

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	<a href="#">Meeting Recording, Summary, Agenda and Minutes</a>	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	<a href="#">Meeting Recording, Summary, Agenda and Minutes</a>	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	<a href="#">Meeting Recording, Summary, Agenda and Minutes</a>	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.	<a href="#">Meeting Recording, Summary, Agenda and Minutes</a>	3:08:00
Ad Hoc Housing Element Committee	9/20/21	Values, Decorum and Public Comment	<a href="#">Values Decorum and Public Comment Presentation from September 20 2021</a>	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><a href="#">Existing Housing Element Organization Presentation September 20 2021</a></p> <p><a href="#">Portola Valley Demographic and Housing Trends (Draft Data) Presentation from September 20 2021</a></p> <p><a href="#">Housing Affordability Income Categories Presentation from September 20 2021</a></p> <p><a href="#">Meeting Agenda</a></p> <p><a href="#">Meeting Minutes</a></p> <p><a href="#">Meeting Recording</a></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><a href="#">Recording</a></p> <p><a href="#">Meeting Summary</a></p> <p><a href="#">Presentation</a></p>	52:00

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

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

		<p>b. Fire District Process and Key Considerations - Don Bullard, Fire Marshal, Woodside Fire Protection District</p>	<p><a href="#">Fire District Process and Key Considerations – Don Bullard (WFPD) Presentation from January 18, 2022</a></p> <p><a href="#">Meeting Summary for January 18</a></p> <p><a href="#">Meeting Agenda</a></p> <p><a href="#">Meeting Recording</a></p> <p><a href="#">Meeting Minutes</a></p>	
Ad Hoc Housing Element Committee	1/31/22	<p>1. Summary of Ad Hoc Committee of Town Committees Meeting #1 – Judith Murphy, Chair</p> <p>2. Affiliated Housing Program</p> <p>a. Current program, partners and next steps</p> <p>3. Update on SB 9</p> <p>a. Update on December Town Council meeting and contents of SB 9 urgency ordinance</p>	<p><a href="#">Affiliated Housing Discussion from January 31 2022</a></p> <p><a href="#">SB9 Ordinance from January 31 2022</a></p> <p><a href="#">Meeting Summary for January 31</a></p> <p><a href="#">Meeting Agenda</a></p> <p><a href="#">Meeting Recording</a></p> <p><a href="#">Meeting Minutes</a></p>	3:51:00
Ad Hoc Housing Element Committee	2/22/22	<p>1. Woodside Fire Protection District Update</p> <p>2. Housing Sites Inventory Part II of III</p> <p>a. Process for Committee</p>	<p><a href="#">Woodside Fire Protection District Presentation</a></p>	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><a href="#">Housing Sites Inventory Part II Discussion</a></p> <p><a href="#">Meeting Summary for February 22</a></p> <p><a href="#">Meeting Agenda</a></p> <p><a href="#">Meeting Recording</a></p> <p><a href="#">Meeting Minutes</a></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><a href="#">Housing Sites Inventory Part III Discussion from February 28 2022</a></p> <p><a href="#">Potential Housing Sites</a></p> <p><a href="#">Potential Housing Sites - Land Use Constraints Maps</a></p> <p><a href="#">Parcels 2 Acres or more</a></p> <p><a href="#">Housing Element Survey Summary and Detailed Results</a></p> <p><a href="#">Visualizing Density from February 28 2022</a></p>	6:24:00

			<a href="#">Housing Element Update - General Intro from February 28 2022</a> <a href="#">Meeting Summary for February 28</a> <a href="#">Meeting Agenda</a> <a href="#">Meeting Recording Part 1</a> <a href="#">Meeting Recording Part 2</a> <a href="#">Meeting Minutes</a>	
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	<a href="#">Policies and Programs Discussion from March 21 2022</a> <a href="#">Meeting Summary for March 21</a> <a href="#">Additional Public Comment (see meeting agenda for initial comments)</a> <a href="#">Meeting Agenda</a> <a href="#">Meeting Recording</a> <a href="#">Meeting Minutes</a>	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	<a href="#">Meeting Recording, Summary, Agenda and Minutes</a>	<p>3:14:00</p> <p><i>1:46:00 – 5:00:00</i></p>
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	<a href="#">Housing Sites Inventory, Part VI - Presentation</a> <a href="#">El Mirador and Neely Properties Constraints Map</a> <a href="#">Ford Field Constraints Map</a> <a href="#">Policies and Programs - AFFH Presentation</a> <a href="#">Staff Memo - Affirmatively Fair Housing</a> <a href="#">Staff Memo - Housing Sites Inventory</a> <a href="#">Town-Owned Parcels Hazards Composite Map</a> <a href="#">Meeting Packet</a> <a href="#">Meeting Summary</a> <a href="#">Meeting Recording</a> <a href="#">Meeting Minutes</a>	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>	<p><a href="#">Presentation slides</a></p> <p><a href="#">Meeting Summary</a></p> <p><a href="#">Meeting Agenda</a></p> <p><a href="#">Meeting Recording</a></p> <p><a href="#">Meeting Minutes</a></p>	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>	<p><a href="#">Main Room Presentation</a></p> <p><a href="#">Breakout Room Presentation</a></p> <p><a href="#">Meeting Summary</a></p> <p><a href="#">Meeting flyer</a></p> <p><a href="#">Recording</a></p>	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	<p><a href="#">Presentation</a></p> <p><a href="#">Meeting packet</a></p> <p><a href="#">Recording</a></p> <p><a href="#">Minutes</a></p> <p><a href="#">Summary</a></p>	2:40:00

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

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

		(IS/NMD) for the proposed Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments	<a href="#">Comments, Agenda and Minutes</a>	
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	<a href="#">Meeting Recording, Summary, Agenda and Public Comments</a>	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	<a href="#">Meeting Recording, Summary, Agenda and Public Comments</a>	4:10:00
Town Council	12/14/22	6a. Housing Element Update and Discussion. p. 40 of packet	<a href="#">Meeting Recording, Summary, and Agenda</a>	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	<a href="#">Meeting Recording, Minutes and Agenda</a>	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	<a href="#">Meeting Recording, Agenda and Summary</a>	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”	<a href="#">Meeting Recording, Agenda and Summary</a>	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	<a href="#">Meeting Recording Agenda and Fire Safety Approaches Slides</a>	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	<a href="#">Meeting Recording and Agenda</a>	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	<a href="#">Meeting Recording and Agenda</a>	3:06:00
Town Council	3/22/23	6a. Hold a Public Hearing and Adopt 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  7a. Housing Element Post Approval Process	<a href="#">Meeting Recording, Agenda, Summary, Public Comments and Subcommittee Presentation</a>	4:44:00
Town Council	3/29/23	3a. Adoption of Resolutions Adopting 1) the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for Housing and Safety Elements Update and Conforming General Plan and Zoning	<a href="#">Meeting Agenda, and Public Comments</a>	6:00:00

		Amendments; and 2) Proposed Housing Element and Conforming General Plan Amendments and Final Direction on Post Adoption Housing Element Plan		
Town Council	5/10/23	<p>a. Proposed Housing Element and Conforming General Plan Amendments Approve Resolution adopting the Portola Valley Housing Element and Conforming General Plan Amendments.</p> <p>6a. Town Participation in Multi-Jurisdictional Shared Housing Team Provide direction on proposed Town participation in the multi-jurisdictional Shared Housing Team to assist the Town with the implementation of Housing Element programs; and authorize the Interim Town Manager to execute the Letter of Intent</p>	<a href="#">Meeting Agenda, Public Comments, Recording and Additional Materials</a>	<p>2:35:00</p> <p>51:00- 3:26:00</p>

Town Council	8/9/23	<p>a. Update on Housing Element Status and Next Steps</p> <p>b. Discuss and Review Colleagues Memo from Councilmembers Hasko and Taylor entitled “Post-Adoption Plan Subcommittee Update”</p>	<a href="#">Meeting Agenda, Public Comments, and Recording</a>	~2:00:00
Planning Commission	9/6/23	2. Update on Housing Element and Next Steps	<a href="#">Meeting Agenda, Minutes and Recording</a>	~1:01:00 (1:29:00 – 2:30:00)
Town Council	9/13/23	4.a. Receive Housing Element Update from Planning and Building Director – Town Council to review the information provided by staff and, provide direction on a contract amendment with Urban Planning Partners for continued Housing Element Work	<a href="#">Meeting Agenda, Minutes, Public Comments, and Recording</a>	~0:34:00 (2:19:00 – 2:53:00)



Town Council	10/25/23	4.a. Update on Housing Element Status	<a href="#">Meeting Agenda, Public Comments and Housing Element Presentation</a>	Not Available
Planning Commission	12/20/23	1.Adoption of a Resolution Providing a Recommendation that the Town Council Adopt the proposed Portola Vallet Housing Element and Conforming General Plan Amendments	<a href="#">Meeting Agenda, Public Comments and Recording</a>	~2:40:00
Town Council	1/10/24	6.c. Adoption of 2023-2031 Portola Valley Housing Element Update and Conforming General Plan Amendments	<a href="#">Meeting Agenda, Public Comments and Recording</a>	Not Available
Town Council	1/24/24	6.a. Continued Item- Adoption of 2023 - 2031 Portola Valley Housing Element Update and Conforming General Plan Amendments	<a href="#">Meeting Agenda, Public Comments and Recording</a>	~3:10:00
Planning Commission	3/20/24	1. Consider Adopting a Resolution Recommending Approval of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map for the Town of Portola Valley to Implement the 2023-2031 Housing Element	<a href="#">Meeting Agenda, Public Comments and Recording</a>	~4:05:00

ASCC	3/25/24	1. A workshop to review and provide feedback to the Planning Commission on the Portola Valley Draft Zoning Code and Zoning Map Amendments required to implement the 2023-2032 Housing Element	<a href="#">Meeting Agenda, Public Comments and Recording</a>	~3:40:00
Joint Planning Commission-ASCC	4/3/24	1. Previously considered by Planning Commission on March 20, 2024, Continued to a Date Certain of April 3, 2024. Joint discussion between the Planning Commission and the ASCC to discuss the ASCC's recommended feedback on: Adoption of a Resolution Recommending Approval of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map for the Town of Portola Valley to Implement the 2023-2031 Housing Element	<a href="#">Meeting Agenda, Public Comments Recording Part I Recording Part II</a>	~4:20:00
ASCC	4/8/24	1. A second workshop to review and provide feedback to the Planning Commission on the Portola Valley Draft Zoning Code and Zoning Map Amendments required to implement the 2023-2032 Housing Element	<a href="#">Meeting Agenda, Public Comments and Recording</a>	~4:10:00
Town Council	4/10/24	6.a. Approve Annual Housing Element Progress Report for 2023	<a href="#">Meeting Agenda, Public Comments and Recording</a>	~1:15:00
Planning Commission	4/17/24	1. Consider Adopting a Resolution Recommending Approval of an Ordinance Amending Title 18 [Zoning] of the Portola Valley Municipal Code and Amending the Zoning Map for the Town of Portola Valley	<a href="#">Meeting Agenda, Public Comments and Recording</a>	~3:25:00

		to Implement the 2023-2031 Housing Element (Continued Public Hearing from March 20 and April 3, 2024)		
All Housing Element Related Meetings				~172 hours 55 Public Meetings

Updated 4-25-24