

## 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.