



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Councilmembers Hasko and Taylor

DATE: February 8, 2023

RE: Proposed Process for Implementation of Sunrise Provision of Housing Element

RECOMMENDATION

Since the overwhelming sentiment from Town residents favors not developing Dorothy Ford Field, our draft Housing Element contains a “Sunrise” provision allowing Dorothy Ford Field to be developed only after a two (2) year period, if no alternative sites are identified enabling the Town to meet its Regional Housing Needs Assessment (“RHNA”) requirements through other means. Furthermore, we understand that the public has many questions on the draft Housing Element and related site evaluations undertaken by the Ad Hoc Housing Element Committee (“AHHEC”), some of which have been previously asked and answered in the course of the extensive meetings held by the AHHEC, Planning Commission and Town Council, but which are not easily accessible.

We recommend that the Town Council discuss and approve specific actions to be taken (1) to expedite evaluation of alternative sites for inclusion in the Housing Element after adoption of the updated Housing Element in 2023 and (2) to develop a repository of information relating to the Housing Element analysis and updates that is easily accessible by our community.

This effort would serve several purposes:

Jump starting the evaluation of alternatives during the “Sunrise” period of the draft Housing Element, and avoid any unnecessary delays in identifying alternative sites to consider using in the Housing Element for housing, thus maximizing the chance that the Town can avoid developing Dorothy Ford Field for housing as set out in the draft Housing Element.

Enabling the Town to identify any new sources of housing sites that may help serve the Town’s need for housing in the future.

Informing the community in relation to the Housing Element revision processes and results of significant AHHEC and Town Staff efforts related to those processes.

BACKGROUND

This memo is a follow-up of a previous memo titled “Proposed Council Commitments to a post-adoption Housing Element process”. We have taken the approach of dividing the previous memo into two parts: a forthcoming memo focused on safety and the safety element, and this memo focused on the Housing Element.

The Housing Element revision required enormous efforts made by the AHHEC and the Town Staff to understand the RHNA requirement imposed by the State and in turn allocated to the Town by the Association of Bay Area Governments (“ABAG”), and to develop a draft Housing Element in response to this State requirement. The Town is working rapidly to finalize the draft Housing Element to submit it for review by the State Department of Housing and Community Development (“HCD”).

During the Housing Element revision process, our community expressed particular concern about developing certain sites included in our draft Housing Element, such as Dorothy Ford Field and Glen Oaks Equestrian Center. As part of the process we committed to undertake efforts to identify alternative sources of housing sites that may either have been overlooked in the Housing Element revision process, or become available after submission of the Housing Element to HCD but within the timeframe to provide a means by which the Town can meet its RHNA requirements in a manner reflecting the values and vision of our community.

Members of the public also expressed a need to understand better the Housing Element components and the bases for the Town’s approach to the Housing Element revision. One way of achieving this would be to organize the information already obtained by the AHHEC and Town Staff into a searchable system, such as a “Frequently Asked Questions” page on our Town website.

DISCUSSION

Follow-up efforts to refine the Housing Element during the Sunrise period, these are the specific items we propose that the Town Council commit, to the extent possible, to undertake in the following time periods:

- As soon as possible, form an ad hoc committee to determine details of the following actions:
 - Develop a Housing Element Information Repository – timeframe Q1 ‘23
 - Focus on: making the vast body of existing Housing Element-derived information readily available
 - Collate the questions that were raised most frequently and our answers
 - Document and make searchable Housing Element questions (in the form of Frequently Asked Questions or otherwise)
 - Continue outreach with the public to discuss changes to the Housing Element that will comply with legal requirements
 - Document, maintain and update the full inventory of site options in the Town on a quarterly basis
 - Including a brief description of each existing site or newly identified available sites, and any legal or other impediments to

including such sites in the Housing Element, and note why such existing sites were selected or omitted from the Housing Element

- Goal: Periodically consider and if appropriate adopt modifications to the Housing Element during the Sunrise time period to adjust the Housing Element
- Develop a strategy, related policies and procedures to guide inclusionary housing expenditures and other incentives for affordable housing.