

## Analysis of Targ/Brothers Project Design Features

From Targ/Brothers Memo			Staff Analysis		
	Subject	Project Design Feature	Status and Potential Implementation Approach	Lead	Implementation Mechanism
1	<b>Local CEQA Guidelines and Thresholds</b> <i>(Mitigation Measure)</i>	Within [TIME] months of the adoption of the Housing Element, Council shall direct the updating, within [TIME] months of such direction, of the Town CEQA Guidelines with a focus on public engagement and	Town CEQA Guidelines could be updated by staff. Priority level would need to be determined considering workload and other priorities.	Planning Staff (with CEQA consultant)	Council resolution adopting updated CEQA Guidelines
		establish local thresholds of significance concerning: Aesthetics; Parks and Recreation; Public Services; and Wildfires.	Draft thresholds to be considered by Planning Commission with resident input. A consultant would need to be hired to complete this task. Estimate 9 months to complete. Budget unknown but not trivial. Wildfire thresholds of significance are an emerging area and may require specialized consultants. Would likely require General Plan amendments.	Planning Staff (with CEQA consultant and subject matter sub-consultants)	Council resolution adopting new CEQA thresholds
2	<b>General Plan, Zoning, Design Review</b> <i>(Mitigation Measure)</i>	Within [TIME] months from adoption of the Housing Element, Council shall establish a review group, with support of Staff, for the purpose of (1) further ensuring consistency and fidelity to Town General Plan and ethos of development in harmony with the natural environment; and	Town Council direction necessary to determine the composition of the review group and scope. May align with General Plan Discussion Group or Post-Approval Process.	Town Council	General Plan Update Project
		(2) establishing for approval by the Town Council objective design criteria consistent with Town design guidelines.	Development of objective design criteria already planned as part of the zoning code amendments to implement the Housing Element.	Planning Staff	Housing Element Program 1-1c requires Town to adopt objective design standards.

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			Lisa Wise Consulting under contract.		
3	<b>Housing Inventory</b> (Housing Element Program)	Within [TIME] months of the adoption of the Housing Element, Council shall establish a workgroup, with support of Staff, to:	Town Council direction necessary to determine the composition of the work group.	Town Council	
		(1) evaluate and propose "Sunrise" opportunity sites to Council within [TIME] months of adoption of the Housing Element;	Council direction required on implementation: Who would identify sites? Through what process? How would they be vetted?  Additional consultant funds will be necessary, mapping and development potential cannot be completed by Town staff.	Town Council	Post-approval process
		and (2) initiate planning efforts for future housing cycles.	Council direction required on priority and timing. Additional consultant resources would be necessary, cost unknown.	Planning Staff and consultants	Post-approval process
4	<b>Safety</b> (Mitigation Measure)	Upon the approval of the Housing Element, Council shall establish a workgroup or direct an existing committee, with assistance from staff and support from an outside fire safety consultant,	Town Council direction necessary to determine the composition of the work group.  Identify outside fire consultant, define services, and enter into contract.	Town Council	
		to assess and make recommendations to Council, regarding the effectiveness of, and need for modification of,			
		evacuation routes and plans,	Work in progress through Emergency Preparedness	Planning Staff for Safety	Draft Safety Element Program P-86 provides: "Prepare and

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			Committee. Evacuation Study completed and approved by Council in 2022. EPC is working on Evacuation Plan.	Element, Emergency Preparedness Committee to oversee Evacuation Plan	implement a Portola Valley Evacuation Plan”
		and building codes.	Completed in 2022. Housing Element Program requires update every three years.	Building Staff	
		Final recommendations shall be provided to Council within [TIME] of the adoption of applicable fire maps and General Plan Safety Element. Recommendations shall take into consideration projected population growth and shall incorporate current best practices.			Council Resolution adopting final Evacuation Plan
5	<b>Encourage Community and Civic Engagement</b> <i>(Housing Element Program)</i>	Within [TIME] months of adoption of the Housing Element Council shall direct the Emergency Preparedness Committee and such other committee(s) as may be desired to encourage coordination of civic organizations (e.g., HOAs, religious organizations) to	Town Council direction necessary to determine the appropriate committee(s) and define scope of work. What would the goals be? Who are the target civic organizations?	Town Council, Committee(s)	
		identify approaches and implement housing production,	Town Council direction necessary to determine the right group to address housing production	Town Council	Housing Element Program 3-2: Provide technical assistance to nonprofits/religious institutions to develop their sites with affordable housing. Additional housing production approaches can be

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					combined with “Sunrise” opportunity site selection process
		and risk reduction, and resiliency measures that may be taken independent of, or in coordination with Town activities.	Emergency Preparedness Committee or other body to address risk reduction and resiliency	Town Council, Committee(s)	Risk reduction and resiliency measures can be implemented in conjunction with Key Approaches to Fire Safety Community Education
6	<b>Services and Infrastructure</b> (Housing Element Program)	Work with service providers to identify, analyze, and plan for services and infrastructure needs based on anticipated increased population and housing to maintain the current quality of service.	Initiate meetings with infrastructure providers to better understand their current service plans and share Town needs/interests. Recommend small groups, such as a Council Member and a staff member at each meeting.	Town Council, Staff	Town has nominal authority over service providers.

Key Approaches for Fire Safety Presented to Planning Commission by Fire Marshal Don Bullard  
In the order of the presentation – Not priority order

#	Proposed Policy (Key Approaches)	Responsible Party	Implementation Strategy	Status	Notes
1	Keep and expand progressive prevention policies in the 2010 Safety Element	Town	Incorporate into Safety Element	In progress; Town Committees are reviewing Safety Element	Staff and Fire Marshal have coordinated. Fire Marshal to review next draft prior to public review.
2	Pursue widening roads	Town	Incorporate into Safety Element	Evacuation route policies in progress; Town Committees are reviewing Safety Element	For evacuation routes, road widening strategies should be specified in Safety Element.
		WFPD/Private residents in Woodside Highlands	Implement Minimum Fire Safe Regulations	Private street widening regulations to occur with adoption of Minimum Fire Safe Regulations	For narrow private streets in Very High Fire Hazard Zones, Minimum Fire Safe Regulations require new development to widen streets.
3	Establish multiple access and egress routes	WFPD	WFPD has access keys/agreements with private land owners	In progress	
			WFPD will enforce Minimum Fire Safe Regulations	With implementation of Minimum Fire Safe Regulations	
		Town	Continue to speak to adjacent landowners to additional access	Ongoing	

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4	Meet Cal Fire Minimum Fire Safe Regulations	WFPD	Oversee regulations	Cal Fire amendments to Minimum Fire Safe Regulations operative on April 1, 2023. They do not apply to PV until new fire map adopted. WFPD has hired Flame Mappers to prepare updated map. Cal Fire is also preparing updated map.	
		Town	See Draft Safety Element Policy P-37, P-39, P-48, P-50, P-65, and P-70.		
5	Conduct site specific individuated Wildfire Hazard Assessment Plans	WFPD/Town	Include requirement in development application. WFPD and Town to work together to develop process	Preliminary conversations. Expect to start implementation work after fire maps are adopted and Minimum Fire Safe Regulations in place.	
6	Build to Chapter 7A (and 337 Residential Code) with local amendments	Town/WFPD	See Housing Element Program 6-1. Adopt local amendments to Building Code. Housing Element Program to review codes every three years for opportunities to improve	Completed in 2022. Ongoing every three years.	Town leads amendments in consultation with WFPD
7	Enhance construction methods and materials to be noncombustible	Town/WFPD	See Housing Element Program 6-1. Building Code already requires noncombustible exterior materials.  Consider creating authority to require noncombustible	Completed in 2022.	

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			building assemblies if buildings are constructed close together.	WFPD will make recommendations to the Town to consider	
8	Limit exposure to flammable materials	WFPD	WFPD will make recommendations for Town to consider		May include building separation and limits on flammable materials in the 0-5' zone around buildings
9	Increase defensible space standards around structures	WFPD	WFPD Ordinance	First reading conducted on February 28, 2023	
10	Adopt new requirements for fuel breaks in parcels in the SRA and LRA areas within the District	WFPD	WFPD Ordinance	First reading conducted on February 28, 2023	
11	Town adopt a map indicating the High and Very High Severity Zones	WFPD/Town	See Housing Element Program 6-4. Adoption by Town when map(s) are available	In progress. WFPD has hired Flame Mappers to prepare local map, Cal Fire working on map.	
12	Revisit the ADU and SB9 Fire Safety Checklist and consider adoption of appropriate ordinances(s)	Town	See Housing Element Program 6-5. When new fire maps are available and new Fire Code adopted, revisit checklist and Code and evaluate need for changes. Also a Housing Element Policy.	Not started.	
13	Educate the public on key fire safety issues	WFPD/WPC	See Housing Element Program 6-6. Range of community outreach tools	Ongoing.	