

**Portola Valley Town Council Subcommittee
Preliminary Post-Adoption Implementation Plan and
Related Recommendations
for 6th Cycle Housing Element
March 22, 2023**

Definitions

GP = General Plan

HE = Housing Element

MMRP = Mitigation monitoring and reporting program, part of the IS/MND

PC = Planning Commission

PCCM = Planning Commission Colleagues Memo dated February 8, 2023

Post HE Plan = Post-Adoption Housing Element Plan

TC = Town Council

TC HE Subcommittee = Town Council Post HE Plan Subcommittee

Overview: We summarize steps proposed to be taken concurrently with or after adoption of the Town's updated HE.

Goal: Support and enhance the Town's ability to accommodate additional housing in accordance with our General Plan.

Sources: Discussions during meetings of various committees and commissions and the Town Council in connection with the HE, as well as initiatives that the TC HE Subcommittee suggests be included in the Post HE Plan.

NOTE: *This is not intended to be the Post HE Plan;* it merely summarizes topics that the Post HE Plan and other documents (HE, MMRP, Safety Element) will address.

Next steps on Post HE Plan: We envision the full Post HE Plan as being defined concurrently with, or immediately after (within 30 days) the HE adoption by the Town.

Goal:

Discuss and align on which of the actions proposed by the PCCM and the TC HE Subcommittee to take, in which document, and by which means.

Topics:

- Housing Site Inventory Follow up
- Zoning, Design Review Actions and Related General Plan Updates
- CEQA Guidelines/Local Guidance
- Supplemental Safety Measures for HE
- Impact of HE on Services and Infrastructure
- Housing Funds Develop Policy for Use of Inclusionary Funds
- Encourage Community and Civic Engagement
- Develop Housing Element Information Repository

Topic 1: Housing Site Inventory Follow up

Action	<ol style="list-style-type: none">1. Evaluate and propose Sunrise opportunity sites.2. Initiate longer term planning efforts for future housing cycles.
Placement	HE for Sunrise duration and intent to identify substitute sites for Dorothy Ford Park and Open Space (before an RFP process commences), and Post HE Plan for details on further timing for specific Sunrise efforts, committee composition and processes, and ADU/JADU efforts described below.
Process	<p>On item 1 under this topic, within 3 months after the HE adoption, a TC subcommittee would be formed to oversee preliminary work, with planning staff support, to identify potential alternative sites and/or other programs that may address our RHNA requirements currently addressed with Dorothy Ford Park and Open Space. Such subcommittee would conduct initial outreach to the community (through public meetings) and to owners of properties that may serve as alternative sites.</p> <p>No later than 9 months after adoption of HE, establish an ad hoc committee consisting of Town committee, commission and council members along with Town residents, which would work with staff and consultants, to discuss, evaluate and prioritize all opportunities, and gather financial, property rights and other relevant information to guide discussions of alternative sites in light of the Town ethos and the General Plan. This ad hoc committee would also evaluate opportunities to reconfigure Dorothy Ford Park and Open Space, if alternative sites are not identified, and understand the potential costs of doing so. The Post HE Plan would outline these activities in more detail.</p>

Topic 1: Housing Site Inventory Follow up (cont'd)

Process	<p>On item 2 under this topic, within 2-3 years after adoption of HE, form a working group or ad hoc committee to focus on conducting community discussions of longer term Town housing needs outside of current HE efforts and RHNA requirements, to focus proactively and with deliberation on longer term Town housing needs. These efforts would be integrated with efforts by the ADU Working Group to engage in further phases of understanding community interest in ADUs and JADUs, including amnesty programs. This effort would also develop policies and approaches to consider to support ADU, JADU and amnesty programs, including fee waivers or reductions, incentives to rent at affordable rates, and tracking information useful to demonstrate that some portion of Town ADU and JADU units are eligible to be designated as very low and low income category units (e.g., through short term deed restrictions, voluntary tracking and reporting, etc.).</p> <p>Further efforts would include tracking, on a quarterly basis, each existing site or newly identified available sites as the Sunrise effort evolves, noting any legal or other impediments to including such sites in the Housing Element, and the rationale for why such sites were selected or omitted from the Housing Element.</p>
Comments	<p>The intent of this effort is to maximize success of Sunrise provision to identify alternatives to development of Dorothy Ford Park and Open Space, to retain as much as possible the aesthetic, recreational and natural attributes of these sites while complying with our HE commitments, to the maximum extent possible. This effort would also entail understanding the costs of such efforts. Furthermore, the Post HE Plan would include an approach for a more continual evaluation of housing needs in Town to avoid time-constrained, rushed analyses in future HE cycles.</p>

Topic 2: Zoning, Design Review Actions and Related General Plan Updates

Action	Within 6 months after adoption of HE, review, discuss and adopt zoning changes needed to ensure further consistency and fidelity of HE with GP, and develop objective design criteria consistent with Town design guidelines for use in complying with state requirements for certain future development projects in a manner consistent with the GP.
Placement	HE (already recited in Program 1-1c for objective criteria) and Post HE Plan
Process	Planning Staff and consultants with relevant expertise relating to necessary zoning changes and objective design criteria would develop proposal. The proposal would be submitted to PC and TC for recommendation and adoption. One or two public awareness, education and comment meetings should be considered after the initial PC study session, conducted with support by the staff and consultants.
Comments	In the course of implementing the new HE, the Town will need to adopt zoning changes and objective design review guidelines. The timelines and sequence of activities will be set out in the Post HE Plan. In the unlikely event that General Plan updates are needed in light of these changes, they could be adopted as part of longer term effort to update General Plan, unless required to be adopted earlier under law. Objective design standards would be developed as soon as practical given that they are a critical means of requiring new project development to be consistent with the Town's General Plan and ethos.

Topic 3: CEQA Guidelines/Local Guidance

Action	<ol style="list-style-type: none">1. Within 6 months after HE adoption, establish CEQA guidelines per 14 CCR Section 15022.2. Within 8 months after HE adoption, establish local guidance concerning aesthetics, parks and recreation, public services, traffic and wildfire safety to guide future development, with reference, where available, to approaches taken by jurisdictions that have adopted similar measures (such as Gilroy, Los Angeles, San Diego, Oakland and Laguna Niguel).
Placement	MMRP
Process	Planning Staff and CEQA expert to address item 1 under this topic, and submit for TC approval. Planning Staff with CEQA and other consultants to develop framework for item 2 under this topic based on references to other jurisdictions adopting similar local parameters, then submit for discussion and review by the Planning Commission to tailor to community values and the Town's General Plan. It would then be submitted for adoption by the Town Council. One or more public awareness, education and comment meetings would be conducted after the initial PC study session.

Topic 3: CEQA Guidelines/Local Guidance (cont'd)

Comments	<p>The intent of item 1 under this topic is to comply with state requirements in adopting local CEQA guidelines, and the intent of item 2 under this topic is to clarify and standardize analysis and decision making in the environmental review process for future development projects in Town, with the intent to enhance the measures included in the IS/MND as appropriate to reflect our Town’s ethos.</p> <p>Guidelines and features could be derived from existing examples taken from other jurisdictions and would serve to frame the analyses of future project-level environmental impacts and mitigation measures for projects that are not exempt from CEQA, and be informed by public input.</p> <p>Any required General Plan amendments that may be identified in the initial process as being required to effect these actions could be implemented in the next update of the General Plan unless legally required to be adopted earlier.</p>
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Topic 4: Supplemental Safety Measures for HE

Action	Coordinate and ensure that the Town’s ongoing safety-related activities also consider the cumulative projected increase, in Town population and housing units arising out of HE adoption, and adopt mechanisms to coordinate with neighboring jurisdictions with respect to safety measures such as the evacuation plan.
Placement	Safety Element/HE (see policy 6)/MMRP
Process	Staff and consultants would reach out to committees involved in the Safety Element process to confirm that such committees assessed and made recommendations to the Planning Commission and Town Council with respect to adjustments to evacuation routes and planning, building codes, and other safety measures (to address fire, geologic, flooding and other risks), specifically arising from the cumulative increase in population and housing units in the HE, adopted fire maps, other elements of the GP, and best practices.

Topic 4: Supplemental Safety Measures for HE (cont'd)

Process	<p>These efforts would be made in conjunction with the ongoing Safety Element update, which will be completed to the extent feasible within 6-9 months after the HE adoption.</p> <p>The Post HE Plan will outline details of conducting assessments of safety measures periodically in light of actual and projected housing growth to enable methodical and proactive approach.</p>
Comments	<p>The goal of this effort is to optimize consistency, beyond what is required by CEQA, across the Safety Element, HE, and GP with respect to safety in light of the increase in the Town’s population under the new HE, complementing ongoing efforts already in process.</p>

Topic 5: Impact of HE on Services and Infrastructure

Action	Understand projected growth in demand on services and infrastructure resulting from increased population and housing units in Town under the HE, and potential impact on Town budget, and develop strategy for maintaining or improving current service levels. Understand and gather information on housing insurance challenges in Town, focusing in particular on how additional housing units to be built in the course of implementing our HE will impact existing insurance programs residents use, and the availability and costs of insuring new housing units.
Placement	HE/Post HE Plan
Process	Within 4-6 months after HE adoption, staff working with one or more Town Council members would conduct supplemental outreach to confirm public services and infrastructure (e.g., public utilities, public services such as hospitals, fire protection services, police services, safety services, parks and recreation) continue to be available appropriate for Town population in terms of an appropriate service level, quality, capacity and location, including an assessment of costs to the Town, and if necessary identify any adjustments that are identified in such process.

Topic 5: Impact of HE on Services and Infrastructure (cont'd)

Process	<p>Within 18 months after HE adoption, form a committee of committees including members of the planning commission to assess more detailed and longer term qualitative and quantitative implications of increasing the Town population and housing units as a result of HE adoption on services and infrastructure, and understand and monitor issues and developments that may impact the availability of insurance for new and existing housing units in Town.</p> <p>The group or committee's goal would be to advise the PC and TC on mechanisms recommended to make sure that public services and infrastructure (e.g., public utilities, public services such as hospitals, fire protection services, police services, safety services, parks and recreation) continue to be available appropriate for Town population in terms of an appropriate service level, quality, capacity and location, including an assessment of costs to the Town.</p> <p>Community outreach sessions would be conducted to allow the public to understand and comment on the committee's efforts.</p>
Comments	<p>Increased demand on services and infrastructure merits special monitoring and planning for increased demand, while maintaining level of services and resources. This effort would complement the efforts staff routinely makes with respect to services and infrastructure to focus on longer term implications of HE adoption.</p>

Topic 6: Housing Funds Develop Policy for Use of Inclusionary Funds

Action	Within 6 months after adoption of the HE, define an Inclusionary Funds Use Policy to guide the Town’s use of funds arising from this HE program.
Placement	Post HE Plan
Process	Town Council subcommittee already appointed will work with Town committees to gather input on priorities and considerations that will inform an Inclusionary Funds Use Policy. Such subcommittee, with staff support, will develop a proposal for consideration by the Town Council for adoption.
Comments	This effort will complement the Town’s general efforts to identify incentives and support for expanding housing options as part of the HE. As the Town assesses its financial resources to accommodate the HE, this effort could also extend to use of other funds that may become available for housing-related purposes.

Topic 7: Encourage Community and Civic Engagement

Action	Engage community organizations in discussion of community housing needs and potential resources.
Placement	Post HE Plan
Process	Form working group including Town committee and commission members to conduct outreach to civic organizations located or operating in Town (e.g., HOAs, medical support services, religious organizations) who are positioned to understand the needs of the most vulnerable in the local community, and assist in understanding existing impediments to development of new housing, identifying and creating opportunities for housing and developing policies to support housing needs for these populations. This would not entail formal meetings unless the Town Council later found it necessary to conduct them. However, the working group would report its findings to the Town Council.
Comments	The intent of this activity is to engage organizations that have special insight into the housing needs of vulnerable populations in Town, and to engage them in defining Town strategies to meet these needs on an ongoing basis.

Topic 8: Develop Housing Element Information Repository

Action	Create accessible repository of HE-related information, including information about RHNA requirements (general and Town-specific), analyses of available sites, processes and discussions of the Ad Hoc Housing Element Committee, and other items.
Placement	Post HE Plan
Process	To be determined after Housing Element adoption. This would not entail material staff time unless the Town Council approves such work.
Comments	Recognizing the extensive efforts of the Town to consider public comment and gather information on potential housing sites, the Town Council wishes to create an easily accessible repository that would be available for the Sunrise-related activities and other Town housing-related activities and otherwise for public understanding and awareness.