

Special Teleconference Meeting

Meeting recording: <https://www.youtube.com/watch?v=eoeqXdQFkhE>

For each agenda item, there is a time stamp that corresponds to the time in the meeting video.

CALL TO ORDER AND ROLL CALL (1:10)

Interim Chair Aalfs called teleconference meeting to order. Planning & Building Director Russell called the roll.

Present: Committee Members: Aalfs, Armsby, Crane, Dorahy, Kelly, Kopf-Sill, Sill, Targ, Turcott, Vahtra, Ward, Wernikoff, Swisher, Wolter
Absent: Doyle.
Town Staff: Laura Russell, Planning & Building Director; Adrienne Smith, Senior Planner; Jeremy Dennis, Town Manager; Cara Silver, Town Attorney

ORAL COMMUNICATIONS (2:30)

None

WELCOME (3:38)

Interim Chair Aalfs facilitated committee member and staff Introductions.

ACTION ITEM – (25:45)

Interim Chair Aalfs led the selection of Committee Chair and Vice Chair. Member Swisher and Member Ward were nominated as Chair; member Ward declined. A motion was made (and seconded) to elect Member Swisher as Chair and passed unanimously. Member Sill and Member Wernikoff were nominated as Vice-Chair. Given her existing role as a member of the Town Council Subcommittee Member, Wernikoff declined. A motion was made (and seconded) to elect Member Sill as Vice-Chair and passed unanimously.

COMMITTEE DISCUSSION

What is a Housing Element and Why is it Important? (34:27)

Senior Planner Smith gave a presentation addressing the purpose and composition of a housing element, why the Ad Hoc Housing Element Committee's work matters, the current and historical context of housing in Portola Valley and the Town's Strategic Plan. Town Attorney Silver addressed the legal basis of the housing element. Committee members posed various clarifying questions to Town staff. Chair Swisher received public comment.

Committee Mission and Goals (1:20:08)

Director Russell facilitated a discussion of the committee's mission and goals including committee decorum/ground rules and Town Council's direction/mandate given to the committee. Committee members shared values, concepts, ideas, goals, priorities and ideas and posed questions to Town staff. Chair Swisher received public comment. Town Manager Dennis briefly spoke about the Town's bus route in relation to the Town's existing infrastructure during public comment.

Roles and Responsibilities of Members and Staff (1:54:28)

Director Russell detailed the roles and responsibilities of committee members including the function of the committee Chair and Vice-Chair roles. Director Russell explained the committee meeting process – organization, flow and timing, as well as necessary participation and attendance of members. Senior Planner Smith gave a presentation detailing the role of staff as advisors to the committee, as a policy resource and conducting research and bringing forth documents needed by the committee to facilitate their work. Staff will also facilitate community outreach and coordinate with the Town's housing element consultants 21 Elements and Urban Planning Partners. Senior Planner Smith also addressed committee meeting logistics and general structure. Town Manager Dennis addressed the committee's teleconference format. Chair Swisher received public comment.

Committee Work Plan (2:20:00)

Director Russell presented an outline of the committee work plan including approach, schedule and a look ahead at future key topics to be considered by the committee. Additionally, Director Russell discussed some of the crossover work expected to arise in updating the Housing Element that may intersects with the Safety Element, other General Plan elements and the Zoning Code. Chair Swisher received public comment.

Brown Act (2:38:20)

Town Attorney Silver provided a detailed presentation on the Brown Act including the intent of the Act to ensure that actions and deliberations of public bodies be conducted openly and other key elements of the Act. Town Attorney Silver also described the executive order suspending the Brown Act during Covid-19.

ADJOURNMENT (3:07:40)

Chair Swisher adjourned the meeting.