at the time, but the current Town operating budget includes budget appropriations to cover the current expenditures.

**ATTACHMENTS**

1. Draft Town of Portola Valley Town Charter

**DRAFT**

**TOWN OF PORTOLA VALLEY CHARTER**

**STATEMENT OF PURPOSE**

The Town of Portola Valley was incorporated as a general law town in 1964 by residents seeking the right to manage local affairs. With this Charter, the Town of Portola Valley will reclaim more local autonomy and expand the economic and fiscal independence of our Town government to promote the health, safety, and welfare of all its residents.

**ARTICLE I**

**POWERS OF TOWN**

**100. Exercise of Constitutional Power of Local Taxation**

The Town of Portola Valley adopts this Charter to exercise all constitutional powers conferred on charter cities under Article XI sections 3 and 5 of the California Constitution with respect to municipal affairs in relation to local taxes, including a system for the imposition, levy and collection of such taxes. In particular, the Town may impose a tax on the conveyance of real property, based upon the price paid for the real property (“real property transfer tax”). Any real property transfer tax imposed by the Town shall be in addition to any similar tax authorized by the general laws of the State of California. In the event of a conflict between this Charter and the general law, the provisions of this Charter shall govern.

**101. Exercise of Powers Under General Laws**

Except as provided in this Charter with respect to the power of the Town over local taxation, the powers of the Town shall otherwise be constrained by, subject to, and governed by the general laws of the State as now and hereafter existing relating to towns and cities organized under said general laws. The Town shall have the power and authority to exercise any and all rights and privileges lawfully granted to any general law city or town of the State of California.

**102. Severability**

If any provision of this Charter is found by a court of competent jurisdiction to be invalid, the remaining provisions of the Charter shall remain in full force and effect.

**103. Effective Date of Charter/Amendment**

This Charter, and any amendment or repeal of this Charter, shall be deemed ratified when approved by the voters of Portola Valley and shall take effect upon acceptance and filing by the Secretary of State of the State of California pursuant to Government Code Section 34460.

**ARTICLE II**

**SUCCESSION**

**200. Name and Boundaries**

The municipal corporation now existing and known as the Town of Portola Valley, also referred to herein as “the Town,” shall remain and continue to be a municipal body corporate and politic, as at present, in name, in fact, and in law. The boundaries of the Town shall be as established at the time this Charter takes effect, or as they may be changed thereafter in the manner authorized by law.

**201. Rights and Liabilities**

The Town shall remain vested with and continue to have, hold, and enjoy all property, rights of property, and rights of action of every nature and description now pertaining to this municipality, and is hereby declared to be the successor of same. It shall be subject to all the obligations, contracts, liabilities, debts, and duties that now exist against or with the Town.

**202. Ordinances, Codes, and Other Regulations**

All ordinances, codes, resolutions, regulations, rules, and portions thereof, in force at the time this Charter takes effect, and not in conflict or inconsistent herewith, shall continue in force until repealed, amended, changed, or superseded in the manner provided by this Charter and any other applicable laws.

**203. Pending Actions And Proceedings**

No action or proceeding, civil or criminal, pending at the time this Charter takes effect, brought by or against the Town or any officer, office, or department thereof, shall be affected or abated by the adoption of this Charter, or by anything herein contained.



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council  
**FROM:** Councilmember Rebecca Flynn  
**DATE:** May 13, 2026  
**RE:** **04/16/2026 Wildfire Preparedness Committee Liaison Report**

## **BACKGROUND**

## **ACTION ITEMS**

1. 100% Firewise goal added to Town Update mailer
2. WPC website page updates with 100% Firewise information
3. May is Wildfire Preparedness month
4. Ladera Firewise Day–Saturday May 9, 2026 @ 10:00AM to 2:00PM at the Ladera Recreation District (LRD),150 Andeta Way. 4 speakers + some vendor booths – Add to Town Newsletter.

## **NOTES**

1. NEW BUSINESS:
  - a. WPC membership–Conservation liaison Marianne Plunder to be replaced by Chris Morace
  - b. Ladera Firewise Day–Saturday May-9-2026 @ 10:00AM to 2:00PM at the Ladera Recreation District (LRD),150 Andeta Way. 4 speakers + some vendor booths
  - c. Fire Marshal Update–FM Kim Giuliacci – not available
  - d. 100% Firewise Update–Patty Dewes. Blurb being included in quarterly newsletter about Firewise. Emailing to neighborhood watch block leaders to find Firewise block captains. Looking to simplify the process of joining Firewise for neighborhoods that don't have a Firewise group. Application in process for Corte Madera area. Mapping – data transferred to committee for mapping Firewise communities and captains. Following up on Blue Oaks and Willowbrook. Education and track investment – set 3-year objectives. 2% Firewise discount. (Insurance company has access to nationwide database.)
2. SUBCOMMITTEE AND COMMITTEE LIAISON UPDATES:
  - a. Conservation Committee update - get rid of weeds right now – Tip of the Month, emails on the PVForum, newsletter, QR codes to take one to the relevant document.
3. OTHER BUSINESS/STANDING ITEMS
  - a. Agenda for next meeting
    - i. Firewise
    - ii. Budget – last year \$3000 but cut to zero. Propose \$3000 budget for needed community outreach.
4. Next meeting: Thursday, May 21, 2026 at 10:00 AM



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council  
**FROM:** Vice Mayor Mary Hufty  
**DATE:** May 13, 2026  
**RE:** **04/27/2026 ASCC Meeting Liaison Report**

## **BACKGROUND**

**OVERVIEW:** The 140 Dega plans were approved. WASC had completed their plan review and has asked for landscape plans to be submitted to WASC when available. I asked if the status of WASC review was included in the ASCC packet so that the parallel reviews be complimentary.

The meeting was chaired by Ms. Dixon, with Mr. Warr and Mr. Askey in attendance.

No other agenda items were offered or entertained.



# TOWN OF PORTOLA VALLEY STAFF REPORT

**TO:** Mayor and Members of the Town Council  
**FROM:** Vice Mayor Mary Hufty  
**DATE:** May 13, 2026  
**RE:** **04/30/2026 Emergency Services Council Meeting**

## BACKGROUND

### 1. Tsunami Preparedness Presentation

The board received an informative presentation on tsunami signage and emergency response protocols. While tsunami events are considered low-frequency, they remain a credible regional risk. Emphasis was placed on public awareness and clear evacuation guidance.

### 2. Hazardous Materials (HazMat) Program Update

The HazMat team operates as a small, part-time unit with approximately 30 staff members and responds to roughly 100 incidents annually. The administrative office is based in Belmont.

- Battery-related incidents:
  - Large electric vehicle (EV) battery fires are rare (2 incidents in the past 3 years).
  - Smaller lithium-ion batteries (e.g., scooters, wheelchairs, e-bikes) account for approximately 90% of incidents and pose the greater risk.
- Fire response guidance:
  - In certain cases, allowing batteries to burn out is safer than applying water or suppression blankets.
- Public safety recommendations:
  - Avoid using non-standard or substitute charging equipment.
  - Do not overcharge devices.
  - Dispose of batteries carefully through proper recycling channels.

### 3. Disaster Preparedness Fair

A countywide Disaster Preparedness Fair is scheduled for August 1, aimed at increasing public readiness and community engagement.

### 4. Budget Approval and Funding Structure

The JPA approved a **\$4.5 million budget**. Revenue sources include:

- 8% from grants
- 9% from airport-related funding
- The remainder from member municipalities

Municipal contributions have been increased by about 11%, based on a formula that scales with tax base and population.

The JPA operates the **911 response facility at 501 Winslow Street in Redwood City**, with contractor-supported training programs that require ongoing funding.

### 5. HazMat Vehicle Replacement and Trust Fund Discussion

The agency is planning to replace its aging (10-year-old) HazMat vehicle, previously supplemented by fire district equipment.

- Estimated cost of a new vehicle: **\$2.2 million** (up from ~\$1.2 million in prior years)
- Acquisition timeline: approximately **5 years**
- Concerns were raised about a potential lack of competition in the emergency vehicle manufacturing market, contributing to escalating costs

A proposal was introduced to:

- Reduce the agency's reserve (Trust Fund) below its mandated minimum (currently \$800,000; required range \$500,000–\$1.5 million)
- Potentially draw the reserve down to zero to support vehicle acquisition

#### 6. Deferred Vote on Trust Fund Reduction

The request to reduce the Trust Fund below required levels was **withdrawn** due to:

- Lack of clear alternatives
- Insufficient planning for replenishment of reserves
- Broader concerns that the current JPA funding model may be inadequate for long-term capital needs

#### 7. Authorization of RFP for HazMat Vehicle

The board **approved issuance of a Request for Proposals (RFP)** for a new HazMat vehicle, allowing the procurement process to move forward while funding strategies continue to be evaluated.

- Growing concern over lithium-ion battery safety, particularly from smaller devices
- Structural funding pressures within the JPA, especially for large capital expenditures
- Need for a sustainable financial strategy to balance reserves and infrastructure investment
- Continued emphasis on regional preparedness and inter-agency coordination



# TOWN OF PORTOLA VALLEY STAFF REPORT

**TO:** Mayor and Members of the Town Council  
**FROM:** Councilmember Rebecca Flynn  
**DATE:** May 13, 2026  
**RE:** **05/05/2026 Conservation Committee Meeting Liaison Report**

## BACKGROUND

### Action Items

1. Town Manager to provide CC Rodenticide Subcommittee the County Animal Control contract
2. CC to obtain backend data from PVConnect

### Notes

1. Town Manager met with the chairs of the committees to discuss budgets, committee logistics, Monthly seminar series, annual calendar with a headline event, Town Picnic – tables for community outreach – Sat sept 19.
2. Budget - 2 sections
  - a. Fy 26-27 - Committee budget ~\$2786- banners, reduce broom pull refreshments, two lectures, brochures/printing, native plant seeds, rodenticide brochures, QR codes, posters, software hosting – google workspace (\$336/yr).
  - b. Town Center and OS expenses for other Town Budgets
    - i. Update Town Center landscaping - \$10,700
    - ii. Annual TC weeding – \$49,000 Go Native
    - iii. Annual Maintenance Town Open Space parcels mowing (excl. Spring Down) - \$9,000
    - iv. Spring Down Open Space – need to define a 3 to 5 year goal for SD.
      1. mowing 4 times - \$6000
      2. Sick oak tree- diagnose, treat, maintenance - \$2700
      3. Clean pond – remove cattails - \$1500
      4. Goats - \$4000
      5. Weedwhacking 4 days - \$4000
3. Community Engagement subcommittee
  - a. Centralized CC document repository / Update – lots of uploads of committee documents
  - b. Planning for next year
4. Subcommittee on wildlife-friendly fencing
  - a. Proposal to create a subcommittee with ASCC
  - b. Progress report on the project for future Town council agenda packet under liaison updates
  - c. Working on draft Guidelines to wildlife-friendly fencing
5. Tip of the Month – sent to the Town newsletter
6. Open Space Committee – letter to the Town Council – analysis of the Hawthorn Area Plan – issues that would make the plan acceptable to the Town. Two parking options #9 and #10 – caretaker entrance, entrance at Portola Rd. Alpine trail intersections. Town's Scenic Corridor part of the parking lot would be within 75 feet and major cutting and filling for 25-50.

Scenic impact is substantial. Conservation easement impact – no tree cutting, no excavation, no grading, no alteration of landforms, no clearing that would degrade the natural character. Parking lot permitted in the improved portion of the property. OS recommends the Town acquire the property from MidPen and hire an attorney to deal with Hawthorns. Conservation Committee voted to applaud the efforts of OS and approve of their letter.

7. Trails Committee – Horse Fair on May 16
8. Rodenticide subcommittee – Dead animal reporting is part of PVConnect. Requests go to Scott Weber in PW – Plan to meet with Scott in June. Intersection with County Animal Control (cost is \$23-25K) which doesn't pick up all animals. Fish and Wildlife do some. Need to track sickly animals and animal exposure to rodenticide. Need to create a workflow to tell people who the correct person is to call when encounter a dead or sickly animal. CC is interested in backend data from PVConnect. Darcy to provide Animal Control contract to subcommittee.
9. Barn Owl Box project – collaborating with Sharon Heights.