



# TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

## REAL ESTATE SIGN REQUIREMENTS

The Town of Portola Valley Municipal Code Section 18.40.030.G. permits one real estate sign not exceeding four square feet in area may be placed on each piece of property that is for sale.

The sign ordinance does not provide for any directional or additional signage to the property for sale. No signs shall be located within the Town's right-of-ways.

July 8, 2021  
C. Brown

350 Grove Drive  
079-021-020

Zoning District: R-E/1a/SD-1a  
\*Geologic Zone: Sun, Pd  
Flood Zone: Zone A, C  
Parcel Area: 2.233 acres (97,269 sf)  
Average Slope: 14%  
Adjusted Parcel: 1.4152 acres (61,646 sf)

|                                    |          |
|------------------------------------|----------|
| Adjusted Maximum Floor Area (AMFA) | 5,624 sf |
| 85% of AMFA                        | 4,780 sf |

|                                       |          |
|---------------------------------------|----------|
| Single Story (18 ft.) Bonus 5% (AMFA) | 5,905 sf |
| 85% of AMFA                           | 5,019 sf |

|   |          |
|---|----------|
| Adjusted Maximum Impervious Area (AMIS) | 8,545 sf |
|---|----------|

\*Please be advised that the subject property is located within categories listed on the Town's Movement Potential of Undisturbed Ground indicating areas with significant potential for downslope movement of ground (Pd category). Development is constrained due to these areas, and would require review and approval by the Town Geologist and Planning Commission. Refer to Resolution 2746-2017 for further information



# Residential Data Report

(Prepared in accordance with Ordinance 1970-100)

**Report No.** 0721079021020

7/9/2021

**350 Grove Drive**

**APN#: 079-021-020**

**Property Owner:** Barbara Morford Tr

**Property Address:** 350 Grove Drive

**PropertyDescription:** LOT 9 STONEGATE MEADOWS RSM 65/4 5

**Zoning District:** R-E/1

R-E/1A/SD-1a (Residential-Estate/One Acre Minimum Lot Size/Slope Density Table 1a). Uses allowed are Single Family Residential Dwellings with applicable accessory structures and such conditional uses as are outlined in the Town's current Zoning Ordinance.

**Regulations:**

Animal Control and Vehicle Screening regulations are attached, as well as Design Guideline Booklet and other information.

**Easements On Record:** Refer to current title report.

**Record of Legislative Action:** There have been 9 legislative actions. See below.

| Date       | Activity                         | Description                                     | Issued To             |
|------------|----------------------------------|---|-----------------------|
| 1/21/1969  | Building Permit: A-543           | New Residence<br>Final 8/20/69                  | Varenhorst            |
| 6/9/1969   | Building Permit: A-581           | Swimming Pool<br>Final 10/17/69                 | Varenhorst            |
| 4/9/1976   | Building Permit: A-1207          | Pool House<br>Final 6/23/76                     | Varenhorst            |
| 10/28/1980 | Building Permit: A-2109          | Solar Panels<br>Final 10/31/80                  | Varenhorst            |
| 4/1/1988   | Site Development Permit: X9H-255 | see file  | Ms Barbara Varenhorst |
| 7/19/1988  | Conditional Use Permit: X7D-122  | guest house (see file)                          | Ms Barbara Varenhorst |
| 2/8/1989   | Building Permit: A-4049          | Guest Cottage<br>Final 9/7/90                   | Varenhorst            |
| 12/24/1992 | Building Permit: A-4918          | Remodel Bathroom & Dining Room<br>Final 3/11/93 | Varenhorst            |
| 9/4/2001   | Building Permit: A-10532         | ReRoof<br>Finaled 9/27/01                       | Varenhorst            |

**Sanitary System:** Septic System

**Flood Zone:** According to the Town of Portola Valley Flood Hazard Boundary Map, the subject property is located within zone A, C. Refer to Town Hall for further information.

**Assessed Valuation: Land:** \$ **Improvements:** \$ **Per-prop:** \$

**Homeowners Association:** -NONE-

**Required Setbacks and heights in feet****Front Set Back: 50****Side Set Back: 20****Rear Set Back: 20****Heights: 28****Roads and Scenic Corridors:** Grove Drive is a public road.**Floor Area and Impervious Surface Limitations****Max Impervious Surface: 8,545****Max Floor Area: 5,624**

FLOOR AREA AND IMPERVIOUS SURFACE LIMITATIONS ARE SPECIFIC TO THE SUBJECT SITE BASED UPON AVERAGE SLOPE, GEOLOGIC BOUNDARIES AND FLOOD BOUNDARIES. INFORMATION RELATING TO FLOOR AREA/IMPERVIOUS SURFACE SHOULD BE OBTAINED AT TOWN HALL PLANNING DEPARTMENT.

**Geotechnical Information:** Sun/Pd

PLEASE BE ADVISED THAT THE SUBJECT PROPERTY IS LOCATED WITHIN CATEGORIES LISTED ON THE TOWN'S MOVEMENT POTENTIAL OF UNDISTURBED GROUND INDICATING AREAS WITH SIGNIFICANT POTENTIAL FOR DOWNSLOPE MOVEMENT OF GROUND. DEVELOPMENT IS CONSTRAINED DUE TO THESE AREAS, AND WOULD REQUIRE REVIEW AND APPROVAL BY THE TOWN GEOLOGIST AND PLANNING COMMISSION. REFER TO RESOLUTION 500-1974 FOR FURTHER INFORMATION. CONTACT TOWN PLANNING STAFF FOR DETAILS.

**Schools and Utilities:****Schools:**

Elementary: Portola Valley School District

Office: 4575 Alpine Road, Portola Valley (650) 851-1777

High School: Sequoia Union High School District

Office: 480 James Avenue, Redwood City (650) 369-1412

**Utilities and Services:**

California Water Service Company (650) 367-6800

Green Waste (650) 568-9900

Pacific Bell Company (800) 310-2355

Pacific Gas Electric Company (800) 743-5000

West Bay Sanitary District (650) 321-0384

ATT Cable of California (650) 345-1112

PLEASE NOTE \_\_\_\_\_

1. Horsekeeping Permits (if applicable) are NON-TRANSFERABLE. Contact Carol Borck at Town Hall for information regarding horsekeeping and stable maintenance.

2. Any changes to the electric system in a residence may require undergrounding of the power lines. Contact the Building Department for further information.



3. Driveway resurfacing policy. Surfacing requirements for all private driveways from edge of street to property line shall be as follows:
  - Asphaltic concrete (unsealed)
  - Concrete with heavy broom finish
  - Other materials of equivalent non-slip quality if acceptable to the Public Works Director and Trails Committee
  - All trail easements crossing driveways shall be non-slip surfaces to the satisfaction of the Public Works Director and Trails Committee
4. Encroachment Permits. Required for any encroachment into public right-of-way. Contact the Public Works Director for further information.
5. Site Development Permits. Required for certain amounts of excavation, fill or removal of vegetation. If grading is contemplated, Town Hall should be contacted prior to the commencement of any work.
6. Actions taken on this property over the years is available for review in the parcel file at Town Hall. Not all issues are reflected in this document and issues may not be inclusive.

**Attachments:**

Enclosed with this Residential Data Report are the following Town of Portola Valley handouts (if applicable to this property):

- Assessor's Map Page
- Septic Tank Systems - prepared by San Mateo County Environmental Health
- Slope Density Table No. 1 from the Town of Portola Valley Municipal Code
- Town of Portola Valley Movement Potential Legend
- Vehicle Screening Requirements
- Town of Portola Valley Design Guidelines booklet
- Homeowners Association information
- Ordinance relating to Second Units
- Stabling and Maintenance of Horses Regulations
- Woodside Fire Protection District handout regarding fire safety
- Portola Valley Trails Committee handout regarding trail easements
- Excerpt from San Mateo County Ordinance regarding Animal Control

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**Date of Preparation:** Friday, July 09, 2021

(Report is valid for six (6) months from the date of preparation)

**Report Prepared by:** Planning Technician

**Report Requested by:** Kerwin

**Date of Receipt:** 7/9/2021

**Receipt No:** ---

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$$1'' = 100'$$

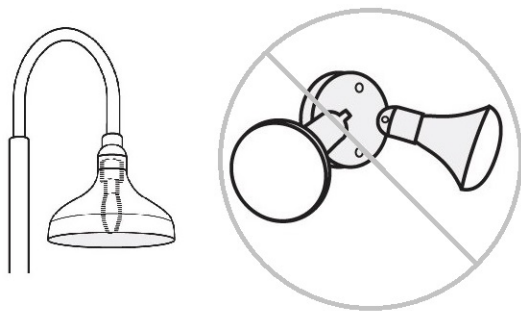

# Outdoor Lighting in Portola Valley – New Regulations

## Purpose of Outdoor Lighting

The purpose of the Outdoor Lighting Ordinance is to provide clear regulations regarding allowable outdoor lighting while maintaining the Town's rural character. Lighting should not exceed the minimum necessary for night-time safety, utility, security, and enjoyment while minimizing light pollution and offsite lighting impacts to protect the night skies. For more information, see the Outdoor Lighting Ordinance in Section 18.36.040 of the Portola Valley Municipal Code.

## Town Regulations

All applications received and any outdoor lighting installed on or after September 7, 2018 shall comply with the lighting requirements outlined in this handout. This includes, but is not limited to, new and replacement lighting, bulbs and fixtures, and any other lighting attached to structures, poles, the earth, or any other location.



All outdoor lighting fixtures shall be Dark Sky compliant or equivalent and comply with the following:

### Lighting Requirements

- Shielded fixtures that direct light downward
- Bulb cannot protrude below the horizontal plane of the bottom of the shield
- Illumination limited to discrete areas
- Fixture cannot swivel or adjust direction
- Light source not to exceed 1,125 lumens
- Lighting to be controlled by manual switches, photo-cells, timers and/or motion-sensors

See back of handout for fixture examples

Regulations regarding placement of lighting:

### Lighting Placement

- Exterior doors shall only have one fixture each
- Garage doors may have one or two fixtures, however total lumen count between them cannot exceed 1,125
- Path, step, and wall lights shall be low and for safety and pedestrian navigation purposes only
- Exterior patio and dining area lighting shall be recessed and shielded from off-site visibility

The following light fixtures, placements or types are discouraged and require Architectural Site Control Commission (ASCC) review and approval prior to being installed:

### Lighting Requiring ASCC Approval

- Decorative lighting for landscaping, trees or structures, including entryway features, pillars and posts
- Commercial parking lighting

The following lighting types and systems are prohibited from being installed or used:

### Prohibited Lighting

- Light sources that exceed 1,125 lumens
- Lighting with no on/off switch or ability to be controlled
- Up-lighting
- Flood lights and flood lighting
- Festoon, café, or any other string of exposed bulbs
- Searchlights, aerial lasers and other focused beams
- Lighting for night use of uncovered game courts or similar outdoor recreation facilities/areas

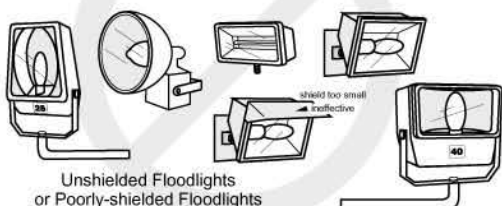
See back of handout for fixture examples

## Good Lights for Good Nights

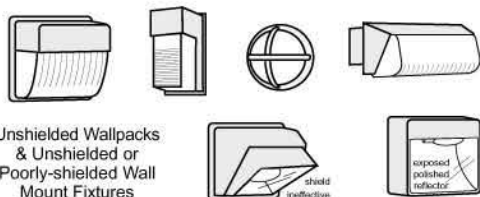
Help eliminate light pollution. Select the best fixture for your application using this guide. Use the lowest wattage bulb appropriate for the task and turn off the light when it's not being used.

### Unacceptable / Discouraged

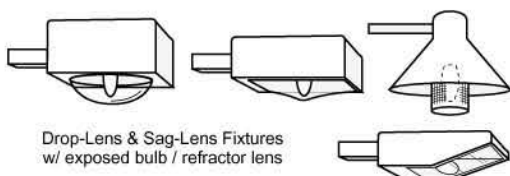
Fixtures that produce glare and light trespass



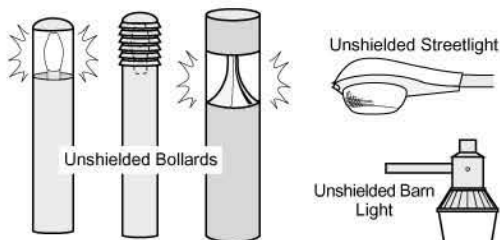
Unshielded Floodlights  
or Poorly-shielded Floodlights



Unshielded Wallpacks  
& Unshielded or  
Poorly-shielded Wall  
Mount Fixtures

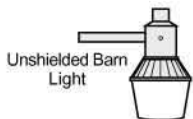


Drop-Lens & Sag-Lens Fixtures  
w/ exposed bulb / refractor lens

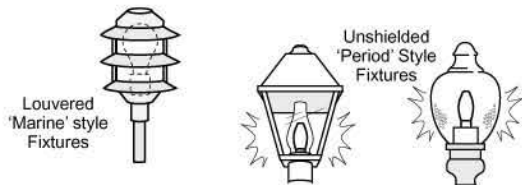


Unshielded Bollards

Unshielded Streetlight



Unshielded Barn  
Light

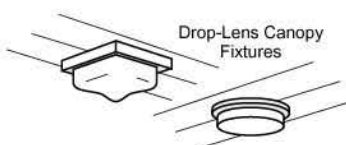


Louvered  
'Marine' style  
Fixtures

Unshielded  
'Period' Style  
Fixtures



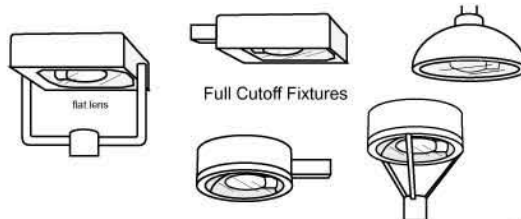
Unshielded PAR  
Floodlights



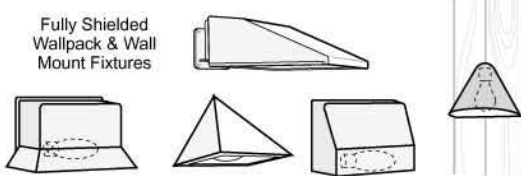
Drop-Lens Canopy  
Fixtures

### Acceptable

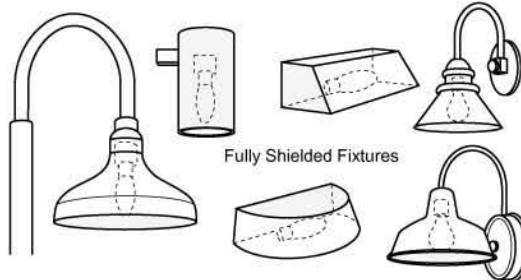
Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



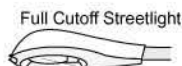
Full Cutoff Fixtures



Fully Shielded  
Wallpack & Wall  
Mount Fixtures



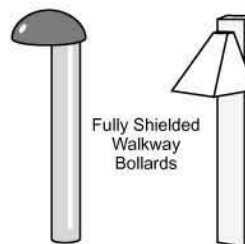
Fully Shielded Fixtures



Full Cutoff Streetlight



Fully Shielded  
Barn Light



Fully Shielded  
Walkway  
Bollards



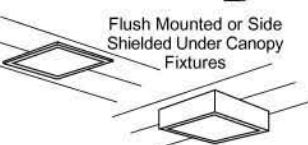
Fully Shielded  
Decorative  
Fixtures



Fully Shielded  
'Period' Style  
Fixtures



Shielded / Properly aimed  
PAR Floodlights



Flush Mounted or Side  
Shielded Under Canopy  
Fixtures

Rendered for the Town of East Hampton, NY by Bob Crelin ©2/05

presented by the

Dark Sky Society  
[www.darkskysociety.org](http://www.darkskysociety.org)

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# DESIGN GUIDELINES

## *Town of Portola Valley*

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*These guidelines were developed under the direction of the Architectural and Site Control Commission, reviewed by the Planning Commission and approved by the Town Council on July 26, 1989.*

### ***Portola Valley Town Council***

*Ed Davis, Mayor  
George Comstock  
Richard Merk*

*Ted Driscoll, Vice Mayor  
Kirke Comstock*

### ***Portola Valley Planning Commission***

*Craig Breon, Chair  
Linda Elkind  
Leah Zaffaroni*

*Arthur "Chip" McIntosh, Vice Chair  
Steve Toben*

### ***Architectural and Site Control Commission***

*Carter Warr, Chair  
A.C. "Bud" Eisberg  
Mike Schilling*

*Laura Chase, Vice Chair  
Steve Harrison*

Prepared by

William Spangle and Associates, Inc.  
City and Regional Planners  
Thomas C. Vlasic, Project Director  
Penelope A. Gregory, Project Planner including graphics and design

July 1989

(Revised September 2003, August 2006, and September 2013)

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# INTRODUCTION

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The purpose of the Design Guidelines is to illustrate key design principles that the Architectural and Site Control Commission (ASCC) apply in evaluating applications for development of properties within the Town. This booklet is provided to familiarize applicants with site design, architectural design and landscape design concepts encouraged by the Town. Review and approval of applications by the ASCC is guided by these principles that are based on the regulations established in Chapter 18.64 (Zoning Ordinance) of the Municipal Code (see “ASCC: Establishment and Purpose” in the Appendices). The Town recommends strong consideration of the principles as they relate to individual application proposals.

## **A Major Goal of the Town is:**

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**“To assure all building sites and residences are developed in a manner minimizing disturbance to natural terrain and vegetation, and maximizing preservation of natural beauty and open space.”**  
(Portola Valley General Plan)

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The Town of Portola Valley recognizes the value and importance of good design in achieving the goals set forth in the General Plan. Implementation of design criteria set forth in these Design Guidelines is intended to accomplish the following:

- Implement broad policies and goals set forth in the General Plan.
- Supplement design provisions established in the Zoning Ordinance in order to promote development that is in the best interests of the public health, safety and welfare of the Town.
- Establish criteria that will encourage good design and site relationships that are compatible with the natural features of the Town.

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## Other Major Community Goals:

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**“To Conserve the ‘rural’ quality of Portola Valley and maintain the Town as an attractive, tranquil family-oriented community ...”** (Portola Valley General Plan)

**“Because the dominant features of the planning area are the natural land forms and vegetation, structures and land uses should be subordinated thereto ...”** (Portola Valley General Plan)

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Each site in Portola Valley presents specific constraints to development and also presents unique opportunities. Careful site selection and design allows for sensitive development consistent with Town policies, while satisfying most individual needs. Not every site can accommodate two-story structures or accessory uses such as swimming pools, tennis courts, or stables. Each site must be approached individually with careful consideration given to site conditions early in the development stage. Good site development must begin with a thorough analysis of:

- Soils and geology
- Drainage and water features
- Topography
- Existing vegetation
- Views from the site
- Views from other properties to the site
- Design relationships to adjoining parcels and development



# SITE DESIGN

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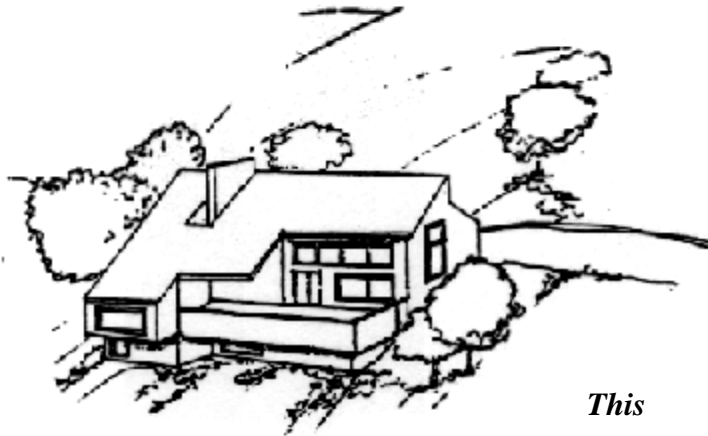
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*To preserve and enhance the natural features of the Town through site development which is compatible with the physical constraints and natural features of the individual site and its surrounding area:*

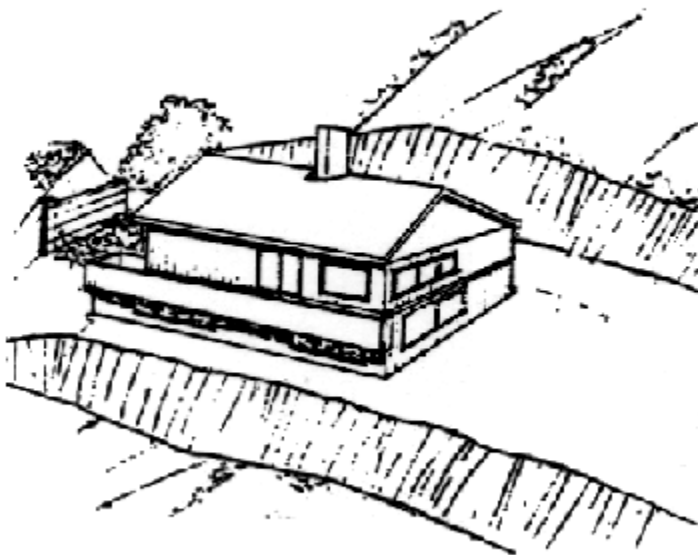
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# Grading

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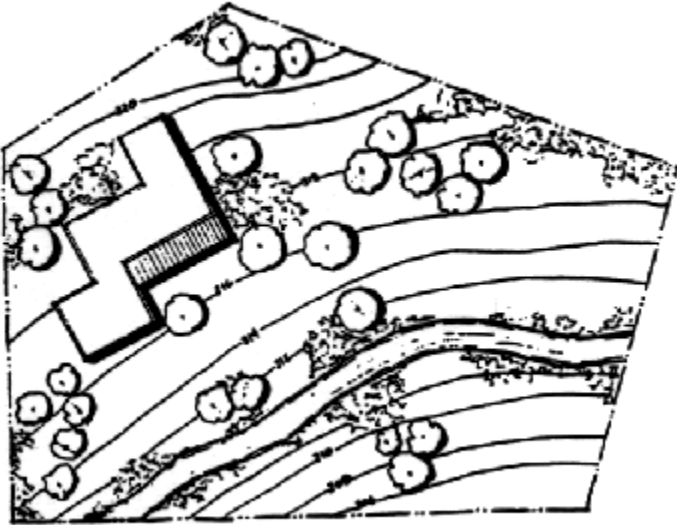


*Not This*

- Design structures to integrate with the natural topography of the site.
- Use contour grading to blend into landforms rather than severe cutting, filling, padding or terracing.
- Do not cross steep terrain to provide access to the building site.
- Design retaining walls as terraced or broken elements, not large single retaining walls.
- Control grading and site preparation to reduce erosion and soil exposure and minimize impacts on natural drainage systems.
- Revegetate cuts, fills, and other earth modification with appropriate native plant material.

# Vegetation Preservation

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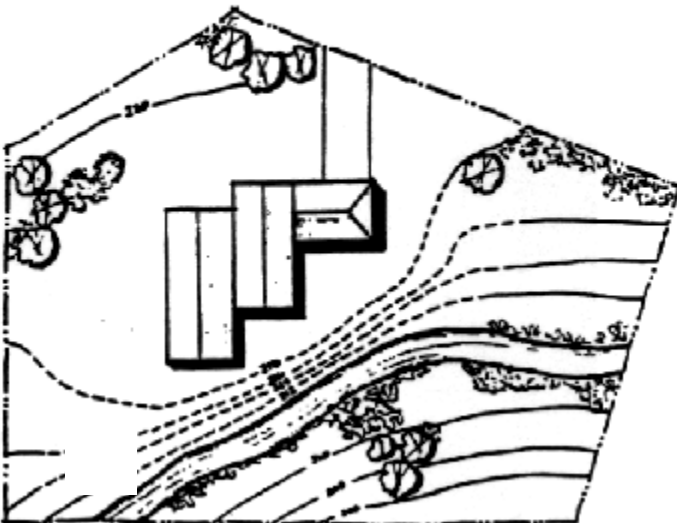
*This*

- Site structures, driveways and parking areas with respect to natural site conditions such as drainage systems and vegetation.

- Design structures around mature trees and integrate with existing vegetation.

- Remove only minimum vegetation necessary for grading and construction.

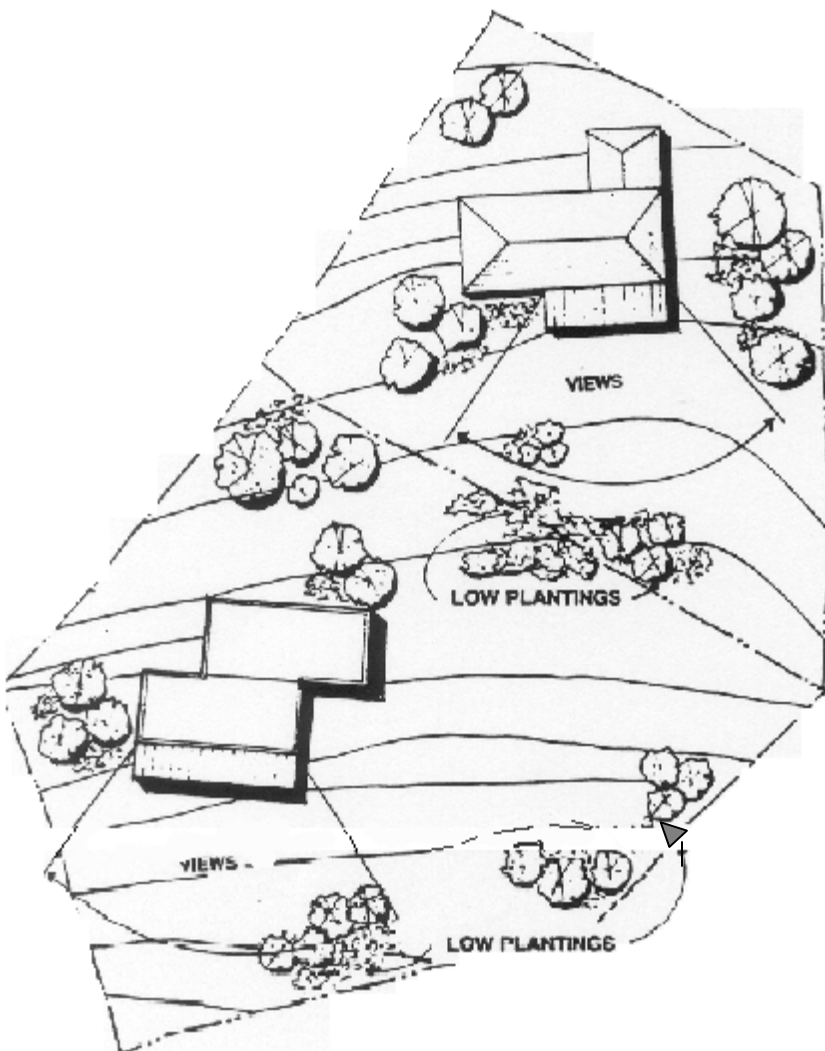
- Protect existing trees and vegetation during site preparation and construction.



*Not This*

# View Preservation

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- Site structures to minimize adverse visual impacts when viewed from off the site. Do not locate structures in visually prominent locations.
- Maximize open space preservation.
- Protect view corridors on the site to maintain views of prominent scenic features.
- Prevent the obstruction of views of adjacent property owners by structures or additions to existing structures.
- Consider the future height of trees and shrubs so that you and your neighbors' views on and off-site will not become obstructed.

# Ridgelines/Hilltops

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*This*



*Not This*

- Whenever possible, avoid siting structures on ridgelines and hilltops.
- Minimize removal of tree masses so as not to disrupt the natural silhouette.
- Minimize off-site visual impacts through use of natural colors and materials that blend with the natural environment.
- Keep rooflines of structures below the height of the existing tree canopy.
- Any construction on ridgelines should integrate with the natural context. Structures should be stepped with the hillsides and slopes of roofs should mirror slopes of the terrain.

# ARCHITECTURAL DESIGN

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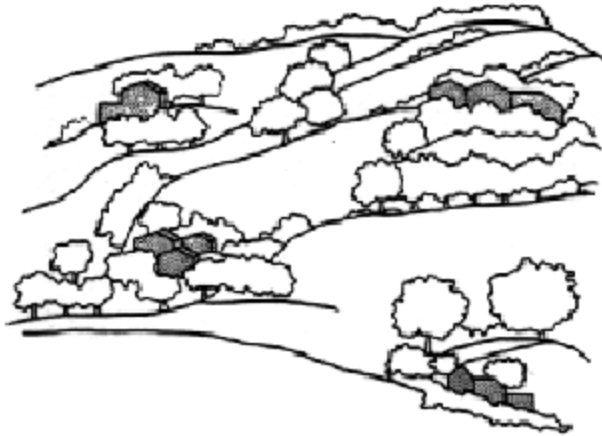
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*To encourage architectural design that is:*

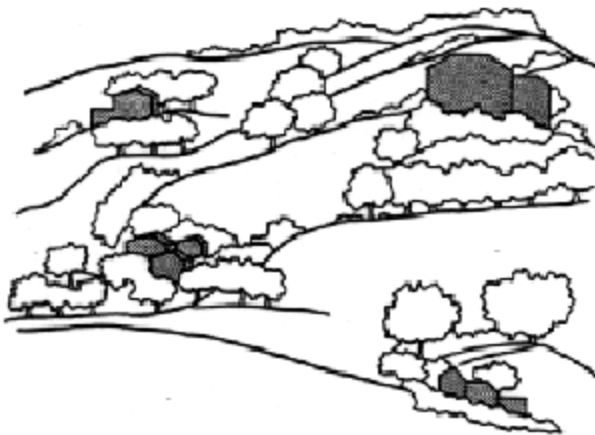
- *responsive to the site;*
  - *in harmony with the natural environment;*
  - *compatible with the surrounding neighborhood;*
  - *in keeping with the rural character of the town.*
-

# Scale/Context

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*This*



*Not This*

- Site and design structures with respect to the natural environment and the surrounding residential area.
- Design structures in proportion to the size and configuration of the lots on which they are placed.
- Structures should be sited and designed to be unobtrusive and subordinate to the landscape.
- In relating structures to the surrounding environment pay particular attention to shapes, colors and textures.
- Avoid architectural features that increase visual prominence.

# Mass/Bulk

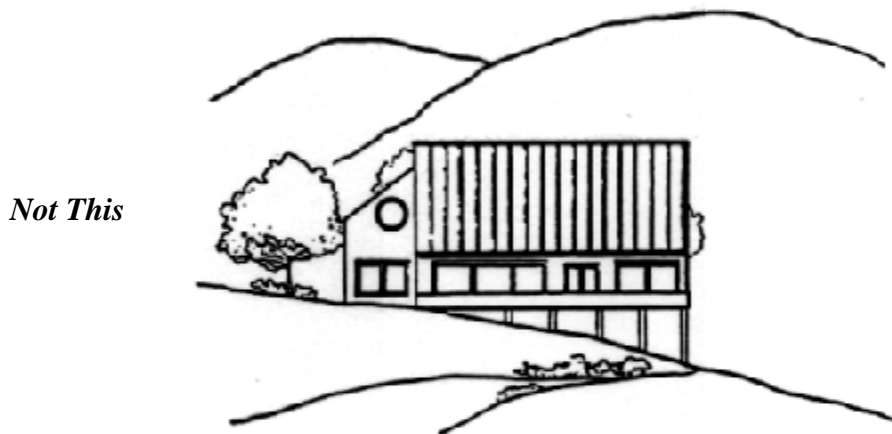
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*This*

- On downhill slopes, avoid tall facades by stepping structures with the natural terrain.

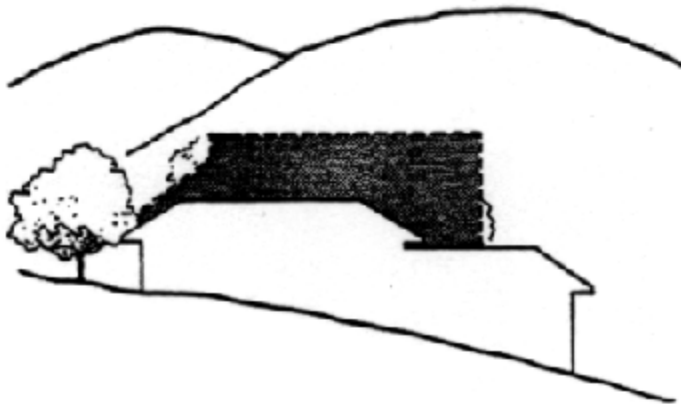
- On downhill slopes, avoid cantilevered structures with tall supports and excessive roof overhangs.



*Not This*

- Reduce effective visible mass with the use of horizontal elements.

- Reduce the impacts of expansive facades by incorporating
  - varied rooflines,
  - offset facades,
  - elements to produce shadow patterns.



*Comparison*



# Accessory Structures

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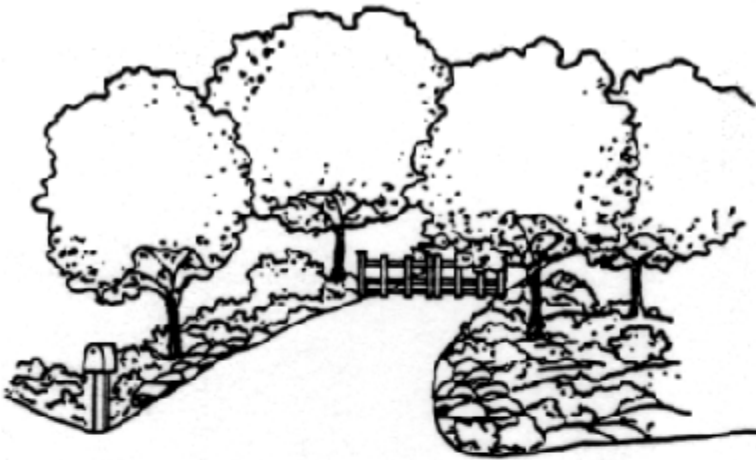
- Integrate accessory structures and additions with existing buildings by using similar forms, colors and materials.
- Integrate accessory structures with the natural terrain and vegetation of the site.



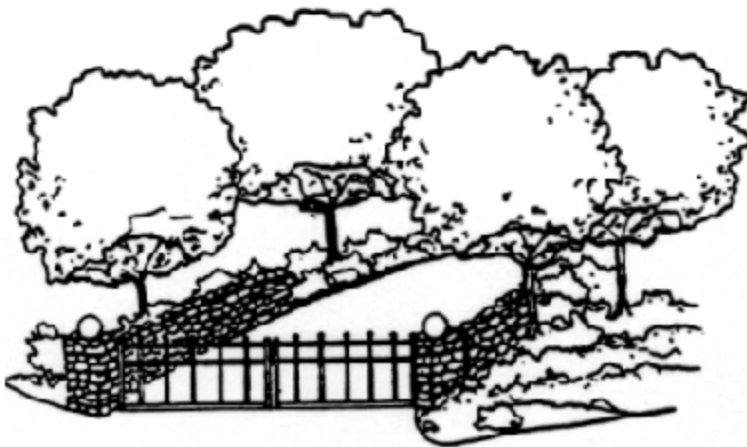
*Not This*

# Entryways

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*This*



*Not This*

- Design entryways to blend with the natural environment.
- Reduce visibility and obtrusiveness of entryways by setting gates, pillars, etc. back from the roadway.
- Use indirect lighting at entryways to reduce off-site impacts.
- Structures, including light fixtures or other appurtenances, shall not exceed a height of 4 feet within front setbacks (Ord. 18.42.040.1).
- In zoning districts requiring a parcel area of 1 acre or more, the width of driveways in the front setback on a property should not exceed 12 feet unless a greater width is required for fire protection purposes, the setback is so small as to constrain access to a garage, or it has been demonstrated to the ASCC that for safety reasons a wider driveway is necessary.

# Entryways

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- Lighting of entryway features, including pillars and posts, are only permitted subject to prior approval by the ASCC. (Code Section, 18.42.018, B.)
- In zoning districts requiring 1 acre or more, entryway features, excluding mail boxes, shall be set back from the road right-of-way a distance of at least ½ of the required front yard. (Code Section 18.42.016, A.)
- Entryway features requiring a building permit are subject to approval by the ASCC. (Code 18.42.016, C.)

# Additional Design Concepts

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## Colors and Materials

- Use colors and materials that blend with the natural environment.
- Do not use highly reflective colors and surfaces.
- Concrete driveways visible from off-site should be darkened to blend with the natural environment.
- For new construction and remodeling projects that come before the ASCC, colors shall be subject to ASCC approval. The reflectivity value for colors should not exceed 40%, except that the colors for trim should not have a reflectivity value over 50%.
- Homeowners and developers are encouraged to follow the above reflectivity values when repainting buildings.
- Light colored roofs are discouraged and in general should not exceed a reflectivity value of 40%, especially if visible from off site.

## Additions

- Design additions to existing structures with careful consideration of the Town's design objectives.
- Integrate additions to existing structures by using like materials, colors, forms and rooflines.

## Fences and Gates

- Use low, open style fencing and gates to maintain the rural character of the Town.
- Reduce visibility of fences and gates by using colors and materials that blend with the natural environment.

## Satellite Antennas

- Refer to the appendix "Satellite Antenna Guidelines."

# Lighting

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- In order to maintain the rural character of Portola Valley, a *minimal* approach should be taken to outside illumination of any use, site, or structure within the town. Excessive lighting on an individual site (and/or the impact of cumulative lighting on adjoining sites) can create a glow that tends to obscure the night sky and stars, and results in a community that is more urban and less rural.
- Use only the **minimum** amount of lighting necessary to achieve essential illumination. The primary objective of exterior lighting should be **safety** for pedestrians and other non-vehicular uses around the primary building on the site. Lighting of front entries, main access doors, frequently used stairs, etc. may be appropriate, but should be determined on a case-by-case basis. Further, some lighting to identify address numbers and driveway entries may be acceptable, but should be considered only when it is determined that reflectors and reflective numbers cannot be used effectively.
- Natural site conditions and location should be taken into account in development of any plans for exterior lighting of a structure and/or property. Sites that have little tree cover and that are in very open and easily accessed locations should have less need for lighting than more secluded sites with heavy tree cover and difficult points of access. Further, in the development of all lighting plans, consideration should be given to maintaining the rural unlit character of the environment and to using natural lighting (e.g., moon light), lighting provided by vehicles entering a property and illumination passing through windows from inside a building.
- Exterior lighting should be located as close to building entries and key stair and accessways as possible.
- Lighting for purely decorative purposes should be avoided. For example, lighting around or within landscaped areas, accent lighting of architectural features, lighting of the perimeter parking and similar areas are discouraged. However, if landscape lighting is found necessary, for example, to light paths to a pool or deck or provide some light around such a feature that is used at night, low level recessed type lights should be used. Use of strip light type systems, such as multi-bulb step lights strips, should be avoided. Up-lighting of landscaping or structures is prohibited (Code Section 18.42.018, A.)

- Lighting for night use of game courts (i.e., tennis, paddle tennis, basketball, etc.) is **prohibited** (Ord. 18.36.040.b.). Such lighting is considered to be in direct conflict with the *minimal* approach to lighting desired in the town. Any lighting within or around such features should only be lighting that is necessary for safety. Such lighting should be low level and close to the ground. Any lighting that would flood large portions of the court surface is inappropriate.
- Lighting, for the most part, should be manually controlled so that lights are on only when needed. Lighting controls should be selected and adjusted to light areas only at the times lighting is essential. It is preferable to have lights manually controlled or on timers rather than to be controlled by photocells or motion detectors. Photocells can result in lights being on during all dark hours. Motion detectors can be triggered by animals, passing cars, etc. Such situations disturb both the natural conditions in the area and nearby residents. Individual control of lighting by the property owner is preferred.
- All light fixtures should be selected for their ability to focus light on the feature (i.e., step, path, entry) to be lighted and to have minimum light spillage. Fixtures that are designed to light large areas generally are considered unacceptable. Use of conventional unshaded or non-recessed spot lights and spot light or flood light bulbs of 75 watts or greater should be avoided.
- The source of light in any light fixture, i.e., the bulb or other source of indirect illumination, shall not be visible off-site. Exceptions in which the bulb itself may be visible from off-site are nonreflector bulbs of no greater than 75 watts incandescent light\* if frosted or otherwise diffused, or no greater than 25 watts incandescent light if clear. (Ord. 18.36.040.8b).
- The total electrical power of any single exterior light fixture visible from off site, irrespective of the number of bulbs the fixture can contain, shall not exceed 75 watts incandescent light if frosted or otherwise diffused, or no greater than 25 watts incandescent light if clear.
- In addition to the above lighting guidelines, lighting of all signs is regulated pursuant to the provisions of Ord. 18.40.050.

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\*The term incandescent light as used herein refers to the light emitted by a standard incandescent bulb, not including spot, flood, or similar special reflector bulbs.

# LANDSCAPE DESIGN

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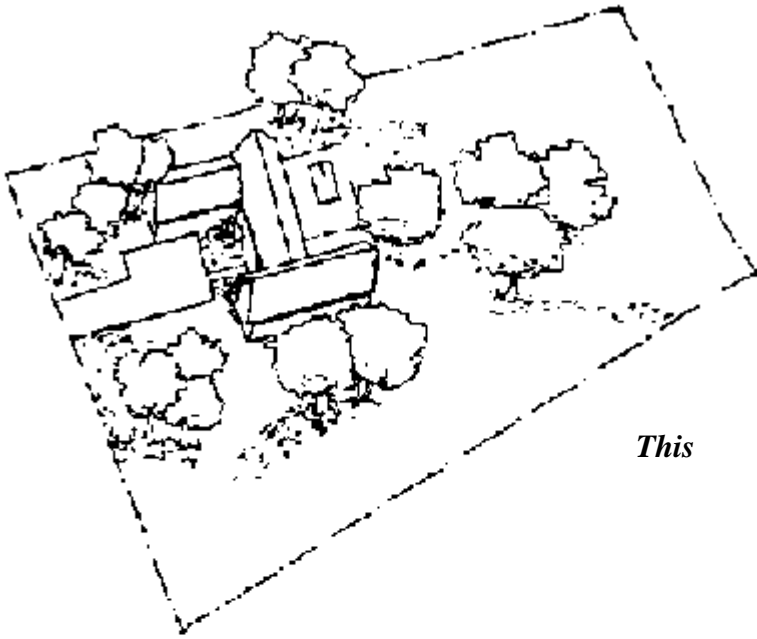
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*To preserve the qualities of the natural environment through the use of native plant materials and landscaping plans that provide a blended transition to adjacent open areas:*

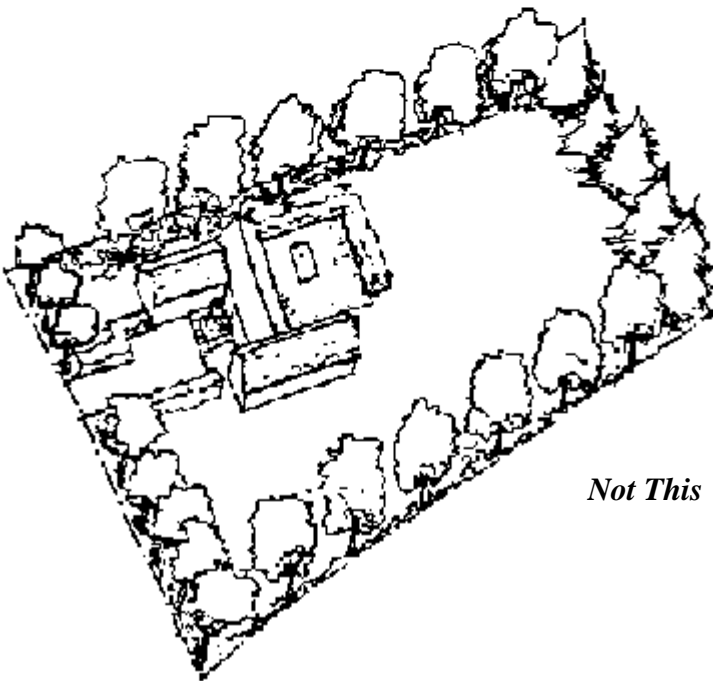
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# Planting Concepts

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*This*



*Not This*

- Plant in random groupings to reflect the vegetation in adjacent properties and open space areas. Avoid linear plantings.
- Create a simple and natural design that blends with the site and area rather than an elaborate and formal landscape solution.
- Use a landscape plan to address conditions of the site such as controlling erosion, providing privacy, creating shade and softening the appearance of structures.
- Planting in trail easements or conservation easements is prohibited.
- Avoid plantings that would restrict sight distance, require unusual maintenance or interfere with already established indigenous plantings in areas adjacent to street rights-of-way and trail easements
- For additional guidance, see appendix “Landscape Guidelines”.



# Plant Materials

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## *NATIVE PLANT MATERIALS*

(Refer to appendix “Native Plant List” for a complete selection with descriptions.)

### *Native Trees*

Coast Live Oak  
Black Oak  
Valley Oak  
Coast Redwood  
Douglas Fir  
California Bay Laurel  
Big Leaf Maple  
Madrone  
Wild Cherry  
California Buckeye

### *Native Shrubs*

Manzanita  
California Wild Lilac  
Common Flannel Bush  
Silk Tassel Bush  
Christmas Berry  
Coffeeberry

- Use native plants, except on private viewed areas on the site. Carefully select native plants for areas along property boundaries or in corridors viewed from off-site.
- Indigenous plants require less irrigation and maintenance.
- Do not replace existing plant materials with incompatible plant materials that would alter the character of the landscape.
- Use plants that are appropriate for “sub-environments” (such as open grasslands or oak forests) that exist within the Town.

# APPENDICES

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# ASCC: Establishment and Purpose

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Architectural and site plan review of specified structures is established in Chapter 18.74 of the Municipal Code. The code establishes a five member **Architectural and Site Control Commission (ASCC)** to review plans. As stated in Section 18.64,010,

*“the purpose of architectural and site plan review and approval is to promote the preservation of the visual character of Portola Valley, the stability of land values and investments, the public safety, and the general welfare by preventing the erection of structures or additions or alterations thereto of unsightly or obnoxious appearance or which are not properly related to their sites, adjacent uses, and circulation in the vicinity, and by preventing the indiscriminate clearing of property, excessive grading and the destruction of trees and shrubbery.”*

# Native Plant List

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The first section (Part I) of the following list describes trees, shrubs, ground covers, perennials, bulbs, and annuals that are indigenous to (living naturally in) Portola Valley. Therefore, not only for their beauty and contribution to the rural aspect of the valley, but also because they are among those most likely to thrive with the least care, they are highly recommended choices for use here.

A supplemental list (Part II) follows the first and contains plants that, while not indigenous to Portola Valley, are native to other parts of California and will perform well here.

The Strongly Discouraged list highlights plants that are not appropriate for use in Portola Valley as they are non-natives, have been introduced here, and have adapted so well as to crowd out the natives, presenting a real threat to the local plant community. These plants should be avoided.

These lists are intended for use in conjunction with the Town's approved landscape guidelines (also included in the appendices) that provide additional insight and guidance into appropriate plantings for particular locales.

# Native & Supplemental Plant List

| Latin Name                                   | Common Name                   | Habitat                                | Maximum Height |      |
|--|-------------------------------|--|----------------|------|
|  |                               |  | Meters         | Feet |
| Part I: Plants Native to Portola Valley Area |                               |  |                |      |
| TREES  |                               |  |                |      |
|  |                               |  |                |      |
| Acer macrophyllum                            | Big Leaf Maple                | Riparian                               | 30             | 98   |
| Aesculus californica                         | California Buckeye            | Riparian, cool north slopes, woodland  | 12             | 39   |
| Alnus rhombifolia                            | White Alder                   | Riparian                               | 35             | 115  |
| Arbutus menziesii                            | Madrone                       | Upland                                 | 40             | 131  |
| Notholithocarpus densiflorus                 | Tanbark or Tan Oak            | Upland, woodland                       | 30             | 98   |
| Prunus ilicifolia                            | Holly-Leafed Cherry           | Open woodland, chaparral               | 5              | 16   |
| Pseudotsuga menziesii                        | Douglas Fir                   | Upland                                 | 44             | 144  |
| Quercus agrifolia                            | Coast Live Oak                | Upland                                 | 25             | 82   |
| Quercus chrysolepis                          | Canyon Live Oak               | Upland                                 | 20             | 66   |
| Quercus douglasii                            | Blue Oak                      | Upland, woodland, must be summer dry   | 20             | 66   |
| Quercus kelloggii                            | Black Oak                     | Upland                                 | 24             | 79   |
| Quercus lobata                               | Valley Oak                    | Riparian, deep soil                    | 35             | 115  |
| Sequoia sempervirens                         | Coast Redwood                 | Riparian, fog drip                     | 115            | 377  |
| Umbellularia californica                     | California Bay Laurel         | Upland, seeps and springs              | 45             | 148  |
|  |                               |  |                |      |
| SHRUBS                                       |                               |  |                |      |
|  |                               |  |                |      |
| Adenostoma fasciculatum                      | Chamise                       | Chaparral                              | 4              | 13   |
| Arctostaphylos spp., incl hybrids            | Manzanita                     | Upland, well drained                   | 8              | 26   |
| Artemisia californica                        | Coast or California Sagebrush | Chaparral                              | 1.5            | 5    |
| Ceanothus spp., incl hybrids                 | California Wild Lilac         | Upland, scrubland                      | 3              | 10   |
| Corylus cornuta variety californica          | California Hazelnut           | Scrubland, woodland, riparian          | 4              | 13   |
| Fremontodendron californicum                 | Common Flannel Bush           | Well drained                           | 8              | 26   |
| Garrya elliptica                             | Silk Tassel Bush              | Open woodland, scrubland               | 8              | 26   |
| Heteromeles arbutiflora                      | Toyon, Christmas Berry        | Woodland, forest edge scrubland        | 5              | 16   |
| Holodiscus discolor                          | Cream Bush, Oceanspray        | Woodland, seeps and springs            | 6              | 20   |
| Lepechinia calycina                          | White Pitcher Sage            | Upland, woodland, scrubland            | 1.5            | 5    |
| Mimulus aurantiacus                          | Bush Monkey Flower            | Scrubland, chaparral                   | 1.5            | 5    |
| Physocarpus capitatus                        | Ninebark                      | Riparian, woodland                     | 0.5            | 2    |
| Quercus durata                               | Leather Oak                   | Serpentine scrubland                   | 3              | 10   |
| Frangula californica                         | Coffeeberry                   | Scrubland, woodland                    | 5              | 16   |
| Rhamnus crocea                               | Redberry                      | Open woodland, moist slopes, scrubland | 2              | 7    |
| Ribes malvaceum                              | Chaparral Currant             | Woodland, chaparral                    | 2              | 7    |
|  |                               |  |                |      |

native plant list

| Latin Name                            | Common Name                 | Habitat                         | Maximum Height |      |
|---------------------------------------|-----------------------------|---------------------------------|----------------|------|
|                                       |                             |                                 | Meters         | Feet |
|                                       |                             |                                 |                |      |
| <i>Ribes speciosum</i>                | Fuchsia-flowered Gooseberry | Scrubland, chaparral            | 2              | 7    |
| <i>Rosa californica</i>               | California Wild Rose        | Woodland                        | 2              | 7    |
| <i>Rosa gymnocarpa</i>                | Wood Rose                   | Woodland                        | 1.5            | 5    |
| <i>Rosa spithamea</i>                 | Common Rose                 | Chaparral, Oak Woodland         | 0.5            | 2    |
| <i>Vaccinium ovatum</i>               | Evergreen Huckleberry       | Scrubland                       | 3              | 10   |
|                                       |                             |                                 |                |      |
| <b>GROUND COVERS/LAWN SUBSTITUTES</b> |                             |                                 |                |      |
|                                       |                             |                                 |                |      |
| <i>Achillea millefolium</i>           | Yarrow                      | Scrubland, chaparral, grassland | 0.5            | 2    |
| <i>Carex tumulicola</i> *             | Foothill Sedge              | Riparian, woodland              | 0.5            | 2    |
| <i>Danthonia californica</i>          | California Oat Grass        | Riparian, moist slopes          | 0.25           | 1    |
| <i>Festuca californica</i>            | California Fescue           | Woodland, chaparral             | 1.3            | 4    |
| <i>Festuca rubra</i>                  | Red Fescue                  | Woodland, chaparral, grassland  | 0.25           | 1    |
| <i>Fragaria vesca</i>                 | Woodland Strawberry         | Woodland                        | 0.25           | 1    |
| <i>Stipa lepida</i>                   | Foothill Needlegrass        | Woodland, chaparral, scrubland  | 0.8            | 3    |
| <i>Stipa pulchra</i>                  | Purple Needlegrass          | Scrubland, grassland            | 0.8            | 3    |
|                                       |                             |                                 |                |      |
| <b>PERENNIALS</b>                     |                             |                                 |                |      |
|                                       |                             |                                 |                |      |
| <i>Anaphalis margaritacea</i>         | California Everlasting      | Upland sun                      |                |      |
| <i>Aquilegia Formosa</i>              | Crimson Columbine           | Woodland                        |                |      |
| <i>Cynoglossum grande</i>             | Hound's Tongue              | Woodland                        |                |      |
| <i>Epilobium canum</i>                | California Fuchsia          | Well drained, sun               |                |      |
| <i>Eriophyllum confertiflorum</i>     | Golden Yarrow               | Well drained, sun               |                |      |
| <i>Heterotheca sessiliflora</i>       | Golden Aster                | Well drained                    |                |      |
| <i>Heuchera micrantha</i>             | Smallflower Alumroot        | Woodland, shady                 |                |      |
| <i>Iris douglasiana</i>               | Douglas Iris                | Woodland, shade to sun          |                |      |
| <i>Iris fernaldii</i>                 | Fernald's Iris              | Woodland, shade to sun          |                |      |
| <i>Iris longipetala</i>               | Long Petaled Iris           | Woodland, shade to sun          |                |      |
| <i>Lupinus albifrans</i>              | Silver Bush Lupine          | Upland, chaparral               |                |      |
| <i>Penstemon heterophyllus</i>        | Chaparral Penstemon         | Scrubland, chaparral            |                |      |
| <i>Ranunculus californicus</i>        | California Buttercup        | Seeps, moist meadows            |                |      |
| <i>Salvia spathacea</i>               | Hummingbird Sage            | Grassland                       |                |      |
| <i>Sidalcea malvaeflora</i>           | Checkerbloom                | Sun                             |                |      |
| <i>Silene californica</i>             | California Indian Pink      | Grassland                       |                |      |
| <i>Sisyrinchium bellum</i>            | Blue-Eyed Grass             | Sun, grassland                  |                |      |
| <i>Solanum umbelliferum</i>           | Blue Witch                  | Scrubland, chaparral            |                |      |
| <i>Stachys bullata</i>                | California Hedge Nettle     | Woodland, moist areas           |                |      |
| <i>Tellima grandiflora</i>            | Fringe Cup                  | Seeps, moist shade              |                |      |
| <i>Wyethia glabra</i>                 | Mule Ears                   | Grassland                       |                |      |
|                                       |                             |                                 |                |      |
| <b>BULBS</b>                          |                             |                                 |                |      |
|                                       |                             |                                 |                |      |
| <i>Brodiaea elegans</i>               | Elegant Brodiaea            | Scrubland, semi-shade           |                |      |
| <i>Brodiaea terrestris</i>            | Dwarf Brodiaea              | Grassland, serpentine           |                |      |
| <i>Calochortus albus</i>              | Fairy Lanterns              | Grassland, slopes               |                |      |
| <i>Calochortus argillosa</i>          | Clay Mariposa Lily          | Grassland, slopes               |                |      |
| <i>Calochortus luteus</i>             | Yellow Mariposa Lily        | Grassland, slopes               |                |      |
| <i>Chlorogalum pomeridianum</i>       | Soap Plant                  | Scrubland, Grassland            |                |      |
| <i>Clintonia andrewsiana</i>          | Red Bead Lily               | Woodland, shade                 |                |      |
| <i>Dodecatheon clevelandii</i>        | Lowland Shooting Star       | Grassland, sun to shade         |                |      |



| Latin Name   | Common Name                         | Habitat                                 | Maximum Height |      |
|--|-------------------------------------|---|----------------|------|
|  |                                     |   | Meters         | Feet |
| <b>Part II: Plants Native to California, not found in Portola Valley naturally</b> |                                     |   |                |      |
| <b>TREES</b>   |                                     |   |                |      |
|  |                                     |   |                |      |
| <i>Cornus nuttallii</i>  | Western Dogwood,<br>Pacific Dogwood | Woodland                                | 25             | 82   |
| <i>Fremontodendron</i> – all species   | Flannel Bush                        | Chaparral                               | 8              | 26   |
| <i>Lyonothamnus floribundus</i>  | Catalina Ironwood                   | Chaparral, woodland                     | 12             | 40   |
| <i>Morella californica</i>   | Pacific Wax Myrtle                  | Riparian, seeps and springs             | 10             | 33   |
| <i>Platanus racemosa</i>   | California Sycamore                 | Riparian                                | 35             | 115  |
| <i>Prunus lyoni</i>  | Catalina Cherry                     | Chaparral, woodland                     | 35             | 115  |
|  |                                     |   |                |      |
| <b>SHRUBS</b>  |                                     |   |                |      |
|  |                                     |   |                |      |
| <i>Acer circinatum</i>   | Vine Maple                          | Upland                                  | 6              | 20   |
| <i>Calycanthus occidentalis</i>  | Spice Bush                          | Woodland                                | 3              | 10   |
| <i>Carpenteria californica</i>   | Bush Anemone                        | Scrubland                               | 3              | 10   |
| <i>Cercis occidentalis</i>   | Western Redbud                      | Riparian                                | 7              | 23   |
| <i>Comarostaphylis diversifolia</i><br><i>var. planifolia</i>                      | Summer Holly                        | Chaparral                               | 5              | 16   |
| <i>Dendromecon harfordii</i>   | Island Bush Poppy                   | Scrubland, well drained slopes          | 6              | 20   |
| <i>Dendromecon rigida</i>  | Bush Poppy                          | Scrubland, well drained slopes          | 3              | 10   |
| <i>Eriogonum fasciculatum</i>  | California Buckwheat                | Scrubland                               | 2              | 7    |
| <i>Berberis aquifolium</i>   | Oregon Grape                        | Woodland                                | 2              | 7    |
| <i>Berberis pinnata</i>  | California Holly Grape              | Woodland, scrubland                     | 0.8            | 3    |
| <i>Rhododendron macrophyllum</i>   | Coast Rhododendron                  | Moist, conifer forests, acid soils      | 4              | 13   |
| <i>Rhododendron occidentale</i>  | Western Azalea                      | Riparian, seeps and springs, acid soils | 3.5            | 11   |
| <i>Rhus integrifolia</i>   | Lemonade Berry                      | Upland, scrubland                       | 8              | 26   |
| <i>Rhus ovata</i>  | Sugar Bush                          | Upland, scrubland                       | 10             | 33   |
| <i>Romneya coulteri</i>  | Matilija Poppy                      | Dry, gravel soils, well drained         | 2.5            | 8    |
|  |                                     |   |                |      |
| <b>GROUND COVERS/LAWN SUBSTITUTES</b>  |                                     |   |                |      |
|  |                                     |   |                |      |
| <i>Arctostaphylos</i> , low growing species  | Manzanita                           | Chaparral                               | 0.25           | 1    |
| <i>Baccharis pilularis</i>   | Dwarf Coyote Bush                   | Scrubland                               | 0.8            | 3    |
| <i>Carex pansa</i>   | Dune Sedge                          | Riparian, woodland                      | 0.25           | 1    |
| <i>Ceanothus</i> , low growing species   | California Wild Lilac               | Woodland edge, upland to chaparral      | 1.2            | 4    |
|  |                                     |   |                |      |
| <b>PERENNIALS</b>  |                                     |   |                |      |
|  |                                     |   |                |      |
| <i>Armeria maritima</i>  | Sea Pink                            | Well drained                            |                |      |
| <i>Galvezia speciosa</i>   | Island Snapdragon                   | Well drained, rocky soils, open areas   |                |      |
| <i>Oenothera hookeri</i>   | Evening Primrose                    | Meadows, moist                          |                |      |
| <i>Penstemon newberryi</i>   | Mountain Pride                      | Scrubland, sun                          |                |      |
| <i>Penstemon palmeri</i>   | Palmer’s Penstemon                  | Scrubland, sun                          |                |      |
|  |                                     |   |                |      |
|  |                                     |   |                |      |
|  |                                     |   |                |      |
|  |                                     |   |                |      |



|   |  |
|---|--|
| <b><i>Habitat Key</i></b>   |  |
| <b>HABITAT</b>  | <b>PREFERRED GARDEN CONDITIONS</b>                       |
| Chaparral   | Full sun, dry, well drained                              |
| Riparian  | Near creeks or deep watering in summer                   |
| Scrubland   | Full sun, dry, less well drained, some summer water okay |
| Seeps and springs   | Constant moisture, do not let dry out in summer          |
| Upland  | Full sun, dry  |
| Well drained  | Cannot tolerate wet conditions in summer                 |
| Woodland  | Part sun to shade, but relatively dry                    |
|   |  |
| Heights are maximum sizes, most plants will top out some 20% to 30% shorter |  |
|   |  |
|   |  |

# Strongly Discouraged

These plants are incompatible with Portola Valley indigenous plant materials and will crowd them out. Do not plant them. \*Identified as highly flammable by the Woodside Fire Protection District. Last update: 10/16

|                                       |   |
|---------------------------------------|---|
| <b>TREES</b>                          |   |
| <i>Ailanthus altissimo</i>            | TREE OF HEAVEN                          |
| <i>Acacia baileyana</i>               | BAILEY ACACIA *                         |
| <i>Acacia decurrens</i>               | GREEN WATTLE *                          |
| <i>Acacia melanoxylon</i>             | BLACKWOOD ACACIA *                      |
| <i>Phoenix canariensis</i>            | CANARY PALM *                           |
| <i>Cedrus deodara</i>                 | DEODAR CEDAR                            |
| <i>Cedrus atlantica</i>               | ATLAS CEDAR                             |
| <i>Phoenix dactylifera</i>            | DATE PALM *                             |
| <i>Eucalyptus globules</i>            | BLUE GUM (EUCALYPTUS) *                 |
| <i>Eucalyptus globules "compacta"</i> | DWARF BLUE GUM (EUCALYPTUS) *           |
| <i>Pinus radiata</i>                  | MONTEREY PINE *                         |
| <i>Populus alba</i>                   | WHITE POPLAR                            |
| <i>Olea europea</i>                   | OLIVE FERTILE & INFERTILE               |
| <i>Schinus molle</i>                  | PEPPER TREE                             |
| <i>Washingtonia robusta</i>           | MEXICAN FAN PALM *                      |
| <b>SHRUBS</b>                         |   |
| <i>Cortaderia selloana , jubata</i>   | PAMPAS GRASS *                          |
| <i>Pennisetum sp.</i>                 | FOUNTAIN GRASS *                        |
| <i>Cotoneaster lacteal</i>            | RED CLUSTERBERRY                        |
| <i>Cotoneaster salicifolia</i>        | WILLOWLEAF COTONEASTER                  |
| <i>Cytisus canariensis</i>            | CANARY ISLAND BROOM *                   |
| <i>Cytisus racemosus</i>              | EASTER BROOM *                          |
| <i>Cytisus scoparius</i>              | SCOTCH BROOM *                          |
| <i>Genista hispanica</i>              | SPANISH BROOM *                         |
| <i>Genista monspessulanum</i>         | FRENCH BROOM *                          |
| <i>Spartium junceum</i>               | SPANISH OR WEAVERS' BROOM *             |
| <i>Cytisus spachianus</i>             | SWEET BROOM                             |
| <i>Pyracantha spp.</i>                | FIRETHORN                               |
| <b>GROUND COVERS</b>                  |   |
| <i>Hedera canariensis</i>             | ALGERIAN IVY                            |
| <i>Hedera helix</i>                   | ENGLISH IVY                             |
| <i>Vinca major</i>                    | PERIWINKLE                              |
| <i>Vinca minor</i>                    | DWARF PERIWINKLE                        |
| <i>Hypericum calycinum</i>            | AARON'S BEARD, CREEPING ST. JOHN'S WORT |
| <i>Nassella tenuissima</i>            | MEXICAN FEATHER GRASS *                 |
| <i>Carex tumulicola</i>               | BERKELEY SEDGE                          |
| <i>Carex divulsa</i>                  | EUROPEAN GRAY SEDGE/BERKELEY SEDGE      |
| <i>Arctotheca calendula</i>           | CAPE WEED                               |

# Landscaping Guidelines

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## **Introduction and Purpose**

Landscaping is an important element of all land development within the Town of Portola Valley. The Town General Plan and ordinances contain general statements of policy for landscaping within the Town. These policies emphasize preservation of the natural environment as exemplified in the following General Plan objective:

*“To assure that all building sites and residences are developed in a manner minimizing disturbance to natural terrain and vegetation and maximizing preservation of natural beauty and open space.”*

The purpose of the “Landscaping Guidelines” is to supplement statements in the General Plan and ordinances by providing more specific guidance regarding landscaping of individual residential sites, as well as other land development projects within the Town.

## **Landscaping Plan Review Procedures**

Town ordinances require review of all development plans for new residences and for grading associated with new residences, residential additions or other land development. The zoning and site development regulations contain general landscape plan provisions. The Architectural and Site Control Commission (ASCC) has primary responsibility for review of landscape plans for conformance with Town policies and regulations. The main objective of the ASCC is to minimize off-site impacts of development. THE FUNDAMENTAL APPROACH OF THE ASCC IS TO ENCOURAGE ARCHITECTURAL SOLUTIONS THAT BLEND WITH THE NATURAL CONDITIONS OF THE SITE AND AREA, AND AT THE SAME TIME REQUIRE ONLY MINIMUM LANDSCAPING.

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## **Guidelines for Landscaping**

1. Use native plants, particularly along property boundaries or in corridors viewed from nearby properties. Select plants from the Town's native plant list.
2. Use a landscape plan to address the particular needs of the property such as controlling erosion, providing privacy, creating shade, and softening or mitigating the appearance of structures.
3. Create a SIMPLE rather than an elaborate landscape solution.
4. Make use of existing plant material, especially indigenous grasses, chaparral and oaks. Do not replace with incompatible plant materials. Refer to the Town's Native Plant List.
5. Plant in random groupings (cluster planting) rather than in linear form. Allow plants and shrubs to appear to flow across property lines. Avoid a cultivated, formal appearance.
6. Whenever possible, leave large areas in grasses and other indigenous plants.
7. Use appropriate plant material in each location such as Alders and Redwoods in damp, shady locations and Oaks in dry, open areas.
8. Consider the future height of trees and shrubs such that major views on- and off-site will not become obstructed.
9. Avoid the introduction of non-indigenous trees that would dramatically alter the character of the landscape.
10. Planting in trail easements or conservation easements if prohibited.
11. Adjacent to street rights-of-way or trail easements avoid plantings that would restrict sight distance, require unusual maintenance to keep easements open, or interfere with already established indigenous plantings.

Landscaping Guidelines adopted by the Town of Portola Valley on April 22, 1986.

# Redwood Guidelines

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## Introduction and Purpose

The Conservation Committee strives to protect heritage and significant sized trees that are growing in appropriate natural habitats where they thrive without human intervention.

*Sequoia sempervirens*, or Coast Redwoods, are iconic California native plants that are among the tallest and longest living of all trees. These trees once covered 1.6 million acres of California in 1850, but now more than 95% of the old growth forest is gone, lost to indiscriminate logging, especially during the gold rush. Redwoods are admirable trees that are familiar in the Portola Valley landscape and we are fortunate that this unique tree can thrive in our community. Like most native plants, redwoods thrive naturally in habitats that are appropriate to their needs. Specifically, they need both summer and winter fog and adequate rainfall, which occurs in a narrow coastal belt between the 42nd and 36th degree North latitudes. Portola Valley is at 37.3 degrees North.

Humans can alter habitats in such ways as to allow almost any plant to grow, even if that species would not normally be found in that location. Since redwoods require a constant supply of water in the summer, they do not grow naturally in the oak woodlands and other dry land communities in the hills on the bay side of our valley where fog drip is not as common. Redwoods can only stay healthy and alive in those habitats with the human intervention of summer watering.

The purpose of these guidelines is to provide current and future homeowners with information on where it is appropriate to plant redwoods on their property and the process for removing them if they currently exist.

## **I. Planting of Redwoods**

### ***A. Grouping of Trees***

This species has a preference for the company of other close redwoods. When grown as a stand-alone tree, they are prone to topple in a windstorm because they have no taproot. Planting the trees in clusters allows their root systems to become intertwined, providing the support needed to survive major windstorms that frequent the central and northern sections of the California coastline. Therefore, if one is interested in planting a redwood in a suitable location, several of them should be grouped together or closely spaced, as anyone who ever walked into an old growth native forest has observed.

### ***B. Appropriate Planting Locations***

Among the habitats where redwoods would be appropriate to be planted, are the following locations that provide a year round source of water:

1. Along perennial streams in riparian areas.
2. In fog drip locations along the western hillsides. The latitudinal limits of coast redwood distribution correspond approximately to the 35% fog threshold.
3. In sag ponds and large seep areas.
4. In high water table areas, where the water is so near the surface that no supplemental water is needed.
5. Far enough from existing or proposed structures that their extensive root systems will not cause damage.

### ***C. Inappropriate Planting Locations***

The Conservation Committee discourages the planting of redwoods in locations outside of their native microclimate. This recommendation is consistent with low water usage and appropriate natural vegetation communities policies that the Town and the Conservation Committee encourage. In addition, the insatiable appetite for water, particularly from fog drip, has resulted in redwoods developing a shallow and very extensive lateral root system which can extend 100 feet from the trunk in a mature tree (a mature redwood can consume 500 gallons of water a day). This root system often causes problems with the foundations of nearby buildings, septic tanks and leach fields.

Furthermore, redwoods can grow rapidly, and unless carefully sited, can block views causing strife between neighbors.

Based on these characteristics, the Committee discourages the planting of redwoods in the following locations:

1. Oak woodlands.
2. Grasslands and meadows.
3. Anywhere that requires supplemental summer watering.
4. Within 50 feet of any existing or proposed structures, septic systems or leach fields where the roots will eventually cause problems.
5. In any locations where eventual growth will compromise your view or your neighbor's view.
6. For screening, unless careful consideration has been given to eventual height and view obstruction for you or your neighbors. There are more appropriate plantings to choose for screening, such as Holly Leaf Cherry. See the attached Appendix A or the Town website for more appropriate screening shrubs and trees. It is never appropriate to create a hedge of any plant.

## **II. Care of Redwoods**

A redwood growing in an appropriate habitat needs no special care once it is established. The trees are native to the area and resistant to fungus and parasites. The trees should never be topped.

## **III. Removal of Existing Redwoods**

The Conservation Committee is tasked with reviewing the removal of significant trees in the Town of Portola Valley. Significant redwoods are any tree with a trunk or multiple trunks with a total circumference of 54 inches or a diameter greater than 17.2 inches. The Committee would need a compelling safety reason to approve the removal of redwoods growing in appropriate planting locations. They are an iconic part of our landscape and heritage and are to be treasured.

Existing redwoods in Portola Valley that are not in appropriate planting locations were planted in the past before the current

understanding of sustainable appropriate planting, view preservation and minimizing water use were established. As redwoods grow, they often cause problems with obstruction of neighbors' views, and their roots may damage buildings, septic systems, roads and other infrastructure. Whether or not these trees should be removed requires a balancing of esthetic, safety, neighborly and economic considerations. If homeowners and neighborhoods desire to remove existing redwoods planted in inappropriate locations, the Committee has no objection, subject to an appropriate permit review.

These Redwood Guidelines were adopted by the Town of Portola Valley at the Town Council meeting on September 11, 2013.



## APPENDIX A – Appropriate Substitute Screening Plants

It is generally recommended that you use several different species, planted in a staggered pattern, so that they can have layers rather than straight lines. Also, it's a good way to hedge your bets that something will survive. While some are deciduous, it is interesting and healthier for the evergreens to mix in some plants that lose their leaves to promote air circulation.

### Screening native plants for hot/dry locations:

- ✓ *Arctostaphylos crustacea* ssp. *crustacea* (Brittle Leaf Manzanita) \*/\*\*
- ✓ *Arctostaphylos regismonta* (Kings Mtn Manzanita) \*/\*\*
- ✓ *Arctostaphylos* ssp (there are several other locally native manzanitas)\*/\*\*
- ✓ *Artemisia californica* (California Sagebrush) \*/\*\*
- ✓ *Baccharis pilularis* (Coyote Brush) \*/\*\*
- ✓ *Garrya elliptica* (Coast Silktassel) \*/\*\*
- ✓ *Heteromeles arbutifolia* (Toyon, Christmas Berry) \*
- ✓ *Rhamnus crocea* (Redberry) \*
- ✓ *Rhus integrifolia* (Lemonadeberry) \*/\*\*
- ✓ *Ribes malvaceum* (Chaparral Currant)
- ✓ *Ceanothus thyrsiflorus* (Blue Blossom) \*
- ✓ *Cercocarpus betuloides* (Mountain Mahogany) \*
- ✓ *Prunus ilicifolia* (Hollyleaf Cherry) \*
- ✓ *Quercus agrifolia* (Coast Live Oak) \*/\*\*
- ✓ *Quercus douglasii* (Blue Oak)
- ✓ *Ribes californicum* (Hillside Gooseberry)

\* = evergreen \*\* = deer proof

### Screening native plants for moist locations:

- ✓ *Baccharis pilularis* (Coyote Brush) \*/\*\*
- ✓ *Cornus sericea* (Creek Dogwood, Redtwig Dogwood)
- ✓ *Corylus californica* (CA Hazelnut)
- ✓ *Gaultheria shallon* (Salal, Oregon Wintergreen) \*/\*\*
- ✓ *Heteromeles arbutifolia* (Toyon, Christmas Berry) \*
- ✓ *Holodiscus discolor* (Creambush, Ocean Spray)

- ✓ *Lonicera involucrata* (Twinberry, Twinberry Honeysuckle)
- ✓ *Physocarpus capitatus* (Ninebark)
- ✓ *Ribes aureum* (Golden Currant)
- ✓ *Ribes californicum* (Hillside Gooseberry)
- ✓ *Ribes sanguineum* (Pink-Flowering Currant)
- ✓ *Rosa californica* (California Wild Rose)
- ✓ *Vaccinium ovatum* (California Huckleberry, Evergreen Huckleberry) \*/\*\*
- ✓ *Cercis occidentalis* (Western Redbud)
- ✓ *Quercus agrifolia* (Coast Live Oak) \*/\*\*
- ✓ *Quercus lobata* (Valley Oak)
- ✓ *Salix lasiolepis* (Arroyo Willow) \*\*

# Satellite Antenna Guidelines

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Town Ordinance No. 1987-219 requires Architectural and Site Control Commission (ASCC) review and approval of all building permit applications for satellite antennas 4 feet or larger in diameter. The purpose of this review is to conserve the rural quality of the Town by ensuring that the antenna location, color, finish and surrounding planting are harmonious with conditions in the area.

In order to facilitate the ASCC review process and minimize time and staff review costs, the following guidelines for satellite antennas have been established and should be carefully considered and adhered to by applicants:

1. **Application information.** Eight copies of a site plan drawn to scale, accurately showing the location of the antenna in relation to the house, accessory structures, and trees. Required setbacks shall also be shown on the site plan. Eight copies of elevations drawn to scale, showing the antenna in relationship to existing adjacent building, ground conditions and vegetation. The plans and a written description shall demonstrate that the proposed antenna siting has taken into consideration the views from neighboring properties.
2. **Off-site impact.** Off-site impact is a major consideration. If the antenna will be visible from off-site, additional landscape screening will be necessary.
3. **Alternative site analysis.** Analysis of alternative sites will be required and should be shown on the site plan. Applicants should be aware that rooftop antennas are not acceptable unless it can be demonstrated that full mitigation of off-site visual impacts can be achieved and there is no alternative site for the antenna.
4. **Field trips.** The ASCC may require a field trip.
5. **Staking.** The ASCC may require field staking and/or other demonstration of the height and mass of the antenna at the proposed location.

6. **Noticing of neighbors.** The Town will notice neighbors identified by Town staff as being potentially impacted by the proposed antenna. Interested neighbors will be given the opportunity address the ASCC on the proposal.

Note: It is the desire of the Town to keep the costs and time associated with processing of antenna applications to a minimum. Applicants can be very helpful in this regard by making their applications as complete as possible. Town experience has shown that poorly prepared application packages and/or proposals for installations at locations that are highly visible from off site will cause added time and costs for application processing. ANYONE CONSIDERING INSTALLATION OF A SATELLITE ANTENNA SHOULD REIVEW THE MATTER FULLY WITH THE PLANNING MANAGER (650/851-1700) PRIOR TO FILING AN APPLICATION.

Satellite Antenna Guidelines adopted by the Architectural and Site Control Commission, Town of Portola Valley on May 26, 1987.

# Story Poles Requirements and Guidelines

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The placement of story poles is extremely helpful and important during the course of Town architectural review of applications for new development. Proper and accurate placement of story poles provides a demonstration of the planned rooflines and heights and some indication of the potential massing of the proposed structure. Story poles enhance understanding of the project and potential impacts not only for the Town's Architectural and Site Control Commission (ASCC) and staff, but also for the residents of neighboring properties and home owner association committees that may be involved in review of the project. The statements that follow set forth the Town's ordinance requirements and guidelines associated with the placement and removal of story poles.

Municipal Code Section 18.64.040.D. requires that the perimeter of all proposed structures are to be clearly staked and labeled on the site at the time of submittal of an application for ASCC review. The staking is to be maintained throughout the time period the application is under review by the Town. Pursuant to this ordinance section, the ASCC may also require that the actual bulk of the structure be demonstrated through story poles and ridgeline taping.

Staff will inform an applicant and/or his or her designer during the pre-application meetings if story poles will be required for the proposed project. If it is determined story poles are to be placed on the project site, a site plan depicting the proposed location of the story poles shall be provided for staff review at the time application is made for architectural review. The above notwithstanding, pursuant to the policy of the ASCC story poles must be installed as part of the application review process for all proposals for new residences.

The story poles should be in place for review at least 10 days prior to the scheduled hearing date with the ASCC. Staff will inform an applicant and/or designer of the anticipated hearing date in order to provide adequate time for placement of the story poles. Once the application has been reviewed and acted on by the ASCC (i.e., to approve, conditionally approve or deny the project), the story poles shall remain in place during the 15 day architectural review appeal period, and removed no later than 10 days after the appeal

period has expired. If an application has been appealed, the poles shall remain in place during the appeal process and then be removed within 10 days of completion of action on the appeal.

In addition to the above, the following story pole guidelines should be followed:

- The story pole plan shall clearly identify where the story poles have been placed, what they model and the heights of the story poles relative to existing ground elevation. The tops of the story poles should accurately match the heights of the features they are modeling and the heights of the poles should be clearly recorded on the site plan. The story pole plan and the actual placement of the story poles shall be certified by the project surveyor, engineer or architect.
- The story poles should model the proposed ridgeline heights and should outline the locations where the roofs meet the planned wall planes and not the roof eave extensions.
- The tape used to outline the ridges and tops of walls should be tightly strung and have sufficient size and color to be readily identifiable from reasonable distances. Further, the story poles should be of sufficient size, 2" x 4" or heavier boards, and placed with sufficient support to stand for two weeks without leaning so that taping can be as stable as possible during the project review process.
- If, during the course of project review, a design change is made or required by the ASCC that changes the planned heights, the story poles shall be modified if required by the ASCC. If the story poles are required to be modified, they shall be in place in the modified condition as least 10 days prior to final ASCC action.

If the application requires public hearing review by the Planning Commission, the story poles shall remain in place until the Commission has completed its review. Once the application has been reviewed and acted on by the Planning Commission, the story poles shall remain in place during the appeal period, which will be 15 or 30 days after the action depending on the nature of the specific application. The poles shall be removed within 10 days of the expiration of the appeal period. If an application has been appealed, the poles shall remain in place during the appeal process and removed within 10 days of completion of the action on the appeal.

Timely removal of story poles maintains the visual quality of the Town and is respectful of relationships with neighbors.

# What to Expect From Design Review

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*This document is primarily for applicants coming before Portola Valley's Architectural Site Control Commission for the first time. It is intended to explain how to get the most benefit from the review and what to expect as they go through the process.*

Our community cares about the way it looks and the ways in which properties relate to one another. To address this, we have a design review process. Your project will be reviewed by the Architectural Site Control Commission ("ASCC"), our design review board. The commissioners are residents of the town who have volunteered their time. The Commission is supported by a very dedicated staff and the Town's consultants. All are committed to supporting design and construction that is in keeping with the rural ambiance of the town and the unique character of its neighborhoods.

The review process is part of your design process. Many things influence the design of your project: your values and your desires, gravity, the track of the sun across the sky, and the values of your neighbors and the surrounding community, to name a few. Our community has adopted a general plan, zoning ordinances and design guidelines that are intended to direct design, construction and landscaping in Portola Valley. The ordinances and guidelines are the basic rules that the ASCC members use in reviewing your project; they enact the values and goals set forth in the General Plan.

Meeting with Town staff and the design review meeting are meant to communicate where the Town sees issues and to learn what matters to you. Great design is not mediocre compromise, but trading off of constraints. Your decisions to make trade-offs need to be done in a conscious and reflective way. Design review is part of that process.

Your project will become part of the fabric of our community. People choose to live in Portola Valley for many reasons: the schools, natural environment, the property values, the location between San Jose and San Francisco, and the rural sort of living. For some, the architecture and landscaping matters quite a lot, differentiating us from surrounding communities. With this process, you should also become more aware of the issues that matter to your community, that shape our shared environment.

More than likely, this application will be your only time in front of a design review board. Attached are a few tips to make the process work for you.



# Some Tips to Make the Design Review Process Work for You

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## Start off on the Right Foot

- Read the design guidelines. Make sure your design team has copies of them.
- Select designers who are comfortable working with our guidelines and understand how to work with hilly terrain and complex geology.
- Meet with town staff early to identify existing issues. Meet again with town staff as your plans develop.

## Be Prepared

- Meet with your neighbors frequently as you develop your plans. Neighbors can be your strongest allies if your plans are controversial.
- Make sure the staff is aware of any issues you have before the ASCC meeting!
- Have your plans in order. Your drawings and material samples (and story poles and models, if you have them) are what get reviewed. Site plans, landscape plans, and civil engineering plans should be in agreement with one another.

## Use Your Designer

- Rely on your design team's experience with review boards. While this is probably your first time in front of a review board, your architect and landscape architect have most likely done this many times. It is penny-wise and pound foolish to not bring your designers since they know the most about the proposed project and would know best the range of options to address issues that are raised.

## Know What to Expect

- Come see a review meeting so you know what to expect. Try to understand what the Commission is asking of other applicants.
- The process will allow you and your design team to speak to issues. The public will also speak. Members of the Commission will discuss with you and amongst themselves.
- You should also expect to be surprised, particularly by neighbors who may not have said anything about your project before. There is something about the setting of design review meetings that gives some people permission to speak that they have not felt before.
- There are many outcomes from design review meetings. Some applications are quickly reviewed and approved; some are discussed at length; some are approved with conditions; some are continued to future meetings with the expectation that proposed designs would be revised in response to comments made; and a very few projects are rejected.

### **This is Give and Take**

- The members of the board are residents of the Town; all are your neighbors – or will be soon if you are yet to move in. Some have backgrounds in architecture in order to expedite reading plans and evaluating the proposals. Regardless of background, they are thinking about what it will be like to have your project as part of our community. As members of a small community, the Commissioners are informal and want to hear what you and your neighbors have to say.
- It is sometimes an emotional experience to be in front of the board or the public. This is normal. At the very least, many people feel tense about design review.
- The process favors those who can listen to what is being said. That goes for applicant, reviewers and staff. A well-formed, concise argument will be more convincing. This may seem obvious, but summarize what you think has been said to you. If you don't understand something, ask!

*Approved by the ASCC 9/23/02*

# *CONSERVATION GUIDE FOR PORTOLA VALLEY RESIDENTS*



*Spring Ridge and Windy Hill. Photo by Susan Thomas*

Prepared by the Town of Portola Valley's Conservation Committee

Approved by the Portola Valley Town Council

May 2004





*Western Hills from Jasper Ridge. Photo by Bernadine McCall*

## *INTRODUCTION*

Since its incorporation in 1964, the Town of Portola Valley has recognized the unique beauty of its environment and has endeavored to protect our native plants, wildlife, waterways, and outstanding views. There are many things worth conserving in Portola Valley, from the elements of nature and the resources that we use, to the "feel" of our community. Under section 1010 of the Town's General Plan, major community goals include the following:

*"To preserve and enhance the natural features and open space of the planning area because they are unusual and valuable assets for the planning area, the Peninsula, and the entire Bay Area."*

*"To conserve the rural quality of Portola Valley and maintain the Town as an attractive, tranquil, family-oriented residential community for all generations, compatible with the many physical constraints and natural features of the area."*

Town Commissions, Committees, and staff play major roles in implementing these goals, using Town ordinances and procedures to shape the manner in which the Town is developed. Residents exert an equally strong influence on the Town. We are stewards and shareholders, and we tend to conserve most vigorously what we most value. The way we live and build, and how we use or abuse the natural gifts of Portola Valley, will determine whether or not these advantages of our Town endure.

The purpose of this Guide is to increase our consciousness of Portola Valley's precious natural resources, to highlight protective measures used by the Town government and staff, and to show every resident how he or she can contribute to preserving the rural environment that we all treasure. More information about any of these topics is available from Town's staff, web site, committees, and the General Plan.

## ***AMBIANCE***

*The ambiance of quiet, serenity, and natural beauty as part of one's daily life may be the Town's greatest asset. Residents and visitors alike depend on the open vistas, grassy hills, native vegetation, and starry night skies for the sense of well-being that they provide.*

## **SPACE**

Open space provides room and resources for plants, wildlife, and recreation. Low density development gives residents a feeling of privacy and connection with the land. Residents, as well as people living in higher-density areas along the Peninsula, benefit from having open space nearby.

### **What the Town Does:**

- Encourages and facilitates preservation of permanent open space areas such as Windy Hill and Coal Mine Ridge
- Funds Town purchases of open space through the Utility Users Tax and private donations raised by the Open Space Acquisition Committee, composed of Town residents
- Enacts and enforces zoning regulations consistent with open space goals, environmental, seismic, geologic, and other conditions
- Publishes Design Guidelines to encourage development consistent with the Town's open character and conservation objectives
- Builds and maintains a network of trails for hiking and equestrian use

## How You Can Help:

- Design site-appropriate structures subordinate to natural surroundings
- Landscape only near structures, leaving native vegetation on the remainder of site
- Minimize visually obvious barriers such as fences, gates, or walls
- Contribute to the Town's Open Space Acquisition Fund



*Photo of Portola Valley Ranch by Morley Baer, courtesy of Joe Whelan*



## **VIEWS**

Natural uncluttered view corridors benefit both residents and neighboring communities. Views help preserve our feeling that nature predominates over development. Visual open space can also be enjoyed by those Town residents who are not able to walk, hike, ride, or bike in our parks and preserves.

### **What the Town Does:**

- Enacts and enforces zoning limits such as setbacks, floor-area ratios, and building heights to preserve views and a sense of open space on individual properties
- Requires unique development plans for larger parcels of land to preserve the important natural conditions of the property
- Advises homeowners as to view-sensitive design through Design Guidelines
- Defines special building restrictions in areas of particular scenic interest, such as the Western Hills and the Portola Road and Alpine Road scenic corridors
- Mandates undergrounding of utility wires in newly developed areas

### **How You Can Help:**

- Keep building sizes in proportion to the natural site
- Avoid building on ridgelines; blend in with the environment
- Maintain natural land contours; avoid severe cutting, filling, and terracing
- Screen structures with appropriate landscaping

For more specific suggestions, please refer to the Design Guidelines published by the Town.





*Photo by Don Eckstrom*

## QUIET

Access to sounds of nature, such as flowing water, blowing wind, and the early morning bird chorus, provides a sense of refuge from the hustle and bustle of the nearby urban environment.

### What the Town Does:

- Enforces noise ordinances that define permissible times for construction and garden maintenance
- Works with Airport Community Roundtable to minimize aircraft noise

### How You Can Help:

- Inform contractors and gardeners about noise ordinances and require adherence to restrictions
- Be considerate of your neighbors when entertaining or using equipment outdoors
- Minimize noise in general; control pet noise



*Photo by Susan Thomas*

## NIGHT SKIES

Absence of artificial light at night enhances our view of the stars and preserves the rural feel and tranquility of our community. It is strange but true that one actually needs less light to see when ambient light is low.

### What the Town Does:

- Prohibits use of street lighting along Town roads
- Regulates level of lighting for outdoor use through ordinances and Architectural and Site Control Commission review

### How You Can Help:

- Use minimal outdoor lighting, maintained under manual control, not with motion sensors or timers
- Direct outdoor illumination toward the ground
- Avoid use of lights to accent outdoor architectural features



*Halley's Comet from Skyline Drive 1986.  
Photo by Don Eckstrom*

## ***NATURE***

*Some of Portola Valley's most obvious and valued assets are our natural features, our trees and plants, creeks and ponds, and creatures of the land, water and sky. The long-term health of these features is tightly intertwined with our own. Their protection provides us with well-being in the future as well as a wonderful place to live in the present.*

## **TREES**

Trees provide a sense of permanence, and we regard our trees as assets to be treasured. The tree canopy and the mixture of trees native to Portola Valley are major elements of the viewscape and define the Town character that we cherish. Trees provide shade, creating pleasant recreational spaces, providing energy efficiency in cooling systems, and serving as habitat for plants and wildlife. They add moisture to the air and soften the appearance of man-made structures, helping to maintain the rural quality of the Town.

### **What the Town Does:**

- Protects significant trees by means of the Site Development and Tree Protection Ordinance
- Helps preserve trees that are already part of our landscape by following a thorough design review process
- Advises and assists residents with tree planting and removal issues
- Protects and maintains trees on Town lands
- Trims trees periodically along major roads

### **How You Can Help:**

- Protect significant trees on your property
- Save smaller trees where possible to grow into larger, mature trees
- Consult an arborist before making landscaping or irrigation changes underneath trees

- Have trees checked periodically by an arborist to preserve their long-term health
- Use native species appropriate to the location when planting new trees, and consider replacing non-native species (see list in Design Guidelines)



*Coastal Redwood (Sequoia sempervirens)*  
*Drawing by Herb Dengler*

## **PLANTS**

Our Town has a rich heritage of varied native plants and groundcovers that have evolved in this climate and in these soils. Native plants provide habitat and food for local wildlife and require less water and maintenance. Non-native plants such as broom and thistle crowd out native plants, and their eradication is strongly recommended.

### **What the Town Does:**

- Emphasizes use of native plants in landscaping projects
- Reviews planting plans to protect native vegetation, particularly in riparian areas
- Provides information and tools for removal of invasive species such as broom and thistle
- Hosts community events to eradicate invasive plants on Town lands and along roadways

### **How You Can Help:**

- Learn what native plants grow best on your property; preserve native plants whenever possible
- Select your landscaping to suit your site
- Learn to identify invasive species and eradicate them on your property



*Hound's Tongue (Cynoglossum grande)*  
*Painting by Herb Dengler*

## **CREEKS**

Portola Valley is one of the few fortunate towns with resilient creeks carrying clear water between banks with mostly native riparian (streamside) vegetation. Many towns have restricted their creeks to concrete channels, or even piped them underground. Corte Madera and Sausal Creeks provide habitat for rainbow trout; Los Trancos Creek, which flows into San Francisquito Creek, affords passage for ocean-going steelhead migrating to their spawning ground. The high moisture environment around the creeks provides food, shelter, and a migration corridor for a greater variety of wildlife than any other habitat in Town.

### **What the Town Does:**

- Reviews permits under Town policies and local, state, and federal regulations before allowing streambed or bank alterations
- Encourages and supports best management practices when working near creeks
- Maintains Eagle Scout Trail along Corte Madera Creek at Alpine Road for Town residents to explore and enjoy

### **How You Can Help:**

- Prevent runoff of contaminants such as herbicides, pesticides, fertilizers, and automotive wastes into creeks and ponds; all materials carried by storm drains enter our streams
- Control pet and livestock access to streams and riparian corridors; maintain vegetation and keep manure out of stream water
- Maintain septic systems by periodic pumping so that leachate does not reach streams
- Minimize impermeable surfaces on your property to reduce runoff into creeks
- Maintain and restore riparian habitat in accordance with Streamside Planting Guide





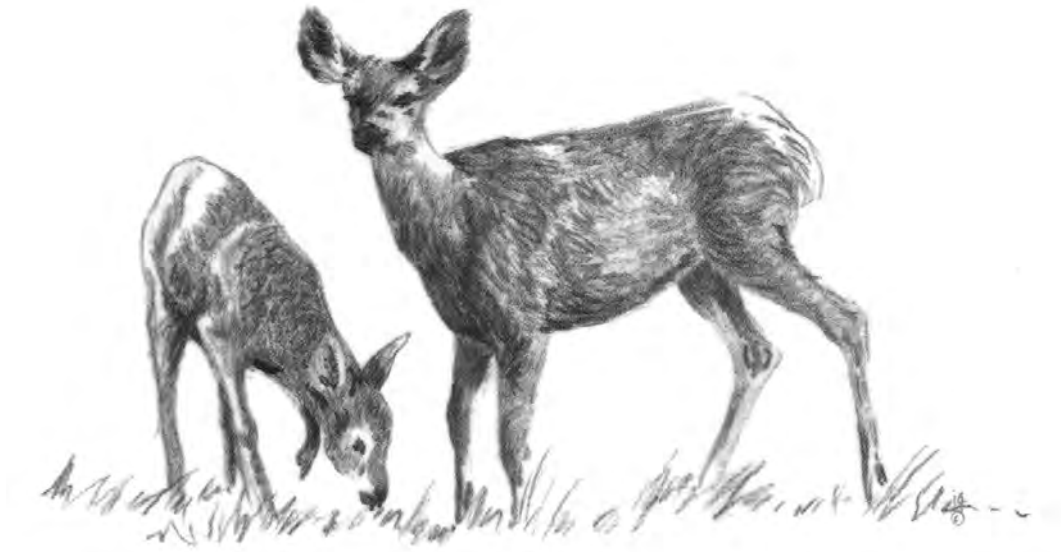
*Corte Madera Creek along Alpine Road west of Willowbrook  
Photo courtesy of Nancy Lund, from the Portola Valley archives*

## WILDLIFE

Portola Valley enjoys an abundance of native wildlife, such as deer, coyotes, foxes, blue herons, owls, frogs, invertebrates, and insects. Such diversity of fauna enhances the rural ambiance of the Town, and each species plays a role in maintaining a resilient ecosystem.

### What the Town Does:

- Encourages maintenance of wildlife corridors
- Encourages use of native plants that sustain native wildlife
- Monitors use of fencing and lighting that may disturb native species



*Deer*  
*Drawing by Jane Gallagher*

## How You Can Help:

- Use native plants that are more deer- and pest-resistant, reducing the need for fencing and pesticides
- Cluster buildings on your site
- Maintain open, unfenced areas for wildlife to inhabit and traverse
- Avoid use of pesticides and other toxins; always dispose of dangerous materials properly
- Feed pets indoors; do not feed wildlife
- Take pets only on allowed trails; bell your cat; leash your dog



*Mouse and mushrooms*  
*Drawing by Jane Gallagher*

## ***RESOURCES***

*We obtain, use up, and dispose of resources, such as air, water, energy and materials, in the course of our daily lives. The limits of these resources, the cost to obtain them, the difficulty of disposing of them, and the consequences of doing without them are not always obvious. We have an obligation to use them wisely.*

### **AIR QUALITY**

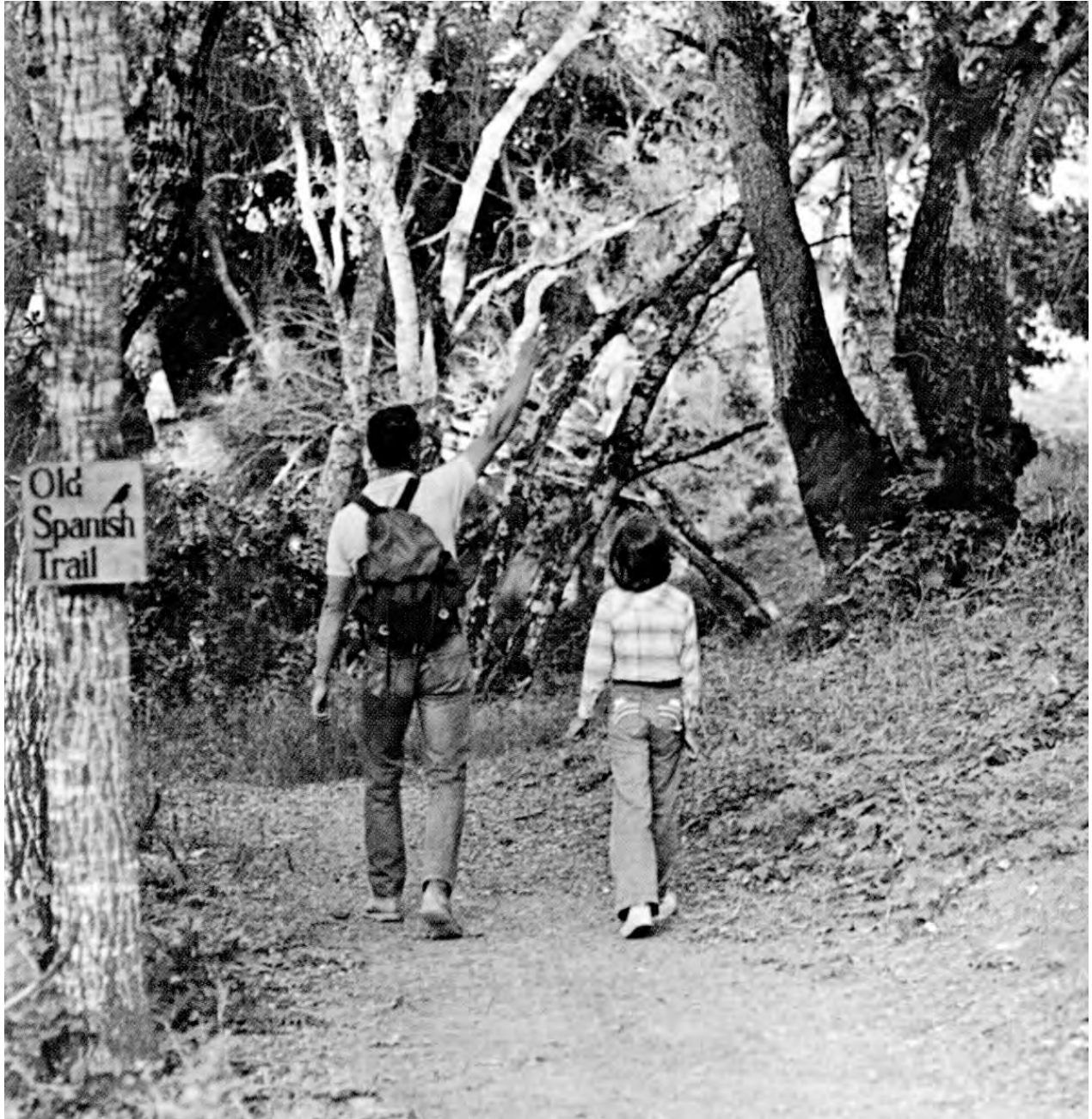
Portola Valley enjoys excellent air quality. We should minimize the toxins that we put in the air, to avoid causing health problems for ourselves and others downwind of our area. Dirty air obstructs views and harms people, plants and wildlife.

#### **What the Town Does:**

- Protects significant trees
- Prohibits burning waste
- Encourages walking, biking, hiking, and horseback riding by maintaining trails, paths, and bike routes

#### **How You Can Help:**

- Drive alternative fuel or low-emission vehicles; minimize length and number of daily vehicle trips
- Consider replacing wood-burning stoves and fireplaces with natural gas



*Photo courtesy of Nancy Lund, from the Portola Valley archives*

## WATER

Portola Valley enjoys a semi-arid Mediterranean climate subject to periodic drought cycles and possible water rationing. Conserving water will help us ensure an adequate supply now and in the future, and it will also save energy and protect our beautiful lakes and streams. It is wise to limit water use even in times when water appears to be in plentiful supply.

### What the Town Does:

- Requires committee review of landscaping plans, encourages use of native species, discourages large lawns
- Provides information about native plants in Design Guidelines

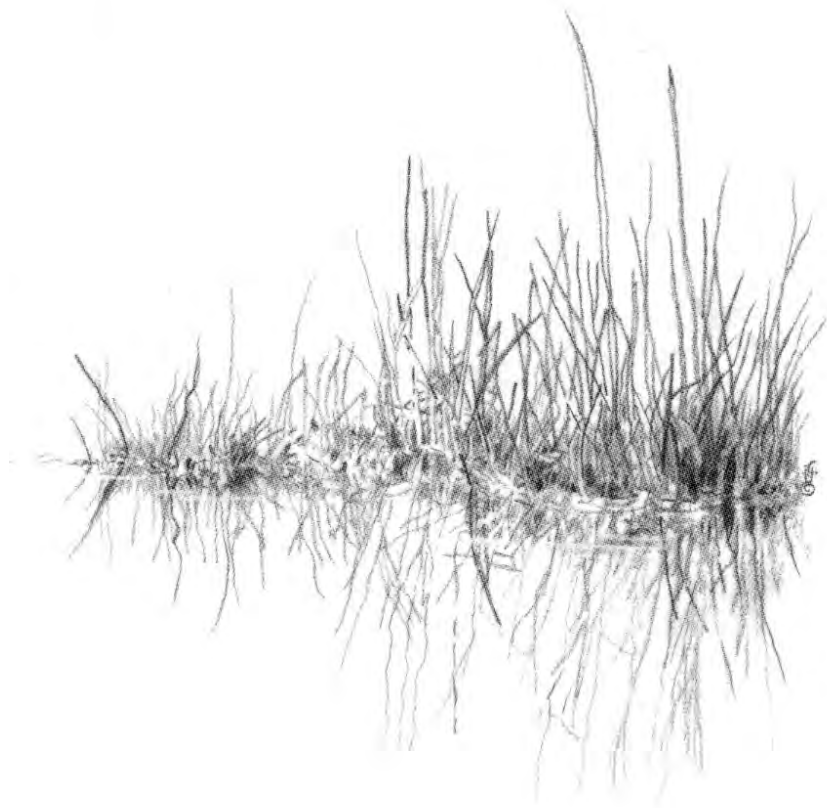
### How You Can Help:

- Be conscious of water use and specify low-water-use fixtures and appliances
- Avoid large expanses of water-hungry landscaping and use drip irrigation wherever possible
- Use a pool cover to minimize evaporation and conserve energy and chemicals
- Mulch planted areas to reduce evaporation and suppress weed growth



*"The western landscape is more than topography and landforms, dirt and rock. It is, most fundamentally, climate--climate which expresses itself not only as landforms but as atmosphere, flora, fauna. And here, despite all local variety there is a large abiding simplicity. Not all the West is arid, yet except at its Pacific edge, aridity surrounds and encompasses it. . . Aridity more than anything else gives the western landscape its character. . . **the primary unity of the West is a shortage of water.**"*

*Where the Bluebird Sings to the Lemonade Springs*  
Wallace Stegner



*Reed Reflections*  
Drawing by Jane Gallagher  
(Pages 20 and 21)

## ENERGY

High energy consumption causes shortages and higher prices. Energy production and consumption generally contribute to pollution of air, land, and water.

### **What the Town Does:**

- Enforces state requirements for home energy efficiency in new homes and remodel projects
- Grants fee concessions for installation of solar energy systems

### **How You Can Help:**

- Design buildings for energy efficiency; manage heat and air conditioning (thermostat at 68-70 degrees in winter, 80 degrees in summer)
- Use passive energy management techniques such as special glass or window coverings
- Use energy-efficient appliances
- Minimize energy consumption during peak hours (3-7 p.m.)
- Install solar panels
- Reduce lighting outdoors and in unused rooms indoors
- Drive fuel-efficient vehicles; minimize length and number of daily trips
- Car pool, particularly to schools, sport events, and other gatherings
- Walk or bicycle to local destinations





*Fitzhugh windmill at the corner of Portola Road and Georgia Lane  
Photo by Susan Thomas*

## **MATERIALS**

We fuel our lives with products derived from natural materials such as metal ore, oil, and trees. It costs money and resources to make and transport objects that we use and to haul them away when they are no longer useful. Conservation of materials reduces the transformation of natural resources into landfill.

### **What the Town Does:**

- Chooses a waste contractor that recycles 80-90% of household waste
- Enforces Town ordinance requiring recycling of 60% of construction debris by contractors
- Holds periodic recycling events for large items or other special needs
- Provides information on sources of recycled materials

### **How You Can Help:**

- Buy only what you need; purchase items free of excessive packaging
- Use recycled materials when building or remodeling (see references)
- Make purchases with long useful life; donate unwanted items to non-profit organizations
- Register to be removed from junk-mail address lists
- Use county Household Hazardous Waste drop-off services
- Make recycling part of your daily trash disposal

For more specific suggestions, see the Additional References.



*Oxen pulling redwood logs from the western hills.  
Photo from the San Mateo County Historical Society*

## *CONCLUSION*

As residents, we were attracted to Portola Valley by its rural beauty. The continuity of grassland and native tree canopy on the Western slopes, the presence of free running streams with their native plants and animals which have evolved in mutual interdependence, and the night skies with visible constellations are treasures which we all enjoy.

The Town founders were convinced that local government could best protect and preserve the environment they valued. For the past forty years, many volunteers, aided by a small Town staff, have worked to maintain this tranquil community, but there is only so much that government can do. Town officials can enact regulations, but in the end individual choices that we, as residents, make will determine whether our local treasures are saved or lost. The Town looks to you to continue to protect, preserve, and enjoy the Portola Valley you love.



*Photo by Susan Thomas*

## ACKNOWLEDGEMENTS

Ideas, photos, drawings, and the quotation by Wallace Stegner have been borrowed from the book Life on the San Andreas Fault. A History of Portola Valley by Nancy Lund and Pamela Gullard, courtesy of Nancy Lund. Copies of the drawings and paintings by Herb Dengler are used by courtesy of Ron Dengler, those by Jane Gallagher and photos by Susan Thomas by courtesy of the artists.

Prepared by the Portola Valley Conservation Committee 2003:  
Danna Breen (vice chair), Marge DeStaebler (chair), Jean Eastman,  
Donald Eckstrom, Mary Enright, Paul Heiple, Derry Kabcenell,  
Sue Learned-Driscoll, Marilyn Walter, Dieter Walz.

Printing of this Guide made possible by a gift from Bill and Jean Lane.



*Searsville Lake. Painting by Jane Gallagher*

## ADDITIONAL REFERENCES

### Materials available at Town Center:

- Design Guidelines, Town of Portola Valley, July 1989.
- Town of Portola Valley General Plan
- San Mateo Countywide Guide Sustainable Buildings. A publication of the County of San Mateo (February 2004)
- Streamside Planting Guide for San Mateo and Santa Clara County Streams. Publication of the San Francisco Creek Watershed Coordinated Resource Management and Planning Process. (Oct. 2003).
- "Invasive Plants of California's Wildlands" edited by Carla C. Bossard, John M. Randall, and Marc C. Hasbovsky, UC Press (2000) ISBN 0-520-22547-3.

### Materials available at Town Library:

- "Invasive Plants of California's Wildlands," edited by Carla C. Bossard, John M. Randall, and Marc C. Hasbovsky, UC Press (2000) ISBN 0-520-22547-3.
- Lund, Nancy, and Pamela Gullard, Life on the San Andreas Fault: A History of Portola Valley, Scottwall Associates (San Francisco, 2003).
- Lowry, Judith Larner, Gardening with a Wild Heart: Restoring California's Landscapes at Home, UC Press (1999).

### Other sources:

- The town's web site, [www.PortolaValley.net](http://www.PortolaValley.net), provides access to the Design Guidelines, trail maps, and other town resources.
- <http://www.RecycleWorks.org> is a very thorough treatment of recycling, recycled materials, and sustainable building maintained by the County of San Mateo.
- For junk mail reduction, contact: Direct Marketing Association, Box 643, Carmel, NY 10512, phone 212-768-7277.

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# TOWN OF PORTOLA VALLEY

## ARCHITECTURAL AND SITE PLAN REVIEW

### **What Is Architectural and Site Plan Review?**

Architectural and site plan review of specified structures is established in Chapter 18.64 of the Municipal Code. The Code establishes a five member Architectural and Site Control Commission (ASCC) to review plans in order to, among other purposes stated in the Code, promote the preservation of the visual character of the Town and the stability of land values.

### **When Is Architectural and Site Plan Review Required?**

Architectural and site plan review is required for building permits for all commercial buildings, all new single-family dwellings, additions and accessory buildings over 400 square feet, upstairs additions, all structures on parcels fronting on arterial roads or freeways as shown on the Town General Plan and for all conditional use permit requests requiring exterior improvements. This review is also required for those matters the Planning Commission may choose to refer to the ASCC.

### **How Do I Apply and How Much Does It Cost?**

Application forms and filing information are available at Town Hall, 765 Portola Road, at the Building Counter. An application requires a filing fee and a deposit for professional services. Please refer to the separate schedule of fees and deposits.

### **How and When Does The ASCC Review The Application?**

The ASCC holds regular evening meetings at 7:00 p.m. on the 2nd and 4th Monday of the month in Council Chambers at the Town Center. Planning staff advises the ASCC. This advice includes a brief report to the Commission on the request which identifies key review issues. The Commission considers the application with the applicant and typically reaches a decision at the meeting. Sometimes, a Commission field trip is held at the project site. Minutes of the ASCC provide the record of the Commission's action.

### **How Long Does It Take?**

It usually takes between 4 and 8 weeks from the time an application is filed to the time the ASCC completes its review and action. Some applications may take longer. For example, plans for new residences or commercial buildings usually have a preliminary and final ASCC review requiring two or more ASCC meetings.

### **Appeals**

Any person dissatisfied with the decision of the ASCC may appeal to the Planning Commission, which sits as the Board of Adjustment when considering any appeal. The appeal must be filed within 15 days of the ASCC decision by completing appropriate forms and paying a required filing fee and deposit. The deposit will be used by the Town to prepare a report to the Commission on the appeal.

### **Are There Any Special Concerns I Should Be Aware Of?**

Revised 10/09/19

Yes. Town policy stresses that all new structures and improvements be designed to maintain the character of the natural environment to the maximum extent possible. You should consult the Town's "Design Guidelines" before undertaking any house design. If you are considering a design that requires extensive grading or vegetation removal, or a structure that is particularly large and visually prominent, you may face denial of your request. It is highly recommended that you carefully review this matter with Planning staff prior to filing an application. If appropriate, a preliminary meeting with the ASCC will be recommended.

Also, the Town has very special and important geologic hazard mapping and application review policies and procedures. These affect all applications to varying degrees. Therefore, you may have to file more than one application in support of your request. Please check with the Planning Department at Town Hall regarding these matters PRIOR to preparing any development plans.

### **Homeowner's Associations**

There are a number of active Homeowner's Associations (HOA) in the Town that require review of any proposed exterior work (from planting and painting to building a new residence) on properties within the HOA prior to commencement of that work. For projects subject to architectural review by the ASCC (as well as any other projects), you should make contact with your HOA as early on in your design/conceptual phase as possible to allow the board adequate time to review your proposal. The HOA board will likely provide input on design strategies and/or propose some conditions for their approval. It is ideal for you to secure your HOA's approval prior to submitting an application for ASCC or building permit with the Town.

### **Further Information**

For further information contact the Planning Department at (650) 851-1700 ex. 211 Monday through Friday between 8:00 a.m. and 12:00 p.m. or between 1:00 p.m. and 3:00 p.m.



# TOWN OF PORTOLA VALLEY

## BUILDING PERMITS

### **What Is A Building Permit and When Is It Required?**

A Building Permit is a written document that authorizes certain construction and improvements on a specific piece of property as shown on approved building and site plans. The building permit procedures are established to ensure that all new construction within the Town will be in compliance with generally accepted building standards, as represented by uniform codes of construction. A zoning permit endorsement on the building permit card provides for checking the application against Town zoning regulations.

A building permit must be obtained before you erect, construct, enlarge, alter, move, repair, improve, convert, or demolish any building or structure (including decks over 18 inches high, retaining walls over 4 feet high, swimming pools, and other accessory structures and buildings).

### **How Do I Apply and How Much Does it Cost?**

Application forms and filing information are available at Town Hall, 765 Portola Road, from the Building Department. An application requires a filing fee, plan check fees, inspection fees, and sometimes a fee and/or deposit for professional services. The costs vary based on the proposed improvements and the inspections and plan reviews that will be required (e.g., Health Officer, Town Geologist, Town Planner).

Before plans can be processed, the application must include at least 3 copies of your building plans and the required fees and deposits. When processing is finished, one set of the signed plans will be returned to you as the OFFICIALLY APPROVED JOB COPY that must be kept at the site during the life of the project. Building plans and supporting data must be prepared according to the requirements contained in the UNIFORM BUILDING CODE, UNIFORM FIRE CODE, UNIFORM MECHANICAL CODE, UNIFORM PLUMBING CODE, NATIONAL ELECTRIC CODE, and State Building Codes. Typically, applications will include the following:

1. Name, address and telephone number of preparer.
2. Plot plan.
3. Foundation plan.
4. Floor plan.
5. Exterior elevations.
6. Cross sections.
7. Framing plans.
8. Lighting plans.
9. Engineering calculations certified by a registered civil engineer.
10. Title 24, State Energy Calculations.
11. Soils and/or geotechnical report.

### **How Is A Building Permit Processed?**

Building permit review includes plan checking for compliance with the building code, plumbing code, and electric code. If a septic tank sewage disposal system is proposed, the plans will be subject to San Mateo County Health Department review and approval. Zoning Ordinance compliance is verified by the Planning Manager or the Town Planner. Checking for compliance with the Town's geologic policies as contained in Town Council Resolution 2746-2017 is completed by the Town Geologist. Based on these checks, additional data may be requested prior to plan approval. In particular, it is possible that the Town Geologist may require additional data to verify compliance with Town policy. The preparation of this data is the responsibility of the applicant.

### **How Long Does It Take and When Can I Pick Up My Building Permit?**

It usually takes between 2 and 8 weeks from the time a complete building permit application is accepted for processing and the time it is actually available for pick-up. Processing time will vary with the seasonal work load, the scale of the project, and the complications involved with your project.

### **Expiration**

Unless work authorized by a building permit is started within 180 days of the date of issuance (i.e., the date the applicant is notified the permit is ready for pick-up), the permit will expire and become null and void. Further, if the work authorized by the permit is suspended or abandoned at any time after the work has started for a period of 180 days or longer, the permit will expire.

Any permittee holding an unexpired permit may apply for an extension by explaining "good and satisfactory" reasons why the extension is needed. The permit may be extended by the Building Official for a period of 180 days.

### **Are There Any Special Concerns I Should Be Aware Of?**

Yes. First, if grading and/or vegetation removal is needed for your proposed construction, you may be required to obtain a Site Development Permit. Please refer to the handout on site development permits for further information and requirements.

All proposals for construction of a new residence or guest house as well as additions over 400 square feet, upstairs additions, and any additions on Alpine and Portola Roads must go through an architectural and site plan review process which includes a hearing by the Architectural and Site Control Commission.

The Town has very special and important geologic hazard mapping and application review policies and procedures. These affect all applications to varying degrees.

If you plan to relocate a utility line, or upgrade an existing electrical service, you may have to comply with requirements of the Town's utility line undergrounding policy.

Please check with the Building Official at Town Hall regarding these or other matters than can affect your application PRIOR to preparing any detailed development plans.

# TOWN OF PORTOLA VALLEY

## SITE DEVELOPMENT PERMITS

### **What Is A Site Development Permit?**

A Site Development Permit is a written document that authorizes certain grading and vegetation removal as shown on approved site development plans. The permit procedures and review requirements are contained in the Site Development Ordinance and vary depending on the amount of grading and/or nature of site development proposed. Most land development activities in the Town require some form of site development review and approval. In granting permits, the approving authority will often attach conditions deemed necessary to prevent creation of nuisances or hazards to public or private property. Also, guarantees are required to ensure that work will be done according to the approved plans.

### **When Is A Site Development Permit Required?**

A Site Development Permit is required in all cases where development comes under any one or more of the following provisions unless such work is specifically exempted (PVMC Section 15.12.070.A):

1. Excavation, fill or any combination thereof exceeds fifty (50) cubic yards.
2. Fill will exceed three (3) feet in vertical depth at its deepest point measured from the natural ground surface.
3. An excavation will exceed four (4) feet in vertical depth at its deepest point.
4. An excavation, fill, or combination thereof will exceed an area of five thousand (5,000) square feet.
5. Vegetation is to be removed from an area exceeding five thousand (5,000) square feet on any vacant parcel of land or any parcel of land in excess of ten (10) acres.
6. A significant tree is to be removed or would be affected by actions which would tend to injure, mutilate, destroy, or kill the tree, including placing fill within the dripline or substantially reducing the tree in size.
7. Excavations for geologic investigations and drilling for geologic investigations, both to depths in excess of four (4) feet.
8. Drilling for water wells.
9. Driveways in the public right-of-way that connect a parcel with the public road. (A site development permit is not needed if the driveway is approved as a part of site plan for a building permit.)

## **What Work Is Exempted From Site Development Permit Requirements?**

A Site Development Permit is not required for the following (PVMC Section 15.12.070.B):

1. Excavations below finished grade for basements, footings of buildings, retaining walls, septic tanks, drainfields, swimming pools, or other structures authorized by a valid building permit. This provision shall not exempt any fill made with the material from such excavation nor exempt any excavation having an unsupported height greater than 5 feet after the completion of such structure.
2. Excavation or removal of vegetation in public utility easements by public utility companies for the purpose of installing underground utilities.
3. Removal of vegetation as part of the work authorized by an approved building permit.
4. Tilling of soil for agricultural or fire protection purposes.
5. Site development under an agreement with the Town pursuant to requirements placed on the filing of a Parcel Map or Final Subdivision Map.

## **How Do I Apply and How Much Does It Cost?**

Application forms and filing information are available at Town Hall, 765 Portola Road, at the Building Counter or on our website. An application requires a filing fee and a deposit for professional services. The filing fee and deposits for professional services vary based on the volume of grading being proposed. Please refer to the separate schedule of fees and deposits.

## **How Is A Site Development Permit Processed?**

The three following procedures exist for Site Development Permit processing and depend on the volume of grading (i.e., COMBINED CUT AND FILL) proposed:

Grading work under 100 cubic yards. Where the aggregate volume of grading on a site or contiguous group of sites is in excess of 50 cubic yards, but less than 100 cubic yards, the application is referred to the Town Engineer, Town Geologist, and Planning staff for review. This level of Site Development Permit is approved at a staff level.

Grading Work in excess of 100 cubic yards but not over 1,000 cubic yards. Where the aggregate volume of grading on any site or contiguous group of sites is in excess of 100 cubic yards but not over 1,000 cubic yards, or the proposed cuts or fills exceed five feet at their maximum point, the Architectural & Site Control Commission (ASCC) reviews the application and acts to approve or deny it. Planning staff refers the permit to all members of the SITE DEVELOPMENT COMMITTEE (i.e., the Town Engineer, Town Geologist, Health Officer, Fire Marshal, Conservation Committee, and Trails Committee) for review and comment, which is taken into consideration by the ASCC during their review.

Grading work in excess of 1,000 cubic yards or removal of vegetation or both. Where the aggregate volume of grading on any site or contiguous group of sites is in excess of 1,000 cubic yards, or where approval to remove vegetation is required (see site development permit requirements above), the permit must be reviewed and acted on by the Planning Commission at a fully noticed public hearing. Prior to the hearing, the request is circulated to the Site Development Committee for review and recommendation to the Planning Commission. After Committee comments are prepared, the Planning Director assembles the comments in the form of a report and recommendations. This report is submitted to the applicant and Planning Commission at least 5 days prior to the Planning Commission hearing. The public hearing is set by the Planning Director. At the hearing, anyone interested in the permit is given the opportunity to comment. Following the hearing, the Commission approves, approves with conditions as it deems necessary to secure substantially the objectives of the Site Development Ordinance, or denies the application.

### **How Long Does It Take and When Does A Site Development Permit Become Effective?**

It usually takes between 4 and 8 weeks from the time a site development permit is accepted for filing and finally approved. The length of time will vary depending on the volume of grading proposed and the required review procedures. Unless appealed, a site development permit becomes effective on the 15th day after approval by the approving authority. Further, unless otherwise specified in the site development permit action, the permit must be exercised within two years of its effective day.

### **What Happens If My Request Is Denied?**

If the approving authority denies a site development permit request, the decision may be appealed to the Planning Commission or Town Council as described in the next section.

### **Appeals**

Any applicant dissatisfied with the decision of the approving authority may appeal to the next higher approving authority. The appeal must be filed with the Planning Commission (i.e., appeal of a Town Engineer decision) within 15 days of the action by the approving authority by completing appropriate forms and paying a required filing fee and deposit. The deposit will be used by the Town for preparation of a report to the body that will hear the appeal. Within a reasonable period of time (i.e., the next open agenda), the appeal reviewing body will hold a fully noticed public hearing and render a decision on the appeal.

### **Are There Any Special Concerns I Should Be Aware Of?**

Yes. First, the Site Development Ordinance is an extensive document that contains many required standards for grading and related development. Anyone seriously considering land development must become aware of the standards and review requirements in this document either directly or through professional advisors (i.e., civil engineers, geologists, geotechnical consultants, architects, landscape architects, etc.). The provisions of the ordinance have been carefully developed and will be used to carefully evaluate your request. If a request is not fully prepared according to the requirements of the ordinance, it will not be accepted for processing. Be aware, poorly prepared applications will add to your time for processing and will increase processing costs. If you have any confusion

over the Town's requirements, please discuss them with the Planning staff. Further, for particularly complicated proposals, it is recommended that you seriously consider meeting with appropriate Town consultants (i.e., Town Engineer, Town Geologist) prior to preparing detailed application plans. A small deposit for services is necessary for such a meeting, but it can often help to reduce costs at later stages of plan development or processing.

Also, the Town has very special and important geologic hazard mapping and application review policies and procedures. These affect all applications to varying degrees. You may have to file more than one application in support of your request. Please check with Planning staff at Town Hall regarding these matters PRIOR to preparing any development plans.

**Further Information**

For further information contact the Planning Department at (650) 851-1700 x211 Monday through Friday between 8:00 a.m. and 12:00 p.m., or between 1:00 p.m. and 3:00 p.m.

# WOODSIDE

## FIRE PROTECTION DISTRICT

### Woodside Fire Protection District

The Woodside Fire Protection District (WFPD) serves 32 square miles in southern San Mateo County. It encompasses the Town of Woodside, the Town of Portola Valley and several unincorporated areas such as Ladera, Los Trancos Woods, Vista Verde, Emerald Lake, and the Skyline area.

The Fire District operates three fire stations. The headquarters station is located at 3111 Woodside Road in Woodside, (650)851.1594. The other stations are located at 135 Portola Road in Portola Valley, (650)851.1626, and 850 California Way in Emerald Lake, (650)368.2155.

A total of 40 firefighting personnel work for WFPD, consisting of the Fire Chief, 4 Battalion Chiefs, 9 Captains, and 34 Firefighter/Paramedics. Staffing is divided into three, 24 hour shifts with 14 personnel on each shift.

The equipment used by the WFPD consists of four fire engines, a rescue truck, two four wheel drive patrol pumpers, a 3,200 gallon water tender, and various staff vehicles.

The WFPD also participates in a comprehensive San Mateo County alarm system and the statewide mutual aid system. This makes firefighting resources available throughout our County and State.

### The Present Danger of a Wildland Fire

The brushy hillsides and grassy fields of our community present the potential for a major wildfire. The mix of wildland fuels and homes create a tremendous fire problem. Fires do not only happen in Southern California and the Oakland Hills, they can and will happen here.

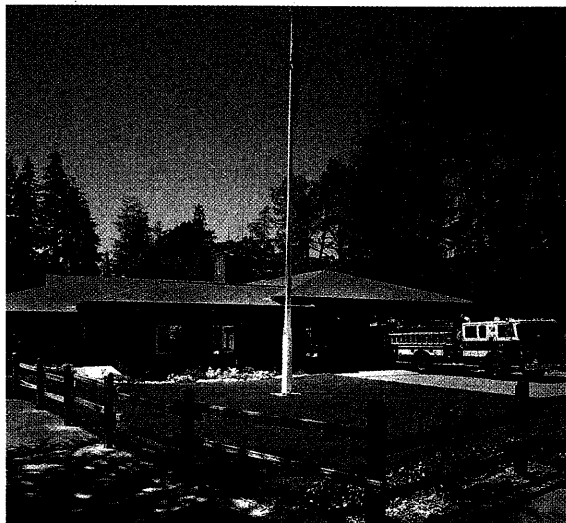
Three major factors affect the fire danger level. These factors are the fuels, the topography, and the weather.

The fuels include grasses, heavy brush and trees. The danger that these fuels present is directly proportionate to the moisture level in the fuels. Even with recent rainfall, the moisture content in fuels is extremely low.

The topography factor is the steeper the grade, the greater the danger. Fire will move quickly uphill and may ignite houses on ridges and hills.

The weather factor is the only factor in which we have no control. Long, dry heatwaves will dry out and preheat fuel. High winds will increase the speed at which fire moves and the intensity with which it burns.

Under these conditions, a small fire can become a major disaster in a matter of minutes, but there are precautions that can be taken to minimize the effects of a wildland fire.



*Community Services offered by WFPD include CPR/First Aid training and certification classes, NERT (Neighborhood Emergency Response Teams), and home inspections.  
For more information, call (650)851-1594.*

POLICE • FIRE • MEDICAL • EMERGENCY • DIAL 911

# Protecting Your Home From A Brush Fire

## Danger Spots Around Your Home and What You Can Do to Eliminate Them

### Untreated Wood Shake Roofs:

Untreated wood shake roofs which can catch windblown sparks, are the number one cause of home losses in wildland areas.

#### Solution:

If you re-roof, install a fire resistant roof.

### Debris on Roofs:

Tinder dry needles and leaves on your roof and in your rain gutters can easily catch fire and endanger your home.

#### Solution:

Sweep your gutters and roof on a regular basis, especially during the dry, hot weather of the fire season.

### Tree Limbs too Close to Your Chimney and Roof:

Tree limbs too close to your chimney can easily ignite and endanger your home. Dead limbs overhanging your home may ignite and spread a fire to your home.

#### Solution:

Trim all tree limbs that are within 10 feet of your chimney and remove all dead limbs overhanging your home or garage.

### No Screen on Attic and Foundation Vents:

Sparks or embers from an approaching wildland fire can get into your home through unprotected vents and ignite your home.

#### Solution:

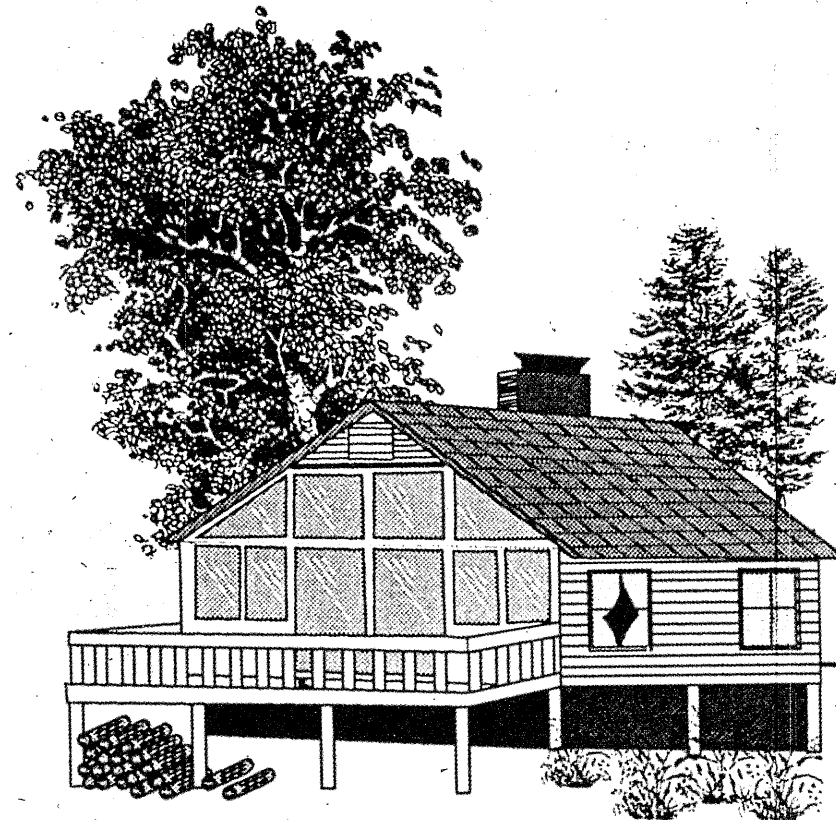
Cover your attic and foundation vents with wire mesh no larger than 1/2 inch mesh.

### No Spark Arrester on Your Chimney:

A spark from your chimney can ignite the surrounding vegetation or an untreated wood shake roof.

#### Solution:

To insure that you don't create your own spark hazard, screen your chimneys with 1/2 inch mesh noncombustible wire screening.



### Combustible Materials Stored too Close to Your Home:

Firewood or other combustible materials stored too close to your home can ignite and cause a fire to spread to your home.

#### Solution:

Store all combustible materials away from your home and keep the lids on your garbage cans.

### No Address Visible from the Street:

No visible address number will cause a delay in an emergency response. Remember the fire department can not help you if we can't find you.

#### Solution:

Make sure that your home can be quickly identified by ensuring that its address is clearly marked and visible.

### Overgrown, Dead Landscape:

Overgrown, dead landscape can ignite and endanger your home.

#### Solution:

Maintain your landscape. Trim and remove any dead vegetation. If you are re-landscaping, choose plants that are fire resistive.

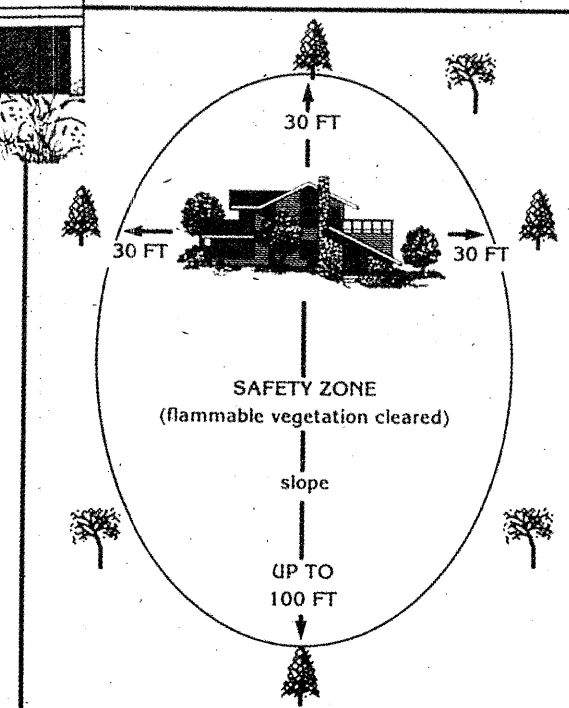
### No Defensible Space Between Your Home and Vegetation:

Flammable vegetation too close to your home will make it almost impossible for firefighters to save your home in the event of a brush fire.

#### Solution:

In most areas, a safety zone should be cleared away from your home for a distance of not less than 30 feet. As the slope of your lot increases, additional clearance as far out as 100 feet or more may be necessary.

Clearance also depends on whether or not there are ladder fuels that would enable fire to climb into trees. Trees and shrubs are fine, as long as dead or low hanging branches are removed.



## Fire Resistive Plants

### Hervaceous Perennials

*If irrigated, they can slow a fire.*

|   |   |
|---|---|
| African daisy, <i>O. fruticosum</i>       | Periwinkle myrtle, <i>V. major, minor</i> |
| Cape weed, <i>A. calendula</i>            | Salt brush, <i>A. semibaccata</i>         |
| Carpet bugle, <i>A. reptans</i>           | Santolina, <i>S. virens</i>               |
| Caucasian sage brush, <i>A. caucasica</i> | Thyme, <i>T. pseudolanuginosus</i>        |
| Ivy geranium, <i>P. peltatum</i>          | Trailing gazanias, <i>F.g. leucolaena</i> |
| Lippia, <i>P. nodiflora</i>               | Wild strawberry, <i>F. chiloensis</i>     |
| Myoporum, <i>M.p. prostratum</i>          | Woolly yarrow, <i>A. tomentosa</i>        |

### Succulents

*Greatest fire retardence. Drought tolerant.*

|                                     |  |
|-------------------------------------|--|
| Croceum ice plant, <i>M. crocea</i> | Stonecrops, <i>Sedum</i> species         |
| Hottentot fig, <i>C. edulis</i>     | White trailing ice plant, <i>D. alba</i> |
| Rosea ice plant, <i>D. hispidum</i> |  |

### Trees

*Highly flammable trees should never be planted in high fire danger areas.*

*Avoid pines and junipers.*

### Woody Ground Covers

*If irrigated, they burn more slowly than wild chaparral.*

*Deep roots help stabilize steepest slopes.*

|   |   |
|---|---|
| Aaron's beard, <i>H. calycinum</i>      | English ivy, <i>H. helix</i>              |
| Algerian ivy, <i>H. canariensis</i>     | Natal palm, <i>C. grandiflora</i>         |
| Bearberry, Manzanita, <i>A. hookeri</i> | Sageleaf rockrose, <i>C. salviifolius</i> |
| Dwarf coyote brush, <i>B. pilularis</i> | Sunrose, <i>H. nummularium</i>            |
| Dwarf rosemary, <i>R. officinalis</i>   | Trailing lantana, <i>L. camara</i>        |
| Wild lilac, <i>C. gloriosus</i>         |   |

Information from Sunset Magazine.

*Please feel free to visit our fire safe garden,  
at the headquarters station,  
3111 Woodside Road.*

ALL FIREWORKS ARE ILLEGAL IN THE WOODSIDE FIRE PROTECTION DISTRICT

BE FIRE SMART, PRACTICE FIRE SAFETY



# Prevent a Wildland Fire From Destroying Your Home

## Advanced Preparation

- Cut plywood covers for glass doors, windows and vents.
- Provide roof ladders and garden hoses.
- Plan escape routes to places of safety for family and pets.
- List all items you wish to take with you for safe keeping.
- Maintain a defensible space between your home and any combustible, wild vegetation.
- Install a spark arrester in your chimney.
- Store all combustible materials, such as wood, away from your home.
- Clean your roof and rain gutters of all material that might catch fire.
- Make sure that your address is clearly visible from the street and the fire department has safe access to your home.

## What to Do if a Fire is Approaching Your Home

- Place ladders against the front of the house.
- Connect garden hoses with shutoff nozzles and turn on water. Make sure that the nozzle on the hose is shut.
- Park cars headed out.
- Remove lightweight curtains from inside windows. Close heavy drapes and blinds.
- Nail plywood covers over windows and vents.
- Move lawn furniture indoors. In the house, pull combustible furniture away from windows.
- Turn on lights in the house, porch, garage, and yard.
- Evacuate family and pets to a safe location.

## PREVENT ROOF FIRES

### Install a Chimney Spark Arrester

#### What We Can All Do To Create A More Fire Safe Community

We should all remember in July of 1985 a major grass and brush fire occurred in neighboring communities where nine homes were completely destroyed. A fire of that magnitude or greater could happen in your neighborhood. That is why the Woodside Fire Protection District developed this brochure to help you increase your chances of saving your home during a major brush fire.

In most cases these guidelines are part of the Uniform Fire Code which is law. These codes are intended to help prevent wildland fires from starting and to protect your home in the event of a fire. By following these codes you give the firefighters a better chance of saving your home.

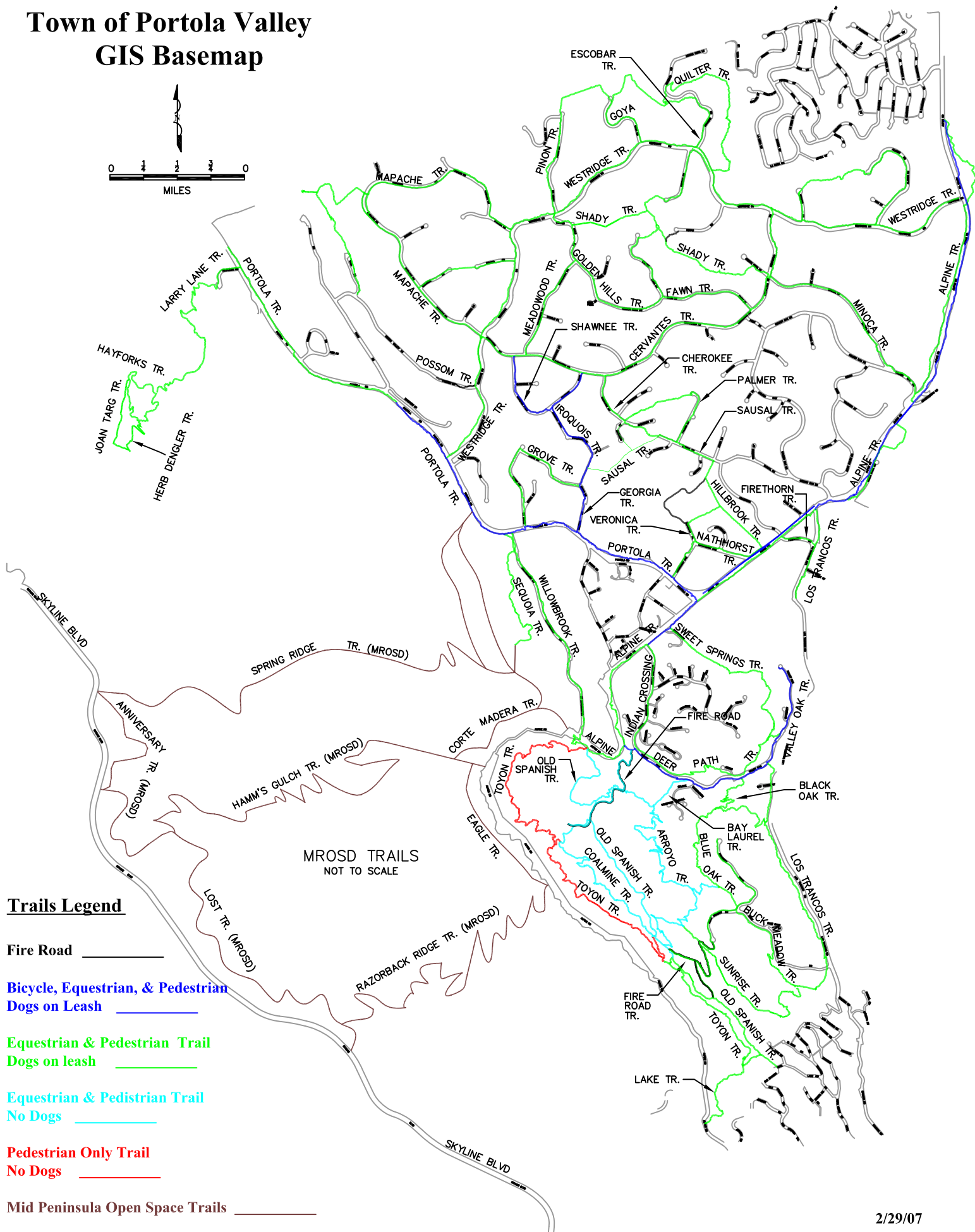
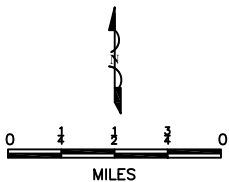
## Other Fire Safety Tips for Your and Your Family

- Keep driveway to house clear of obstructions that could limit fire engine access.
- Practice a home fire escape plan.
- Keep lighters and matches out of the reach of children.
- Change the batteries in your smoke detector semi-annually.

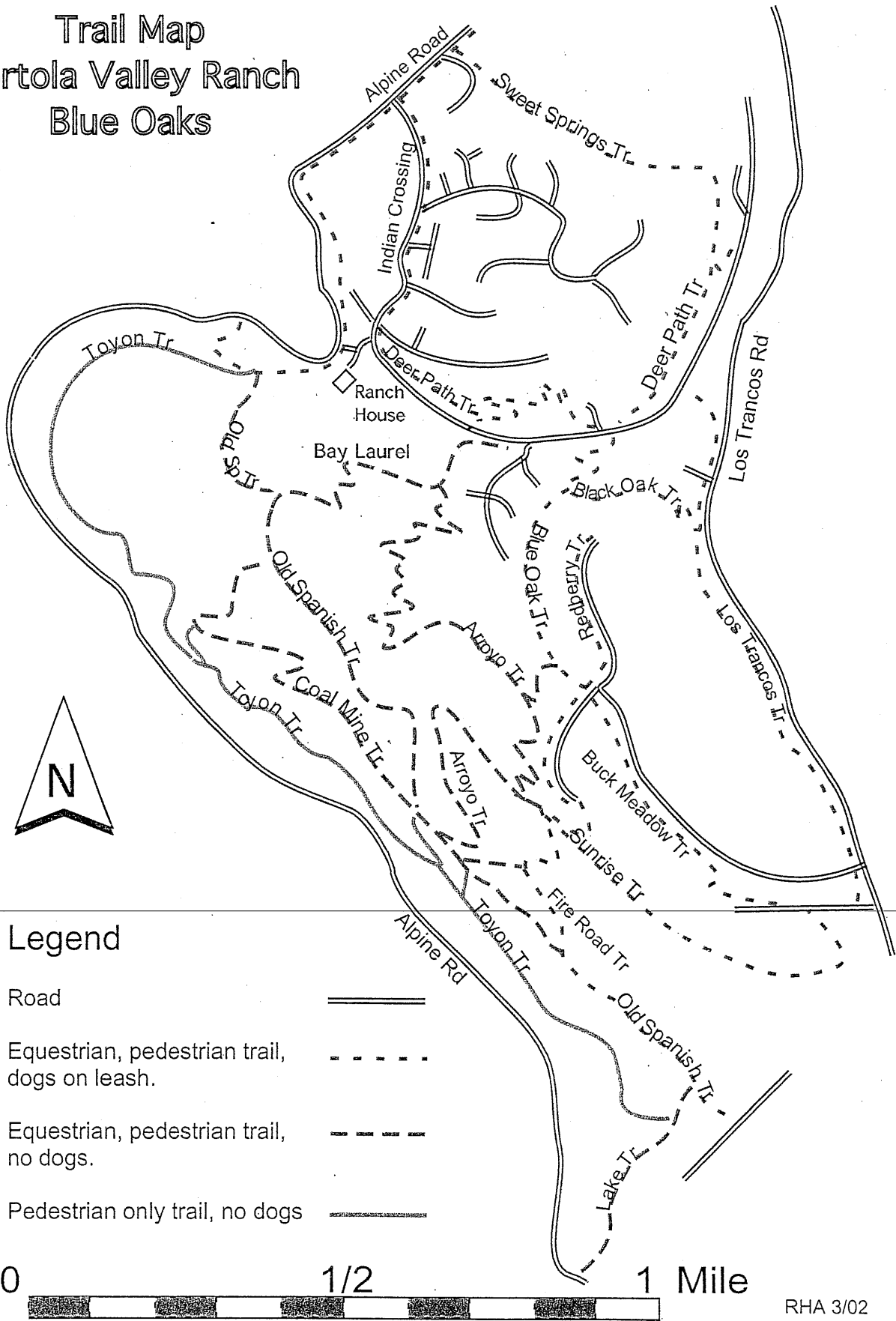
*Videos and Fire Safety Material are always available upon request.*

**S M O K E   D E T E C T O R S   S A V E   L I V E S**

# Town of Portola Valley GIS Basemap



# Trail Map Portola Valley Ranch Blue Oaks



to the expiration date will be processed under the provisions of this section.

(Ord. 1991-263 §§ 4, 5, 1991; Ord. 1988-242 § 2 (Exh. A) (part), 1988; Ord. 1979-166 § 20 (part), 1979; Ord. 1969-99 § 4, 1969; Ord. 1967-80 § 1 (6501.33), 1967)

**18.12.050 Required conditions.** A. All permitted structures, except single-family dwellings and structures accessory thereto, shall be approved by the architectural and site control commission.

B. All stored vehicles, whether self-propelled or otherwise, shall be contained within a completely enclosed building or buildings, or otherwise screened from view so as, in the judgement of the architectural and site control commission, to be visually compatible with the surrounding area when viewed from nearby properties.

C. No vehicle, whether self-propelled or otherwise, which is designed or used for human habitation shall be:

1. Occupied for living, sleeping or cooking purposes; or
2. Parked in any open space for more than seven days unless screened from view pursuant to subsection B of this section.

D. Subdivisions of Seven or More Lots. All subdivisions consisting of seven or more lots must be developed as planned unit developments (PUDs) in accordance with chapter 18.44 of this code.

E. Properties identified on the Flood Insurance Rate Maps shall comply with the provisions of Chapter 18.32.

F. Properties with historic resources as identified in the historic element of the general plan shall comply with the provisions of Chapter 18.31.

G. All recycling and trash enclosures shall conform with the requirements set forth in Section 18.37.010.

(Ord. 1994-279 § 2 (part), 1994; Ord. 1994-276 § 4 Exh. A (part), 1994; Ord. 1991-261 § 2, 1991; Ord. 1971-112 § 1, 1971; Ord. 1967-80 § 1 (6501.4), 1967)



# Setbacks and Height Limits by Zoning District

TABLE NO. 1  
BASIC AREA, OPEN SPACE, BULK AND DENSITY REGULATIONS FOR  
RESIDENTIAL DENSITY COMBINING DISTRICTS

| Column 1              | Column 2                   | Column 3                                     |      |      | Column 4                | Column 5                     | Column 6                             | Column 7  |
|-----------------------|----------------------------|--|------|------|-------------------------|------------------------------|--------------------------------------|---|
|                       | Ch. 18.50                  | Ch. 18.52                                    |      |      |                         | Ch. 18.54                    |                                      | Ch. 18.56                                       |
|                       |                            | Required Yards, Feet<br>least Depth or Width |      |      | Height<br>Limit<br>Feet | Maximum<br>Ht. Limit<br>Feet | Maximum<br>Floor Area<br>Square Feet | Maximum<br>Impervious<br>Surface<br>Square Feet |
| Combining<br>District | Parcel<br>Area Square Feet | Front  | Rear | Side |                         |                              |                                      |   |
| ( 7.5M)               | 7,500                      | 20   | 20   | 5    | 15-28 *                 | 34                           | 3,019                                | 2,231   |
| (15 M)                | 15,000                     | 20   | 20   | 10   | 15-28 *                 | 34                           | 3,623                                | 3,877   |
| (20 M)                | 20,000                     | 20   | 20   | 10   | 15-28 *                 | 34                           | 3,910                                | 5,090   |
| ( 1 A)                | 43,560                     | 50   | 20   | 20   | 28                      | 34                           | 5,260                                | 7,808   |
| ( 2 A)                | 87,120                     | 50   | 20   | 20   | 28                      | 34                           | 7,013                                | 11,358  |
| ( 2.5A)               | 108,900                    | 50   | 20   | 20   | 28                      | 34                           | 7,514                                | 13,177  |
| ( 3.5A)               | 152,460                    | 50   | 25   | 25   | 28                      | 34                           | 8,065                                | 15,566  |
| ( 5 A)                | 217,800                    | 50   | 25   | 25   | 28                      | 34                           | 8,766                                | 17,370  |
| ( 7.5A)               | 326,700                    | 50   | 25   | 25   | 28                      | 34                           | 9,581                                | 19,822  |

See Section 18.54.020 (B)

- To determine the maximum amount of floor area or impervious surface permitted on a parcel, the figures from Table 1 must be inserted in Tables 1A and 1B to determine the Adjusted Maximum Floor Area and Adjusted Maximum Impervious surface. The Adjusted Maximum Floor Area and Adjusted Maximum Impervious Surface figures then supersede the Maximum Floor Area and Maximum Impervious Surface figures from Table 1.
- For parcels over 7-1/2 acres and up to 10 acres, the floor area can be increased at the rate of 216 square feet per acre to a maximum of 10,121 square feet, and the impervious surface can be increased at the rate of 794 square feet per acre to a maximum of 21,807 square feet. For parcels 10 acres and larger, floor areas and impervious surfaces may exceed these limitations when a conditional use permit is granted therefor as provided in Chapter 18.72. The resultant floor area and impervious surface figures are to be inserted in Tables 1A and 1B to determine the Adjusted Maximum Floor Area and Adjusted Maximum Impervious Surface.

18.48.010

## MOVEMENT POTENTIAL OF UNDISTURBED GROUND

### MAP LEGEND

#### RELATIVELY STABLE GROUND

- SBR:** Level ground to moderately steep slopes underlain by bedrock within approximately three feet of ground surface or less; relatively thin soil mantle may be subject to shallow landsliding, settlement, and soil creep.
- SUN:** Unconsolidated granular material (alluvium, slope wash, thick soil) on level ground and gentle slopes; subject to settlement and soil creep; liquefaction possible at valley floor sites during strong earthquakes.
- SLS:** Naturally stabilized ancient landslide debris on gentle to moderate slopes; subject to settlement and soil creep.
- SEX:** Generally highly expansive, clay-rich soils and bedrock. Subject to seasonal shrink-swell, rapid soil creep, and settlement. May include areas on non-expansive material. Expansive soils may also occur within other map units.

#### AREAS WITH SIGNIFICANT POTENTIAL FOR DOWNSLOPE GROUND MOVEMENT

- PMW:** Steep to very steep slopes generally underlain by weathered and fractured bedrock; subject to mass-wasting by rockfall, slumping, and raveling.
- PS:** Unstable, unconsolidated material, commonly less than ten feet in thickness, on gentle to moderately steep slopes subject to shallow landsliding, slumping, settlement, and soil creep.
- PD:** Unstable, unconsolidated material, commonly more than ten feet in thickness, on moderate to steep slopes; subject to deep landsliding.

#### AREAS WITH POTENTIAL FOR SURFACE RUPTURING AND RELATED GROUND DISPLACEMENTS ASSOCIATED WITH ACTIVE FAULTING

- PF:** Zone of potential permanent ground displacement within one hundred feet of active fault trace.

#### UNSTABLE GROUND CHARACTERIZED BY SEASONALLY ACTIVE DOWNSLOPE MOVEMENT

- MS:** Moving shallow landslides, commonly less than ten feet in thickness
- MD:** Moving deep landslides, commonly more than ten feet in thickness

## **TOWN OF PORTOLA VALLEY NOISE CONTROL ORDINANCE**

The Town Council of the Town of Portola Valley on July 22, 2009 adopted Ordinance No. 2009-380 amending the Municipal Code Noise Ordinance.

Construction activities within Portola Valley Town limits may be engaged during the following times:

Monday through Friday, between the hours of 8:00 a.m. and 5:30 p.m.

Construction activities at any other time are prohibited. In addition, construction activities and use of domestic garden tools at any time on a holiday are prohibited.

Commercial companies may use domestic garden tools on Saturday between 10:00 a.m. and 5:00 p.m., provided that chippers and chain saws are not used.

Leaf Blowers shall not produce a sound that exceeds 65 dBA when measured from a distance of fifty feet utilizing American National Standard Institute methodology. The leaf blower must bear an affixed manufacturer's label indicating the model number of the leaf blower and designating a noise level not in excess of 65dBA.

### Exceptions:

The ordinance does not apply to residents who personally (including immediate family members assisting) maintain or improve their property and/or residence through construction activities or by using domestic garden tools during the following hours:

- Monday through Friday, 8:00 a.m. to 5:30 p.m.
- Saturday and Sunday, 10:00 a.m. to 5:00 p.m.
- Property owners can use domestic garden tools for the purpose of removing seasonal grasses and plant materials that pose a fire hazard on all days, except holidays, between 8:00 a.m. – 8:00 p.m. from April 15<sup>th</sup> to June 15<sup>th</sup>. This provision does not allow the use of chain saws and chippers on Sundays.

### Exemptions:

- Emergencies involving the authorized governmental personnel or others providing emergency response to the general public.
- Emergencies that pose a threat to property or safety of persons or animals, which require action by a resident, including the help of immediate family members or a commercial company.

**"Construction Activities"** are defined as, construction, demolition, or repair work on any building, structure, foundation, vegetation or project, which activities include, but are not limited to: the use of any mechanically powered saw, sander, drill, grinder, pneumatic jack hammer, electric jack hammer, chain saw, steam or electric hoist, hydraulic drill or shovel, "bob-cat", backhoe, bulldozer, dump truck, or other construction device; grading; clearing or land; delivery or removal of construction materials; or movement of construction materials from place to place on a site.

**"Domestic Garden Tools"** are defined as leaf blowers, weed whackers, lawn mowers, chippers, chain saws, or any other lawn or garden power tool.

**"Holiday"** is defined as January 1<sup>st</sup>, Martin Luther King, Jr. Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving and Christmas. If any holiday falls on a Sunday, the next Monday shall be considered the holiday.



**Town of Portola Valley**  
 Planning & Building Department  
 765 Portola Road  
 Portola Valley, CA 94028  
 (650) 851-1700  
 Fax: (650) 851-4677

## FENCE REGULATIONS SUMMARY

### Zoning Ordinance 2005-360

| Zoning District          | < 1 acre districts   | 1 acre districts   | 2+ acre districts   |
|--------------------------|--|--|---|
| <b>Fence Location</b>    | <ul style="list-style-type: none"> <li>Domestic fences permitted on all property lines</li> <li>Domestic fences in riparian corridors to be set back 20' from the top of the creek bank</li> <li>Double fencing not permitted in setbacks</li> </ul> | <ul style="list-style-type: none"> <li>Domestic fences to be set back at least 25' from the front property line and permitted on all other property lines</li> <li>Horse fences permitted on all property lines</li> <li>Fences not permitted on slopes exceeding 20%</li> <li>Fences in riparian corridors to be set back 20' from the top of the creek bank</li> <li>Double fencing not permitted in setbacks</li> </ul> | <ul style="list-style-type: none"> <li>Domestic fences not permitted in required yards</li> <li>Horse fences permitted on all property lines</li> <li>Fences not permitted on slopes exceeding 20%</li> <li>Fences in riparian corridors to be set back 20' from the top of the creek bank</li> <li>Double fencing not permitted in setbacks</li> </ul> |
| <b>Height</b>            | <ul style="list-style-type: none"> <li>4' in front yards</li> <li>6' in side and rear yards</li> <li>4' in side yards along streets</li> </ul>   | <ul style="list-style-type: none"> <li>4' for all horse fences</li> <li>4' in front yards and 6' in side and rear yards for domestic fences</li> <li>4' in side yards along streets</li> <li>4' when adjacent to public trails and paths</li> </ul>  | 4' for all horse fences   |
| <b>50% Opacity Limit</b> | <ul style="list-style-type: none"> <li>Fences in front yards and fences in side yards along streets</li> </ul>   | <ul style="list-style-type: none"> <li>All horse fences</li> <li>Fences in front yards</li> <li>Fences adjacent to public trails and paths</li> <li>Fences in side yards along streets</li> </ul>  | All horse fences  |



**Opacity, continued:**

- Fence members not to exceed a 6" width when viewed perpendicular to the plane of the fence for fences subject to an opacity limit.
- Retaining walls are exempt from opacity limits.

**Color Reflectivity:**

- Fence colors not to exceed 40% reflectivity, except for naturally weathered wood.

**Horse Fence Standards:**

- No more than three horizontal wood members, each not to exceed 6" in width or no more than four horizontal wood or wire members, each wood member not to exceed 4.5" in width.
- The cross sections of posts must not exceed 6" x 6"; such posts not to exceed 4' in height and generally spaced no closer than 5' apart.
- 6" x 6" wire mesh may be attached to a horse fence but shall not exceed the height of the horse fence.
- Opacity not to exceed 50%.
- Height not to exceed 4'.
- Gates attached to horse fences must conform to the height and opacity standards for horse fences and be of a similar design.

**Entryway Features:** Entryway features, including gates, must be setback one-half of the required front yard in districts requiring a minimum parcel area of 1 acre or more.

**Permits and ASCC Review:** Permits will be required for most fences. Permits will not be required when a fence is no more than 2 feet in height and 20 feet in total length.

Staff to review and act on most applications. ASCC to review applications and existing fences when:

- (1) Referred from town planning staff;
- (2) A property undergoes ASCC review and there is a substantial modification to an existing residence or site improvements of the property;
- (3) The proposed fence cannot conform to the regulations given the conditions on the parcel; or,
- (4) The fence will be located in the M-R or O-A districts. Specific requirements for these districts will be determined on a case-by-case basis with input from the Conservation Committee.

**Repairs or Replacement to an Existing Fence:** When a portion of a fence exceeding twenty five percent of the total length of fencing within required yards is damaged or voluntarily removed, any replacement fencing of that portion shall conform to the fence regulations pursuant to a fence permit.

# TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

## POLICY GUIDELINES FOR GENERATORS

Generators have become more prevalent in the Town over the past few years and due to their popularity a need for a policy on the location and use of generators has been established to assist the property owners and their contractors.

- You are required to apply for a building permit for the generator.
- If your property is located within a Home Owner's Association, you are required to obtain their approval prior to issuance of building permit.
- Generators are for Emergency Use Only
- Generators shall be located outside of the required front, rear and side yard setback areas.
  - 15M/20M required yard: 20' front; 20' rear; 10' side
  - 1 – 2.5 acre required yard: 50' front; 20' rear and side
  - 3.5 – 7.5 acre required yard: 50' front; 25' rear and side
- The noise spillage off site should be considered when locating the generator pursuant to the Town's General Plan and Noise Ordinance.
- The generator should be located in close proximity to the subject residence and not impact the neighbors.
- Generators shall have mufflers and enclosures in good condition and be appropriate for the generator. Shrubs and trees help to not only screen the generator, but also help soften noise associated with the generator. Generators shall not produce a sound exceeding 65 dBA when measured 22 feet from the generator.
- Testing of the generator may only occur between the hours of 10:00 a.m. and 4:00 p.m. Monday through Friday, for a duration not exceeding 20 minutes. Generators shall not be tested on holidays or weekends.
- A permanent placard shall be placed on the main electrical panel disconnect stating "CAUTION MAIN ELECTRICAL SERVICE HAS BACKUP GENERATOR POWER SOURCE."

Updated 9/17/09

# TOWN OF PORTOLA VALLEY



## Municipal Code Chapter 6.08 HORSEKEEPING AND STABLES

### Sections:

- |                 |   |
|-----------------|---|
| <b>6.08.010</b> | Short title.  |
| <b>6.08.020</b> | Purpose.  |
| <b>6.08.030</b> | Definitions.  |
| <b>6.08.040</b> | Conformance required— Approval of breeding area required. |

(Portola Valley 8-03)

- 6.08.050 Horsekeeping permits—Required.
- 6.08.060 Permit—Application.
- 6.08.070 Permit—Issuance.
- 6.08.080 Permit—Renewal.
- 6.08.090 Permit—Denial—Appeal.
- 6.08.100 Permit—Revocation or suspension—Hearing and appeal.
- 6.08.110 Annual fees—Exemption for commercial farming.
- 6.08.120 Permit issuance—Penalty fees.
- 6.08.130 Location and area requirements.
- 6.08.140 Corrals, stables and shelters—Construction.
- 6.08.150 Corrals, stables and shelters—Maintenance—Unsanitary condition a nuisance.
- 6.08.160 Boarding and community stables—Additional requirements.
- 6.08.170 Boarding and community stables—Conformance to fire protection regulations required.
- 6.08.180 Boarding and community stables—Fire protection standards.
- 6.08.190 Boarding and community stables—Fire protection exit requirements.
- 6.08.200 Right of entry for inspection.
- 6.08.210 Request for exceptions—Hearing—Appeal.
- 6.08.220 Time limit for full compliance.
- 6.08.230 Violation—Penalty.

**6.08.010 Short title.** The ordinance codified in this chapter may be known and cited as the "Stable Ordinance of the Town of Portola Valley." The title shall not be construed to mean that stables are required on parcels that otherwise meet horsekeeping standards. (Ord. 1968-87 § 1 (7700.19), 1968)

**6.08.020 Purpose.** The ordinance codified in this chapter is adopted to establish licensing requirements for the keeping of horses and to regulate the keeping and maintenance thereof in order to protect and promote the public health, safety, welfare, comfort and convenience while permitting residents to keep horses under appropriate conditions, and further to establish conditions and requirements for the operation of boarding sta-

bles, as to which priority in the occupancy of facilities should be granted to bona fide Portola Valley residents, and community stables. In particular the ordinance codified in this chapter is intended to minimize water pollution and the erosion due to overgrazing, compaction of soils and discharge of runoff from corrals, pastures and stables. (Ord. 1968-87 § 1 (7700.0), 1968)

**6.08.030 Definitions.** For the purpose of this chapter certain words and phrases are defined as follows, and certain provisions shall be construed as set forth in this section:

A. "Access road" means any road or trail upon private property leading to or from a stable or other building where horses are confined.

B. "Approved fire protection device" means a device having the sanction of the fire chief or a nationally recognized testing laboratory or agency.

C. "Automatic sprinkler system" means an approved fire protection system that dispenses water through specially sized pipe and to which sprinkler heads are attached for the extinguishment of fire.

D. "Call box" means an approved manually operated fire alarm box.

E. "Class one stable" means a stable that has facilities, within a structure, to feed or care for six or more head of horses.

F. "Class two stable" means a stable that has facilities, within a structure, to feed or care for five or less head of horses.

G. "Code box relay station" means an approved electrical device that receives and transmits a coded fire alarm signal to a distant receiving station.

H. "Corral" means a fenced area confining a horse.

I. "Door" means a movable frame by which an entryway can be opened or closed.

J. "Enclosed stable" means a stable where all stall doors do not immediately exit directly to the outside.

K. "Exitway" means a continuous and unobstructed means of egress from a stable.

L. "Fire chief" means the fire chief of the Woodside fire protection district or other personnel acting under his direction.

M. "Flammable liquid" means a volatile liquid that will readily combust when subjected to heat.

N. "Horse" means a member of the horse family, including donkeys and mules.

O. "Metal lock" means any combination lock or lock that requires a key to open it.

P. "Pasture" means a fenced and managed grazing area with a continuing ground cover of grasses, legumes and other forage plants.

Q. "Portable fire extinguisher" means an approved first aid extinguishing appliance.

R. "Portola Valley building and electrical code" means those codes adopted by the town and the amendments thereto.

S. "Rapid rise in temperature fire alarm system" means an approved electrical device that automatically detects fire by a rapid rise in temperature. Detecting devices are electrically connected to each other in a circuit and upon being activated it transmits a signal.

T. "Stable, boarding" means any establishment boarding horses and regularly providing services and facilities incidental thereto, which services and facilities may include appropriate training facilities.

U. "Stable, community" means a horse stable and related areas and facilities for the maintenance of horses for private use as a use accessory to a residence in the planned unit development in which the stable is located.

V. "Stable, horse" means a roofed structure, or portion thereof, designed or used for the housing or feeding of horses.

W. "Unenclosed stable" means a stable where the stalls are so located that each stall door opens immediately to the outside. (Ord. 1968-87 § 1 (7700.1), 1968)

**6.08.040 Conformance required—Approval of breeding area required.** It is unlawful for any person to keep or maintain or cause to be maintained in the town any horse except in conformance with the provisions of this chapter, the zoning title, and other applicable town ordinances. The breeding of horses is prohibited except within an area approved by the animal regulation commission. (Ord. 1975-132 § 2 (part), 1975: Ord. 1968-87 § 1 (7700.2), 1968)

**6.08.050 Horsekeeping permits—Required.** A horsekeeping permit shall be required for the maintenance of horses within the town. (Ord. 1979-170 § 1, 1979: Ord. 1968-87 § 1 (7700.3), 1968)

**6.08.060 Permit—Application.** Each application for a new horsekeeping permit or modification of an existing horsekeeping permit shall be made by the parcel owner or lessee or the operator of a boarding or community stable, to the town clerk, on a form provided by the animal regulation commission for such purpose.

A. Plot plan. Such application shall be accompanied by an accurate plot plan showing:

1. The layout of the existing or proposed stable, corral or pasture, and other structures on the same parcel;
2. Drawings of proposed building and fence construction. The latter must not violate trail easements and rights-of-way;
3. Topographic information adequate to establish the average percent of grade of the corral area and to indicate the general topography of the entire portion of the parcel devoted to horses. The source of topographic information shall be given on the plot plan;
4. Location of sewage disposal system if within the area to be devoted to horses;
5. Scale of the drawing;

6. Name, address and telephone number of person who prepared the drawings;

7. Distance from corral to nearest neighboring house.

B. Other information. In addition, such other information as may be required by the animal regulation commission shall be submitted with the application.

C. Transfer of permit. Transfer of a permit to a new occupant of the premises shall be considered a modification of an existing horsekeeping permit. If a plot plan is available from a previous owner's application, it may be used by the new occupant after being brought up to date with respect to any changes in the stable or fences. In the event a new plot plan must be prepared, because of lack of a previous plan, items 3 and 4 in subsection A of this section will not be required. (Ord. 1975-132 § 1 (part), 1975: Ord. 1968-87 § 1 (7700.4), 1968)

**6.08.070 Permit—Issuance.** If the town clerk or the clerk's designated representative finds that the horsekeeping facilities will be in conformance with the requirements of this chapter and with any other applicable ordinance, and with any additional rules and regulations established by the council as provided in this chapter, upon payment of the required fee, a twelve-month revocable permit shall be issued as provided in this chapter after issuance of any required building permit. A permit may be granted at any time during the year and unless previously revoked shall expire on the same date of the following year. (Ord. 1968-87 § 1 (7700.5), 1968)

**6.08.080 Permit—Renewal.** A horsekeeping permit may be renewed upon application by the holder thereof to the town clerk, payment of required fees and the finding by the town clerk that the applicant is still complying with the previously issued permit. (Ord. 1968-87 § 1 (7700.6), 1968)

**6.08.090 Permit—Denial—Appeal.** In case the town clerk denies a permit applied for under the terms of this chapter, the applicant may appeal the decision to the animal regulation commission, with a further right of appeal to the council. Appeals shall be made on forms prescribed by the council and shall be filed



at least two weeks prior to the meeting at which they are to be considered. (Ord. 1975-132 § 2 (part), 1975: Ord. 1968-87 § 1 (7700.7), 1968)

**6.08.100 Permit—Revocation or suspension—Hearing and appeal.** A horsekeeping permit granted under this chapter shall be subject to revocation or suspension in the following manner. At the direction of the town clerk, or the clerk's designated representative, a notice shall be served on the person holding the permit specifying wherein he has failed to comply with this chapter or any other ordinance or with any regulations formulated by the council under the provisions of this chapter and requiring him to appear before the animal regulation commission at a date and hour specified, not less than five days after the serving of the notice on the permit holder, to show cause at said time and place why the permit should not be revoked or suspended. At such time and place the person holding the permit shall have the right to appear in person or by counsel and to introduce such evidence as he may desire, and the animal regulation commission shall confront the permit holder with any charges that the council or animal regulation commission, or both of them, may have against him, and after the hearing the animal regulation commission may, if in its opinion the permit holder has violated the terms of his permit, revoke the permit. Persons may appeal to the council regarding the ruling on any such permit within fifteen days. No horses shall be maintained on the subject premises following revocation of a permit unless and until the violation has been corrected, and the permit has been reissued by the town clerk with approval of the animal regulation commission. (Ord. 1975-132 § 2 (part), 1975: Ord. 1968-87 § 1 (7700.9), 1968)

**6.08.110 Annual fees—Exemption for commercial farming.** The annual fee for a permit to maintain horses for private use and the annual fee for boarding and community stables for each stall and corral shall be established by the council by resolution. All fees collected pursuant to this section shall be used by the town to enforce this chapter and to provide and maintain horse trails in the town. Nothing in this chapter or in any resolution adopted pursuant to this chapter shall be construed as

requiring the payment of a fee for the stabling or maintenance of horses actually used in commercial farming operations on the parcel of land upon which the stable is located, provided the parcel consists of five or more acres of land. (Ord. 1968-87 § 1 (7700.8), 1968)

**6.08.120 Permit issuance—Penalty fees.** A penalty equal to the regular fee and in addition thereto shall be levied when a permit is issued under the following circumstances:

A. After revocation of a previously issued permit to accomplish its reinstatement;

B. After horses have been maintained without renewing an expired permit for more than thirty days;

C. After horses have been maintained in excess of the number authorized. (Ord. 1979-176 § 1, 1980; Ord. 1968-87 § 1 (7700.17), 1968)

**6.08.130 Location and area requirements.** Horses may be maintained only in zoning districts where the keeping of horses is listed as a permitted or conditionally permitted use subject to the following general requirements:

A. The minimum parcel area upon which any horse may be kept shall be one acre, and two horses may be kept on such a parcel. One additional horse may be kept on each one-half acre in addition to the one acre minimum.

B. A corral shall be maintained on each parcel for which a horsekeeping permit is issued.

C. For each horse there shall be a minimum of four hundred square feet of corral area with an average ground slope of not more than seven percent.

D. The maximum size for a single corral shall be twenty-five hundred square feet. The total area of corrals on one parcel shall not exceed four thousand square feet unless the parcel is larger than three acres, in which event corral area may be increased in the ratio of one thousand square feet per each acre in the parcel

in excess of three acres. The total area of corrals for a boarding or community stable shall be established by conditional use permit pursuant to the zoning title.

E. The minimum distance from a corral to a neighboring property line or street right-of-way shall be twenty feet.

F. The minimum distance of a stable from a neighboring house existing at the time of issuance of the original permit shall be one hundred feet.

G. The minimum distance of a stable from any neighboring property line shall be forty feet.

H. The minimum distance of the stables from the residence on the same lot shall be forty feet.

I. The minimum distance of a stable from any street right-of-way or front property line shall be fifty feet.

J. Corrals and/or stables shall not be placed over septic tank drainfields unless approved by the town health officer.

K. Horses shall be kept primarily in corrals and stables. They may be kept on pasture when it does not result in excessive compaction of the soil or overgrazing. (Ord. 1968-87 § 1 (7700.10), 1968)

**6.08.140 Corrals, stables and shelters—Construction.** A. Construction of stables and shelters shall require a building permit which shall be applied for pursuant to the building code.

B. All corrals and pastures shall be enclosed by a fence sufficiently effective for the intended use.

C. All corrals shall have effective drainage facilities as dictated by slope, soil condition, and drainage. Runoff shall be handled in such a manner so as not to constitute a nuisance and so it will not increase erosion. (Ord. 1968-87 § 1 (7700.11), 1968)

**6.08.150 Corrals, stables and shelters—Maintenance—Unsanitary condition a nuisance.** A. Corrals shall be kept in a clean and sanitary condition. Manure shall be spread to dry, or if gathered for hauling, must be hauled away at least weekly.

B. Stable buildings shall be clean, and shall be treated, as necessary, by appropriate methods of fly and insect control to prevent flies and insects from becoming a nuisance.

C. It is declared to be a nuisance and it shall be unlawful to keep any horses on a premises in an unsanitary condition.

D. Hay shall be stored under a shelter and grains in rodent-proof containers.

E. Fences and gates must be kept in good repair at all times. Electric fences shall not be used as sole perimeter fences. (Ord. 1968-87 § 1 (7700.12), 1968)

**6.08.160 Boarding and community stables—Additional requirements.** Boarding and community stables shall, in addition to the other provisions of this chapter, conform to the following requirements:

A. Minimum parcel size shall be five acres. A separate corral or stall shall be provided for each horse.

B. A stable shall not be located closer than two hundred feet from the nearest neighboring dwelling existing at the date of issuance of the permit.

C. A stable shall not be located less than one hundred twenty-five feet from the neighboring property line or street line.

D. The minimum distance of a corral or corrals from the neighboring property line or street line shall be seventy-five feet.

E. The number of horses permitted shall be established by conditional use permit pursuant to the zoning title, but shall not exceed five horses per acre.

F. The design and plans for maintenance of boarding and community stables shall be checked by the animal regulation commission to ascertain compliance with proper horsekeeping standards.

G. The premises shall be under the full-time supervision of an attendant.

H. Hiring or renting of horses is prohibited.

I. The operator of the establishment shall have facilities for and dispose of manure in a manner that will insure that no offensive, obnoxious or unsanitary conditions will develop. (Ord. 1975-132 § 1 (part), 1975; Ord. 1968-87 § 1 (7700.13), 1968)

**6.08.170 Boarding and community stables—Conformance to fire protection regulations required.** Boarding and community stables shall conform to the fire protection standards and regulations as set forth in Sections 6.08.180 and 6.08.190 for the operation and maintenance of such stables. (Ord. 1968-87 § 1 (7700.14 (part)), 1968)

**6.08.180 Boarding and community stables—Fire protection standards.** All boarding and community stables shall meet the following fire protection standards:

A. Access roads to and from stables shall be kept in good repair and overhanging tree limbs or other obstructions shall be removed when they restrict or impair the maneuverability of fire apparatus. Roads shall be sufficiently wide to permit the entry of fire apparatus.

B. Portable fire extinguishers shall be installed in each stable at such locations as approved by the fire chief. The fire chief shall determine the number, type and size of extinguishers to be installed.

C. Brush, grass and similar combustible materials shall be removed to mineral soil for a distance of twenty feet around the exterior of the stable when in the opinion of the fire chief such material would aid in the spread of fire if not so removed.

D. Enclosed class one stables shall be required to install an approved automatic sprinkler system. Plans for such systems shall be reviewed by the fire chief prior to construction, use or installation.

E. Unenclosed class one stables shall be required to install a rapid rise in temperature fire alarm system, approved type. Plans for such systems shall be reviewed by the fire chief prior to construction, use or installation.

F. All class two stables shall be required to install a rapid rise in temperature fire alarm system, approved type. Plans for such systems shall be reviewed by the fire chief prior to construction, use or installation. This requirement may be waived when such stable is not closer than one hundred feet from an adjacent structure.

G. Where required, all rapid rise in temperature fire alarm systems shall have a code box relay station with a call box that is directly connected to the Woodside fire protection district headquarters station.

H. Plans for the construction or use of a boarding or community stable shall be reviewed by the fire chief prior to any construction or use of the facility.

I. The use of wood shingles or wood shakes on the roof or sides of a boarding or community stable shall be prohibited except where same have been treated with an approved fire retardent chemical.

J. The fire chief may require fire curtains or other separations within a stable when he deems such action to be necessary to the public safety.

K. The fire chief shall submit any and all recommendations regarding boarding and community stables to the animal regulation commission of the town.

L. Boarding and community stables shall meet as a minimum the requirements of the building and electrical code of the town.

M. Flammable liquids shall not be stored or used in a stable except where special permission has been granted by the fire chief.

N. Submersible heaters, hot plates or open flames shall not be used in a stable except where special permission has been granted by the fire chief.

O. Hay and straw shall be baled when stored in a stable. Broken bales shall be limited to those immediately in use.

P. No self-propelled vehicle shall be stored in a stable.

Q. Stables shall be kept in a neat and orderly manner with daily removal of trash, rubbish and other combustible materials.

R. Wood shavings shall not be stored in a stable, nor shall they be stored within twenty-five feet of any other structure.

S. Each stall shall be provided with an emergency lead line and halter. It shall be located near the stall exit door, in plain view, and immediately available for use. This requirement may be waived providing the horse is haltered when located within a stall.

T. Any stall containing a stallion shall be marked with a sign stating "Danger, Stallion."

U. Smoking shall not be permitted in stables. A large sign shall be posted at the stable entry stating "No Smoking, Order of Woodside Fire Protection District." (Ord. 1968-87 § 1 (7700.14(A)), 1968)

**6.08.190 Boarding and community stables—Fire protection exit requirements.** A. No stable shall have less than two approved exits.

B. When ten or more stalls are used in an enclosed stable, one additional exit shall be required for each five stalls or portion thereof. Additional exits shall be installed at such locations as approved by the fire chief.

C. Exit doors shall be kept in good repair and operating condition.

D. Exit doors for enclosed stables shall not be less than six feet in width nor less than eight feet in height. Each exit door shall have a quick opening device that can be operated from either side of the exit door.

E. Exitways shall be maintained and kept free of storage or other obstructions.

F. A metal lock shall not be used for securing an exit door to a stall or stable. (Ord. 1968-87 § 1 (7700.14 (B)), 1968)

**6.08.200 Right of entry for inspection.** A. As a condition of the issuance of any permit or of the renewal of any permit, the applicant for such permit consents to inspections by the health officer, the fire chief, the building inspector or any other duly authorized representative of the town, or his delegated personnel, and grants to such personnel the right, at all reasonable hours, to enter any property upon which a boarding or community stable, corral or pasture is maintained, for the purpose of making any or all inspections or investigations which may be deemed necessary.

B. In the case of other stables, corrals or pastures, the right to enter, unless otherwise permitted is limited to:

1. An inspection determining whether or not a new horse-keeping permit shall be issued; or

2. The annual inspection required for the renewal of a horsekeeping permit; or

3. An inspection requested by the animal regulation commission as a result of a written complaint that the stable ordinance is being violated; or

4. A second inspection following the annual inspection, and before the issuance of a citation for failure to comply, if the stable inspector has determined, during the course of the annual inspection, that the permit holder is not complying with the stable ordinance. (Ord. 1976-151 § 1, 1977; Ord. 1975-132 § 2 (part), 1975; Ord. 1968-87 § 1 (7700.15), 1968)

**6.08.210 Request for exceptions—Hearing—Appeal.** The animal regulation commission shall have the right to modify the strict application of this chapter where there are extraordinary conditions affecting the property of the applicant. In such cases the applicant shall request his hearing before the animal regulation commission and if after such public hearing the animal regulation commission finds that by following the strict letter of this chapter unreasonable restrictions, unnecessary and extraordinary hardships or damage will be imposed upon the applicant, then any of the provisions or regulations of this chapter may, upon certification that the conditions of Section 18.68.070 have been met, be modified, in harmony with the general purpose and objectives to the end that the public health, safety and welfare



may be secured. Any party aggrieved by the decision of the animal regulation commission may appeal the decision to the council by filing a written notice of appeal stating the grounds therefor with the town clerk within ten days after the decision of the animal regulation commission. The council may approve or reverse the decision of the animal regulation commission upon the record presented to it, or it may hold a hearing de novo and decide the matter as if no other hearing had been held. Adjoining property owners shall be notified by mail at least ten days prior to the meeting at which an exception is to be considered by either the animal regulation commission or the council. (Ord. 1975-132 § 2 (part), 1975: Ord. 1968-78 § 1 (7700.16), 1968)

**6.08.220 Time limit for full compliance.** Where permits are now held by persons whose horsekeeping facilities will not be in full compliance with the provisions of this chapter following April 12, 1968, such person must take steps toward achieving full compliance with the provisions of this chapter within one year of the first permit renewal date of his horsekeeping permit issued next following April 12, 1968. (Ord. 1968-87 § 1 (7700.18), 1968)

**6.08.230 Violation—Penalty.** Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punishable by a fine not exceeding five hundred dollars or by imprisonment in the county jail, not exceeding ninety days, or by both such fine and imprisonment, and every day upon which a violation continues shall be deemed a separate offense and punishable as such. (Ord. 1968-87 § 2, 1968)

## **RESOLUTION NO. 2746 - 2017**

(This resolution amends, supersedes and replaces Resolutions 500-1974, 545-1974, 591-1975, 791-1971, 1331-1990, 2279-2006, and 2506-2010)

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY APPROVING AND ADOPTING "GEOLOGIC MAP" AND "GROUND MOVEMENT POTENTIAL MAP" AND ESTABLISHING LAND USE POLICIES FOR LANDS SHOWN ON SAID MAPS**

**WHEREAS**, the Town Council on May 8, 1974, adopted Resolution No. 500-1974, A Resolution of the Town of Portola Valley Approving and Adopting the "geologic Map" and the "Movement Potential of Ground Map", and Establishing Land Use Policies for Lands Shown on Said Maps; and

**WHEREAS**, the Town Council has determined that it is necessary to control or prevent development on geologically hazardous areas in order to protect the health, safety and welfare of Town residents; and

**WHEREAS**, said Resolution 500-1974 was heretofore amended by Resolutions 545-1974, 591-1975, 791-1971, 1331-1990, 2279-2006, and 2506-2010; and

**WHEREAS**, it has been found that combining these resolutions into a single resolution will facilitate application; and

**WHEREAS**, it has been determined that additional guidance is required with respect to Repairs, Alterations, and Reconstruction of existing structures in areas of Unstable Ground; and

**WHEREAS**, the Town finds that in existing neighborhoods, the Town needs to allow some modifications to existing legal structures in order to reduce risks to health and safety in those neighborhoods; and

**WHEREAS**, The Town has updated the "Geologic Map", and the "Ground Movement Potential Map", both dated June 2017;

**NOW, THEREFORE**, The Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows:

1. This Resolution does amend, supersede and replace Resolutions 500-1974, 545-1974, 591-1975, 791-1971, 1331-1990, 2279-2006, and 2506-2010.
2. The Town makes the following findings and adopts the following:

#### **I. BACKGROUND**

The Town Council of the Town of Portola Valley remains committed to the importance of utilizing geologic information in decisions made by the Town. The Town Council is aware of the existence of major areas of active and recent landslides in the community as well as the presence of the San Andreas Fault System, a fault system considered active and potentially dangerous. Events within the history of the Town have demonstrated that landslides and the

San Andreas Fault System can and have destroyed structures including buildings, roads and other improvements both within the Town and nearby areas. Such failures pose a threat to persons and property. In order to protect the Town, residents, buildings and infrastructure from damage from these geologic hazards, the Town Council finds it in the public interest to not allow new development on Unstable Ground. Therefore, in order to protect the public interest and further the goals of the Safety Element of the General Plan of the Town, the Town Council finds it appropriate and necessary to adopt this Resolution.

Geologic maps have been prepared by the Town based on the study of aerial photographs, field investigations, other available geologic studies. These maps portray geologic conditions with considerable accuracy. Given this level of data, the Town Council finds it appropriate to adopt these maps as policy, and to have them serve as guidelines for administering the affairs of the Town and to modify them from time to time as better information becomes available. It is the Town Council's intention that these maps and related land use policies be employed as guides in all Town decisions to which they are relevant and shall be adhered to unless modifications to the geologic maps or Deviations are permitted as provided for herein.

## II. PURPOSE

The purpose of this Resolution is to protect the public interest by seeking to avoid the many adverse impacts that can result from the failure of structures and infrastructure on Unstable Ground. Following are some of the adverse impacts the Town Council seeks to avoid:

1. Injury or death to occupants of a structure.
2. Failures of electrical and gas facilities in a structure resulting in fires that can endanger occupants as well as surrounding properties.
3. Damage to public and private infrastructure, including water lines, sewer lines, gas lines and communication lines resulting in costs to responsible agencies.
4. Demands on fire, police, medical and other emergency personnel thus incurring costs to the public.
5. Physical damage to natural drainage courses and storm drains resulting in adverse impacts on surrounding properties.
6. Physical impact on adjoining properties by encroachment of landslide material and structures.
7. A negative impact on property values and an adverse impact on the reputation of the Town, both of which are contrary to the public interest.
8. Concurrent damage to structures in the event of an earthquake thereby causing an overload on emergency service capabilities.

9. Failure of roads resulting in damage to abutting properties and impeding the passage of emergency vehicles for fire, police, and medical personnel. .
10. Failure of water tanks that can result in the sudden release of water causing damage to properties below as well as reducing or eliminating the availability of water for emergency use.
11. Abandonment of properties damaged by earth movement and the attendant negative impacts associated with abandoned properties including without limitation: lowered property values, increased fire hazard, and an attractive nuisance.

### III. OBJECTIVES

1. To help prevent decisions that might unduly jeopardize persons or private or public property as a result of geologic hazards.
2. To establish a set of geologic maps that will serve as a consistent basis for reviewing applications before the Town and various other Town actions.
3. To establish policies for land uses to be permitted in different geologic settings.
4. To allow and encourage the improvement of the overall safety of existing structures.
5. To ensure that development projects are consistent with the goals and provisions of the General Plan, such as contained in the Safety Element and Sections 1010, Major Community Goals, and 2103, General Principles, that call for minimizing development on unstable land, exposure of people and improvements to physical hazards such as earthquakes and landslides, grading, and disturbance to natural surroundings, vegetation and scenic vistas.

### IV. DEFINITIONS

The following definitions are established for the purposes of this Resolution:

Alteration and Repair. Alterations and Repairs occur when construction costs do not exceed 50% of the Appraised value of a building.

Appraised Value. Appraised Value is the market value of a structure secured by the applicant and reviewed and accepted by Staff. If damage has occurred, the Appraised Value shall be the estimated market value of the building immediately prior to being damaged. Staff may waive the appraisal if Staff believes information submitted is sufficient for making a determination.

Deviation. A Deviation is an approval of a project in a category shown on Table 1 as "N," "No (not permitted)". Deviations are limited to legally existing structures on legally existing parcels.

Engineered Design. An Engineered Design requires a thorough geotechnical investigation and appropriate soil, foundation and structural measures to provide a safe, stable foundation and development. An Engineered Design shall result in a safety factor of a minimum of 1.5 under static conditions for all geotechnical aspects of the Engineered Design.

Ground Movement. Earth movement including without limitation all types of landsliding. Ground Movement expressly does not include house settlement unrelated to landsliding or earth shaking from seismic activity that does not cause earth displacement.

Reconstruction. Reconstruction occurs when construction costs exceed 50% of the appraised value of a building.

Staff. Staff includes, but is not limited to: Town Geologist, Town Engineer, Building Inspector and Town Planner.

Unstable Ground. Unstable Ground as referred to in this Resolution is earth that has a potential for Ground Movement.

## V. APPLICABILITY

This Resolution shall be used in all decisions of the Town Staff, Committees, Commissions and the Town Council where geologic considerations are relevant. It shall, in particular, be employed in applications required under the following regulations:

1. Zoning Ordinance
2. Subdivision Ordinance
3. Site Development Ordinance
4. Building Code

## VI. GEOLOGIC MAPS

The adoption, maintenance and modification of geologic maps shall be as set forth below:

### Adoption

The following maps are adopted as the official geologic maps of the Town of Portola Valley and may be revised from time to time to reflect modifications approved by the Planning Commission:

1. "Geologic Map Revised June 2017," 1"=500', as originally prepared on 9/18/73; subsequent revisions approved in accordance with the provisions of this Resolution and filed with the Planning Commission.

2. "Movement Potential of Undisturbed Ground Revised June 2017' 1"=500', as originally prepared on 9/18/73; subsequent revisions approved in accordance with the provisions of this Resolution and filed with the Planning Commission.

#### Maintenance of Maps and Records

1. The Town Geologist shall be responsible for maintaining complete background and action information on all modifications to the maps.
2. The Town Geologist shall be responsible for seeing that all changes approved by the Planning Commission are posted to the maps within 30 days after approval of such changes.

#### Modification of Maps

It is recognized that these maps are based on a certain level of geologic information and that further study may permit their improvement; therefore, the following procedures are available for modification of the maps:

1. In the course of reviewing any application wherein this Resolution is used as a guide in reviewing the geology, the Planning Commission may, after recommendation from the Town Geologist, modify the map(s) if it determines, based upon evidence before it, that such modification(s) is warranted.
2. In instances where no application is involved, a land owner or his authorized representative may file a request for modification with the Planning Commission Secretary and the Planning Commission may, after recommendation from the Town Geologist, modify the map(s) if it determines, based upon evidence before it, that such modification is warranted.
3. The Town Geologist may at any time submit a written recommendation to the Planning Commission for modification of the maps and the Planning Commission may modify the maps if it determines, based on evidence before it, that such modification is warranted.
4. When an applicant requests a modification of the maps, the request shall include a geologic review of the site by a geologist employed by the applicant at the applicant's expense and such review shall include evaluation as to why the geologist believes the request is appropriate and consistent with Town geologic policies. The Town Geologist may waive the need for such review if data are already available to support the request. The Town Geologist shall review the request and submit recommendations to the Town Planner. The Town Planner shall review the request and submit a written report to the Planning Commission with recommendations.
5. A request for a proposed modification shall be considered by the Planning Commission at a noticed public meeting. Notices shall be sent to property owners within 300 feet of the subject property at least 10 days prior to the public meeting. Approval of a map modification shall be by Resolution of the Planning Commission.

6. When a modification is approved, a written report shall be prepared by the Town Planner indicating the nature of the change, reasons therefore, and such report shall be filed along with the report of the Town Geologist and Resolution with the Planning Commission. A copy of the report shall be placed in the parcel file for the affected property.

#### Effect of Engineered Designs and Engineering Solutions on the Geologic Maps

When an Engineered Design or an engineering solution as provided for on Table 1 is approved, the Geologic Map and Ground Movement Potential Map shall not be changed since the maps are defined as reflecting undisturbed ground.

#### VII. LAND USE POLICIES - MOVEMENT POTENTIAL MAP

The Land-use policies shown on Table 1 shall be adhered to. These policies have been established on the premise that, in future actions, the Town wants to avoid to the maximum extent possible failures of ground due to earth movement that would endanger persons or public or private property. Where land uses that are under consideration by an approving authority are not listed on Table 1, the approving authority shall use the policies in Table 1 as a guide insofar as is possible. Land stability categories on Table 1 are based on undisturbed ground.

When acting on applications for development that are in categories marked "Y", the approving authority shall consider a report from the Town Geologist prior to taking action unless the Town Geologist determines that a report is not required.

When acting on applications for development in categories marked "Y\*" or "N\*", the approving authority shall consider a written report from the Town Geologist prior to taking action. The approving authority may refer an application in categories marked "Y\*" to the Planning Commission for action. Applications for development in categories marked "N\*" shall be referred to the Planning Commission for action.

Development in categories marked "N" is not permitted, except for projects pertaining to legally existing structures on legally existing parcels. Such projects shall be processed in accordance with the provisions for land use policies as set forth in Sections IX - XIV of this Resolution.

TABLE 1

| Stability | Map Symbol |        |         | Buildings |      |      | Utilities | Water Tanks |
|-----------|------------|--------|---------|-----------|------|------|-----------|-------------|
|           |            | Public | Private | ¼ Ac      | 1 Ac | 3 Ac |           |             |

|       |     |    |    |                                 |    |    |    |    |
|-------|-----|----|----|---------------------------------|----|----|----|----|
| Most  | Sbr | Y  | Y  | Y                               | Y  | Y  | Y  | Y  |
|       | Sun | Y  | Y  | Y                               | Y  | Y  | Y  | Y  |
|       | Sex | Y* | Y  | Y*                              | Y  | Y  | Y  | Y* |
|       |     |    |    |                                 |    |    |    |    |
|       | Sls | Y* | Y* | N*                              | Y* | Y* | Y* | N* |
|       | Ps  | Y* | Y* | N*                              | Y* | Y* | Y* | N* |
|       |     |    |    |                                 |    |    |    |    |
|       | Pmw | N* | N* | N*                              | N* | N* | N* | N* |
|       | Ms  | N* | N* | N                               | N  | N  | N  | N  |
|       | Pd  | N  | N  | N                               | N  | N  | N  | N  |
|       | Md  | N  | N  | N                               | N  | N  | N  | N  |
|       | Pdf | N  | N* | N                               | N  | N  | N  | N  |
| Least | Pf  | Y* | Y* | (Sec. 18.58.030 of Zoning Ord.) |    |    | N* | N* |

Map symbols are shown on the map, "Movement Potential of Undisturbed Ground." Acreage figures for houses are for the individual parcel area for each house.

|         |    |   |
|---------|----|---|
| Legend: | Y  | Yes (permitted)   |
|         | Y* | The land use would normally be expected to be permitted, provided the geologic data and/or engineering solutions are favorable; however, there will be instances where the use will not be appropriate.   |
|         | N  | No (not permitted)  |
|         | N* | The land use would normally be expected to not be permitted; however, there may be circumstances where geologic data, engineering solutions, and an assessment of on-site and off-site impacts acceptable to the Planning Commission will permit the use. |
|         | S  | Stable  |
|         | P  | Potential movement  |
|         | M  | Moving  |
|         | br | Bedrock within three feet of the surface  |



- d Deep landsliding, 10 or more (feet in depth
- df Debris flow
- ex Expansive shale interbedded with sandstone
- f Primary ground rupture and displacement along active faults.
- ls Ancient landslide debris
- mw Mass wasting on steep slopes, rockfalls and slumping
- s Shallow landsliding or slumping, less than 10 feet in depth
- un Unconsolidated material on gentle slopes

#### VIII. LAND USE POLICIES - EARTHQUAKE FAULTS

Construction of new buildings, modification of existing buildings and replacement of damaged buildings in earthquake fault setbacks are addressed in the zoning ordinance in Section 18.58.030, Special building setback lines along earthquake faults, Section 18.46.050, Repair, reconstruction or replacement of involuntarily damaged buildings in earthquake fault setbacks, and Section 18.46.051, Repair, alteration and remodeling of buildings in earthquake fault setbacks.

#### IX. LAND USE POLICIES - GENERAL PROVISIONS FOR ALL DEVIATIONS

Deviations from the land use policies of Table 1 shall be considered in deliberations on the associated applications or other Town actions and may be approved, conditionally approved or denied by the approving authority. Deviations will be allowed only for legally existing structures on legally existing parcels. It is anticipated that Deviations will only be approved when it is clearly demonstrated to the approving authority that such Deviations will not unduly jeopardize human safety, public property or private property, and will be consistent with the provisions of the General Plan, including those requiring that development be guided to reduce the exposure of people and improvements to physical hazards such as earthquakes and landslides.

Nothing in this Resolution shall be interpreted as authorizing anything in contradiction to any other Town policy or regulation, including, without limitation, all Town ordinances, building codes, and all zoning ordinance restrictions including but not limited to floor area requirements.

#### X. LAND USE POLICIES - DEVIATIONS FOR BUILDINGS EMPLOYING AN ENGINEERED DESIGN

Deviations from Table 1 may be approved by the Planning Commission for Engineered Designs for legally existing buildings on legally existing parcels or the replacement of legally existing

buildings whether or not the building has been damaged by land movement. When an Engineered Design is approved for a building, the building can be permitted by the Planning Commission to achieve the floor area allowed under Chapter 18.48 of the Zoning Ordinance. Each building will be evaluated on a case-by-case basis and can be limited by the "Criteria for Approval of Deviations" and other applicable regulations. Deviations will not be allowed that involve the conversion of a non-dwelling to dwelling unit, as dwelling unit is defined in the zoning ordinance.

While Engineered Designs can involve various viable engineered means that result in a stable foundation, the preferred solution is the extension of piers into stable and sufficient bedrock. Grading solutions whereby compacted fill is placed on top of bedrock are discouraged due to the potential for alteration of natural terrain and removal of vegetation.

Since Engineered Designs can require significant grading and access by drilling equipment, excavation equipment and trucks, they can cause substantial environmental damage unless they are carefully controlled. Accordingly, each request wherein an Engineered Design is proposed shall be reviewed with respect to the "Criteria for Approval of Deviations" and with particular attention to the minimization of impact on native terrain, vegetation and neighboring properties.

Approval: Planning Commission

#### XI. LAND USE POLICIES - DEVIATIONS FOR BUILDINGS NOT EMPLOYING AN ENGINEERED DESIGN

Deviations from Table 1 may only be allowed for legally existing buildings on legally existing parcels. This provision allows for Repairs, Alterations, Reconstructions, and Additions that will improve the overall safety of existing buildings. Deviations will not be allowed that involve the conversion of a non-dwelling to a dwelling unit, as dwelling unit is defined in the zoning ordinance.

Deviations are listed below in two sections. Section A. concerns buildings on Unstable Ground that have not been damaged by Ground Movement. Section B. concerns buildings on Unstable Ground that have been damaged by Ground Movement. All Deviation requests must be evaluated against the "Criteria for Approval of Deviations."

If an applicant under categories A. or B. below, desires to modify the footprint, floor area or height of a building beyond that necessary to improve the foundation and structural stability, the application shall be referred to the Planning Commission with a Staff recommendation. The Planning Commission can allow increases in floor area of up to 25% of an original building that exists or that existed prior to being damaged or demolished and related changes in design. Once a permit is issued for a building, subsequent modification(s) may not in total exceed the 25% limitation. The limitations on buildings do not prevent changes in architectural details.

##### A Buildings on Unstable Ground that Have Not Been Damaged by Land Movement.

1. Buildings may be Altered or Repaired under the following provisions:

Limitation: Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required commensurate with the slope of the alteration or repair.

Approval: Staff

2. Buildings may be Reconstructed if involuntarily damaged by causes other than Ground Movement under the following provisions:

Limitation: Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required. Consideration shall be given to relocation of the building to a more geologically stable area on the parcel if feasible.

Approval: Staff

3. Buildings may be Reconstructed voluntarily by the owner under the following provisions:

Limitation: Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required. Consideration shall be given to relocation of the building to a more geologically stable area on the parcel if feasible.

Approval: Staff

4. Additions on stable ground to buildings on Unstable Ground may be permitted under the following provisions:

Limitation: Existing building footprint, weight, floor area and heights may not be modified other than as necessary to improve the foundation and increase the structural safety of, the building or as approved by the Planning Commission. The foundation for the addition must be an Engineered Design. Particular attention shall be given to the method of attachment of the addition to the existing building. Improvements to the existing building's structural stability and foundation are required in order to help minimize the potential for structural failure. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. (Total floor area of the existing building and Addition shall not exceed that allowed by Chapter 18.48 of the Zoning Ordinance.)

Approval: Planning Commission

## B. Buildings on Unstable Ground that have been Damaged by Ground Movement.

### 1. Buildings may be Repaired or Altered under the following provisions:

Limitation: Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building or as approved by the Planning Commission. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required commensurate with the scope of the repair or alteration.

Approval: Planning Commission

### 2. Buildings may be Reconstructed under the following provisions:

Limitation: It is envisioned that this type of Deviation request will be extremely rare. Building footprint, weight, floor area and height may not be modified other than as necessary to improve the foundation and increase the structural safety of the building or as approved by the Planning Commission. There shall be no significant adverse change in grading or drainage on the site and there shall be no significant adverse impacts on or offsite. Improvements to structural stability and foundation are required and the engineered building must be the safest possible for the site. In all cases, when feasible, the building shall be founded on stable bedrock in whole or in part. In addition, it must be demonstrated that the building is sufficiently structurally braced to minimize the potential of building damage in the event of future Ground Movement and that in the event of future Ground Movement there is no significant risk to occupants or increased risk of damage to surrounding properties. The request will be given additional scrutiny pursuant to the "Criteria for Approval of Deviations."

Approval: Planning Commission

## XII. LAND USE POLICIES - DEVIATIONS FOR ROADS, UTILITIES AND WATER

The approving authority relative to roads, utilities, water tanks, similar infrastructure and other structures, such as retaining walls, shall follow the provisions of Table 1 as part of the normal review and approval process. The approving authority, may, however, grant Deviations from the table if it deems such Deviations would not adversely affect the existing site and stability of the structure. Proposed Deviations shall be evaluated against the applicable criteria listed under "Criteria for Approval of Deviations" as well as other criteria employed by the approving authority.

Whenever a Deviation is being considered by the Town with respect to roads, utilities, water tanks and similar infrastructure, the approving authority shall request and consider a report from the Town Geologist in addition to reports from other Town Staff.

### XIII. CRITERIA FOR APPROVAL OF DEVIATIONS

The approving authority shall evaluate all applications for Deviations against the following criteria. The degree of compliance with the criteria shall be commensurate with the scope of the project as determined by the approving authority. Findings must be made with respect to each criterion for all Deviations.

1. Use of state-of-the-art structural/geotechnical standards taking into account the underlying geology.
2. Limitation and control of the final project and construction process, including grading and the use of excavation equipment, drilling equipment and trucks, so as to minimize impacts on the natural characteristics of the site.
3. Control of drainage to minimize on-site and offsite adverse impacts.
4. Demonstration that the improvements do not interfere with existing, or proposed, septic tanks and drainfields and that the septic system complies with applicable public health standards.
5. Relocation of a structure to a more stable area on the property if feasible when undertaking Reconstruction of a building and associated infrastructure.
6. Stabilization of actively moving ground when deemed necessary and feasible.
7. Improvement of the overall safety of a structure and site over the safety of the structure and site that existed prior to making improvements. Improvements shall address problems related to the geologic stability of the site, but can address other factors, for example, improvements in fire safety.
8. Avoidance of imposing a risk to adjoining properties.
9. Reasonable demonstration that the structure is a legally existing structure.

### XIV. DEVIATION REQUEST - APPLICATION AND PROCESSING

1. A request for a Deviation shall describe the exact nature of the Deviation on a form provided by the Town.
2. The request shall indicate how and to what extent the project conforms to each of the items listed under the "Criteria for Approval of Deviations." It is anticipated that all applications will include a report by an engineering geologist on behalf of the applicant unless the Town Geologist indicates to Staff that such information is not needed.
3. Each Deviation application shall be noticed to property owners within 300 feet of the subject property at least 10 days prior to any action being taken by the approving authority.

4. A record of the Deviation shall be prepared by the Town Planner, filed with the Planning Commission and placed in the parcel file for the property involved.

#### XV. APPEALS

Applicants or interested parties can appeal Staff decisions to the Planning Commission and Planning Commission decisions to the Town Council.

#### XVI. EFFECT OF RESOLUTION

This Resolution amends, supersedes and replaces Resolutions 500-1974, 545-1975, 591-1975, 791-1979, 1331-1990, 2279-2006, and 2506-2010.

AYES, and in favor thereof, Councilmembers: Councilmembers Derwin and Aalfs, Vice Mayor Richards and Mayor Hughes

RECUSED, None

NOES, None

ABSENT, Councilmember Wengert

PASSED AND ADOPTED THIS 8<sup>th</sup> day of November 2017

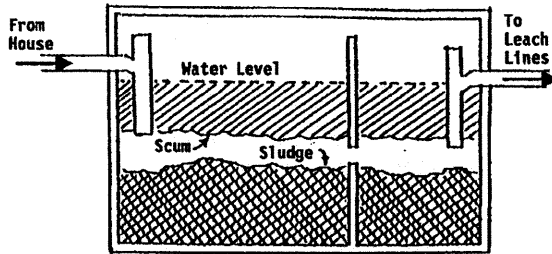
Town Clerk, Town of Portola Valley:

APPROVED: \_\_\_\_\_

Mayor

## WHEN IS A PERMIT NEEDED FOR A REPAIR?

Occasionally a septic system will need to have the pipes rooted, a valve replaced, or a septic tank lid replaced. A septic contractor or plumber can perform simple repairs without obtaining permits. If major work is needed (e.g. a new septic tank, or drainfield) the work must be approved and completed under a permit granted by Environmental Health. Contact a septic contractor or Environmental Health for assistance.



If scum and sludge are not removed, solids will get into leaching system and cause failures.

## UPGRADING THE SEPTIC SYSTEM

The septic system will be required to be upgraded to meet current standards if there will be a bedroom addition to the existing structure or if the remodel of the existing house exceeds 50% or more of its current value. The towns of Woodside and Portola Valley have different requirements. Contact this office for additional information.

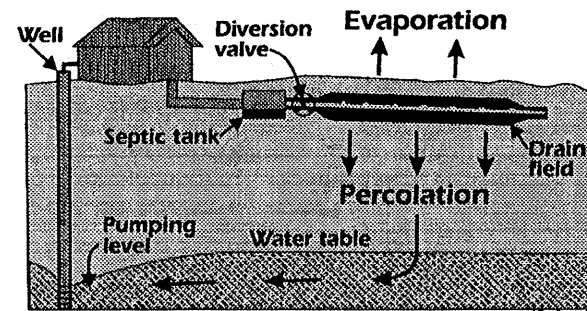
## MAINTENANCE AND OPERATION GUIDELINES

### You should:

- ✓ a. Change the valve once a year.
- ✓ b. Pump the tank frequently enough to prevent solids from entering the drainfield

(about every three years for three to five people).

- ✓ c. Repair all water leaks immediately. Toilet leaks are the primary cause of failure. Septic systems are only designed to handle normal water flows.
- ✓ d. Direct roof drainage and surface water away from the septic system.
- ✓ e. Conserve water during the wet time of year since the system is being subjected to storm water infiltration.
- ✓ f. If you notice sewage surfacing on your property, call Environmental Health and a licensed septic contractor immediately.
- ✓ g. If the toilets or drains start draining slowly, call a plumber to diagnose the problem immediately.
- ✓ h. Call Environmental Health if you notice sewage leaking from neighboring properties.
- ✓ i. Use mechanical means to unclog pipes (plungers, snakes, and disassembly).
- ✓ j. Obtain or create a map of your septic system layout.
- ✓ k. Call Environmental Health with any questions.
- ✓ l. For proper disposal of household chemicals, call, (650) 363-4718.



### You should not:

- ☞ a. Pour paint, thinner, acids, bases, insecticides, herbicides, or any other chemical into any of your drains (reasonable amounts of detergent, bleach, and water softener backwash are all right). These can contaminate groundwater and result in poisoning wildlife and/or people.
- ☞ b. Plant trees on the drainfields – the roots will clog your pipes.
- ☞ c. Consume root type vegetables (carrots, potatoes, beets, and radishes) that have been grown in a drain field area.
- ☞ d. Dispose of gray water (water from sinks, showers, bathtubs, or washing machines) except in a septic system or sanitary sewer. These waters can easily carry and transmit disease-causing microorganisms.
- ☞ e. Empty your swimming pool in the septic system.
- ☞ f. Use chemical pipe cleaners (see above).

## COUNTY POLICIES AND REGULATIONS

Most regulations and policies can be obtained from Environmental Health (located at 2000 Alameda de las Pulgas Suite 100, San Mateo). Please call Environmental Health at (650) 372-6200, if you have any questions.

San Mateo County  
Environmental Health Services

# Your Septic System

Environmental Health Services Division

2000 Alameda de las Pulgas, Suite 100

San Mateo, CA 94403

Phone 650-372-6200

Fax 650-627-8244

# SEPTIC SYSTEMS

Septic systems have been in use for over one hundred years in the United States. In California there are over 1.2 million septic systems serving as the means of sanitary sewage disposal for over 3.5 million people. In San Mateo County, there are about 4,000 septic systems serving around 12,000 people.

Septic systems have occasionally been linked to diseases. Most of these diseases were caused when septic system wastewater (effluent) escaped to the surface of the ground. The effluent transmitted disease-causing microorganisms to people who came in contact with it or contaminated water (streams, lakes, and oceans). Other diseases have been transmitted through contaminated well water (e.g. nitrate poisoning, also known as Blue Baby Syndrome).

To prevent these diseases and damage to the environment in San Mateo County, all new septic systems must meet or exceed stringent construction standards and existing systems must be inspected every three years (no illness has ever been linked to a septic system in San Mateo County).

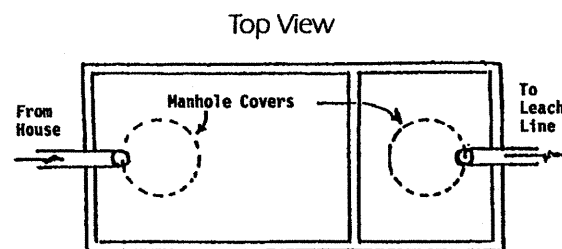
## HOW DOES A SEPTIC TANK WORK?

All of the sewage from your home enters a tank (septic tank) that has been designed to separate solids from the wastewater. These solids either float and form a scum layer, or sink and form a sludge layer. Naturally present bacteria will decompose the majority of the solids.

A septic pumper must periodically remove the solids that are not decomposed.

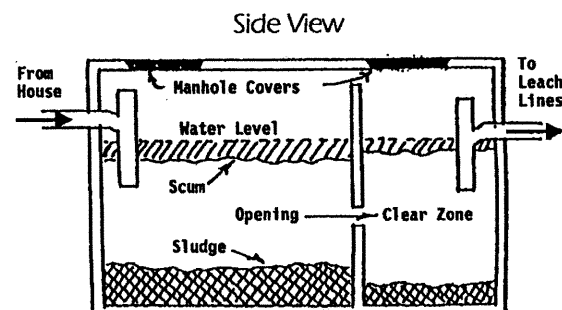
When the sewage leaves the tank, it is relatively solid free and can be dispersed into the soil.

## The Septic Tank



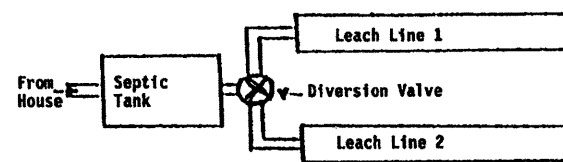
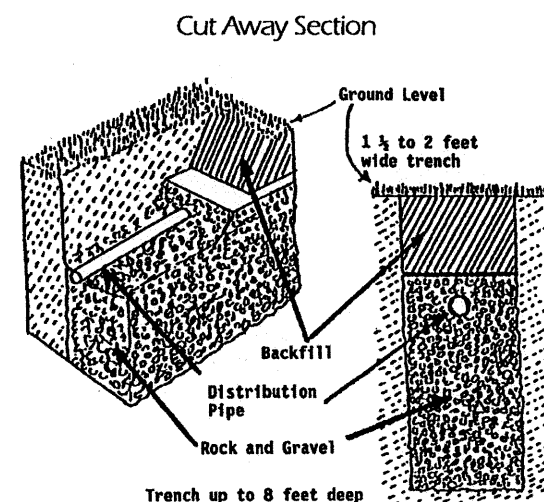
Primary separation of solids from liquids.

Additional separation of solids from liquid.



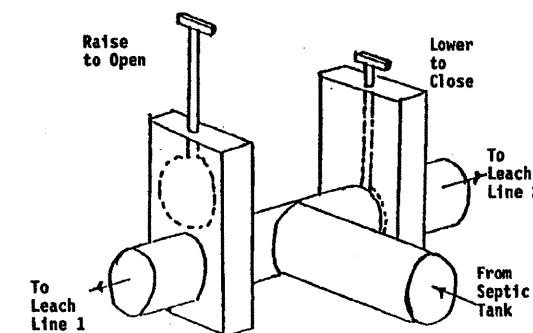
## WHAT IS A DRAIN FIELD?

The drain field is designed to maximize the dispersal of septic effluent into the soil. Usually the drain field is a series of trenches with drain rock under a perforated distribution pipe, which is covered with 2 inches of rock, then a layer of filter fabric, and finally 1-2 feet of native back fill. The soil renders this septic effluent relatively harmless by removing disease-causing microorganisms.



## WHY USE A DIVERSION VALVE?

All systems installed since 1975 should be equipped with a diversion valve. The diversion valve separates the drainfield area into two halves. The valve should be changed annually, which allows half of the system to rest every other year. This resting period allows natural processes to prevent the formation of soil clogging material that would otherwise develop. If used properly, a diversion valve will increase the lifetime of a septic system.



## WHERE IS YOUR SEPTIC SYTEM?

You need to know where your septic system is located to have the tank pumped, to build on your property, and to know when it is allowing septic effluent to surface. Most septic system layouts are included on the original building plans. If you cannot find plans showing where your septic system is, you can contact Environmental Health and request a file review. If we do not have copies of the plan, you will need to have a septic contractor or plumber locate your system.