

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING MINUTES – MAY 13, 2026

1. CALL TO ORDER

Mayor Taylor called the meeting to order at 7:01 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, Planning and Building Director Sarah Cawrse, Town Clerk Veronica Dao

2. ANNOUNCEMENT OF REMOTE ATTENDANCE / ROLL CALL

3. PRESENTATIONS / PROCLAMATIONS

a. Mental Health Awareness Month Proclamation

Mayor Taylor made remarks.

b. Presentation by Scott M. Granet Regarding Mental Health Awareness

Vice Mayor Hufty introduced Mr. Granet, who gave a short presentation on mental health.

4. TOWN MANAGER REPORT

Town Manager Smith updated the Council on the following:

- Portola Valley Post mailed to all residents
- Community survey
- Horse Fair on May 16
- Financial audits update
- Finance Committee meeting on May 19

5. ORAL COMMUNICATIONS

Mayor Taylor invited public comment.

Public Comment

- Joseph
- Bob Bauer
- Kristi C.

6. CONSENT AGENDA

Mayor Taylor invited public comment.

Public Comment

- Rita Comes

Consent Agenda item 6c was pulled for separate discussion and action.

Motion and second (Hasko, Flynn) to approve Consent Agenda items 6a and 6b. The motion carried unanimously by voice vote.

Motion and second (Wolter, Hasko) to approve Consent Agenda item 6c. The motion carried unanimously by voice vote.

- 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 (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

Planning & Building Director Cawrse and Contract Planner Brandon DeLucas presented the item.

Mayor Taylor invited public comment.

Public Comment

- Judith Murphy
- Kristi C.

Council took a short break at 9:30 p.m. and returned at approximately 9:37 p.m.

Council asked questions and discussed the item.

The item was tabled for action later.

Council took up Agenda Item 8 to hear subcommittee and liaison reports.

Council returned from the second break at 11 p.m. and resumed action on Item 7a.

Motion and second (Wolter, Hasko) to introduce Ordinance No. 2026-455 as amended by staff. The motion carried unanimously by voice vote.

b. Hold First Public Hearing Regarding Proposed Adoption of a Town Charter

Town Manager Smith introduced and presented the item.

Mayor Taylor invited public comment. None were received.

Council asked questions and discussed the item.

No formal action was taken.

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

Council tabled action on Item 7a and skipped over 7b to hear Item 8.


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

Mayor Taylor invited public comment. None were received.

Council recessed for a short break at 10:53 p.m. and returned at approximately 11 p.m. to resume action on 7a.

9. ADJOURNMENT

The meeting adjourned at 11:36 p.m.



Craig Taylor, Mayor



Veronica Dao, Town Clerk

Submitted for approval to the Town Council at its May 27, 2026 regular meeting.