



TOWN OF PORTOLA VALLEY

9:00 AM – Ad Hoc Committee of Town Committees:
Housing Element Update
Tuesday, January 11, 2022

**THIS MEETING IS BEING HELD
VIA TELECONFERENCE ONLY**

MEETING AGENDA

Remote Meeting Covid-19 Advisory: On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021. The bill extends the teleconference procedures authorized in Executive Order N-29-20, which expired on September 30, 2021, during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Portola Valley Town Council and commission and committee public meetings are being conducted electronically to prevent imminent risks to the health or safety of attendees. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

Below are instructions on how to join and participate in a Zoom meeting.

Join Zoom Meeting Online:

Please select this link to join the meeting:

<https://us06web.zoom.us/j/84060397612>

Or: Go to Zoom.com – Click Join a Meeting – Enter the Meeting ID

Meeting ID: 840 6039 7612

Or Telephone:

1. 669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID

*6 - Toggle mute/unmute.

*9 - Raise hand.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to housing@portolavalley.net by 12:00 PM the day before the meeting. All comments received by that time will be distributed to Committee Members prior to the meeting. All comments received are included in the public record.

We encourage anyone who has the ability to join the meeting online to do so. You will have access to any presentations that will be shown on your screen and can easily provide comments using the “raise your hand” feature when the Chair calls for them.

Approximate timeframes are provided for agenda items as a guide for the Chair, Committee Members, and the public. Actual times may vary.

Committee Members:

Rebecca Flynn – Sustainability Committee
 Scott Elrod – Sustainability Committee
 Patty Dewes – Parks and Recreation Committee
 Gary Hanning – Trails and Paths Committee
 Fred Leach – Trails and Paths Committee
 Judith Murphy – Conservation Committee
 Catherine Magill – Conservation Committee

Edward Holland - Bicycle, Pedestrian and Traffic
 Safety Committee
 Michael Tomars – Wildfire Preparedness Committee
 Dale Pfau – Emergency Preparedness Committee
 Budd Trapp – Emergency Preparedness Committee

Staff Contacts:

Laura Russell - Planning & Building Director
 Adrienne Smith - Senior Planner

9:00 AM - CALL TO ORDER AND ROLL CALL**ORAL COMMUNICATIONS**

Persons wishing to address the Ad Hoc Committee of Town Committees on any subject not on the agenda may do so now. Please note however, that the Committee of Committees is not able to undertake extended discussion or action today on items not on the agenda. Comments will be limited to two minutes per person.

WELCOME AND ADMINISTRATIVE (15 min)

1. Welcome and Introductions
2. **Housing Element Process and Role of the Ad Hoc Committee of Town Committees**

COMMITTEE DISCUSSION (1hr)

3. Committee discussion of Town's Housing Element Update
 - a. Committee members provide feedback or high level priorities from their respective Committees

ADJOURNMENT**AVAILABILITY OF INFORMATION**

For more information on the items to be considered by the Committee, please email housing@portolavalley.net.

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Committee at, or prior to, the Public Hearing(s).



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Ad Hoc Committee of Committees

FROM: Laura C. Russell, Planning & Building Director
Adrienne Smith, Senior Planner

DATE: January 11, 2022

RE: **Housing Element Update Discussion – Meeting #1**

I. Overview

According to Town Council direction issued at its April 28, 2021 meeting, staff invited all Town committees who wish to participate in the Town's Housing Element update process, to delegate one to two members to join an Ad Hoc Committee of Committees. The purpose of the Committee is to draw on the rich experience of the Town's diverse committees to inform the Town's Housing Element update. This is the first of three anticipated Ad Hoc Committee of Committees meetings, where Town committee members will be invited to provide a summary of their committee's interest in the Housing Element update process and to bring forward any questions/comments to staff.

a. The Role of the Ad Hoc Committee of Committees

Each Town committee brings a wealth of specialized knowledge and experience viewed through the lens of their committee's focused work. It is an important part of the Town's Housing Element update process to capture the experience and priorities of Town committees to inform the Town's Housing Element update.

All input gathered from the Ad Hoc Committee of Committees meeting discussion will be summarized and shared with the Ad Hoc Housing Element Committee (AHHEC). The AHHEC began meeting in August, 2021 and is charged with developing a housing element that complies with State law, is certifiable by Housing and Community Development (HCD) and reflects town values and goals by incorporating the best possible planning for safety considerations. The Ad Hoc Committee of Committees' feedback will directly inform the AHHEC's work especially as it establishes the Town's Housing Element programs, policies and as the AHHEC contemplates any prescriptive zoning standards that might arise out of planning for new Town housing sites.

At this first Ad Hoc Committee of Committees meeting, staff is looking to gather the following information from participating committees:

- What key values should inform the Town's Housing Element update process?

- What kinds of priorities should the AHHEC consider as they work through the Housing Element update?
- What information can staff provide to Town committees to better inform their understanding of the Town's Housing Element update process?

II. Meeting Preparation and Format

a. Meeting Preparation

To prepare for its first meeting, Ad Hoc Committee of Committee members are invited to visit the Ad Hoc Housing Element Committee (AHHEC) [page](#), familiarize themselves with past AHHEC agendas and review past presentations and supplemental information. Members may also like to review past AHHEC summary meeting minutes and watch meeting recordings posted to the page.

For a helpful summary on past Town Council direction and Housing Element update progress to date, members should review an October 27, 2021 [staff report](#) prepared for a joint Town Council and Planning Commission meeting (see page 75). The Town also held its first community-wide Housing Element update meeting on October 14, 2021, via Zoom. The [meeting summary](#) is available and includes links to the meeting presentation and the meeting recording.

b. Meeting Format

In this first meeting, Ad Hoc Committee of Committees members can expect:

- An overview presentation from staff summarizing the components of a Housing Element and the Town's Housing Element update process to date, including work completed and key milestones ahead
- Committee discussion where each Town Committee representative will be invited to present specific feedback from its members (approximately 5 minutes per Committee) including:
 - Feedback from initial internal Committee discussions, if any
 - High-level priorities of Committee for this process
 - Any specific comments or questions for staff
- Receive public comment
- An opportunity for final Committee discussion and comments