



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Town Council

FROM: Laura C. Russell, Planning & Building Director
Adrienne Smith, Senior Planner

DATE: March 22, 2023

RE: Adoption of a Resolution Adopting the Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Program (MMRP) for the proposed Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Amendments

RECOMMENDATION

Staff recommends that the Town Council receive a presentation from staff, ask questions, provide comments, receive public comments and adopt a resolution adopting the Initial Study/Mitigated Negative Declaration and the Mitigation, Monitoring and Reporting Program for the Housing and Safety Elements update and conforming General Plan and Zoning Code amendments.

MEETING PURPOSE

The purpose of this meeting is for Town Council to review the Initial Study/Mitigated Negative Declaration (IS/MND), Response to Comments memo and Mitigation Monitoring & Reporting Program (MMRP). A resolution has been prepared so that **the Town Council can take final action on the IS/MND and MMRP if Council chooses to.**

BACKGROUND

For general background on the CEQA process, view [CEQA FAQ](#). For additional information on the Housing Element and IS/MND adoption process, review the [Housing Element Process FAQs](#).

California Environmental Quality Act (CEQA)

CEQA generally requires state and local agencies to inform decisions makers, like the Planning Commission and Town Council, and the community about the potential environmental impacts of proposed projects, and to identify ways to avoid or mitigate those impacts, if feasible. A “project” is an activity which must receive some discretionary approval from a public agency and which may cause either a direct physical change, or a reasonably foreseeable indirect change in the

environment. The proposed Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments is a defined project per CEQA. Discretionary approval means that there is an exercise of judgement or deliberation by a governing body in determining whether a project will be approved, or if a permit is issued. The Town Council is responsible for approving the IS/MND for this project; the Planning Commission is a recommending body.

To establish the appropriate level of environmental review for the project Town Staff and CEQA consultants prepared an “Initial Study” to determine if project may have a significant adverse effect. Since the initial study showed either no adverse environmental effects, or that potential environmental effects could be mitigated, a Mitigated Negative Declaration (MND) can be adopted. The IS/MND provides a programmatic review that includes broad policies but does not examine all potential site-specific impacts of individual projects because they are not known yet.

The IS/MND is not intended to serve as a recommendation of either approval or denial of the project. It provides the primary source of environmental information for the Town to consider and identify ways any potentially significant environmental impacts can be avoided or significantly reduced. All impacts identified in the IS/MND are “no impact,” “less than significant,” or “less than significant with mitigation”. These conclusions in large part are based on the existing general plan and zoning policies that guide development away from hazardous areas and regulate building construction to be subservient to the natural environment. The purpose of preparing this document is to provide decision makers with environmental information to serve as the foundation for their policy decisions. CEQA is just one input that informs the ultimate decision.

Plan Level Review vs. Project level review

“Project” is a term of art under CEQA. CEQA is only triggered if the Town is adopting a “project” as defined by CEQA. “Projects” for purposes of CEQA include both high level planning documents adopted by towns, such as general plans, as well as private development projects.

CEQA allows for a program/plan-level analysis of policy documents that contemplate a series of related actions that can be characterized as one large project, including general plans or general plan elements. Such analysis must identify the environmental impacts of adopting the plan as a whole, but it does not need to analyze individual future projects that might be adopted under the plan, especially where the details of such future projects are unknown and speculative.

This IS/MND is not a detailed environmental review of specific development projects because no site-specific development projects are proposed. Such an analysis would be speculative as the Town cannot reasonably anticipate and evaluate project-level impacts without the actual site-specific proposed development request.

Scope of Work Under CEQA

The scope of work under CEQA includes the following components:

- **Housing Element Update.** The Town of Portola Valley’s Housing Element is the component of the General Plan that addresses housing needs and opportunities for present and future residents. It provides the primary policy guidance for local decision-making related to housing. The Housing Element of the General Plan is the only General Plan Element that requires review and certification by the State of California.

- **Safety Element Update.** Adoption and implementation of related updates to the Safety Element Update.
- **Conforming General Plan Amendments.** General Plan Amendments are limited to only those that are required to ensure all elements of the General Plan are consistent:
 - New “Gateway” land use classification in the General Plan that allows affordable housing, recreation, and open space uses
 - Creation of new multi-family land use classifications allowing up to four and 20 dwelling units per acre
 - New Opt-in overlay classification to allow for up to four units on approximately three single family lots (not to exceed a total of 12 units during the new housing element cycle)
 - New mixed-use land use classification to allow for up to six dwelling units per acre as well as the uses currently permitted in the existing A-P Administrative Professional District
 - General Plan Land Use Map to be revised to include these new land use designations.
- **Zoning Amendments.** The Town proposes the creation and adoption of three new zoning districts and other revisions:
 - New multi-family district allowing up to four dwelling units per acre
 - New multi-family district allowing 20 dwelling units per acre
 - New mixed-use district allowing residential uses up to six dwelling units per acre
 - Amendments to codify the Affiliated Housing program that is currently implemented through the Housing Element
 - Zoning map to be revised to reflect these new districts.

Based on Town Council direction, Zoning Amendments will be addressed after adoption of the Housing Element and Conforming General Plan Amendments.

Draft Release and Public Comment Period:

In compliance with CEQA, a Notice of Intent to adopt the MND was provided to the public, responsible agencies, and the State Clearinghouse. A copy of the MND was distributed to public agencies and made available to the general public for a 30-day public comment period beginning Monday, October 31, 2022 and ending Tuesday, November 29, 2022. Additionally, the Notice of Intent to adopt an MND was published in the newspaper.

While the Town is only required to consider and address public comments before final action is taken, in response to public interest in in the IS/MND, the Town has prepared a more comprehensive and formal Response to Comments Memo to ensure that all environmental comments received during the comment period are addressed.

During the 30-day comment period, the Town received 47 emails/letters from individuals. The Response to Comments Memo includes a reproduction of each written comment in its entirety. The Memo includes written responses to 43 comments pertaining to the environmental analysis within

the IS/MND. While 4 comments addressing the details and merits of the project are included in the Memo, since they do not pertain to the analysis within the IS/MND, no written response is provided.

In reviewing the Response to Comments, staff saw several themes which are addressed below.

Plan Level Review vs. Project level review.

As discussed above, the California Environmental Quality Act (CEQA) allows for a program/plan-level analysis of policy documents that contemplate a series of related actions that can be characterized as one large project, including general plans or general plan elements. Such analysis must identify the environmental impacts of adopting the plan as a whole, but it does not need to analyze individual future projects that might be adopted under the plan, especially where the details of such future projects are unknown and speculative.

Future individual developments will be required to separately comply with CEQA as applicable. Many commenters noted that more site-specific analysis should be included in the environmental document. This IS/MND is not a detailed environmental review of specific development projects because no site-specific development projects are proposed. Such an analysis would be speculative as the Town cannot reasonably anticipate and evaluate project-level impacts without the actual site-specific proposed development request.

Adoption of this IS/MND is not intended to supplant the ongoing Stanford Wedge Housing Project environmental review nor to provide CEQA clearance for the Stanford Wedge project. This IS/MND, however, does incorporate and analyze the impacts of the Stanford Wedge project as one component in the cumulative impacts of the overall project discussed here. For example, the projected traffic trips generated from the Stanford Wedge project are incorporated into the IS/MND's discussion of traffic, Vehicle Miles Travelled (VMT), evacuation times, greenhouse gas emissions and air quality. However, the Stanford Wedge project EIR analyzes the more site specific impacts of driveway curb cuts, emergency vehicle access to the new subdivision, parking layout, etc.

Incorporation of Existing General Plan Mitigation Measures

All development proposed in the Town must comply with the Town's General Plan, Subdivision Ordinance and Zoning Regulations, including detailed development standards. For example, projects located on the Alpine corridor must maintain the Town's 75-foot scenic corridor requirement. In CEQA terms, this in essence means the project is "self-mitigating." As explained in the Town's Open Space Element, the Zoning Code regulations were drafted to preserve the open space ethos of the Town:

2221 The zoning, subdivision and site development ordinances have been prepared and administered to preserve and protect major open spaces in the town through a variety of provisions. These include:

- planned community zoning districts,
- slope-density combining zoning districts,
- open area zoning districts,
- special building setbacks along the Alpine Scenic Corridor and Skyline Parkway,
- planned unit development provisions permitting cluster development,
- dedication requirements for park areas,

- requirements for open space easements,
- trail and path dedication requirements,
- limitations on grading and tree removal,
- wide rights-of-way to provide open space along roads,
- required building setbacks along major town creeks, and
- setbacks and controls on planting along major roads.

Thus, as the Open Space Element concludes: “The tools are in place and need only to be administered as development projects come before the town.” The IS/MND takes into account the Town’s myriad environmentally driven development policies in its assessment that a limited number of new housing units will not have a significant environmental impact as defined in CEQA law. Where existing policies do not exist, the IS/MND has added a handful of additional mitigation measures. These new measures are contained in the Mitigation, Monitoring and Reporting Plan (MMRP) in Attachment 3.

Scope of Environmental Analysis

CEQA Guidelines, Article 10, Considerations in Preparing EIR and Negative Declarations, includes a discussion regarding the degree of specificity that should be anticipated in an environmental document. This section notes that the CEQA analysis of policy documents (e.g., Housing Elements, zoning amendments, etc.) will be less detailed than the CEQA analysis of a site-specific development project. CEQA Guidelines Section 15146, Degree of Specificity, is included below.

The degree of specificity required in an EIR will correspond to the degree of specificity involved in the underlying activity which is described in the EIR.

(a) An EIR on a construction project will necessarily be more detailed in the specific effects of the project than will be an EIR on the adoption of a local general plan or comprehensive zoning ordinance because the effects of the construction can be predicted with greater accuracy.

(b) An EIR on a project such as the adoption or amendment of a comprehensive zoning ordinance or a local general plan should focus on the secondary effects that can be expected to follow from the adoption or amendment, but the EIR need not be as detailed as an EIR on the specific construction projects that might follow.

Further, CEQA environmental review is limited to statutory criteria. Oftentimes, the Town’s own project application review is more detailed and locale-specific. For example, all projects in town must undergo some geologic review and this review takes place outside of the normal CEQA review.

Wildfire Issues

On October 10, 2022, the Office of the California Attorney General released “Best Practices for Analyzing and Mitigating Wildfire Impacts of Development Projects Under the California Environmental Quality Act” (AG Guidance). The AG Guidance is designed to help lead agencies comply with CEQA when considering whether to approve projects in wildfire-prone areas. The guidance provides “suggestions for how best to comply with CEQA when analyzing and mitigating a proposed project’s impacts on wildfire ignition risk, emergency access, and evacuation.” The AG Guidance describes guidance for analyzing impact on wildfire risk and evacuation and emergency access.

The AG Guidance does not recommend any particular quantitative threshold. To date, there is no national, state, regional or local quantitative threshold based purely on evacuation times. Given the lack of an established threshold and the variability associated with creating one, this IS/MND employs a qualitative analysis based in large part on the factors considered in the AG Guidance.

Section IV.B of the AG Guidance outlines variables that should be considered in the analysis of impact on wildfire risk related to the project characteristics. These factors designed to reduce wildfire risk include: locating housing away from ridgelines and high fire hazard areas, clustering multi-family development, maximizing fire access and using fire-resistant building materials. The AG Guidance also encourages towns to increase housing density and consolidated design and rely on higher density infill developments as much as possible, while avoiding and minimizing low-density exurban development patterns or leapfrog type developments. The sites identified in the Housing Element are located to avoid the above high wildfire risk characteristics in that they are predominantly located along developed major arterials (Alpine Road and Portola Road), are concentrated and not in isolated clusters, and are adjacent to available water supplies and infrastructure.

Existing Chapter 7A regulations and local home hardening and WFPD's defensible space regulations incorporate virtually all of the AG Guidance's recommended best practice mitigations. Section IV.C of the AG Guidance recommends an evacuation and emergency access study include evaluation of the capacity of roadways to accommodate project and community evacuation and simultaneous emergency access, assessment of the timing for evacuation, identification of alternative plans for evacuation depending upon the location and dynamics of the emergency, evaluation of the project's impacts on evacuation plans, consideration of the adequacy of emergency access, and traffic modeling to quantify travel times under various likely scenarios. The IS/MND contains an evacuation study addressing these factors.

DISCUSSION

Planning Commission Discussion and Recommendation of IS/MND

To review earlier Planning Commission discussion of the IS/MND, view the [November 16, 2022, January 24, 2023](#) meeting materials.

Based on the Planning Commission discussion at its January 24, 2023 meeting, staff made additional clarifications to the IS/MND Response to Comments Memo (see redlined language in Attachment 3):

1. Added table of contents.
2. Language has been inserted to clarify that builder's remedy is technically outside of the CEQA process.
3. Update to Master Response No. 5, Fire Maps to clarify both CalFire map and the 2008 Moritz map were analyzed. Additionally, the IS/MND incorporated the analysis conducted by Deer Creek Resources, the Town's fire expert, as well as a preliminary analysis by Flame Mapper, Woodside Fire Protection District's mapping consultant.

After review of the IS/MND and discussion of the Targ-Brothers Colleagues Memo, at its February 15, 2023 meeting, the Planning Commission recommend that the Town Council adopt the Resolution

for the IS/MND and MMRP as presented and consider the Project Design Features, through the mechanism of Council's choosing (see Attachment 7). The Commission also recommended Town Council consider the adoption of the Key Approaches to Fire Safety as presented by Fire Marshal Bullard in a manner to be chosen by Town Council.

Council Members and members of the public are encouraged to watch the February 15, 2023 [meeting recording](#) where the Commission made its recommendations to Town Council. Meeting timestamps follow:

- Presentation by Fire Marshal, followed by Commission questions – 00:16:46
- Presentation by Commissioners Targ and Brothers, followed by Commission questions – 01:25:41
- Presentation by Staff, followed by Commission questions – 02:44:59
- Public Comment – 02:51:55
- Commission Discussion and consideration of Resolution – 03:28:10

Staff Analysis

At the [March 15, 2023](#) Town Council meeting, the Council discussed the Targ-Brothers Colleagues Memo Project Design Features and whether they should be incorporated into the process. Many of the items in the Project Design Features are already underway or incorporated into other efforts. At the February 15, 2023 Planning Commission meeting, staff and CEQA legal counsel noted a concern with including the features in the MMRP as they were not standard CEQA mitigation measures and therefore could cause confusion. This is a policy issue for the Council.

The analysis below includes the Project Design Features that were identified as potential Mitigation Measures and discusses their status and potential alternative approaches for implementation. This discussion builds on the information in Attachment 8 and numbers reference column 1.

#1 Local CEQA Guidelines and Thresholds

- Town CEQA Guidelines: This work is routine, and can be accomplished by staff without significant additional resources. Staff recommends incorporating into the Post Approval Process¹, though if the Council believes this is a high priority, inclusion in the MMRP could be considered.
- Local thresholds of significance for Aesthetics; Parks and Recreation; Public Services; and Wildfires: This work is technical and resource intensive. Additional consultant resources will

¹ At its December 14, 2022 meeting, Town Council created a Council subcommittee to plan for the Post Approval Process. The subcommittee presented at the January 11, 2023 council meeting explaining the Post Approval Process as a complement to Housing Element approval, by creating a set of actions to continue public engagement and address the two primary concerns: Safety and follow-up to the Housing Element update process. During discussion of the Memo, Council agreed the proposed Post Approval Process needed further discussion and a new subcommittee of Judith Hasko and Craig Taylor was formed to work on phrasing and details within the document. At its January 25, 2023 meeting Council discussed the Post-Adoption Process further and subcommittee members Taylor and Hasko agreed they would return to Council with further process details.

be required, which may be substantial. In addition, to the extent the thresholds are inconsistent with existing general plan or municipal code policies, amendments to those documents will be required. Staff recommends additional consideration of the cost of timing of this work, then integration into the Post Approval Process if the Council thinks it is warranted.

#2 General Plan, Zoning, Design Review

- Establish review group to further ensure consistency and fidelity to the General Plan: This work requires additional consideration as to the scope. That should be led by Town Council. Implementation could fall with the General Plan Discussion Group, General Plan Amendment, or Post Approval Process.
- Establish objective design criteria: Included in the Housing Element, no further action needed. If the Council thinks the existing language in the Housing Element is unclear, it could provide additional guidance to staff.

#4 Safety

- Form a workgroup or direct a Committee to assess evacuation routes and plans, considering projected population growth: This work is underway. Evacuation Study completed and approved by Council in 2022. Addendum to Evacuation Study completed to study the Housing Element sites. Draft Safety Element Program P-86 calls for the preparation of an evacuation plan. Staff recommends that the Town Council request the EPC to continue work on this item, in coordination with the Safety Element Update. No additional action is needed.
- Assess building codes: Included in the Housing Element to be updated every three years with the regular code adoption cycle. No further action needed.

Fire Marshal's Key Approaches to Fire Safety

The Fire Marshal's February 15, 2023 presentation to the Planning Commission included Key Approaches to Fire Safety. Staff analyzed and presented the approaches in a table including the proposed approaches, responsible party, current status, and notes (See Attachment 9). Staff recommends that this table form the basis of a collaborative work plan between the Town and the Fire District and could take shape in the form of updating the Town's MOU with the Woodside Fire Protect District.

NEXT STEP

Upcoming (tentative) meeting on Draft Housing Element:

- March 29 – Town Council meeting to consider adoption of the Draft Housing Element, and Conforming General Plan Amendments

ATTACHMENTS

1. Draft Resolution Adopting the Initial Study / Mitigated Negative Declaration; and Mitigation, Monitoring, and Reporting Plan

2. [Initial Study / Mitigated Negative Declaration \(IS/MND\)](#)
3. [Response to Comments on IS/MND](#)
4. [Mitigation Monitoring Reporting Plan](#)
5. [Housing Element Draft #3 \(without Appendices\)](#)
6. [Conforming General Plan Amendments](#)
7. Planning Commission Resolution 2023-1 Recommending Adoption of IS/MND
8. Table with Staff's Analysis of Targ-Brothers Project Design Features
9. Key Approaches to Fire Safety – Table with Additional Information from Fire Marshal and Staff
10. Table of Meetings and Documents Related to the Housing Element Update

RESOLUTION NO. XX- 2023

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
ADOPTING THE INITIAL STUDY-- MITIGATED NEGATIVE DECLARATION AND
THE MITIGATION, MONITORING AND REPORTING PLAN FOR THE HOUSING AND
SAFETY ELEMENTS UPDATE AND CONFORMING GENERAL PLAN AND ZONING
CODE AMENDMENTS**

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), an Initial Study-Mitigated Negative Declaration (IS-MND), which is included as Attachment 1 to the March 22, 2023 Town Council Staff Report and incorporated by this reference, was prepared for the Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments, collectively the "Project"; and

WHEREAS, pursuant to CEQA, a Notice of Intent ("NOI") to Adopt the IS-MND was prepared and provided to interested agencies, and to all members of the public who had previously requested notification; and posted at Portola Valley Town Hall notifying all interested parties of the availability and 30-day public review period commencing on October 31, 2022 and ending on November 29, 2022; and

WHEREAS, copies of the IS-MND were made available online, to members of the public who had previously requested notification, and by appointment at Portola Valley Town Hall in the Planning and Building Department; and

WHEREAS, opportunities for verbal comments on the IS-MND were provided during a November 16, 2022 Planning Commission hearing; and

WHEREAS, the IS-MND identified potentially significant impacts to the environment, including specific impacts to Air Quality, Cultural Resources, Geology/Soils, Greenhouse Gas Emissions, Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources, which can and will be avoided or mitigated to less than significant levels through adoption and implementation of the included mitigation measures; and

WHEREAS, on February 15, 2023, the Planning Commission conducted a public hearing to review the Response to Comments memorandum addressing the verbal comments made by Members of the Portola Valley Planning Commission and public on November 16, 2022, the adequacy of the IS/MND and the recommended text changes to the IS-MND. The updated version of the Response to Comments memorandum is included as Attachment 1 in the March 22, 2023 Town Council Staff Report and incorporated by reference; and

WHEREAS, on February 15, 2023, the Planning Commission also heard a presentation from Fire Marshal Bullard and had extensive discussion on a Colleagues Memorandum from Commissioners Targ and Brothers regarding the Draft Initial Study/Mitigated Negative Declaration-- Proposed Project Design Features to Maintain and Enhance Environmental Quality, Safety and Community Quality of Life which was

included as Attachment 6 to the February 15, 2023 Staff Report (“Targ/Brothers Colleagues Memo”); and

WHEREAS, the Planning Commission at a regular meeting on February 15, 2023 recommended approval of the IS-MND and updated Response to Comments and Text Changes and the Mitigation Monitoring and Reporting Plan (MMRP); and

WHEREAS, the Planning Commission’s February 15, 2023 resolution also recommended that the Town Council adopt the project design features listed as Exhibit A in the Targ/Brothers Colleagues Memo, excluding the financial terms, through the mechanism of Council’s choosing; and

WHEREAS, the Planning Commission’s February 15, 2023 resolution also recommended that the Town Council recommended that the Town Council further consider adopting the key approaches for Fire Safety presented by Fire Marshal Bullard in his February 15, 2023 presentation to the Planning Commission and included in the Planning Commission’s February 15, 2023 resolution as Exhibit B; and

WHEREAS, on March 15, 2023, the Town Council conducted a Study Session to review the IS-MND, the MMRP, the Response to Comments and Text Changes, the Housing Element, the Conforming General Plan Amendments and the recommendations in the Targ/Brothers Colleague’s Memo as attached to the March 15, 2022 Town Council Staff Report and incorporated here by reference; and

WHEREAS, on March 22, 2023, the Town Council conducted a public hearing to review the IS-MND, the MMRP, the Response to Comments and Text Changes the Housing Element, the Conforming General Plan Amendments and the recommendations in the Targ/Brothers Colleague’s Memo;

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby adopts the IS-MND, the Updated Response to Comments and Text Changes, and the MMRP, prepared for the Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments Project, attached as Attachments 2, 3 and 4, respectively, to the March 22, 2023 Staff Report and updated by Town Council motion at the March 22, 2023 public hearing. This action is based on the following findings:

1. The IS-MND, Updated Response to Comments and Text Changes and the MMRP have been completed in accordance with the requirements of the CEQA statutes, and the CEQA Guidelines.
2. The IS-MND was prepared, published, circulated, and reviewed in accordance with the requirements of CEQA and the Town’s CEQA Guidelines, and constitutes an adequate, accurate, objective, and complete analysis addressing all issues relevant to the approval of the proposed Project.

3. The Planning Commission has reviewed and considered the information contained within the IS-MND together with any comments received during the public review process and it reflects the independent judgment and analysis of the Town.
4. The IS-MND identifies all potentially significant adverse environmental impacts and feasible mitigation measures or standard conditions of approval that would reduce these impacts to a less-than-significant level. All of the mitigation measures identified in the IS-MND will be implemented, if applicable, once the Project is adopted. The Planning Commission finds that on the basis of the whole record before it, there is no substantial evidence that the Project, as mitigated in the IS-MND, will have a significant impact on the environment.
5. During the preparation of the Initial Study Checklist, it was determined that the Project would have no impact or have less-than-significant impact on the following environment factors: Aesthetics, Agriculture and Forestry Resources, Biological Resources, Energy, Hydrology/Water Quality, Land Use/Planning, Mineral Resources, Parks and Recreation, Population/Housing, Public Services, Transportation, Utilities/Service Systems, Wildfire, and Mandatory Findings of Significance. It was determined that the Project would have a potentially significant impact on one or more of the following environmental factors: Air Quality, Cultural Resources, Geology/Soils, Greenhouse Gas Emissions, Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources. Consistent with CEQA Statutes and CEQA Guidelines, the IS-MND contains a full and complete explanation as to how the potentially significant impact on these environmental factors are reduced to less-than-significant impact level by the incorporation of the required mitigation measures.
6. The administrative record is located in the Office of the Town Clerk who is designated as the location and custodian of the documents and other material constituting the record of proceedings upon which this decision is based.
7. The above recitals are true and correct and material to this Resolution.
8. In making these findings, the Town Council relied upon and hereby incorporates by reference all correspondence, staff reports, and other written and oral testimony presented to it.

BE IT FURTHER RESOLVED that the Town Council hereby resolves that the list of "Project Design Features" will be implemented as set forth in the "Implementation" column of Exhibit **XX** attached to this resolution and incorporated by reference.

BE IT FURTHER RESOLVED that the Town Council hereby resolves that the “Key Approaches to Fire Safety” will be implemented as set forth in the “Implementation” column of Exhibit **XX** attached to this resolution and incorporated by reference.

Passed and Adopted this 22nd day of March 2023.

By: _____
Mayor

ATTEST:

Acting Town Clerk

RESOLUTION NO. 2023 - 1**RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF PORTOLA VALLEY RECOMMENDING THAT THE PORTOLA VALLEY TOWN COUNCIL ADOPT THE INITIAL STUDY-- MITIGATED NEGATIVE DECLARATION AND THE MITIGATION, MONITORING AND REPORTING PLAN FOR THE HOUSING AND SAFETY ELEMENTS UPDATE AND CONFORMING GENERAL PLAN AND ZONING CODE AMENDMENTS**

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), an Initial Study-Mitigated Negative Declaration (IS-MND), which is attached hereto and incorporated by this reference, was prepared for the Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments, collectively the "Project"; and

WHEREAS, pursuant to CEQA, a Notice of Intent ("NOI") to Adopt the IS-MND was prepared and provided to interested agencies, and to all members of the public who had previously requested notification; and posted at Portola Valley Town Hall notifying all interested parties of the availability and 30-day public review period commencing on October 31, 2022 and ending on November 29, 2022; and

WHEREAS, copies of the IS-MND were made available online, to members of the public who had previously requested notification, and by appointment at Portola Valley Town Hall in the Planning and Building Department; and

WHEREAS, opportunities for verbal comments on the IS-MND were provided during a November 16, 2022 Planning Commission hearing; and

WHEREAS, the IS-MND identified potentially significant impacts to the environment, including specific impacts to Air Quality, Cultural Resources, Geology/Soils, Greenhouse Gas Emissions, Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources, which can and will be avoided or mitigated to less than significant levels through adoption and implementation of the included mitigation measures; and

WHEREAS, on February 15, 2023, the Planning Commission conducted a public hearing to review the Response to Comments memorandum addressing the verbal comments made by Members of the Portola Valley Planning Commission and public on November 16, 2022, the adequacy of the IS/MND and the recommended text changes to the IS-MND. The updated version of the Response to Comments memorandum is included in the February 15, 2023 Staff Report.

WHEREAS, on February 15, 2023, the Planning Commission also heard a presentation from Fire Marshal Bullard and had extensive discussion on a Colleagues Memorandum from Commissioners Targ and Brothers regarding the Draft Initial Study/Mitigated Negative Declaration-- Proposed Project Design Features to Maintain

and Enhance Environmental Quality, Safety and Community Quality of Life which was included as Attachment 6 to the February 15, 2023 Staff Report (“Targ/Brothers Colleagues Memo”) ; and

WHEREAS, the Planning Commission at a regular meeting on February 15, 2023 recommended approval of the IS-MND and updated Response to Comments.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the Town of Portola Valley hereby recommends the Town Council adopt the IS-MND, the Updated Response to Comments and Text Changes, and the Mitigation Monitoring and Reporting Plan (MMRP), prepared for the Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments Project based on the following findings:

1. The IS-MND, which is attached as Exhibit A, has been completed in accordance with the requirements of the CEQA statutes, and the CEQA Guidelines.
2. The IS-MND was prepared, published, circulated, and reviewed in accordance with the requirements of CEQA and the Town’s CEQA Guidelines, and constitutes an adequate, accurate, objective, and complete analysis addressing all issues relevant to the approval of the proposed Project.
3. The Planning Commission has reviewed and considered the information contained within the IS-MND together with any comments received during the public review process and it reflects the independent judgment and analysis of the Town.
4. The IS-MND identifies all potentially significant adverse environmental impacts and feasible mitigation measures or standard conditions of approval that would reduce these impacts to a less-than-significant level. All of the mitigation measures identified in the IS-MND will be implemented, if applicable, once the Project is adopted. The Planning Commission finds that on the basis of the whole record before it, there is no substantial evidence that the Project, as mitigated in the IS-MND, will have a significant impact on the environment.
5. During the preparation of the Initial Study Checklist, it was determined that the Project would have no impact or have less-than-significant impact on the following environment factors: Aesthetics, Agriculture and Forestry Resources, Biological Resources, Energy, Hydrology/Water Quality, Land Use/Planning, Mineral Resources, Parks and Recreation, Population/Housing, Public Services, Transportation, Utilities/Service Systems, Wildfire, and Mandatory Findings of Significance. It was determined that the Project would have a potentially significant impact on one or more of the following environmental factors: Air Quality, Cultural Resources, Geology/Soils, Greenhouse Gas Emissions,

Hazards and Hazardous Materials, Noise, and Tribal Cultural Resources. Consistent with CEQA Statutes and CEQA Guidelines, the IS-MND contains a full and complete explanation as to how the potentially significant impact on these environmental factors are reduced to less-than-significant impact level by the incorporation of the required mitigation measures.

6. The administrative record is located in the Office of the Town Clerk who is designated as the location and custodian of the documents and other material constituting the record of proceedings upon which this decision is based.
7. The above recitals are true and correct and material to this Resolution.
8. In making these findings, the Planning Commission relied upon and hereby incorporates by reference all correspondence, staff reports, and other written and oral testimony presented to it.

BE IT FURTHER RESOLVED that the Planning Commission hereby recommends that the Town Council adopt the project design features listed in the Targ/Brothers Colleagues Memo, excluding the financial terms, through the mechanism of Council's choosing. The list of recommended project design features is set forth in Exhibit A.

BE IT FURTHER RESOLVED that the Planning Commission hereby recommends that the Town Council further consider adopting the key approaches for Fire Safety presented by Fire Marshal Bullard in his February 15, 2023 presentation to the Planning Commission and included here as Exhibit B.

Passed and Adopted at the regular meeting of the Planning Commission of the Town of Portola Valley on February 15, 2023.

By: Anne Kopf-Sill
Anne Kopf-Sill, Chair

ATTEST:

Laura Russell
Laura Russell, Planning and Building Director

ATTACHMENT

Proposed Project Design Features

Subject	Project Design Feature	Basis
Local CEQA Guidelines and Thresholds <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 establish local thresholds of significance concerning: Aesthetics; Parks and Recreation; Public Services; and Wildfires.	<p>Each municipality is required to establish CEQA Guidelines per 14 CCR Section 15022. Public agencies, including, municipalities are further encouraged to establish local significance thresholds. 14 CCR Section 15064.7(b). These thresholds should not be inconsistent with CEQA Guidance Appendix G.</p> <p>The proposed measure would help clarify and standardize analysis and decision-making in the environmental review process. Development of Guidelines and significance thresholds would further help ensure that project-level environmental assessments address and evaluate impacts and develop mitigation measures with the benefit of public engagement.</p>
General Plan, Zoning, Design Review <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 (2) establishing for approval by the Town Council objective design criteria consistent with Town design guidelines.	<p>Review of the General Plan and zoning following adoption of the Housing Element should be conducted to help ensure fidelity to Town ethos and to ensure consistency within the General Plan and between the General Plan and zoning code.</p> <p>Objective standards can promote maintenance of community design and character, while adhering to state requirements that streamline development of affordable housing and associated projects. They clarify local requirements, increasing regulatory certainty; and they respond to local conditions. Objective criteria must also be considered in the implementation of a number of recent housing statutes, including, but not limited to:</p> <p><u>SB 167 (Housing Accountability Act)</u>. Prohibition on denial, reduction of density, or making infeasible housing projects consistent with objective design standards.</p> <p><u>SB 35 (Streamlined Affordable Housing)</u>. Require approval of qualified housing projects based on objective standards.</p> <p><u>SB 9 (California Home Act)</u>. Requiring approval of lot splits for applications meeting objective criteria.</p>
Housing Inventory	Within [TIME] months of the adoption of the Housing Element, Council shall establish a workgroup, with	The draft Housing Element (August 2022) provides for commencement of the Ford Park site planning process in January 2024 with "Request for Proposals" to affordable housing developers by September 2024.

<i>(Housing Element Program)</i>	support of Staff, to: (1) evaluate and propose "Sunrise" opportunity sites to Council within [TIME] months of adoption of the Housing Element; and (2) initiate planning efforts for future housing cycles.	<p>Members of the Planning Commission have observed that tension exist between the General Plan and associated planning documents, on the one hand, and the development of the Dorothy Ford Park, including removal of two 400 year old oak trees, on the other. Similar issues and community sentiment have been expressed with respect to the Glenn Oaks property. Therefore, the recommendation was made to evaluate alternative development options.</p> <p>Additionally, potential housing sites have been suggested proximate to Portola Road and other locations. Members of the Ad Hoc Housing Element Committee observed that development complexities, in light of time constraints, make these sites appropriate for consideration in the anticipated, next Housing cycle. However, they are likely not available for inclusion for development in the current housing cycle.</p> <p>Forming a housing inventory evaluation workgroup holds the potential of reducing policy and land use tensions if alternative sites can be timely identified. It is also anticipated that initiating workgroup evaluation, at the earliest possible time, would allow for thoughtful, least impactful planning for the present and future housing cycles.</p>
Safety <i>(Mitigation Measure)</i>	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, to assess and make recommendations to Council, regarding the effectiveness of, and need for modification of, evacuation routes and plans, and building codes. 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	Applicable fire maps and the General Plan Safety Element have not yet been finalized or adopted. Coordinating evacuation routes, the Safety Element, and fire maps with housing element will further protect and maintain public safety and property in light of projected growth.

	population growth and shall incorporate current best practices.	
Encourage Community and Civic Engagement <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 identify approaches and implement housing production, and risk reduction, and resiliency measures that may be taken independent of, or in coordination with Town activities.	Civic organizations have shown an ability to respond to the needs of the most vulnerable in Town and to plan for their local community's safety and welfare. They are also likely to play a significant role in the creation of future housing opportunities, either in the review of development plans or as a project sponsor.
Services and Infrastructure <i>(Housing Element Program)</i>	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.	The draft Housing Element identifies that "[the infrastructure and level of public services in the Town is geared to a small, dispersed population." (page 4). The IS/MND identifies, among other things, no significant impacts to: public services, parks and recreation, safety, and utility service systems.
Finance <i>(Housing Element Program)</i>	[Intentionally Deleted]	

Exhibit B

Key Approaches for Fire Safety Town of Portola Valley

- Keep and expand progressive prevention policies in the 2010 Safety Element
- Pursue widening roads
- Establish multiple access and egress routes
- Meet Cal Fire Minimum Fire Safe Regulations
- Conduct site specific individuated Wildfire Hazard Assessment Plans
- Build to Chapter 7A (and 337 Residential Code) with local amendments
- Enhance construction methods and materials to be noncombustible
- Limit exposure to flammable materials
- Increase defensible space standards around structures
- Adopt new requirements for fuel breaks in parcels in the SRA and LRA areas within the District
- Town adopt a map indicating the High and Very High Severity Zones
- Revisit the ADU and SB9 Fire Safety Checklist and consider adoption of appropriate ordinances(s)
- Educate the public on key fire safety issues

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	Local CEQA Guidelines and Thresholds <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	General Plan, Zoning, Design Review <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.

Analysis of Targ/Brothers Project Design Features

			Lisa Wise Consulting under contract.		
3	Housing Inventory <i>(Housing Element Program)</i>	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	Safety <i>(Mitigation Measure)</i>	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

Analysis of Targ/Brothers Project Design Features

			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	Encourage Community and Civic Engagement <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

Analysis of Targ/Brothers Project Design Features

					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	Services and Infrastructure (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	

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

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.	

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

			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.	

Table of Meetings and Documents Related to the Housing Element Update

Body	Date	Document Title & Topics	Link(s)	Approximate Discussion Length
Town Council	2/10/21	Discussion of Regional Housing Needs Allocation (RHNA); staff report on p. 70 of packet	Meeting Recording, Summary, Agenda and Minutes	0:24:00 <i>0:26:00 – 0:50:00</i>
Town Council	4/28/21	Town Council direction on proposed Housing Element update work program including formation of Ad Hoc Housing Element Committee, community engagement strategy and appointment of Council subcommittee; staff report on p. 96 of packet	Meeting Recording, Summary, Agenda and Minutes	1:35:00 <i>1:24:00 – 2:59:00</i>
Planning Commission	5/5/21	3. Housing Element Update – Update from Town Council Meeting. p. 23 of packet	Meeting Recording, Summary, Agenda and Minutes	1:00:00 <i>00:49:00 – 1:49:00</i>
Ad Hoc Housing Element Committee	8/16/21	What is a Housing Element and Why is it Important? Why this Committee's work matters, Local and Historical Context. Legal Background. Town Strategic Plan.	Meeting Recording, Summary, Agenda and Minutes	3:08:00
Ad Hoc Housing Element Committee	9/20/21	Values, Decorum and Public Comment	Values Decorum and Public Comment Presentation from September 20 2021	2:51:00

		<p>Organization and Evaluation of Existing Housing Element</p> <p>Portola Valley Demographic and Housing Trends</p> <p>Housing Affordability Income Categories – Deeper Dive</p>	<p>Existing Housing Element Organization Presentation September 20 2021</p> <p>Portola Valley Demographic and Housing Trends (Draft Data) Presentation from September 20 2021</p> <p>Housing Affordability Income Categories Presentation from September 20 2021</p> <p>Meeting Agenda</p> <p>Meeting Minutes</p> <p>Meeting Recording</p>	
Community-Wide Meeting	10/14/21	<p>Presentation: Background and context for the Housing Element update</p> <p>Breakout room discussion: Feedback on Portola Valley’s key housing needs and potential solutions through the housing</p>	<p>Recording</p> <p>Meeting Summary</p> <p>Presentation</p>	52:00

		sites inventory and new policies and programs.		
Ad Hoc Housing Element Committee	10/18/21	<ol style="list-style-type: none"> 1. Values, Decorum and Public Comment – Published 2. Introduction to Housing Sites Inventory 3. Housing Sites Inventory Selection – Possible Scenarios 4. Regional Housing Needs Allocation (RHNA) Zoning Target Concept 	Housing Sites Scenarios presentation from October 18, 2021 Housing Sites Scenarios detail from October 18, 2021 Meeting Recording Meeting Agenda Meeting Minutes	3:24:00
Joint Town Council and Planning Commission	10/27/21	Discussion of progress on community engagement strategy and feedback to guide the work of the Ad Hoc Housing Element Committee; staff report. p. 75 of packet.	Meeting Recording, Summary, Agenda and Minutes	1:51:00 1:09:00 – 3:00:00
Ad Hoc Housing Element Committee	11/15/21	<ol style="list-style-type: none"> 1. Accessory Dwelling Unit (ADU) Discussion <ul style="list-style-type: none"> • Background, Terminology, History, Income Category Assignment • Recent Town Code amendments • Income Categories and Projections for Cycle 6 2. Feedback from Community Meeting and Town Council/Planning Commission Study Session 	ADU Presentation from November 15 2021 Feedback from Community and TC-PC Meetings Presentation from November 15 2021 Meeting Summary for November 15, 2021	3:20:00

		3. Committee Outreach to Community 4. Staff Updates/Announcements <ul style="list-style-type: none"> • Topics look ahead • Department of Housing and Community Development (HCD) Staff Visit • SB9 Update • Department of Justice Housing Strike Force • Administrative updates 	Meeting Recording Meeting Agenda Meeting Minutes	
Ad Hoc Committee of Town Committees	1/11/22	Housing Element update discussion; staff memo in meeting packet.	Meeting packet Staff Presentation Recording	1:35:00
Ad Hoc Housing Element Committee	1/18/22	1. Wildfire Resiliency and Recovery – Susan Hartman, Community Development Director, Town of Paradise 2. Review Housing Element Update Timeline and Forthcoming Topics a. Interaction between Safety Element and Housing Element Updates 3. Fire Safety and the Housing Element a. Fire Risk Mapping Exercise – Zeke Lunder, Pyrogeographer, Deer Creek Resources	Wildfire Resilience and Recovery – Susan Hartman (Town of Paradise) Presentation from January 18 2022 Housing Element and Safety Element Timeline Presentation from January 18, 2022	4:30:00

		b. Fire District Process and Key Considerations - Don Bullard, Fire Marshal, Woodside Fire Protection District	Fire District Process and Key Considerations – Don Bullard (WFPD) Presentation from January 18, 2022 Meeting Summary for January 18 Meeting Agenda Meeting Recording Meeting Minutes	
Ad Hoc Housing Element Committee	1/31/22	1. Summary of Ad Hoc Committee of Town Committees Meeting #1 – Judith Murphy, Chair 2. Affiliated Housing Program a. Current program, partners and next steps 3. Update on SB 9 a. Update on December Town Council meeting and contents of SB 9 urgency ordinance	Affiliated Housing Discussion from January 31 2022 SB9 Ordinance from January 31 2022 Meeting Summary for January 31 Meeting Agenda Meeting Recording Meeting Minutes	3:51:00
Ad Hoc Housing Element Committee	2/22/22	1. Woodside Fire Protection District Update 2. Housing Sites Inventory Part II of III a. Process for Committee	Woodside Fire Protection District Presentation	3:52:00

		<p>recommendations</p> <p>b. Review Part I discussion and key takeaways from 10/18/2021 meeting</p> <p>c. Presentation of updated constraints maps</p> <p>d. Review overall Regional Housing Needs Allocation according to income category</p> <p>e. Preliminary discussion on specific sites to include in the Sites Inventory</p>	<p>Housing Sites Inventory Part II Discussion</p> <p>Meeting Summary for February 22</p> <p>Meeting Agenda</p> <p>Meeting Recording</p> <p>Meeting Minutes</p>	
Ad Hoc Housing Element Committee	2/28/22	<p>1. Housing Sites Inventory Part III</p> <p>a. Review community housing survey results</p> <p>b. Visual presentation of representative varying multi family projects</p> <p>c. Continue discussion from 2/22 Committee meeting to select sites to be included in the Housing Sites Inventory</p> <p>2. Staff to provide updates to Committee</p> <p>a. Review forthcoming Committee meeting topics and schedule</p>	<p>Housing Sites Inventory Part III Discussion from February 28 2022</p> <p>Potential Housing Sites</p> <p>Potential Housing Sites - Land Use Constraints Maps</p> <p>Parcels 2 Acres or more</p> <p>Housing Element Survey Summary and Detailed Results</p> <p>Visualizing Density from February 28 2022</p>	6:24:00

			Housing Element Update - General Intro from February 28 2022 Meeting Summary for February 28 Meeting Agenda Meeting Recording Part 1 Meeting Recording Part 2 Meeting Minutes	
Ad Hoc Housing Element Committee	3/21/22	1. Housing Element Policies and Programs (2 Hours 15 Minutes) a. Review and discuss existing policies and programs from current RHNA Cycle 5 and new proposed policies and programs for RHNA Cycle 6	Policies and Programs Discussion from March 21 2022 Meeting Summary for March 21 Additional Public Comment (see meeting agenda for initial comments) Meeting Agenda Meeting Recording Meeting Minutes	4:05:00

Town Council	3/23/22	Housing Element update discussion – work program, timeline, resources and budget; staff report on p. 126 of packet	Meeting Recording, Summary, Agenda and Minutes	3:14:00 <i>1:46:00 – 5:00:00</i>
Ad Hoc Housing Element Committee	4/18/22	Affirmatively Furthering Fair Housing (AFFH) Policies and Programs; housing sites inventory update and discussion; staff reports in meeting packet	Housing Sites Inventory, Part VI - Presentation El Mirador and Neely Properties Constraints Map Ford Field Constraints Map Policies and Programs - AFFH Presentation Staff Memo - Affirmatively Fair Housing Staff Memo - Housing Sites Inventory Town-Owned Parcels Hazards Composite Map Meeting Packet Meeting Summary Meeting Recording Meeting Minutes	5:42:00

Ad Hoc Housing Element Committee	5/2/22	<p>1. Housing Sites Inventory Update and Discussion</p> <p>a. New work product generated by staff and consultants since April 18th meeting in response to Committee feedback</p> <p>i. Maps and Analysis</p> <p>ii. Update on ADU Focus Group and “Opt In” to Upzoning Meeting</p> <p>b. Committee Discussion and Recommendation On Sites Inventory</p>	Presentation slides Meeting Summary Meeting Agenda Meeting Recording Meeting Minutes	5:06:00
Community-Wide Meeting	5/9/22	<p>Presentation: Previous community outreach and housing sites inventory</p> <p>Breakout Room Discussion: feedback on the site selection, design features of the Opt-In Program, zoning standards for new multifamily development along Alpine Road, and improvements for the ADU/JADU process</p>	Main Room Presentation Breakout Room Presentation Meeting Summary Meeting flyer Recording	1:16:00
Ad Hoc Committee of Town Committees	5/16/22	Housing development application checklist and forthcoming objective design standards; staff memo in meeting packet	Presentation Meeting packet Recording Minutes Summary	2:40:00

Ad Hoc Housing Element Committee	5/24/22	1. Overview of May 16th Committee of Committees Meeting by Chair Judith Murphy 2. Partial Draft Housing Element a. Update on ADU/JADU and Opt-in Programs b. Committee Discussion and Recommendations STAFF UPDATE 1. Staff updates to Committee	Review Partial Housing Element Update - Presentation Staff Memo (with Attachments) Meeting Summary Meeting Agenda Meeting Recording Meeting Minutes	4:52:00
Planning Commission	6/15/22	Public Review Draft Housing Element	Meeting Recording, Summary, and Agenda	3:52:00
Ad Hoc Housing Element Committee	6/20/22	1. Public Review Draft Housing Element a. Update on Planning Commission review b. Discussion and feedback	Staff Presentation Staff Memo Meeting Summary Meeting Agenda Meeting Recording Meeting Minutes	5:14:00
Planning Commission	6/29/22	Draft Housing Element Discussion	Meeting Recording, Summary, and Agenda	5:18:00
Town Council	7/13/22	7a. Review the Draft Housing Element. p. 31 of packet	Meeting Recording, Summary, Agenda, Minutes and Public Comments	4:46:00 0:34:00 – 5:20:00

Ad Hoc Housing Element Committee	8/15/22	1. Draft Housing Element Update a. Town Council Review - Outcomes b. HCD Submittal Timeline and Expectations c. Next Steps After HCD Submittal and Role of the Committee	Staff Memo Staff Presentation Draft Minutes Ad Hoc Housing Element Committee Agenda 08-15-22 Meeting Recording	2:00:00
Planning Commission	10/19/22	3. Proposed Zoning Code Amendments to Implement the Housing Element. p. 95 of packet	Meeting Recording, Summary, and Agenda	3:09:00 <i>1:14:00 – 4:23:00</i>
Planning Commission	11/2/22	2.. Zoning Code Amendment to Implement the Housing Element – Part 2 p. 14 of packet	Meeting Recording, Summary, and Agenda	3:18:00 <i>1:22:00 – 4:40:00</i>
Ad Hoc Housing Element Committee	11/10/22	1. Draft Housing Element a. Feedback from Housing & Community Development (HCD)- Discussion and Input on Comments b. Next Steps and Role of the Committee 1. Staff updates to Committee a. Environmental Review (IS/MND) Draft Document	Staff Presentation Staff Memo Ad Hoc Housing Element Special Committee Agenda 11-04-22 Meeting Recording Meeting Minutes	2:34:00
Planning Commission	11/16/22	Receive Comments on the Draft Initial Study/Mitigated Negative Declaration	Meeting Recording, Summary, Public	3:08:00

		(IS/NMD) for the proposed Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments	Comments, Agenda and Minutes	
Planning Commission	11/30/22	1. Housing Element Update and Implementing Actions—General Plan Conformance, Voluntary Upzoning Program, Housing Element Programs, Density Bonus Law 2. Implementation of the Housing Element—Draft Zoning Code Amendments Part 3	Meeting Recording, Summary, Agenda and Public Comments	4:02:00
Planning Commission	12/7/22	Housing Element Update and Implementing Actions – General Plan Conformance, Zoning Code Amendments Part 4 and Informational item on Fire Mapping	Meeting Recording, Summary, Agenda and Public Comments	4:10:00
Town Council	12/14/22	6a. Housing Element Update and Discussion. p. 40 of packet	Meeting Recording, Summary, and Agenda	2:06:00 <i>2:39:00 – 4:45:00</i>
Planning Commission	1/24/23	Housing Element Update and Associated Actions: Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments Initial Study/Mitigated Negative Declaration; Housing Element Update (2023-2031); Conforming General Plan Amendments; Implementing Zoning Amendments. This	Meeting Recording, Minutes and Agenda	3:39:00

		meeting will focus on the Initial Study/Mitigated Negative Declaration and Response to Comments.		
Town Council	1/25/23	B. Receive Report and Provide Direction on the Housing Element Update and Schedule of Associated Zoning Code Amendments and Other Related Documents	Meeting Recording, Agenda and Summary	1:50:00 2:39:00 – 4:29:00
Town Council	2/8/23	6a. Discuss Colleagues Memo from Councilmembers Hasko and Taylor Entitled “Proposed Process for Implementation of Sunrise Provision of Housing Element”	Meeting Recording, Agenda and Summary	1:36:00 58:00 – 2:34:00
Planning Commission	2/15/23	Adoption of a Resolution Providing a Recommendation that the Town Council Adopt the Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Program (MMRP) for the proposed Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Amendments; Discussion of Colleagues Memo from Commissioners Targ and Brothers; and Review of Additional Information Requested by Planning Commission	Meeting Recording Agenda and Fire Safety Approaches Slides	4:41:15

Planning Commission	3/6/23	Adoption of a Resolution Providing a Recommendation that the Town Council Adopt the proposed Portola Valley Housing Element and Conforming General Plan Amendments	Meeting Recording and Agenda	4:36:00
Town Council	3/15/23	Study Session on Housing Element Draft #3, Conforming General Plan Amendments, Associated Initial Study/Mitigated Negative Declaration, and Recommendations from the Planning Commission	Meeting Recording and Agenda	3:06:00
All Housing Element Related Meetings				~133 hours

Updated 3-16-23