



TOWN OF PORTOLA VALLEY

4:30 PM – Ad Hoc Housing Element Committee Special Meeting
Tuesday, May 24, 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/82646534251?pwd=MIRGdGlxNEZINXRVDd2Mi90aDZhQT09>

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

Meeting ID: 826 4653 4251 **Passcode:** 644998

Or Telephone:

1.669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID and Passcode

*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 on the day of 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:

Jeff Aalfs - Town Council Subcommittee

Aimee Armsby

Sarah Dorahy

Erik Doyle

William Kelly

Anne Kopf-Sill - Planning Commission Representative

Andrew Pierce - Race and Equity Committee Representative

Al Sill - ASCC Representative and Vice-Chair

Jocelyn McArthur - Chair

Nicholas Targ - Planning Commission Representative

Bob Turcott

Janey Ward

Sarah Wernikoff - Town Council Subcommittee

Helen Wolter

Staff Contacts:

Laura Russell - Planning & Building Director

Dylan Parker – Assistant Planner

4:30 PM - CALL TO ORDER AND ROLL CALL

ORAL COMMUNICATIONS

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

PRESENTATION

1. Overview of May 16th Committee of Committees Meeting by Chair Judith Murphy

COMMITTEE DISCUSSION

2. **Partial Draft Housing Element**
 - a. Update on ADU/JADU and Opt-in Programs
 - b. Committee Discussion and Recommendations

STAFF UPDATE

1. Staff updates to Committee (5 Minutes)

APPROVAL OF MINUTES

1. **Minutes of April 18, 2022 and May 2, 2022 meetings**

ADJOURNMENT

COMMUNICATIONS DIGEST

Public comments received since the last meeting will be distributed to the Committee at the end of each agenda packet.

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).

THE AD HOC HOUSING ELEMENT COMMITTEE'S CHARGE, VALUES AND APPROACH TO DECORUM AND PUBLIC COMMENT

Committee's Charge:

1. Town Council Direction: Develop a housing element that complies with State law, plans for the Town's assigned Regional Housing Needs Allocation (RHNA) and will be certified by Housing and Community Development (HCD).
2. A Housing Element that:
 - a. Reflects town values and goals
 - b. Incorporates best possible planning for safety considerations

Committee's Values*:

1. Support diversity, equity and inclusivity
2. Family-friendly community
3. Planning for housing that's mindful of PV's rural character
4. Uphold the Town's safety considerations

**The Community Goals of the Town's General Plan form the foundation of the Committee's Values.*

Committee Decorum:

1. Listen and be curious
2. Assume positive intent
3. Respect differences
4. Maintain orderly discussion
5. Seek consensus



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Ad Hoc Housing Element Committee

FROM: Laura C. Russell, Planning & Building Director

DATE: May 24, 2022

RE: **Partial Draft Housing Element Update**

I. Meeting Updates

At its May 2, 2022 meeting, the Ad Hoc Housing Element Committee held its fifth housing sites discussion for the purpose of recommending sites to include in the draft Housing Element's Housing Sites Inventory. The meeting was attended by over 80 members of the community. Staff gave a presentation on new work product generated by staff and consultants since the April 18th meeting in response to committee feedback, which included additional maps and analysis of the sites under consideration, as well as updates from the ADU focus group meeting held on April 19th and the "Opt-In" up-zoning meeting held on April 21st. The Committee then discussed two possible Sites Inventory scenarios—a more dispersed Scenario #1 and less dispersed Scenario #2. The Committee agreed to move forward with the more dispersed Scenario #1 with some modifications as described in the Sites Inventory Update discussion below.

On May 9th, a Community Meeting was held via zoom with just over 100 participants. Staff gave a presentation on the progress of the Committee, the sites inventory, and ADUs. Residents went into break out rooms to provide their input. A summary is included as Attachment 2.

At the Committee of Town Committees meeting on May 16th, valuable feedback was provided by Committee members and the community on standards to include in a housing development application checklist and forthcoming objective design standards to be developed and adopted with the Housing Element Update. The Chair of that group will provide an update to the Committee at the May 24th meeting.

II. Sites Inventory Update Discussion

At the May 2, 2022 meeting, Committee members reviewed potential development scenarios and expressed concerns around concentrating too much development in the Nathorst Triangle area. In addition, the Committee was in favor of slightly increasing the

number of ADUs as long as a reasonable justification could be established for the higher numbers. The Committee has had some reservations about the Opt-in Sites but elected to keep them as part of the overall approach. Community members expressed concern about this approach so the staff/consultant team investigated ways to keep the basic concepts of the approach and develop a program that would assuage some of the concerns. Based on this feedback and analysis, the following updates were made to the Sites Inventory:

- The vacant Nathorst site density was set at 6 dwelling units per acre (rather than 20 units per acre). A sufficient number of very low- and low-income units can be achieved through Ford Field, Ladera Church, and ADUs.
- The number of ADUs was increased from 87 to 92 units with the inclusion of more ADU and JADU incentive programs.
- Specific opt-in sites were removed from the Sites Inventory. However, without these sites, the RHNA buffer was short. Therefore, a new Opt-in Rezoning program was included to ensure the Town could provide enough above moderate-income units and meet the objective of having some housing spread throughout the community.

As the Committee is aware, the Town must plan for all the income categories and different sites and programs supply different number of units; it is like a puzzle to put together. It is nearly impossible to hit the exact number of units for each income category, but the Town cannot be under. As such, the number of units is over in some income categories. However, there is always uncertainty in the development process and the Site Inventory may not produce the number of units expected. The latest Sites Inventory is shown in Table 1 below:

Table 1: Sites Inventory

	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Total
2022-2031 RHNA	73	42	39	99	253
Land Resources					
Pipeline & Pending Projects (Willow Commons and Stanford Wedge)	0	17	7	28	52
Projected ADU Development	28	28	28	8	92
Vacant Sites					
Ford Field Housing Site	50	0	0	0	50
Vacant Nathorst "C" Housing Site	0	0	7	0	7
Non-Vacant Sites					
Glen Oaks (Stanford) B Housing Site	0	3	2	27	32
Nathorst D Housing Site	0	0	0	5	5
Nathorst E Housing Site	0	0	0	9	9
Affiliated Housing Sites					
Sequoias Affiliated Housing Site	0	0	5	18	23
Christ Church Affiliated Housing Site	0	0	0	6	6
Ladera Church Affiliated Housing Site	10	10	0	0	20
Opt-in Rezoning Program Sites	0	0	0	18	18
Total Unit Potential	88	58	49	119	314
Buffer Provided	21%	38%	26%	20%	24%

The same information is presented in Table 2 in the format the Committee has been reviewing just for comparison to past versions.

Table 2: Sites Inventory Summary

	Very Low Units	Low Units	Mod Units	Above Mod Units	Total Units
RHNA	73	42	39	99	253
RHNA with 20% zoning target	88	50	47	119	304
Type	Very Low Units	Low Units	Mod Units	Above Mod Units	Total Units
Pipeline Projects	0	17	7	28	52
ADUs	28	28	28	8	92
Affiliated Housing Sites	0	0	5	18	23
Site Inventory	60	13	9	65	147
Total	88	58	49	119	314
Buffer Provided	21%	38%	26%	20%	24%

III. Policies and Programs

ADU/JADUs

As mentioned above, the number of ADUs was slightly increased in the Sites Inventory. To help justify this increase, the following ADU/JAUD programs were included in Section 7, Goals, Policies, and Programs:

Policy 7: Promote ADU Construction and Affordability

- Improve public information on the ADU application and permit process so it is clear and comprehensive.
- Create an amnesty program for existing, unpermitted ADUs.
- Provide direct assistance from the Building Division for property owners interested in making minor changes to accommodate a JADU.
- Establish staff and consultant ADU office hours so that applicants can ask questions of subject matter experts.
- Develop and run a survey of ADU owners in Portola Valley to determine how ADUs are being used in the community and how much they are contributing to the housing stock and affordable housing.
- Develop an affordable ADU rental program
- Develop a program to match landlords willing to rent ADUs at below market rates with tenants that have been displaced from their housing due to increasing rents.
- Provide incentives to homeowners to rent to Housing Choice Voucher Program (previously Section 8) and low-income households (like waiving impact fees or offering another financial incentive).

Opt-in Single-Family Rezoning Program

Over the past several meetings, the Committee expressed some hesitation about the Opt-In to Upzoning approach but expressed a desire to have some housing spread throughout the community. Similarly, community members expressed concern about the process for the Opt-In, the criteria for selection, and the potential impact on neighbors. To respond to the Committee and community's interests, staff has developed a revised approach to the Opt-In Upzoning. Instead of listing specific Opt-In Sites in the Housing Element at this time, staff proposes a program that would accomplish a similar aim with more time for analysis. The proposed program would create a process for specific sites to opt-in through a Planning Commission process. The following program is included in Section 7, Goals, Policies, and Programs:

- Create a new voluntary upzoning program that allows property owners with sites 1 acre or greater to develop up to 6 dwelling units per acre, assuming they meet the following safety criteria:
 - Accessible to two ways of ingress and egress
 - Located on a slope less than 30%
 - Outside of a very high fire hazard severity zone, as adopted by the Town Council
 - Outside of a fault zone

- Outside of areas identified with unstable soils or at risk of landslide or liquefaction

Prior to a property participating in the proposed opt-in rezoning program, the site will be reviewed by the Town’s Planning Commission for program eligibility consistent with the above safety criteria, which will be further detailed in the Municipal Code (adopted by January 2023). Contingent on eligibility being determined, proposed development of these sites would then be reviewed by the Town’s Architectural and Site Control Commission (ASCC) as an objective design review for consistency with newly established objective design standards proposed to be adopted as part of this Housing Element Update. These objective design standards will include but not be limited to, floor area, setback, height, lighting, exterior material, landscaping, and water usage standards.

IV. Partial Draft Housing Element

Table 3 below shows all sections/appendices of the Housing Element. The rows in white are included for the Committee’s review while the rows in grey are sections/appendices not yet included in the Partial Draft. A full Public Review Draft is expected to be released at the end of May. The Public Review Draft will also be available for review and comment at the Ad Hoc Committee meeting on June 20th.

Table 3: Housing Element Contents

Section	Contents
1.	Introduction: Explains the purpose, process, and contents of the Housing Element.
2.	Housing Needs Assessment: Includes an analysis of population and employment trends, the Town’s fair share of regional housing needs (RHNA), household characteristics and the condition of housing stock.
3.	AFFH Summary: Summarizes the ways the Town is affirmatively furthering fair housing under the requirements of Assembly Bill 686. Affirmatively furthering fair housing means “taking meaningful actions, in addition to combatting discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics.”
4.	Constraints: Reviews governmental constraints, including land use controls, fees, and processing requirements, as well as non-governmental constraints, such as construction costs, availability of land and financing, physical environmental conditions, and units at-risk of conversion that may impede the development, preservation, and maintenance of housing.
5.	Resources: Identifies resources available for the production and maintenance of housing, including an inventory of land suitable for residential development and discussion of federal, state, and local financial resources and programs available to address the Town’s housing goals.

6.	Adequate Sites: Describes and maps the land suitable for residential development to accommodate the Town's RHNA.
7.	Goals, Policies, and Programs: Details specific goals, policies, and programs the Town will carry out over the planning period to address Portola Valley's housing goals.
Appendix A	Community Engagement: Details the Town's robust community engagement program that includes reaching out to individuals and families at all economic levels of the community.
Appendix B	ABAG Housing Needs Data Report
Appendix C	AFFH Report and Fair Housing Action Plan
Appendix D	Evaluation of Past Performance: Review the prior Housing Element to measure progress in implementing policies and programs.

V. Next Steps

Staff requests the Committee review the partial draft Housing Element Update and provide feedback on the programs and policies, specifically those related to ADU/JADUs and the new Opt-in Single-Family Rezoning Program.

A full Public Review Draft of the Housing Element is expected to be released at the end of May and will be available for a 30-day public comment period. When the draft is released it will be communicated widely to the community.

Upcoming meetings on the Draft Housing Element include the following:

- Wednesday, June 15 – Planning Commission
- Monday, June 20 – Ad Hoc Housing Element Committee
- Tentative June 29 – Town Council

ATTACHMENTS

1. Partial Draft Housing Element Update
2. Summary of May 9th Community Meeting

SECTION 1. INTRODUCTION

The Housing Element of the General Plan identifies and analyzes existing and projected housing needs and contains the official policies for the preservation, conservation, rehabilitation, and production of housing in the Town of Portola Valley. This Housing Element covers the Planning Period from January 2023 through June 2031.

PURPOSE AND CONTENT

The Town of Portola Valley's Housing Element is the component of the Town's General Plan that addresses housing needs and opportunities for present and future residents through 2031. It provides the primary policy guidance for local decision-making related to housing. The Housing Element of the General Plan is the only General Plan Element that requires review and certification by the State of California.

The Housing Element provides a detailed analysis of Portola Valley's demographic, economic, and housing characteristics as required by State Law. The Housing Element does this through assessing the success of the previous Housing Element, the need for and status of housing in the town, constraints on the provision of housing, and sites available for housing. Building on this foundation, the Element sets forth the goals and policies of the town with regard to housing and establishes programs to increase the supply of housing, and especially affordable housing. This is the 6th update and revision of the Housing Element which was first adopted by the Town of Portola Valley in 1969.

HOUSING ELEMENT UPDATE PROCESS

The California State legislature has identified the attainment of a decent home and suitable living environment for every Californian as a State-wide goal. Local planning programs play a critical part in achieving this goal. Therefore, the Legislature mandates that all jurisdictions prepare a Housing Element as part of their comprehensive General Plans (California Government Code Section 65580 et al.).

The Town intends to review this Housing Element annually and update it not less than every eight years to ensure it remains relevant and reflects the community's changing housing needs. The Town will annually review its progress implementing the Housing Element through Annual Progress Reports required to be submitted to the State. The Town is updating its Housing Element at this time to comply with the update required of all jurisdictions in the Association of Bay Area Governments (ABAG) region, as well as to respond to the unique character of the Town.

Community engagement has been an integral part of the update process. Portola Valley's community was consulted throughout the update process and diligent efforts were made to reach those in protected classes and communities who have historically been left out of

planning processes. The community engagement process and results are described in Appendix A of the Housing Element.

STATE LAW AND LOCAL PLANNING

CONSISTENCY WITH STATE LAW

The Housing Element responds to State requirements as set forth in Government Code Section 65580 et seq. Accordingly, this revision addresses Portola Valley's share of regional housing need as determined by the San Mateo County subregion allocation process for the 2023-2031 planning period.

There have been substantive changes to State law since the Town's last Housing Element. Some of the most notable changes in housing legislation are described below.

- **Assembly Bill (AB) 68, AB 587, AB 671, AB 881, and Senate Bill (SB) 13.** Further incentivize the development of accessory dwelling units (ADUs) through streamlined permits, reduced setback requirements, increased allowable square footage, reduced parking requirements, and reduced fees.
- **AB 1763.** Requires jurisdictions to provide a larger density bonus and enhanced concessions to development projects that restrict 100% of their units as affordable to lower- and moderate-income households and provides greater bonuses for such projects when they are within 0.5 miles of a major transit stop.
- **AB 101.** Requires jurisdictions to allow low barrier navigation centers by-right in areas zoned for mixed uses and in nonresidential zones permitting multi-family uses if the center meets specified requirements.
- **AB 686.** Require public agencies in California to affirmatively further fair housing, which is defined as taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity by replacing segregated living patterns with truly integrated and balanced living patterns; transforming racially and ethnically concentrated areas of poverty into areas of opportunity; and fostering and maintaining compliance with civil rights and fair housing laws.
- **AB 1255 and AB 1486.** Identify and prioritize State and local surplus lands available for housing development affordable to lower-income households.
- **AB 2162.** Requires that supportive housing be a permitted use without discretionary review, in zones where multi-family and mixed uses are permitted, including nonresidential zones permitting multi-family uses.
- **SB 330.** Enacts changes to local development policies, permitting, and processes. These changes include establishing new criteria on application requirements and processing times for housing developments; preventing localities from decreasing the housing capacity of any site, such as through downzoning or increasing open space requirements; preventing localities from establishing non-objective standards; and requiring that any

proposed demolition of housing units be accompanied by a project that would replace or exceed the total number of units demolished.

GENERAL PLAN CONSISTENCY

The California Government Code (Section 65300.5) requires internal consistency among each Element of the General Plan. The General Plan Elements shall provide an integrated, internally consistent, and compatible statement of policy. The Town of Portola Valley continuously reviews the General Plan for internal consistency when updates or amendments occur. The Town has reviewed the other Elements of the General Plan and determined that the Housing Element is not consistent with other elements; therefore, the Town plans to amend other elements at the same time the Housing Element is adopted so that the General Plan will be internally consistent.

RELATIONSHIP TO OTHER PLANS AND PROGRAMS

The Housing Element identifies goals, objectives, policies, and actions for the 2023-2031 planning period that directly addresses existing and future housing needs in Portola Valley. Town plans and programs work to implement the goals, objectives, and policies of the Housing Element.

HOUSING ELEMENT ORGANIZATION

Consistent with State law, this Housing Element consists of the following major components:

- **Introduction [Section 1]:** Explains the purpose, process, and contents of the Housing Element.
- **Housing Needs Assessment [Section 2]:** Includes an analysis of population and employment trends, the Town's fair share of regional housing needs (RHNA), household characteristics and the condition of housing stock.
- **Affirmatively Furthering Fair Housing [Section 3]:** Summarizes the ways the Town is affirmatively furthering fair housing under the requirements of Assembly Bill 686. Affirmatively furthering fair housing means "taking meaningful actions, in addition to combatting discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."
- **Constraints [Section 4]:** Reviews governmental constraints, including land use controls, fees, and processing requirements, as well as non-governmental constraints, such as construction costs, availability of land and financing, physical environmental conditions, and units at-risk of conversion that may impede the development, preservation, and maintenance of housing.
- **Resources [Section 5]:** Identifies resources available for the production and maintenance of housing, including an inventory of land suitable for residential development and

discussion of federal, state, and local financial resources and programs available to address the Town's housing goals.

- **Adequate Sites [Section 6]:** Describes and maps the land suitable for residential development to accommodate the Town's RHNA.
- **Goals, Policies, and Programs [Section 7]:** Details specific goals, policies, and programs the Town will carry out over the planning period to address Portola Valley's housing goals.

Given the detail and lengthy analysis in developing the Housing Element, supporting background material is included in the following appendices:

- Appendix A: Community Engagement
- Appendix B: Housing Needs Data Report
- Appendix C: Assessment of Fair Housing
- Appendix D: Review of the 2015-2023 Housing Element Performance

COMMUNITY ENGAGEMENT

The Town has a proud history of community engagement and volunteerism that has existed since the Town's incorporation. It is customary for residents to participate at very high levels in all aspects of government. An Ad Hoc Housing Element Committee with 15 members was formed in August 2021 with the charge of developing a Housing Element that complies with State Law and facilitating completion of the Housing Element on the State's' required timeline. The Ad Hoc Committee met at least monthly during the Housing Element update process with community participation of 25-160 people per meeting. The Town also held several community meetings, focus group meetings, and decision-maker meetings to discuss various aspects of the Housing Element Update. During the Housing Element update process, the Town posted information on the Town's website, social media, distributed information through the Town's e-Notification system with over 450 subscribers and posted information on the Portola Valley Forum, an active list serve with over 3,600 members. All meetings are described in more detail in Appendix A.

In addition to conversations focused on Portola Valley, the 21 Elements working group provided additional opportunities for community input. 21 Elements is a multi-year, multi-phase collaboration between all San Mateo County jurisdictions, along with partner agencies and stakeholder organizations, that aims to support jurisdictions in developing, adopting, and implementing local housing policies and programs. Let's Talk Housing is a collaborative effort between all 21 jurisdictions in San Mateo County focused on increasing awareness of and participation in the Housing Element update process. The 21 Elements working group organized an additional series of introductory meetings about the Housing Element update attended by more than 1,000 community members countywide, an All About RHNA webinar, four Stakeholder Listening Sessions that convened more than 30 groups, and a four-part Creating an Affordable Future webinar series to help educate community members about local housing issues.

The draft Housing Element is available at Town Hall and at the library, as well as on the website. Town residents and others interested in housing in Portola Valley have had the opportunity to comment both at meetings and in writing. More detail about the Town's community engagement efforts is included in Appendix A.

DRAFT

DRAFT

SECTION 2. HOUSING NEEDS

To successfully plan for housing needs, the demographic and socioeconomic variables of the community must be assessed. This section discusses the components of housing needs, which include population characteristics, household characteristics, and employment and housing stock conditions. Unless otherwise specified, the data and figures in this chapter are specific to the Town of Portola Valley. This section highlights the primary findings of the Housing Needs Assessment. Additional information and graphs can be found in Appendix B: Housing Needs Data Packet. For the Assessment of Fair Housing required under California’s Assembly Bill 686 of 2018, please see Appendix C or a summarized version in Section 3.

The data for this chapter has been collected using the most current available data from the Association of Bay Area Governments (ABAG), the 2010 U.S. Census and 2015-2019 5-year American Community Survey, the Department of Housing and Urban Development Comprehensive Housing Affordability Strategy (CHAS), the California Department of Finance, the San Mateo Annual Homeless Point in Time Count Report, and other currently available real estate market data. These data are samples and as such, are subject to sampling variability. This means that data is an estimate, and that other estimates could be possible if another set of respondents had been reached.

REGIONAL HOUSING NEEDS ALLOCATION (RHNA)

The RHNA process is part of Housing Element Law used to determine how many new homes, and the affordability of those homes, each local government must plan for in its Housing Element. This process is repeated every eight years, **and for this cycle the Bay Area is planning for the period from 2023 to 2031**. In the case of the San Francisco Bay Area, ABAG and the State department of Housing and Community Development (HCD) determine the number of housing units that should be produced in the region. This determination of need is primarily based on estimated job growth. ABAG then allocated that need for each jurisdiction, based on their share of the region’s households, and adjusted for access to high opportunity areas, proximity of jobs to transportation and transit, and an equity adjustment to ensure that each jurisdiction receives an allocation of lower-income units that is at least proportional to its share of the region’s total households in 2020 (see Table 2-1).

TABLE 2-1: THE TOWN OF PORTOLA VALLEY’S PAST AND CURRENT RHNA

Housing Element Cycle	Very Low	Low	Moderate	Above Moderate	Total
2014 – 2022 (5 th Cycle)	21	15	15	13	64
2023 – 2031 (6 th Cycle)	73	42	39	99	253

Source: ABAG, 2021. Final RHNA Allocation Report 2023-2031, December.

As shown above in Table 2-1, the amount of housing being required is significantly higher than required for the last Housing Element cycle. Approximately 45.4% of all new housing is required to be affordable to low- and very low-income households.

State law also requires that the Housing Element include an analysis of subsidized affordable units at risk of conversion to market rate. At-risk units are defined as multifamily rental housing complexes which are eligible to convert to market-rate due to the expiration of some types of affordability restrictions, such as termination of subsidy contract, mortgage prepayment, or expiring use restrictions. According to a database maintained by the California Housing Partnership, there are no federal or state subsidized affordable multifamily developments in Portola Valley. There are three deed-restricted affordable units, none of which are subsidized nor at risk of conversion to market-rate.

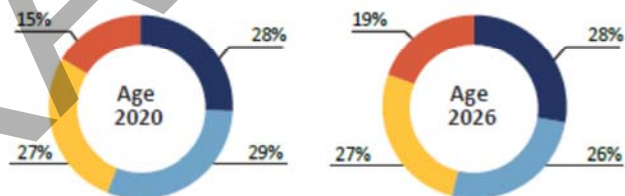
SAN MATEO COUNTY

To provide context, this section begins with the demographic and socioeconomic variables of the surrounding County first, then moves on to data specific to Portola Valley.

PEOPLE

By 2026, one out of five residents will be 65 or over

■ Under 25 ■ 25-44 ■ 45-64 ■ 65+



San Mateo County makes up 10% of the total Bay Area population, which is the fifth largest metropolitan area in the country. The number of people living here has steadily grown over the past few decades. **In 2020, our population was estimated to be 773,244, an increase of 19% since 1990.**¹ That trend is expected to continue—despite the impact of the pandemic—because jobs continue to be added.

People are also living longer, with those 65 and over expected to make up nearly 20% of the population by 2026. Equally important is the fact that Millennials recently surpassed the Baby Boomers as our largest generation. As Millennials enter their 40s, they will continue to shape countywide housing needs. By 2026, people 25-44 and 45-64 will make up more than 50% of the population.²

¹ U.S. Census, American Community Survey.

² Claritas Population Facts 2021.

What does this mean for housing needs?

Both seniors and Millennials have shown a preference for more walkable, mixed-use neighborhoods that are close to work, schools, parks, and amenities. The majority of seniors prefer to stay in their homes and communities, known as *aging-in-place*. Yet many live on fixed incomes and may have mobility issues as they age, which require supportive services.

Simultaneously, Millennials are less likely to own homes and have less savings than previous generations; they are more likely to live alone and delay marriage; and as they start families, may be in greater need of support when purchasing their first home. Coupled with increasing housing prices, it is more difficult for younger generations to rent or purchase a home than it was for current residents.

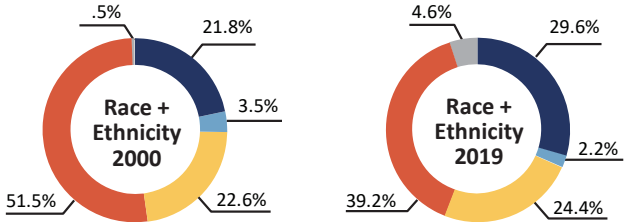
We must address how to support our seniors as they get older so they can stay in their homes and communities, and make sure young people, new families, and our workers can find housing they can afford that meets their needs.



Our population is becoming more diverse

■ Asian ■ Hispanic ■ Other*
■ Black ■ White

*Due to small percentage, Other is grouped as American Indian, Alaska Native, "Other" or Multiple Races



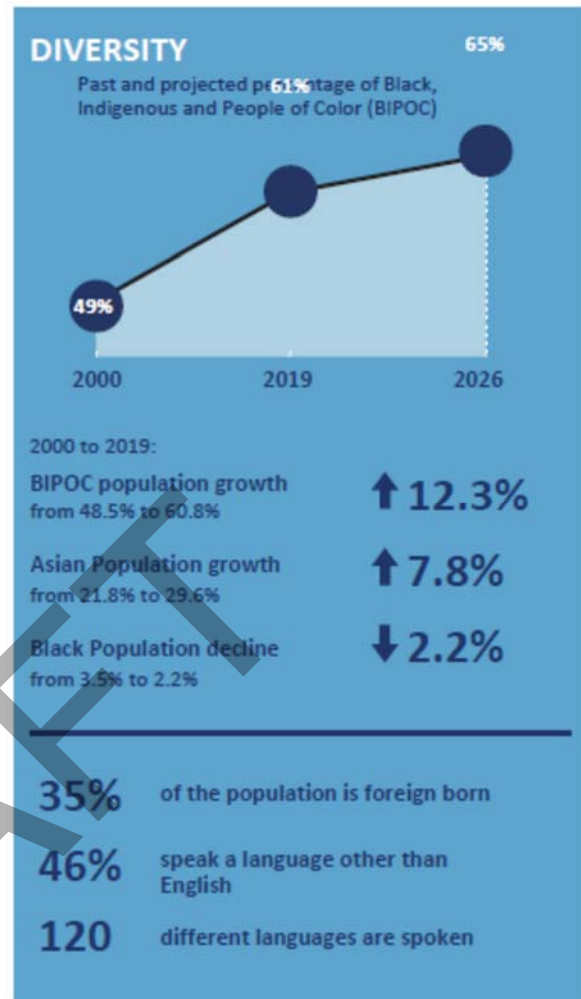
San Mateo County is a very diverse place to live, even when compared to the State of California. Countywide, more than one-third of the population is foreign-born and almost half speaks a language other than English at home. By contrast, a quarter of all Californians are foreign-born and less than a quarter speak a language other than English at home. Over 120 identified languages are spoken in San Mateo County, with top languages including Spanish (17%), Chinese (8%) and Tagalog (6%).

Our population has become increasingly more diverse over time. In 2000, more than half of people identified as White, which fell to 39% in 2019, and is expected to decrease further to 35% by 2026. However, while the Asian and Latinx populations increased during that time, but the Black population decreased by almost half, from 3.5% to 2.2%.³

What does this mean for housing needs?

When planning for housing, we need to consider a variety of housing needs—like larger homes for multi-generational families or those with more children—and how to create opportunities for everyone to access quality, affordable housing near schools, transit, jobs, and services.

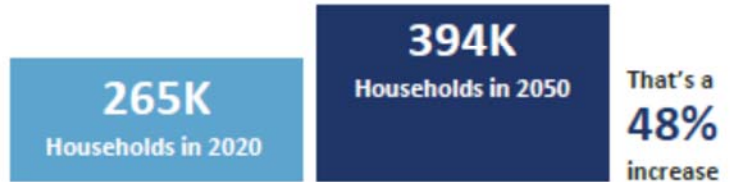
Past exclusionary practices have prevented people of color from purchasing homes, living in certain neighborhoods, and building wealth over time. As a result, they are more likely to experience poverty, housing insecurity, displacement, and homelessness. And while many of our communities are very diverse, we are still contending with segregation and a lack of equitable opportunities. To help prevent displacement due to gentrification and to create a future where it is possible for everyone to find the housing they need, it will be important to plan for a variety of housing types and affordability options in all neighborhoods.



³ U.S. Census, American Community Survey.

HOUSEHOLDS + HOUSING

The number of households will continue to grow



Over the past 30 years, new home construction has not kept up with the number of jobs added to the economy. This has led to a housing shortage.

In 2020, there were 265,000 households in San Mateo County. By 2050 we expect that to increase by almost 50%, to 394,000.⁴ This growing demand will continue to put pressure on home prices and rents. Given that nearly 75% of our housing was built before 1980, there will also be a need to upgrade older homes. While upgrades will be essential to make sure housing is of high quality and safe to residents, redevelopment or repair can sometimes result in a loss of affordable housing, especially in older multifamily or apartment buildings.

For every six low-wage jobs (\$20/hour) there is one home in the county that is affordable to such a worker (monthly rent of \$1,500).⁵

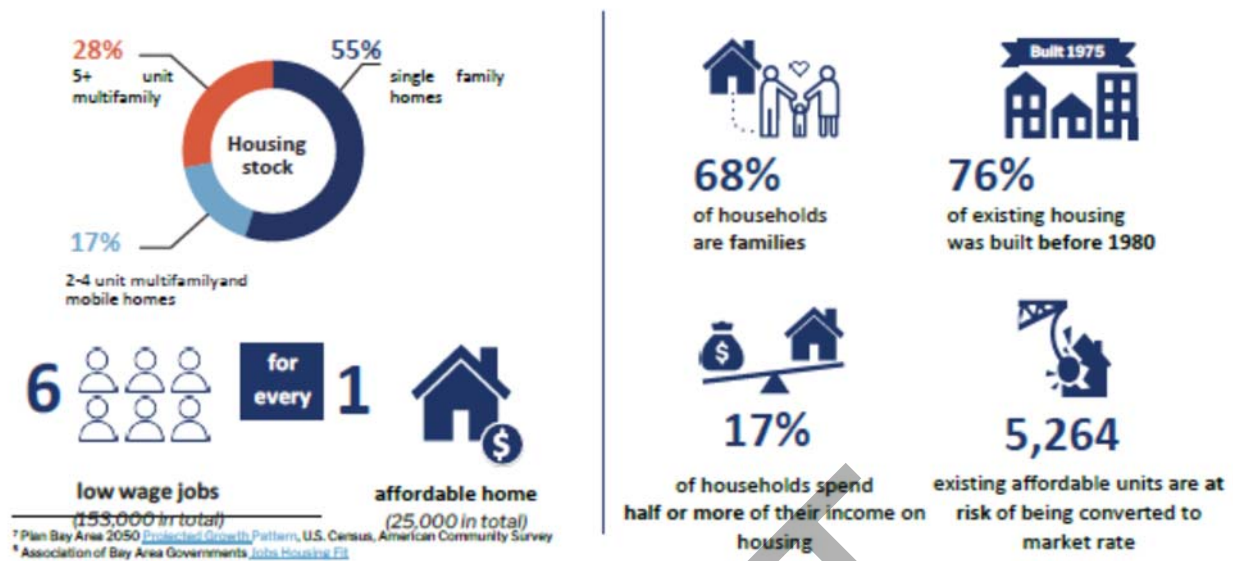
What does this mean for housing needs?

Along with planning for more housing, we also need to consider how to best support the development of low- and moderate-income housing options while preserving existing affordable homes. This includes transitional and supportive housing options for the unhoused and universal design to meet accessibility and mobility needs.

Although the majority of housing produced in the past few decades has been single-family homes or larger multifamily buildings, some households have become increasingly interested in *“missing middle” housing*— smaller homes that include duplexes, triplexes, townhomes, cottage clusters, garden apartments, and accessory dwelling units (ADUs). These smaller homes may provide more options to a diversity of community members across income, age,

⁴ Plan Bay Area 2050 Projected Growth Pattern, U.S. Census, American Community Survey.

⁵ Association of Bay Area Governments Jobs Housing Fit.



Housing rent and prices continue to increase



and household size. The Bay Area is a great place to live, but throughout the region and county there just isn't enough housing for all income levels, which has caused costs to go up. Home prices and rents have been steadily increasing the past two decades, but in recent years the jump has been dramatic. **Since 2009, median rent increased 41% to \$2,200, and median home values have more than doubled to \$1,445,000.**⁶

Overall, many residents are paying too much for housing, while many others have been priced out entirely. If a household spends more than 30% of its monthly income on housing, it is considered *cost-burdened*. If it spends more than 50%, it is considered *severely cost-burdened*. Renters are usually more

RENTER SNAPSHOT

- 54% are under 44 years old
- 76% are people of color and at a higher risk of being displaced
- 1 in 4 renters...
 - spend 50% of income on rent
 - live in overcrowded households – 89% of these renters are BIPOC
- Latinx are the most cost burdened
 - 31% spend more than half and
 - 18% spend a third to half of their income on rent

⁶ San Mateo County Association of Realtors, Zillow.

JOBS

The number of jobs will continue to grow



cost-burdened than homeowners. While home prices have increased dramatically, homeowners often benefit from mortgages at fixed rates, whereas renters are subject to ups and downs of the market.

In San Mateo County, 17% of households spend half or more of their income on housing, while 19% spend between a one-third to half. However, these rates vary greatly across income and race. Of those who are *extremely low-income*—making 30% or less of the area median income (AMI)—88% spend more than half of their income on housing. Latino renters and Black homeowners are disproportionately cost burdened and severely cost-burdened. Given that people in this situation have a small amount of income to start with, spending more than half what they make on housing leaves them with very little to meet other costs, such as food and healthcare. Very low-income households paying more than 50% of their income on rent are often at a greater risk of homelessness.⁷

As a result, more people are living in overcrowded or unsafe living conditions. They are also making the tough choice to move further away and commute long distances to work or school, which has created more traffic. Since low-income residents and communities of color are the most cost burdened, they are at the highest risk for eviction, displacement, and homelessness.

What does this mean for housing needs?

Although there are complex supply, demand, and economic factors impacting costs, not having enough housing across all incomes has meant rent and prices are just higher. Programs and policies that can support more homes across all income levels, particularly very low-, low-, and moderate-income, are essential, as are more safe, affordable housing options to address homelessness.

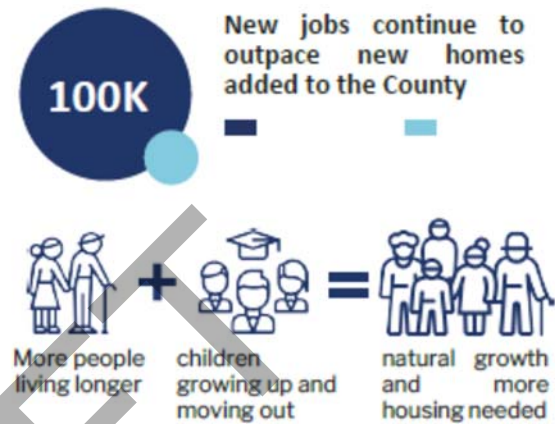
The Bay Area and San Mateo County have had very strong economies for decades. While some communities have more jobs and some have less, we have all been impacted by the imbalance of job growth and housing.

⁷ U.S. Census, American Community Survey.

Since 2010, we have added over 100,000 jobs but only 10,000 homes.⁸ At the same time, our population is growing naturally, meaning more people are living longer while our children are growing up and moving out into homes of their own. All of this impacts housing demand and contributes to the rising cost of homes. We need more housing to create a better balance.



NEW JOBS TO NEW HOUSING
2010 - 2020

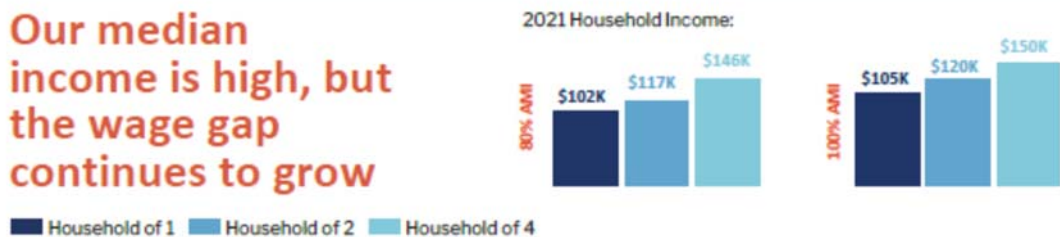


In 2020, there were 416,700 jobs, and by 2050 we expect that to increase 22% to 507,000.⁹ While some jobs pay very well, wages for many others haven't kept up with how costly it is to live here.

What does this mean for housing needs?

As we plan for housing, we need to consider the needs of our workforce—folks who are a part of our communities but often end their day by commuting long distances to a place they can afford. Many have been displaced in recent decades or years, as housing rent and prices soared along with a job-generating economy. The lack of workforce housing affects us all, with teachers, fire fighters, health care professionals, food service providers, and many essential workers being excluded from the communities they contribute to every day. The long-term

Our median income is high, but the wage gap continues to grow



⁸ U.S. Census American Community Survey, State of CA Employment Development Dept (EDD).

⁹ Plan Bay Area 2050 Projected Growth Pattern,

sustainability of our communities depends on our ability to create more affordable and equitable housing options.

To be considered low- or moderate-income in the Bay Area means a very different thing than in most parts of the country. The *income or wage gap*—the difference between the highest and lowest wages—is large in our region. Affordable housing here can mean that your favorite hairstylist, your child’s principal, or the friendly medical assistant at your doctor’s office can qualify for—and often needs—below market rate or subsidized affordable housing so they can live close to their work.

The starting point for this calculation is the *Area Median Income (AMI)*—the middle spot between the lowest and highest incomes earned in San Mateo County. Simply put, half of households make more, and half of households make less. Moderate-income is 80 to 120% of the AMI, low-income is 50% to 80% AMI, and very-low-income is 30 to 50% AMI. Below 30% AMI is considered extremely low-income. The rule of thumb is households should expect to pay about a third of their income on housing.

In San Mateo County, the AMI is \$104,700 for a single person, \$119,700 for a household of two and \$149,600 for a family of four. When we talk about affordable housing, we mean housing that is moderately priced for low- or moderate-income residents so that new families and the workforce can live in our communities. Affordable housing programs are generally for those who earn 80% or below the AMI, which is \$102,450 for a single person, \$117,100 for a household of two, and \$146,350 a year for a household of four.¹⁰

What does this mean for housing needs?

Given the price of land in San Mateo County and what it costs to build new housing, creating affordable housing is extremely challenging—and often impossible without some form of subsidy. Sometimes this is in the form of donated land from a local government or school district. Sometimes this is in the form of incentives to developers or zoning rules requiring affordable units to be included. Most commonly, subsidies happen through special financing, grants, and tax credits. Often all of these factors and more are needed to make affordable housing work. The housing element update process is an opportunity for each community to look at what is possible and put in place policies and programs to help make affordability a reality.

INCOME LEVELS + WAGES	
Extremely Low Income 30% AMI	Grocery Store Clerk Barista \$29K/Yr or \$15/Hr 83% of income spent on housing*
Very Low Income 50% AMI	Hair Stylist or Administrative Assistant \$38K/Yr or \$20/Hr 63% of income spent on housing*
Low 80% AMI	Medical Assistant or Preschool Teacher \$52K/Yr or \$27/Hr 46% of income spent on housing* School Administrator or Social Worker \$86K/Yr or \$45/Hr 28% of income spent on housing*

*Income spent on housing based on 2k per month/studio or 1 bedroom

¹⁰ State of CA Dept of Housing and Community Development (HCD), 2021 Income Limits.

POPULATION CHARACTERISTICS AND TRENDS

Housing needs are generally influenced by population and employment trends. This section provides a summary of the changes to the population size, age, and racial composition of the Portola Valley.

POPULATION GROWTH

Generally, the population of the Bay Area continues to grow because of natural growth and because the strong economy draws new residents to the region. San Mateo County makes up 10% of the total Bay Area population, which is the fifth largest metropolitan area in the country. In 2020, the County's population was estimated to be 773,244, an increase of 19% since 1990. That trend is expected to continue—despite the impact of the pandemic—because jobs continue to be added.

As Figure 2-1 highlights, from 1990 to 2000, Portola Valley's population increased by 6.4%, while it decreased by 2.4% during the first decade of the 2000s. This is in stark contrast to the Bay Area region which grew by 14.8%. In the most recent decade, the population of Portola Valley increased by 5.8%. The population of Portola Valley makes up 0.6% of San Mateo County.¹¹ As of 2020, the population of Portola Valley is estimated to be 4,607.

¹¹ To compare the rate of growth across various geographic scales, Figure 1 shows population for the jurisdiction, county, and region indexed to the population in the year 1990. This means that the data points represent the population growth (i.e., percent change) in each of these geographies relative to their populations in 1990.

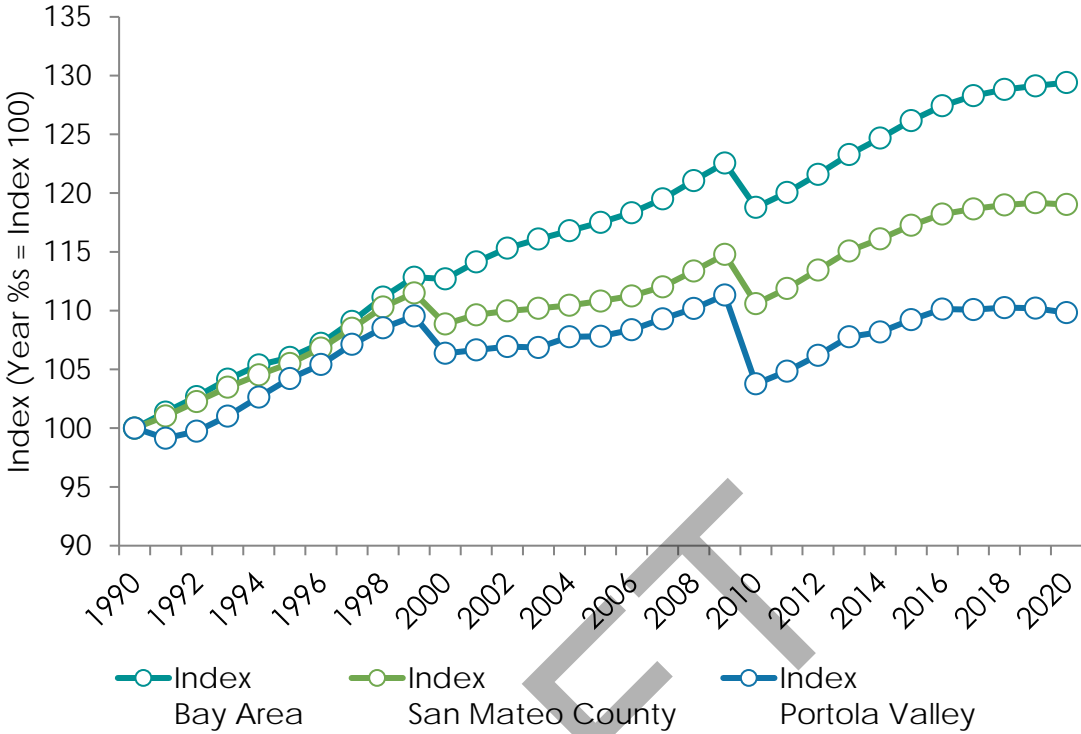


FIGURE 2-1: POPULATION GROWTH TRENDS

Source: California Department of Finance, E-5 series Note: The data shown on the graph represents population for the jurisdiction, county, and region indexed to the population in the first year shown. The data points represent the relative population growth in each of these geographies relative to their populations in that year. For some jurisdictions, a break may appear at the end of each decade (1999, 2009) as estimates are compared to census counts. DOF uses the decennial census to benchmark subsequent population estimates.

AGE COMPOSITION

The median age for community members in Portola Valley has increased from 47.2 in 2000 to 51 in 2019. In 2019, 23% of the population was under 18 and 29% was over 65. Between 2010 and 2019, there was a large increase in the amount of young people from age 15 to 24 in the Town of Portola Valley (see Figure 2-2).

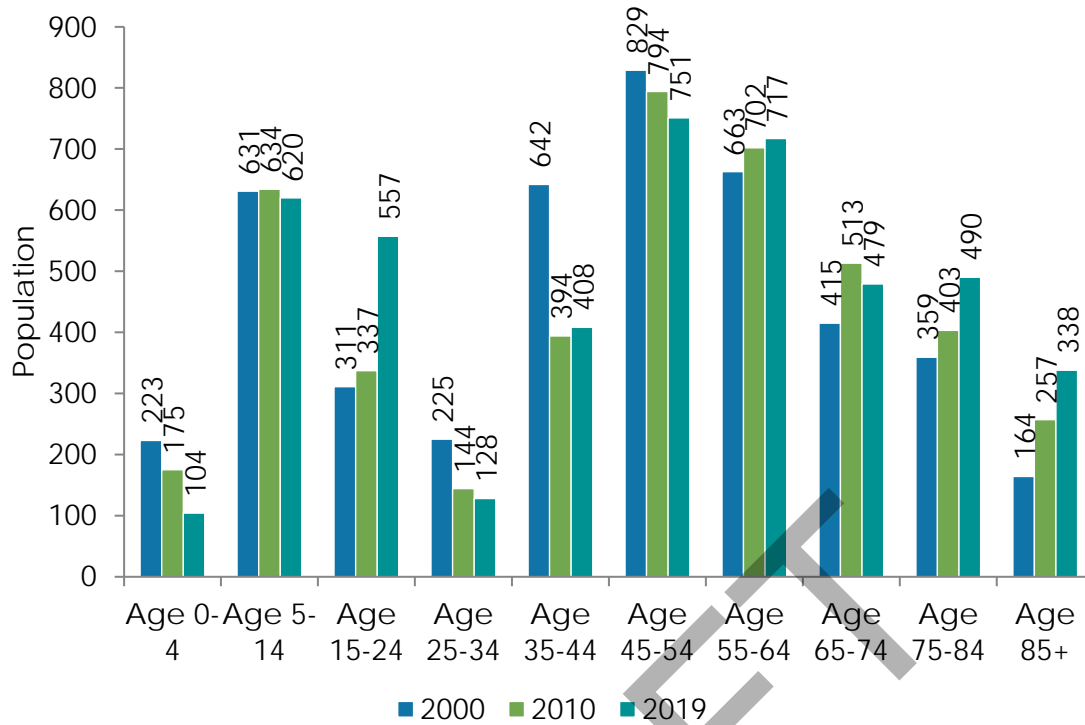


FIGURE 2-2: POPULATION BY AGE, 2000-2019

Source: U.S. Census Bureau, Census 2000 SF1, Table P12; U.S. Census Bureau, Census 2010 SF1, Table P12; U.S. Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B01001

An increase in the older population may mean there is a developing need for more senior housing options. There has also been a move by many to age-in-place or downsize to stay within their communities, which can mean more multi-family and accessible units are also needed. Regionally, families and seniors of color are even more likely to experience challenges finding affordable housing. People of color¹² make up 7.4% of seniors and 20.3% of the population is youth under 18 (see Figure 2-3).

¹² Here, we count all non-white racial groups

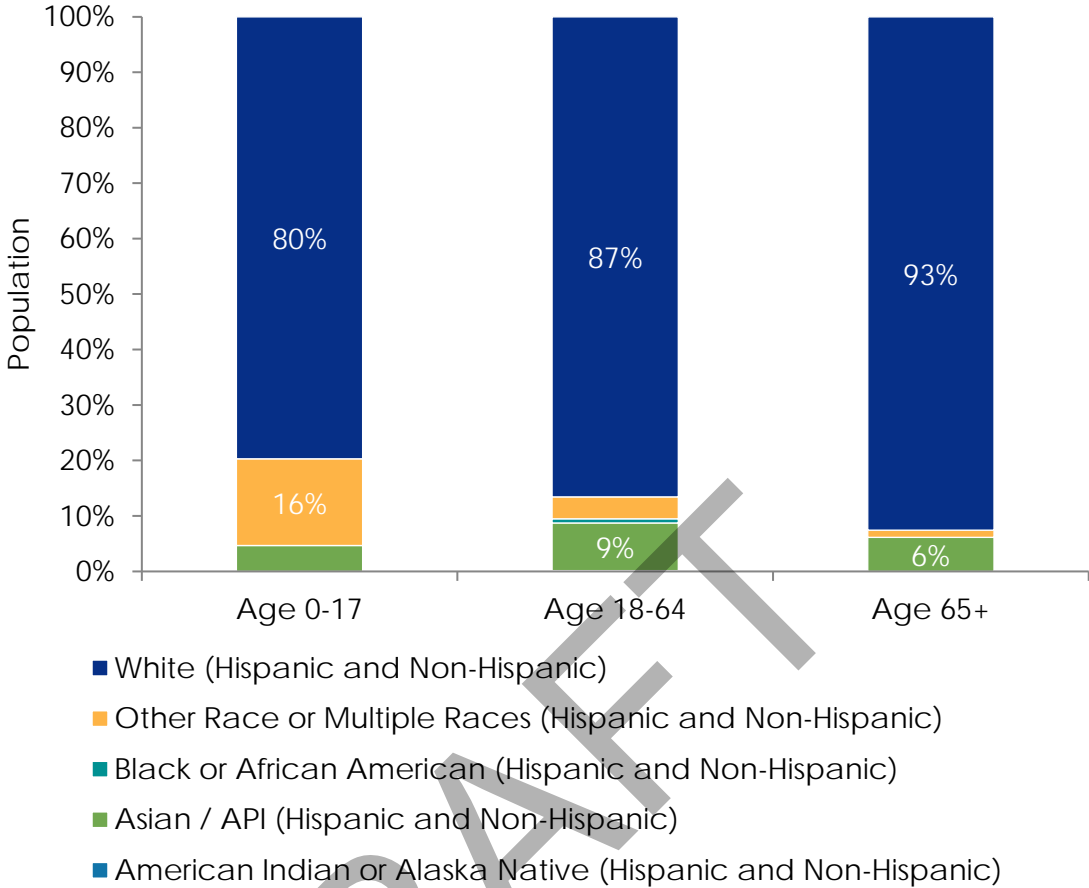


FIGURE 2-3: SENIOR AND YOUTH POPULATION BY RACE

Note: In the sources for this table, the Census Bureau does not disaggregate racial groups by Hispanic/Latinx ethnicity, and an overlapping category of Hispanic / non-Hispanic groups has not been shown to avoid double counting in the stacked bar chart.
Source: U.S. Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B01001(A-G)

RACE AND ETHNICITY

Understanding the racial makeup of a town and region is important for designing and implementing effective housing policies and programs. Historically, these patterns are shaped by both market factors and government actions, such as exclusionary zoning, discriminatory lending practices and displacement that has occurred over time and continues to impact communities of color today. Since 2000, the percentage of residents in Portola Valley identifying as White has decreased and the percentage of residents of all other races and ethnicities has increased by 9.6 percentage points (see Figure 2-4). However, Portola Valley remains much less diverse than the Bay Area as a whole. In 2019, 82% of the population was White, 6.7% was Hispanic or Latinx, 6.5% was Asian, and 0.4% was African American.

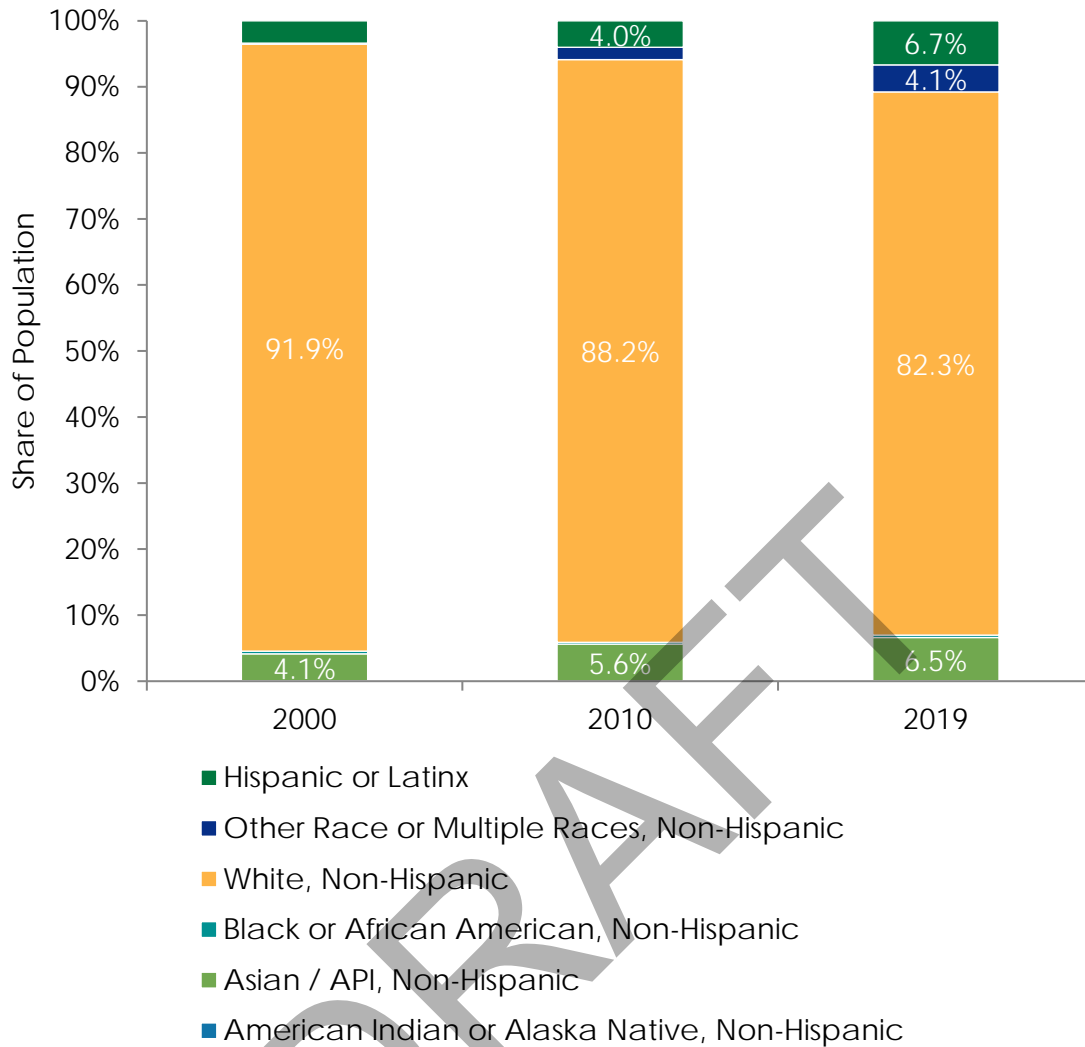


FIGURE 2-4: PORTOLA VALLEY POPULATION BY RACE, 2000-2019

Universe: Total population

Notes: Data for 2019 represents 2015-2019 ACS estimates. The Census Bureau defines Hispanic/Latinx ethnicity separate from racial categories. For the purposes of this graph, the “Hispanic or Latinx” racial/ethnic group represents those who identify as having Hispanic/Latinx ethnicity and may also be members of any racial group. All other racial categories on this graph represent those who identify with that racial category and do not identify with Hispanic/Latinx ethnicity. Source: U.S. Census Bureau, Census 2000, Table P004; U.S. Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B03002

EMPLOYMENT AND INCOME TRENDS

Generally, having a similar number of jobs and employed residents produces more benefits for a community, such as reducing traffic and climate impacts, and allowing people who work in the community to also live there. Smaller jurisdictions, like Portola Valley, typically will have more employed residents than jobs and export workers, while larger cities tend to have a surplus of jobs and import workers. This dynamic not only means many workers will need to prepare for longer commutes, but in the aggregate, it contributes to traffic congestion and

time lost for all road users. Despite the number of jobs in Portola Valley increasing by 8.2% between 2002 and 2018, the jobs-to-household ratio remains at 0.63 which is significantly less than San Mateo County and the Bay Area Region (see Figure 2-5)

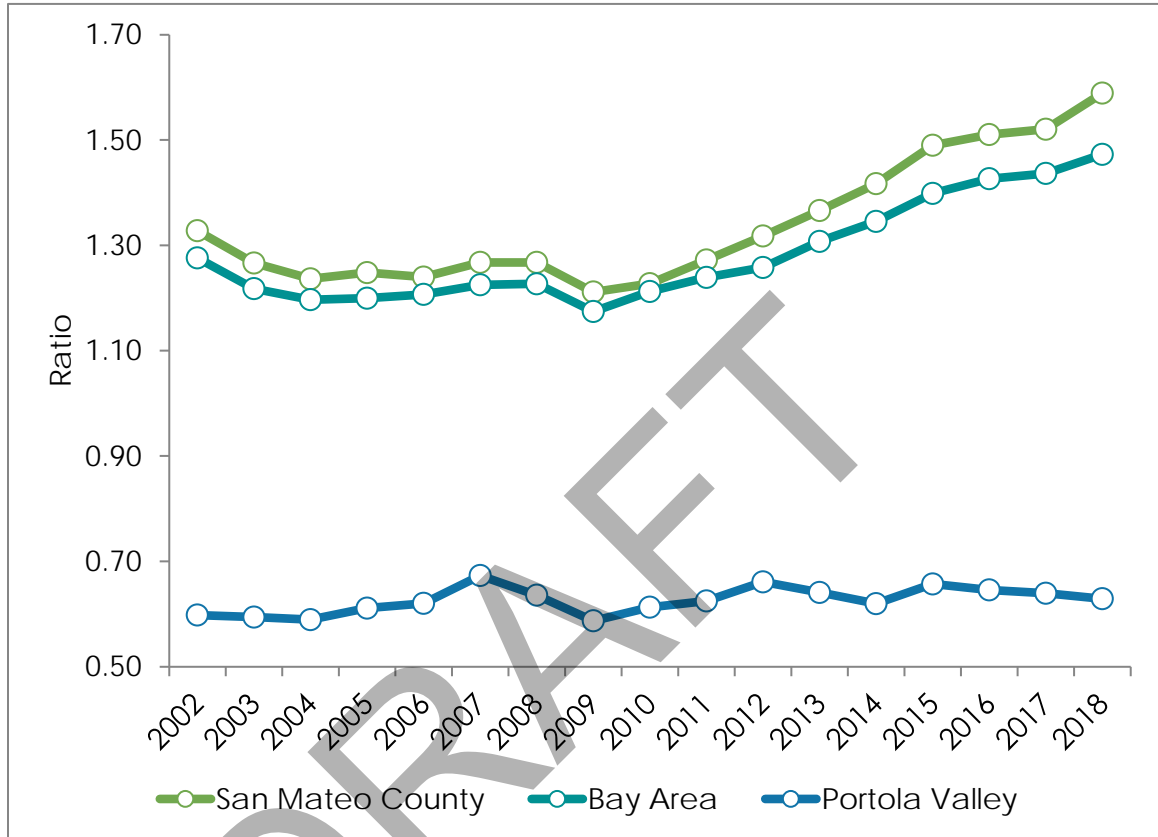


FIGURE 2-5: JOBS-HOUSEHOLD RATIO

Universe: Jobs in a jurisdiction from unemployment insurance-covered employment (private, state, and local government) plus United States Office of Personnel Management-sourced Federal employment; households in a jurisdiction

Notes: The data is tabulated by place of work, regardless of where a worker lives. The source data is provided at the census block level. These are cross-walked to jurisdictions and summarized. The ratio compares place of work wage and salary jobs with households, or occupied housing units.

Source: U.S. Census Bureau, Longitudinal Employer-Household Dynamics, Workplace Area Characteristics (WAC) files (Jobs), 2002-2018; California Department of Finance, E-5 (Households)

Portola Valley has a lower percentage of lower income households than the rest of the county and region, with 22% of households earning less than 80% of the Area Median Income (AMI)¹³ compared to 40% of households in San Mateo County and 39% of households in the Bay Area as a whole (see Figure 2-6) This equates to 480 households currently living in Portola Valley

¹³ The Area Median Income is the middle spot between the lowest and highest incomes earned. The AMI for the county is \$104,700 for a single person, \$119,700 for a household of two and \$149,600 for a family of four.

who are below the AMI, and 255 households who are below 50% AMI which means they would qualify for very low-income housing.

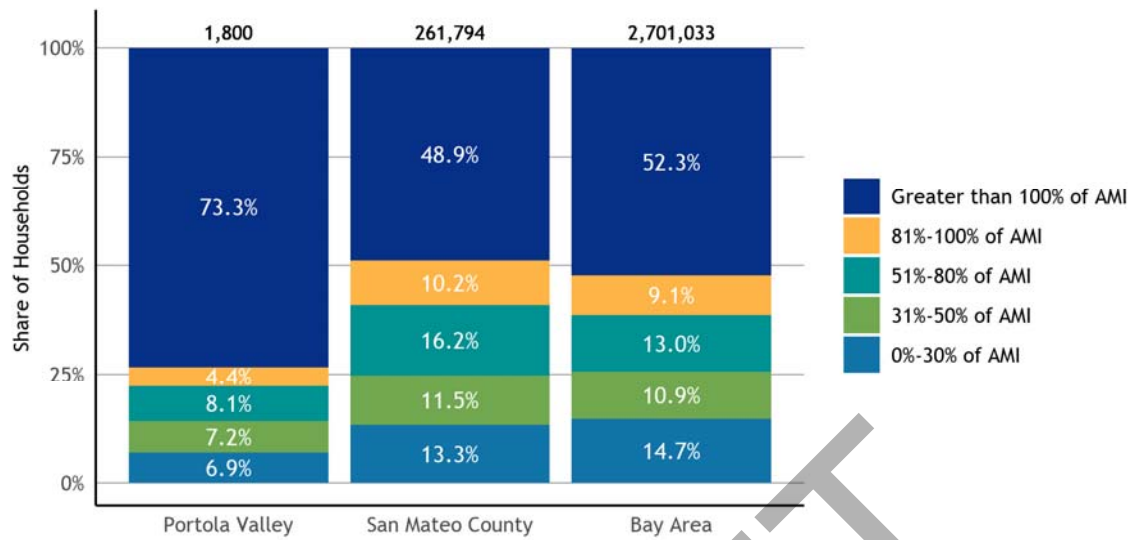


FIGURE 2-6: HOUSEHOLDS BY HOUSEHOLD INCOME LEVEL

Universe: Occupied housing units

Notes: Income groups are based on HUD calculations for Area Median Income (AMI). HUD calculates the AMI for different metropolitan areas, and the nine county Bay Area includes the following metropolitan areas: Napa Metro Area (Napa County), Oakland-Fremont Metro Area (Alameda and Contra Costa Counties), San Francisco Metro Area (Marin, San Francisco, and San Mateo Counties), San Jose-Sunnyvale-Santa Clara Metro Area (Santa Clara County), Santa Rosa Metro Area (Sonoma County), and Vallejo-Fairfield Metro Area (Solano County). The AMI levels in this chart are based on the HUD metro area where this jurisdiction is located. The data that is reported for the Bay Area is not based on a regional AMI but instead refers to the regional total of households in an income group relative to the AMI for the county where that household is located.

Source: U.S. Department of Housing and Urban Development (HUD), Comprehensive Housing Affordability Strategy (CHAS) ACS tabulation, 2013-2017 release

Throughout the region, there are disparities between the incomes of homeowners and renters. Typically, the number of low-income renters greatly outpaces the amount of housing available that is affordable for these households. In Portola Valley, although the largest proportion of both renters and owners falls in the greater than 100% of AMI income group, 19.1% of renters earn less than 30% of AMI compared to 4.1% of owners, and 48.5% of renters earn less than 80% AMI compared to 16.1% of owners.

Poverty in Portola Valley is extremely low, with a rate close to zero. The more pressing issue faced by workers in Portola Valley is being able to afford housing as home and rental prices have greatly increased over time.

Some neighborhoods are identified as “Highest Resource” or “High Resource” by the State of California based on a range of indicators such as access to quality schools, proximity to jobs

and economic opportunities, low pollution levels, and other factors.¹⁴ However, neighborhoods don't always receive an equitable share of these community resources and may be designated as "Low Resource" if they lack these amenities. All Portola Valley residents live in neighborhoods identified as "Highest Resource" or "High Resource," meaning there are no "Low Resource" neighborhoods in Portola Valley.

HOUSING STOCK CHARACTERISTICS AND TRENDS

HOUSING GROWTH

The number of new homes built in the Bay Area has not kept pace with the demand, resulting in longer commutes, increasing prices, and exacerbating issues of displacement and homelessness. The number of homes in Portola Valley has increased 1.6% from 2010 to 2020, which is much lower than the growth rate for San Mateo County of 3.6% and the 5.0% growth rate of the Bay Area region's housing stock during this time.

HOUSING COSTS AND COST BURDEN

Given high job growth and low housing growth in the county, the cost of housing in Portola Valley has increased significantly in the past decade:

Ownership – In 2020, the average sales price of a single-family home in Portola Valley was approximately \$4,150,338. Home prices increased by 149% from 2010 to 2020. This change is significantly above the change in San Mateo County (107%) and the region (103%).

Rental Prices – Rental prices increased by 47% from 2009 to 2019. The median rent in 2019 was \$2,940. To rent a home without cost burden, a household would need to make \$117,760 per year.

A household is considered "cost-burdened" if it spends more than 30% of its monthly income on housing costs, while those who spend more than 50% of their income on housing costs are considered "severely cost-burdened." While household incomes within Portola Valley are relatively high when compared to other jurisdictions, there are still households considered some level of cost burdened. In Portola Valley, 17.1% of households spend 30% to 50% of their income on housing and are considered "cost burdened" while 11.7% of households are severely cost burdened and use over 50% of their income for housing. There are disparities in housing cost burden in Portola Valley by tenure, while 20.2% of property owners experience cost burden, 46.9% of renters experience the same. This disparity may be attributed to the

¹⁴ For more information on the "opportunity area" categories developed by HCD and the California Tax Credit Allocation Committee, see this website: <https://www.treasurer.ca.gov/ctcac/opportunity.asp>. The degree to which different jurisdictions and neighborhoods have access to opportunity will likely need to be analyzed as part of new Housing Element requirements related to affirmatively furthering fair housing. ABAG/MTC will be providing jurisdictions with technical assistance on this topic this summer, following the release of additional guidance from HCD.

Bay Area's relatively high housing prices, as well as a lack of affordable rental housing options within the Town, relative to need.

HOUSING TYPE AND TENURE

It is important to the Town of Portola Valley to have a variety of housing types to meet the needs of a community today and in the future, as indicated in the Housing Strategic Plan adopted in 2016 that emphasizes the needs of seniors, young people, and workers. High-cost areas, like Portola Valley, often have difficulty attracting and retaining important vital employees such as teachers, fire fighters, health care professionals, food service providers, and other essential workers that are important to the health and well-being of the Town. In 2020, 81.1% of homes in Portola Valley were single family detached, 0.0% were single family attached, 2.1% were small multifamily (2-4 units), and while Census data indicates that 16.8% were medium or large multifamily (5+ units). Within the town of Portola Valley, multi-family units are comprised of units located at the Sequoias, a multi-unit buy-in retirement community located in the central portion of the Town along Portola Road.

Between 2010 and 2020, the number of single-family detached units continued to increase more than any other unit type.

The number of residents who own their homes compared to those who rent their homes can also help identify the level of housing insecurity, which can be understood as the ability for individuals to stay in their homes and not be forced to leave due to increases in cost or owners' activities outside of their control. Generally, renters may be displaced more quickly if prices increase, and are more likely to experience overcrowding. Overcrowding occurs when the number of people living in a household is greater than the home was designed to hold, defined by HCD as more than one occupant per room (not including bathrooms or kitchens). Additionally, the Census Bureau considers units with more than 1.5 occupants per room to be severely overcrowded. In Portola Valley, 0.0% of both renter and owner households are severely overcrowded, but 8.1% of renters experience moderate overcrowding (1 to 1.5 occupants per room) compared to 0.0% for those that own.

In Portola Valley there are a total of 1,685 housing units, and fewer residents rent than own their homes: 22.6% versus 77.4% (see Figure 2-7). By comparison, 39.8% of households in San Mateo County are renters, while 43.9% of Bay Area households rent their homes.

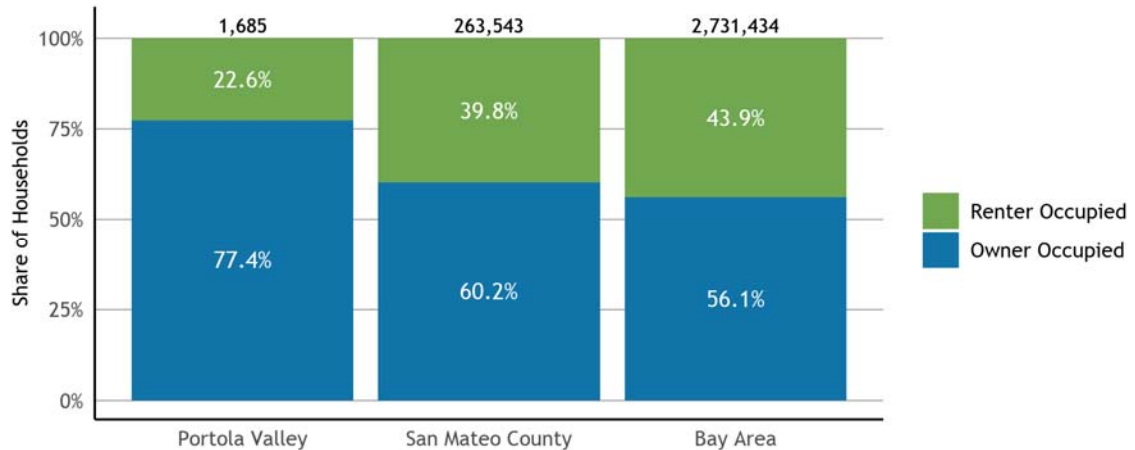


FIGURE 2-7: HOUSING TENURE

Universe: Occupied housing units

Source: U.S. Census Bureau, American Community Survey 5-Year Data (2015-2019), Table B25003

The age of residents who rent or own their home can also signal the housing challenges a community is experiencing. Younger households tend to rent and may struggle to buy a first home in the Bay Area due to high housing costs. At the same time, senior homeowners seeking to downsize may have limited options in an expensive housing market. In Portola Valley, 0.0% of householders between the ages of 25 and 44 are renters, while 26.1% of householders over 65 are renters.

Vacant units make up 7.7% of the overall housing stock in Portola Valley. The rental vacancy stands at 0.0%, while the ownership vacancy rate is 2.8%. Of the vacant units in Portola Valley, the most common type of vacancy according to Census data is for seasonal, recreational, or occasional use which included 104 units according to Census data from 2019. A vacancy rate of at least 5% for rental housing and 2% for ownership housing is generally considered a healthy balance between supply and demand.

HOUSING CONDITION

Generally, there is limited data on the extent of substandard housing issues in a community. However, Census Bureau data gives a sense of some of the substandard conditions that may be present, specifically a lack of kitchen and plumbing facilities which is often used as an indicator of substandard housing conditions. Per US Census Data, 31.8% of renters in Portola Valley reported lacking a kitchen and 0% of renters lack plumbing, whereas 1.2% of property owners in the Town report lacking a kitchen and 0% of property owners report lacking plumbing. It is likely that the high number of renters reporting a lack of kitchen facilities in the Town may be attributed to The Sequoias retirement community located off Portola Road. This facility accommodates over 300 senior citizens and offers meal plans/packages to residents as well as studio living arrangements.

In addition to lacking plumbing or kitchen facilities, the age of a community's housing stock can provide another indicator of overall housing conditions. Typically, housing over 30 years in age is likely to have rehabilitation needs that may include new plumbing, roof repairs, foundation work, and other repairs. In Portola Valley, the largest proportion of the housing stock was built between 1960 to 1979, with 763 units constructed during this period. While most of the Town's housing stock was constructed prior to the 30-year benchmark, due to the Town's high household incomes which allow for routine maintenance and improvements, the age of units in the Town is not believed to contribute to substandard housing conditions. More so, existing homes in the Town are bought and sold, new owners are anticipated to remodel and update housing units. Based on the above data, staff estimates that approximately 10 ownership units may require rehabilitation, mostly due to long term owners, or children of long-term owners, that may own property but lack discretionary income to fund improvements.

SPECIAL NEEDS POPULATIONS

Finally, some population groups may have special housing needs that require specific program responses, and these groups may experience barriers to accessing stable housing due to their specific housing circumstances. Government Code section 65583, subdivision (a)(7) requires each jurisdiction to include analyses for the following populations: senior households, persons with disabilities (including developmental disabilities), large households, farmworkers, female-headed households, and homeless. For resources available for these special needs populations, see Section 5, Resources.

SENIOR HOUSEHOLDS

Senior households often experience a combination of factors that can make accessing or keeping affordable housing a challenge. They often live on fixed incomes and are more likely to have disabilities, chronic health conditions, and/or reduced mobility. Understanding how seniors might be cost-burdened is of particular importance due to their special housing needs, particularly for low-income seniors. 71.4% of seniors making less than 30% of AMI in Portola Valley are spending most of their income on housing. For seniors making more than 100% of AMI, 94.5% are not cost-burdened and spend less than 30% of their income on housing.

LARGE HOUSEHOLDS

Large family households often have special housing needs due to a lack of adequately sized affordable housing available. The higher costs required for homes with multiple bedrooms can result in larger families experiencing a disproportionate cost burden than the rest of the population and can increase the risk of housing insecurity. In Portola Valley, for large households with 5 or more persons, most units (89.6%) are owner occupied. In 2017, 0.0% of large households were very low-income, earning less than 50% of AMI. Large families are generally served by housing units with 3 or more bedrooms, of which there are 1,374 units in Portola Valley. Among these large units with 3 or more bedrooms, 9.9% are renter-occupied and 90.1% are owner occupied.

FEMALE-HEADED FAMILY HOUSEHOLDS

Households headed by one person are often at greater risk of housing insecurity, particularly female-headed households, who may be supporting children or a family with only one income. In Portola Valley, the largest proportion of households is married-couple family households at 64.2% of total, while female-headed households make up 5.8% of all households. Female-headed households with children may face particular housing challenges, with pervasive gender inequality resulting in lower wages for women. Moreover, the added need for childcare can make finding a home that is affordable more challenging. In Portola Valley, none of the female-headed households with children fall below the Federal Poverty Line, nor do any of the female-headed households without children.

FARMWORKERS

Across the state, housing for farmworkers has been recognized as an important and unique concern. Farmworkers are traditionally defined as persons whose primary incomes are earned through seasonal agricultural work. Farmworkers have special housing needs because they earn lower incomes than many other workers and move throughout the season from one harvest to the next. Farmers and farmworkers are the keystone of the larger food sector, which includes the industries that provide farmers with fertilizer and equipment; farms to produce crops and livestock; and the industries that process, transport, and distribute food to consumers. While overall the Bay Area has shifted away from our historical agricultural economic base, Bay Area counties still preserve strong agricultural roots. And yet, the responsibility for farmworker housing is not just with these counties. In many counties, farmworkers choose to live within incorporated cities due to the diversity and availability of housing, proximity to schools and other employment opportunities for other family members, and overall affordability. Many farmworker households tend to have difficulties securing safe, decent, and affordable housing. Far too often, farmworkers are forced to occupy substandard homes or live in overcrowded situations.

In the Bay Area, about 3.7% of farmworkers, including both seasonal and permanent residents, are in San Mateo County. However, per the USDA, today's farmworkers can commute up to 75 miles to the workplace. Based on this, the need for housing for agricultural workers is not just the responsibility of Bay Area counties with a robust agricultural economy. In Portola Valley, according to the U.S. Census Bureau, ACS 5-Year Data (2015-2019), there are approximately 22 residents employed in the agriculture, forestry, and fishing industries.

EXTREMELY LOW-INCOME HOUSEHOLDS

Extremely low-income (ELI) households refer to households earning less than 30% of AMI and are considered a subset of very-low-income households, one of the income groups identified in State RHNA requirements. In San Mateo County, 30% AMI is the equivalent to the annual income of \$44,000 for a family of four. Many households with multiple wage earners—including food service workers, full-time students, teachers, farmworkers, and healthcare professionals—can fall into lower AMI categories due to relatively stagnant wages in many industries.

As part of the Housing Element Update process communities are required by the State to analyze the existing and projected housing needs of extremely low-income households. In analyzing the projected housing needs of ELI households, HCD advises communities to utilize available census data OR assume 50% of their very-low income (VLI) RHNA requirement represents needs of ELI households. Accordingly, due to the Town's VLI RHNA requirements equating to 73 units, approximately 37 of these units are assumed to be ELI households.

PEOPLE EXPERIENCING HOMELESSNESS

Homelessness remains an urgent challenge throughout the region, reflecting a range of social, economic, and psychological factors. Homelessness is disproportionately experienced by people of color, people with disabilities, those struggling with addiction and those dealing with traumatic life circumstances. In San Mateo County, the most common type of household experiencing homelessness is those without children in their care. Among households experiencing homelessness that do not have children, 75.5% are unsheltered. Of homeless households with children, most are sheltered in emergency shelters.

San Mateo County conducted the latest PIT Count on February 24, 2022. Volunteers were deployed to conduct an observational count of those experiencing unsheltered homelessness. San Mateo County conducted the unsheltered homeless survey through March 3, 2022. Data from the One Day Count will be available later this year in a report by the County's Center on Homelessness and will be publicly available and will be used to update this section. In 2019, Portola Valley had 0 homeless individuals according to the most recent PIT San Mateo County <https://www.smcgov.org/hsa/2019-one-day-homeless-count> (see Table 2-2). **[NOTE: MORE RECENT DATA WILL BE ADDED TO THIS TABLE WHEN THE REPORT IS PUBLISHED LATER THIS YEAR]**

TABLE 2-2: NUMBER OF UNSHELTERED INDIVIDUALS BY SAN MATEO COUNTY CITIES

City	2011 Count	2013 Count	2015 Count	2017 Count	2019 Count
Atherton	1	0	1	0	1
Belmont	1	43	11	3	7
Brisbane	0	34	21	19	4
Burlingame	3	13	7	21	25
Colma	1	7	3	1	8
Daly City	44	27	32	17	66
East Palo Alto	385	119	95	98	107
Foster City	0	7	0	6	4
Half Moon Bay	41	114	84	43	54
Hillsborough	0	0	0	0	0
Menlo Park	72	16	27	47	27
Millbrae	1	21	8	7	9
Pacifica	95	150	63	112	116
Portola Valley	16	2	0	1	0
Redwood City	233	306	223	94	221
San Bruno	14	98	8	26	12
San Carlos	9	10	20	28	30
San Francisco International Airport	9	5	1	3	21
San Mateo	68	103	82	48	74
South San Francisco	122	173	55	33	42
Unincorporated	47	46	32	30	73
Woodside	0	6	2	0	0
Total	1,162	1,299	775	637	901

Note: Universe: Population experiencing homelessness.
Source: San Mateo County: Annual Point in Time Count Report.

More information on each of these population groups can be found in Appendix B.

DRAFT

SECTION 6. ADEQUATE SITES

State Housing Element Law (Government Code Sections 65583(a)(3)) requires that jurisdictions demonstrate their availability of adequate land resources to accommodate their “fair share” of regional housing needs. Jurisdictions must demonstrate that these land resources have the appropriate site characteristics and development regulations required to accommodate their community’s housing needs as identified by the State Department of Housing and Community Development (HCD) and the Bay Area’s regional governing body, the Association of Bay Area Governments (ABAG). Land resources identified as suitable for potential future accommodation of residential development throughout the planning period are referred to as a “Sites Inventory.” This section describes the land resources which have been identified for inclusion in the town’s Sites Inventory.

The analysis in this section demonstrates that there is an adequate supply of suitable land to accommodate the Town’s housing allocation of 253 units, including housing for very low- and low-income households. The section starts with a description of the Town’s housing target for the 2023-2031 planning period, called the Regional Housing Needs Allocation (RHNA). It then provides an analysis of suitable sites, including residential units in the pipeline, anticipated Accessory Dwelling Units, and vacant and non-vacant sites where housing is or will become an allowed use.

REGIONAL HOUSING NEEDS ALLOCATION (RHNA)

RHNA is the State-required process that seeks to ensure each California jurisdiction is planning for enough housing capacity to accommodate their “fair share” of the state’s housing needs for all economic segments of the community. The RHNA process for the nine-county Bay Area is described below.

- **Regional Determination.** The California Department of Housing and Community Development (HCD) provided the Association of Bay Area Governments (ABAG) with a Regional Housing Needs Determination. HCD provided ABAG a regional determination of **441,176** units. This is the number the Bay Area must plan for between 2023 and 2031. It represents the number of additional units needed to accommodate the anticipated growth in the number of households, to replace expected demolitions and conversions of housing units to non-housing uses, and to achieve a future vacancy rate that allows for healthy functioning of the housing market. The Regional Housing Needs Determination for the first time ever also included adjustments related to the rate of overcrowding and the share of cost-burdened households, which resulted in a significantly higher number of housing units for which the Bay Area must plan compared to previous RHNA cycles.
- **RHNA Methodology.** ABAG developed a RHNA methodology to allocate the Regional Housing Needs Determination across all cities, towns, and counties in the region. The RHNA methodology must be consistent with State objectives, including but not limited

to promoting infill, equity, and environmental protection; ensuring jobs-housing balance; and affirmatively furthering fair housing. The allocation also considers factors such as employment opportunities, the availability of suitable sites and public facilities, commuting patterns, and type and tenure of housing need. ABAG developed the RHNA methodology in conjunction with a committee of elected officials, staff from jurisdictions, and other stakeholders called the Housing Methodology Committee. More information about ABAG's RHNA methodology is available at <https://abag.ca.gov/our-work/housing/rhna-regional-housing-needs-allocation>.

- **Housing Element Updates.** Each jurisdiction must then adopt a Housing Element that demonstrates how it can accommodate its assigned RHNA for each income category through its zoning. HCD reviews each jurisdiction's Housing Element for compliance with State law. Portola Valley's Housing Element must demonstrate capacity to accommodate 253 units as further described below.

PORTOLA VALLEY'S "FAIR SHARE"

In determining a jurisdiction's share of new housing needs, ABAG splits each jurisdiction's allocation into four income categories:

- Very Low-Income – 0 to 50% of Area Median Income (AMI)
- Low-Income – 51 to 80% of AMI
- Moderate-Income – 81 to 120% of AMI
- Above Moderate-Income – more than 120% of AMI

The Area Median Income (AMI) in San Mateo County for a family of four is \$149,600. How this breaks down into income categories for Portola Valley is shown in Table 6-1. Where this Housing Element refers to housing that is affordable to the different income levels shown above, we mean a household spends **no more than 30% of their income on housing**.

In December 2021, ABAG identified the Town of Portola Valley's fair share of the region's housing needs as 253 new housing units, as shown in Table 6-2. This allocation represents a planning goal by requiring the Town to demonstrate sufficient development capacity through the identification of potential site and zoning, and not a goal for actual production of housing within the planning period.

In addition, each jurisdiction must also address the projected need of extremely low-income households, defined as households earning 30% or less of AMI. The projected extremely low-income need is assumed to be 50% of the total RHNA need for the very low-income category. As such, there is a projected need for 37 extremely low-income housing units.

TABLE 6-1: RHNA AFFORDABILITY LEVELS IN PORTOLA VALLEY

Affordability Level	Percent of Ami	Portola Valley Household Income ^a
Very-Low-Income	0 – 50% of AMI	< \$91,350
Low-income	51-80% of AMI	\$91,351 - \$146,350
Moderate-income	81-120% of AMI	\$146,351 - \$179,499
Above Moderate-Income	> 120% of AMI	> \$179,500

Note: AMI = Area Median Income, Household incomes based on San Mateo County's 2021 AMI of \$149,600 for a 4-person household.

^a Household incomes are for households/families of four (4).

Source: Town of Portola Valley.

TABLE 6-2: PORTOLA VALLEY REGIONAL HOUSING NEEDS ALLOCATION (2023-2031)

Income Category	RHNA	Percent of RHNA
Very-Low-Income (0-50% of AMI)	73	29%
Low-Income (50-80% of AMI)	42	17%
Moderate-Income (80-120% of AMI)	39	15%
Above Moderate-Income (120% or more of AMI)	99	39%
Total	253	100%

Source: Final Regional Housing Needs Allocation (RHNA) Plan: San Francisco Bay Area, 2023-2031.

RHNA Buffer

In 2017, Senate Bill (SB) 166 was signed into law and included new “no net loss” provisions that require communities to provide an ongoing, adequate supply of land resources for housing development during the entirety of the housing element update planning period. These provisions mean communities face risks of non-compliance should a housing site be developed with non-residential uses, lower residential densities, or residential uses at affordability levels higher than anticipated by the Housing Element. To avoid non-compliance, HCD advises communities to “buffer” their assigned RHNA numbers with additional housing units ranging from at least 15% to 30% of their assigned RHNA. The Town of Portola Valley proposes a 24% buffer of 61 housing units, bringing the Town’s proposed RHNA to 314 housing units (see Table 6-3 below).

TABLE 6-3: PROPOSED REGIONAL HOUSING NEEDS ALLOCATION BUFFER

Income Category	RHNA	Proposed RHNA (With Buffer)
Very-Low-Income (0-50% of AMI)	73	88
Low-income (50-80% of AMI)	42	58
Moderate-Income (80-120% of AMI)	39	49
Above Moderate-Income (120% or more of AMI)	99	119
Total	253	314

Source: Town of Portola Valley Planning & Building Department, 2022

CREDIT TOWARDS RHNA

Pursuant to HCD guidance, in addition to vacant and underutilized land resources, a community may satisfy their RHNA requirements through “alternative means” which may serve as “credits” toward their RHNA. These alternative means include the consideration of proposed, pending, or approved development projects that haven’t received a certificate of occupancy prior to the start of the 6th cycle on June 30, 2022 – the projection period for the 6th cycle housing element update. The Town of Portola Valley’s pipeline and pending projects are discussed in more detail below.

Additionally, per HCD guidance, a community may also credit the number of accessory dwelling units (ADUs) that are anticipated to be developed during the 6th cycle housing element planning period toward their RHNA requirements. The forecasted development of ADUs during the planning period must be based on an analysis of prior years’ building permit data and local development regulations that promote ADU development. The Town of Portola Valley’s anticipated ADU development over the course of the 2023-2031 planning period is discussed in more detail below.

PIPELINE AND PENDING PROJECTS

Residential projects that have been approved but have not received a certificate of occupancy prior to June 30, 2022, are referred to as “Pipeline Projects”. These projects will be developed during the 2023-2031 planning period. Similarly, Pending Projects are residential developments that have yet to be approved but will likely be developed during the 2023-2031 planning period. Both the pipeline and pending projects of the town of Portola Valley are included below in Table 6-4. These two developments include:

- The approved Willow Commons residential development planned at 4388 Alpine Road will include 11 multi-family supportive housing units for individuals with intellectual developmental delays and two units for on-site staff. The 13 units will consist of 11 low income, 1 moderate, and 1 above moderate income.
- The pending “Stanford Wedge” Faculty Housing development is proposed in the northeastern portion of the Town along Alpine Road will consist of 27 single-family residential units and 12 workforce housing units (6 confirmed to be low income and 6 anticipated to be moderate income) to be clustered on approximately 7 acres of a 75-acre site. The remainder of the site will be undeveloped and subject to a vegetation management plan to address fire safety concerns.

TABLE 6-4: APPROVED PIPELINE UNITS AND UNITS PENDING APPROVAL

APN	Address	Site Name	Affordability Category				Total
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	
Approved Pipeline Projects							
79072120	4388 Alpine Road	Willow Commons	0	11	1	1	13
Pending Projects							
77281020	Alpine Road and Golden Oak Drive	Stanford Wedge	0	6	6	27	39
Total			0	17	7	28	52

Source: Town of Portola Valley Planning & Building Department, 2022

ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS

In addition to pipeline projects, a community may also count ADU development projected to occur during the 2023-2031 planning period towards their RHNA requirements. To do so, communities must analyze historic building permit trends, over the last several years, to accurately identify a reasonable projection of ADUs to be developed over the planning period. This analysis considers the various California state laws passed since 2017 that are intended to encourage ADU development, as well as local efforts on behalf of the Town of Portola Valley to promote ADU development.

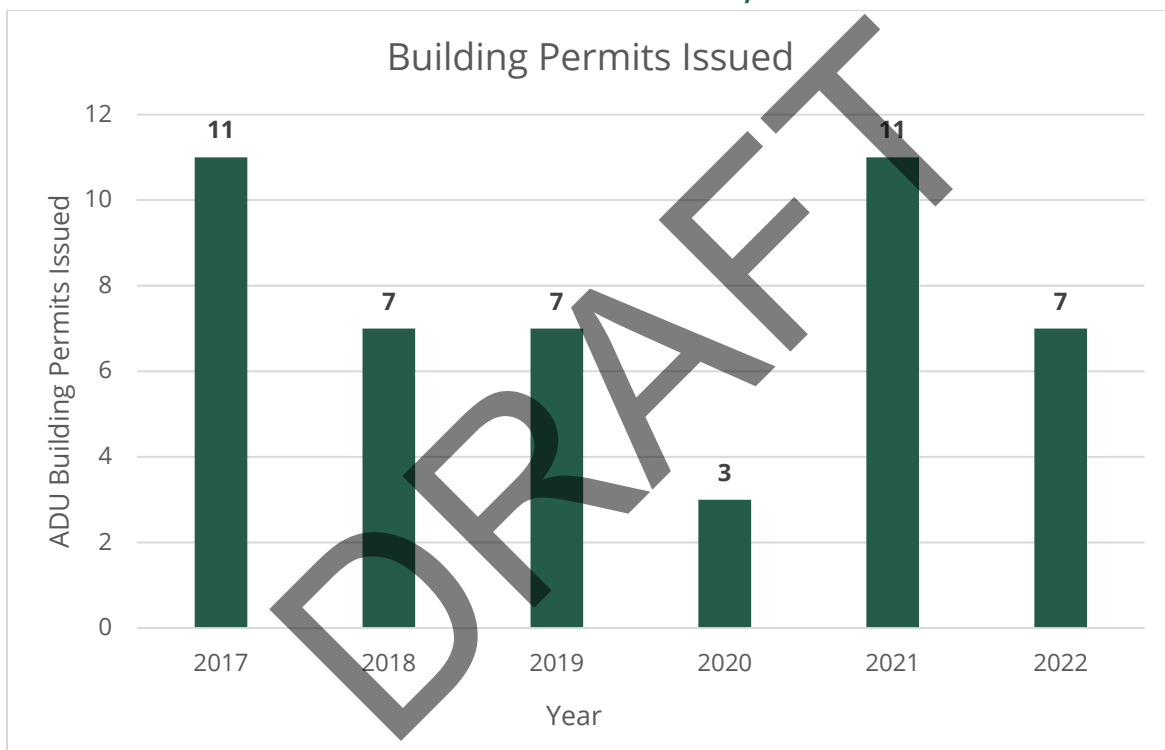
Figure 6-1 below includes an analysis of the Town's issuance of building permits for ADUs between the years 2017 to 2021. In the year 2017, the Town issued a total of 11 ADU building permits and 7 ADU building permits were issued in both 2018 and 2019. In 2020, only 3 ADU building permits were issued due to the Town being severely impacted by the COVID-19 pandemic and a complete department shut down except emergency building permits for several months. In 2021, ADU permitting picked up again and the Town issued 11 building permits. As of April 2022, the Town has received 7 applications for ADUs and is in communication with about 8 more households looking to build an ADU. During a focus group meeting for property owners interested in building an ADU or Junior ADU (JADU), over 50 people attended and provided valuable input for new policies to help incentivize and streamline the ADU and JADU process. Due to the Town's trends in ADU building permits, property owner interest, as well as several new ADU programs proposed as part of this update to encourage development of ADUs, the Town of Portola Valley assumes an average of 11-12 ADU building permits to be issued each year of the 6th cycle planning period. This equates to a total of 92 dwelling units planned to be constructed over the next 8 years.

Affordability Levels of Projected ADU Development

Due to their co-location on existing residential lots, and smaller building footprints, typically ranging in size between 800 and 1,200 square feet, ADUs are generally considered to serve as affordable-by-design housing options in communities. However, due to a variety of local market factors, the level of affordability of ADU development may vary by community. The

Town of Portola Valley’s proposed distribution of anticipated ADU development across affordability levels is consistent with the Technical Memorandum “Affordability of Accessory Dwelling Units” issued by ABAG on September 8, 2021 and detailed below in Table 6-5. 30% of anticipated ADU developments, or 28 ADUs are anticipated to be developed as affordable to “very low-income” households, with another 28 anticipated to be developed as affordable to “low-income” households. Another 30% are anticipated to be developed as affordable to “moderate-income” households and 10%, or 8 ADUs are anticipated to be developed as affordable to “above moderate-income” households. To encourage the development of ADUs at various affordability levels, the Town proposes programs within Section 7, Goals, Policies, and Programs to further encourage the development of ADUs and JADUs at various income levels. These Programs are summarized below for reference as well.

FIGURE 6-1: ADU BUILDING PERMITS ISSUED 2017-2021; ADU APPLICATIONS IN 2022



Source: Town of Portola Valley Planning & Building Department, 2022

Note: The year 2022 represents permit applications received as of May 2022

Proposed ADU and JADU Policies and Programs

To continue to incentivize the development of JADUs and ADUs throughout the Town, at a variety of affordability levels the Town proposes the creation and adoption of various JADU and ADU policies as outlined within Section 7, Goals, Policies, Programs. These programs are summarized below for reference.

- Pre-approved preliminary floor plans for ADUs and JADUs that are made available to property owners. These pre-approved floor plans would only require minimal additional engineering to account for the unique topography of sites and would

significantly decrease the level of effort required of property owners in designing and permitting a JADU or ADU.

- Offering of Streamlining services through the Town's Building Department that would offer dedicated staff and resources to helping property owners make improvements such as kitchen or other facilities that would assist in the permitting of a JADU or ADU.
- A new program to match low-income renters with ADU owners in Portola Valley. This program will include a sub-program targeted towards matching low-income renters who have experienced displacement from areas outside of Portola Valley, with ADU owners within Portola Valley to increase access to opportunities within the Town. The Town will partner with the Human Investment Project for Housing (HIP Housing), a nonprofit organization that conducts a similar program in San Mateo County to match housing "providers" with housing "seekers."

RHNA CREDITS SUMMARY

A summary of the pipeline and pending projects as well as projected ADU development which can serve as "alternative means" or credits toward the Town of Portola Valley's RHNA requirements are included below in Table 6-5. Together these credits total 144 units.

TABLE 6-5: RHNA CREDITS SUMMARY

RHNA Credit	Affordability Category				Total
	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	
Willow Commons Project	0	11	1	1	13
Stanford Wedge Project	0	6	6	27	39
ADUs	28	28	28	8	92
Total	28	45	35	36	144

Source: Town of Portola Valley Planning & Building Department, 2022

SITE INVENTORY METHODOLOGY

Following consideration of applicable RHNA Credits as described above, the Town has identified land resources that are determined to be suitable for accommodation of the remaining portion of their RHNA requirements, inclusive of a buffer for all income categories. These suitable land resources are referred to as Adequate Sites. Consistent with Government Code Section 65583.2(a), and the community's priorities related to wildfire and geologic safety, Portola Valley's adequate sites were identified according to the following standards:

- Vacant sites zoned for residential use.
- Vacant sites zoned for nonresidential use that allows residential development.
- Residentially zoned sites that are capable of being developed at a higher density, including sites owned or leased by a Town, county, or Town and county.

- Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the site.
- Sites occupied by members of the Affiliated Housing Program

In addition to the above criteria, the Town and consultant team used HCD guidance as well as trends from recent development projects to calculate the realistic capacity of adequate sites. These are described in greater detail below.

REALISTIC CAPACITY

Realistic capacity of sites identified within the Town's Housing Sites Inventory was calculated using a combination of HCD guidance regarding minimum, default densities and lot sizes necessary to accommodate multi-family development for a variety of income groups, as well as input from Town staff regarding development potential of sites, informed by historical development trends experienced within the Town.

Densities and Affordability

To make it feasible to develop housing that is affordable to very low- and low-income households, housing must be built at higher densities. HCD has published guidance that specifies the minimum residential densities deemed necessary to accommodate lower-income households. Per this Guidance, which has been updated with 2020 Census data, the Town of Portola Valley is considered a jurisdiction with a "default density" of 20 dwelling units per acre. This means that sites that allow denser development of at least 20 dwelling units per acre are considered able to accommodate lower-income units. Accordingly, the Town has identified sites included within their Sites Inventory which will be rezoned to newly created zoning districts as outlined within the "Rezoning Program" Section below. These rezonings will provide for the development of housing at default densities identified by HCD during the 2023-2031 planning period.

Site Size

Consistent with HCD guidance, sites identified within the Town's Site Inventory to accommodate lower-income housing units, developed at a minimum of 20 dwelling units per acre are between 0.5 acres and 10 acres.

Utilities

[Note: This section will be included in the Public Review Draft Housing Element]

REZONING PROGRAM

Pursuant to Government Code Section 65583.2(c), the Town of Portola Valley will adopt two new zoning districts including 1) a new multi-family district allowing up to 20 dwelling units per acre and 2) a mixed-use district allowing residential uses at 6 dwelling units per acre.

Multi-Family Zoning District

Mixed-Use Zoning District

[Note: Additional Information/details to be included in the Public Review Draft regarding proposed Rezoning Program to be accompanied by Objective Design Standards which will be used to maintain character of town and accommodate RHNA requirements].

Opt-in-Single-Family Rezoning Program

To further increase housing development, the Town is creating an Opt-in Single-Family Rezoning Program to disperse additional residential units throughout the community and provide a greater diversity of types of housing units available. To gauge interest in such a program, the Town held an “Opt-in Rezoning” focus group meeting for property owners that may be interested in voluntarily upzoning their property. After the meeting, five property owners expressed interest in the program. The Town expects the program to be viable based on this preliminary level of interest and the number of potential units that could be produced on those sites. The new program will allow single-family residential parcels 1 acre or greater to upzone to allow up to six dwelling units per acre subject to the following safety criteria:

- Accessible to two ways of ingress and egress
- Located on a slope less than 30%
- Outside of a very high fire hazard severity zone, as adopted by the Town Council
- Outside of a fault zone
- Outside of areas identified with unstable soils or at risk of landslide or liquefaction

These potentially eligible parcels range from approximately 1 to 3 acres in size and are broadly dispersed throughout Portola Valley’s neighborhoods. The Town has conducted a preliminary analysis of the properties meeting the criteria and is anticipating that a total of 18 residential units may be accommodated through the Town as part of the described Opt-In Rezoning Program during the 6th Cycle planning period.

Prior to a property participating in the proposed opt-in rezoning program, the site will be reviewed by the Town’s Planning Commission for program eligibility consistent with the above safety criteria, which will be further detailed in the Municipal Code (adopted by January 2023). Contingent on eligibility being determined, proposed development of these sites would then be reviewed by the Town’s Architectural and Site Control Commission (ASCC) as an objective design review for consistency with newly established objective design standards proposed to be adopted as part of this Housing Element Update. These objective design standards will include but not be limited to, floor area, setback, height, lighting, exterior material, landscaping, and water usage standards. The Town’s newly proposed multi-family and mixed-use zoning districts, and objective design standards that will accompany both districts, as well as the Town’s proposed Opt-In Rezoning Program will be adopted prior to January 2023.

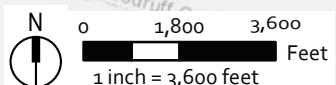
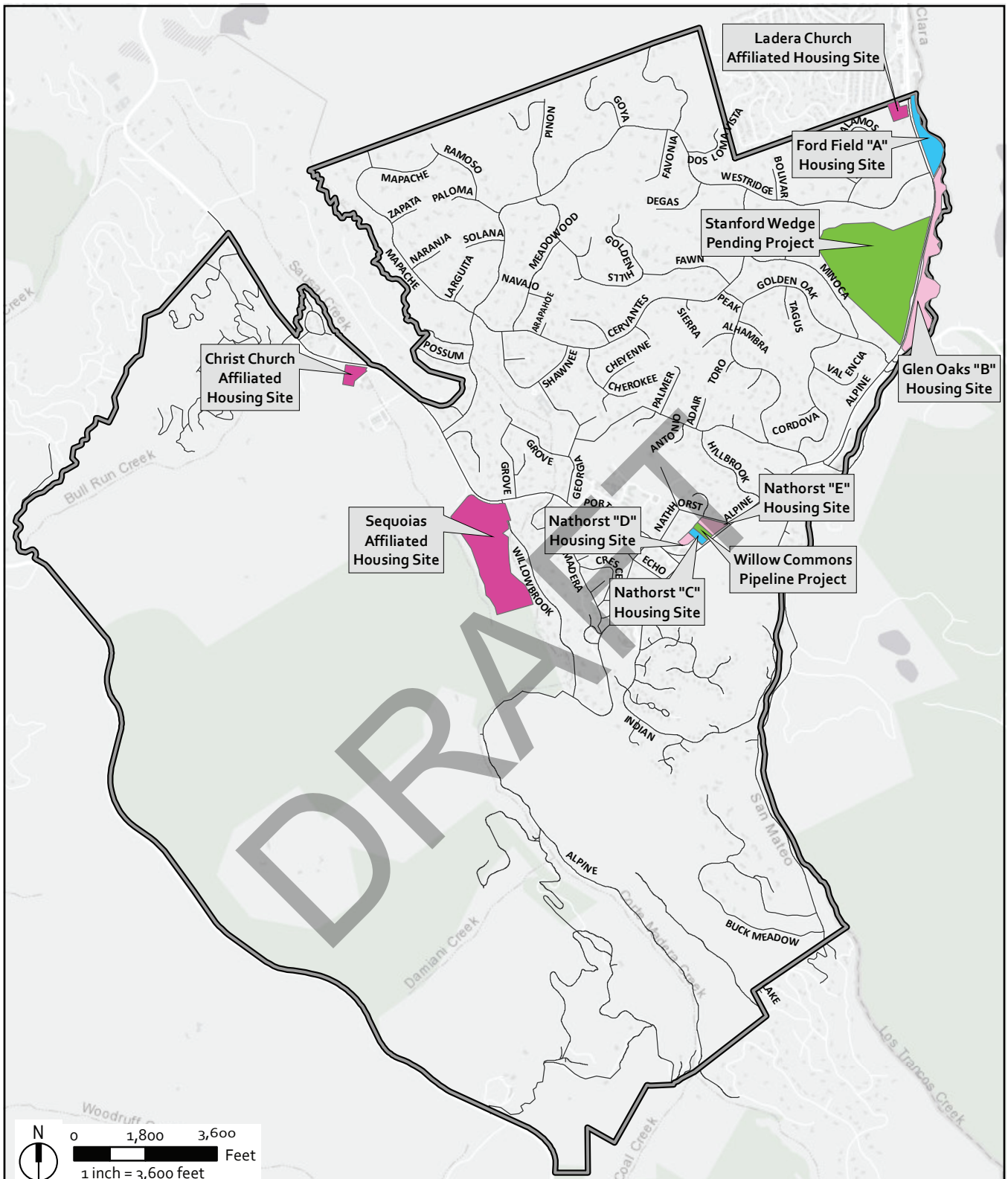
SITES INVENTORY

Figure 6-2 below shows all adequate housing opportunity sites identified within the Town of Portola Valley as part of the 6th Cycle Housing Element Update, similarly Table 6-9 below summarizes these sites according to how they will be utilized by the Town to meet its RHNA requirements. Based on pipeline and pending projects, projected ADU production, and the realistic capacity of the adequate sites inventory identified here within, the Town has capacity to accommodate 314 housing units. This includes a total of 88 units affordable to very low-income households, 58 units affordable to low-income households, 49 units affordable to moderate income households, and 119 units affordable to above moderate-income households.

Per HCD guidance, the Town's adequate sites inventory is described here in on a site-by-site basis and organized according to vacant and non-vacant land resources. It should be noted that a majority of the Town's adequate sites are non-vacant land resources as identified within this section. While several non-vacant sites are proposed to be eventually redeveloped with residential uses, several other non-vacant sites are proposed to retain their existing uses in addition to being developed with affiliated housing options associated with those existing uses. Affiliated housing options refer to multi-family housing developments on institutional sites intended to serve employees and staff affiliated with the institutions that own the site or other members of the Town's workforce. Due to the high-cost of living within Portola Valley, many employees of these institutional uses cannot afford to live in market-rate housing options provided within the Town. Accordingly, the Town has identified these "Affiliated Housing Sites" for inclusion within the Town's 6th Cycle Housing Element Update.

Inclusion of these Affiliated Housing sites within the Town's Sites Inventory is based on the Town's experienced success with their existing Affiliated Housing Program and the interest of these institutions in developing additional housing in the future. To date, the Town's Affiliated Housing program has provided for the development of a total of 13 affiliated housing units which are located at the Woodside Priory School, a private catholic college preparatory school located northwest of the intersection of Alpine Road and Portola Road in the Town. In 2001, the Town of Portola Valley approved an amendment to the Woodside Priory's approved Conditional Use Permit to allow for the development of seven workforce housing units intended to serve Staff at the School. As part of this approval the School was required to make every effort reasonably possible, to the satisfaction of the Town's Planning Commission, to ensure a majority of the units at the Priory site were rented out to achieve the below market rate RHNA objectives for the Town. These seven units were subsequently permitted and developed by the School. In 2005 the Town approved a Master Plan for the School that approved an additional 11 housing units to be built in the future. Six housing units were completed in 2022 with two being deed restricted for lower income households. When engaged as part of the 6th Cycle Housing Element Update Process, Woodside Priory School indicated they do not anticipate developing the remaining units during the eight-year 6th Cycle planning period.

[Additional information about the Sequoias will be included in the Public Review Draft]








-  Portola Valley Jurisdictional Boundary
-  Pipeline and Pending Developments
-  Vacant Housing Sites
-  Non-Vacant Housing Sites (Not Affiliated)
-  Non-Vacant Affiliated Housing Sites

Figure 6-2
Adequate Sites

TABLE 6-6: NON-VACANT/UNDERUTILIZED LAND INVENTORY

APN	Name	Acres	Existing Use	Existing General Plan	Existing Zoning	Proposed Rezoning	Density (du/ac)	Realistic Capacity				
								VLI	LI	MI	AMI	Total
VACANT SITES												
77272010	Ford Field Housing Site	2.48 ^a	Baseball Field (To Remain)	Neighborhood Community / Existing Park	O-A & R-E	Multi-Family	20	50	0	0	0	50
79072130	Nathorst "C" Housing Site	1.18	Vacant	Commercial and Research/Administrative: Local Shopping & Service	CC	Mixed-Use	6	0	0	7	0	7
<i>Subtotal</i>											57	
NON-VACANT SITES												
77282030	Glen Oaks (Stanford) "B" Housing Site	4 ^a	Equestrian	Alpine Rd. Scenic Corridor & Greenway	O-A & R-E	Multi-Family	8	0	3	2	27	32
79072080	Nathorst "D" Housing Site (Behind Roberts)	0.86	Parking Lot	Commercial and Research/Administrative: Local Shopping & Service	A-P	Mixed-Use	6	0	0	0	5	5
79072060	Nathorst "E" Housing Site (Office)	1.5	Office	Alpine Rd. Scenic Corridor & Greenway	O-A & R-E	Mixed-Use	6	0	0	0	9	9
<i>Subtotal</i>											46	
Affiliated Housing Sites												
79200030	Sequoias Affiliated Housing Site	42	Multi-Family	Institution "Other"	R-E	No change	8 ^c	0	0	5	18	23
076262030	Christ Church Affiliated Housing Site	2.9	Church	Institution "Church"	R-E	Multi-Family	6 ^c	0	0	0	6	6
77271180	Ladera Church Affiliated Housing Site	0.5	Church	Institution "Church"	R-E	No change	20	10	10	0	0	20
<i>Subtotal</i>											49	
Opt-In Rezoning Program Sites		>1	Single-Family Residential	Low-Medium and Low Residential	R-1, R-E	Opt-In Rezoning	6	0	0	0	18	18
Total											170	

Notes: VLI = Very Low-Income, LI = Low-Income, MI = Moderate-Income, AMI = Above Moderate-Income, R-E = Residential Estate, R-1 = Single-Family Residential, A-P=Administrative Professional, O-A = Open Area, CC=Community Commercial. ^a Developable area. ^b Portion of a larger site. ^c Density to be determined by Planning Commission. Source: Town of Portola Valley, 2022.

VACANT SITES

Ford Field Housing Site

The Ford Field Housing Site has approximately 2.48-acre of developable area in an irregular shape and is located in the northeast corner of the Town, along Alpine Road. The site is owned by the Town and is currently developed with a baseball field and is located adjacent to Los Trancos Creek and the Alpine Trail.

A constraints analysis for the site has been done to maintain the Town's 75-foot scenic corridor requirement and 55-foot creek setback while maintaining the existing baseball field. To determine if a multi-family development is physically possible in this area, the Town contracted with Lisa Wise Consulting to develop a conceptual site plan which demonstrates that up to 50 units is possible on the developable portion of the site. The site could also include 7,000 square feet of community space and a playground.

The Town is creating a new multi-family district that will allow 20 units to the acre. This site will be rezoned multi-family. As a Town-owned site, it will be offered to non-profit low-income housing developers to provide 50 very low-income units. To test the viability of this approach, the Town has spoken with Alta Housing, a non-profit agency that has built low- and moderate-income housing projects in San Mateo and Santa Clara Counties.

Alta's preliminary review shows this project would be competitive for tax credits. The latest regulations provide points for new construction Large Family housing type in Highest/High Resource areas per the 2022 TCAC/HCD Opportunity Map.

Vacant Nathorst "C" Housing Site

The housing site located in the Nathorst Triangle at 4395 Alpine Road is approximately 1.18 acres and is currently vacant. Similar to the Ford Field site, Lisa Wise Consulting prepared a preliminary concept plan for the site and estimated 24 units could be developed. However, the Ad Hoc Housing Element Committee approached this part of town holistically and evaluated the sites together. Two other housing opportunity sites are included in this Sites Inventory and there is also a pipeline project (Willow Commons) being developed in the Nathorst Triangle. To avoid concentrating too much new development in this area, the Sites Inventory includes up to 7 units.

NON-VACANT (UNDERUTILIZED) SITES

[Additional information to meet HCD requirements will be added to the Public Review Draft] The Town of Portola Valley's non-vacant land resources proposed for the future accommodation of residential development include:

Glen Oaks (Stanford) Housing Site

The Glen Oaks site, owned by Stanford University, has approximately 4 acres of developable land at the corner of Alpine Road and Arastradero Road. A portion of the land is occupied by

the Isola Stables at the Glen Oaks Equestrian Center. Across the street from this site is the Stanford Wedge property, a 39-unit project (see pending projects). Stanford has expressed interest in working with the Town to develop an appropriate project at the Glen Oaks project site. Since the primary mission of Stanford University is education, the housing units are anticipated to be for faculty/staff with an affordable housing component.

Nathorst “D” Housing Site (Behind Roberts Market)

The approximately 0.86-acre parking lot behind Roberts Market on Alpine Road is a second housing opportunity site in the Nathorst Triangle. Lisa Wise Consulting prepared a preliminary concept plan and the Ad Hoc Housing Element Committee determined that 6 dwelling units per acre would be appropriate, which is well within the realistic capacity of the site. The site inventory includes 5 units for the site.

Nathorst “E” Housing Site (Office)

The third housing site in the Nathorst Triangle located at 4370 Alpine Road is approximately 1.5 acres and is currently developed with underutilized office uses. Lisa Wise Consulting prepared a preliminary concept plan and the Ad Hoc Housing Element Committee found that this site would also be appropriate with 6 units per acre. The site inventory estimates 9 townhome units could be developed. The property owner has also expressed interest in redeveloping to the Town.

Affiliated Housing Sites

The following housing sites were identified for inclusion within the Town’s Site Inventory as affiliated housing sites, developed in accordance with the Town of Portola Valley’s existing Affiliated Housing Program as described within Section 6, Adequate Sites, and Section 7, Goals, Policies, and Programs. The Town’s Affiliated Housing Program was created in the 1990’s and allows for the development of affordable, multifamily housing on institutional sites.

[The Public Review Draft Housing Element will include information about each of the Affiliated Housing sites, including information about the site itself and interest from the organization.]

SITES SUMMARY

State Housing Element Law requires local governments to prepare an inventory of land suitable for residential development, including vacant sites, sites having the potential for redevelopment, and an analysis of the relationship of zoning, public facilities, and services to these sites. The inventory of land suitable for residential development must be used to identify sites that can be developed for housing within the planning period.

Table 6-9 summarizes the Town of Portola Valley’s capacity to meet RHNA goals.

TABLE 6-7: HOUSING SITES SUMMARY

	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Total
2022-2031 RHNA	73	42	39	99	253
Land Resources					
Pipeline & Pending Projects	0	17	7	28	52
Projected ADU Development	28	28	28	8	92
Vacant Sites					
Ford Field Housing Site	50	0	0	0	50
Vacant Nathorst "C" Housing Site	0	0	7	0	7
Non-Vacant Sites					
Glen Oaks (Stanford) B Housing Site	0	3	2	27	32
Nathorst D Housing Site	0	0	0	5	5
Nathorst E Housing Site	0	0	0	9	9
Affiliated Housing Sites					
Sequoias Affiliated Housing Site	0	0	5	18	23
Christ Church Affiliated Housing Site	0	0	0	6	6
Ladera Church Affiliated Housing Site	10	10	0	0	20
Opt-in Rezoning Program Sites					
	0	0	0	18	18
Total Unit Potential	88	58	49	119	314
Buffer Provided	21%	38%	26%	20%	24%

Source: Town of Portola Valley, 2022.

DRAFT

SECTION 7. GOALS, POLICIES, AND PROGRAMS

California Government Code Section 65583(b)(1) requires the Housing Element to contain “a statement of goals, quantified objectives, and policies relative to the maintenance, preservation, and development of housing.” The policies and programs directly address the housing needs and constraints identified and analyzed in this Housing Element and are based on State law. Five goals are presented below pursuant to HCD requirements for the 6th Cycle.

As required by law, quantified objectives have been developed for housing production, rehabilitation, and conservation. These are presented at the end of this section. The quantified objectives provide metrics for evaluating the effectiveness of the Element.

Three types of statements are included in this chapter: goals, policies, and programs. Goals express broad, long-term statements for desired outcomes. Each goal is followed by multiple policies. The policies are intended to guide decision makers, staff, and other Town representatives in the day-to-day operations of the Town. They are statements that describe the Town’s position on specific housing issues. Some policies, but not all, require specific programs to ensure their effective implementation.

[QUANTIFIED OBJECTIVES, IMPLEMENTATION SCHEDULE, RESPONSIBLE PARTY, FUNDING SOURCE, AND ACTION PLAN ARE FORTHCOMING IN PUBLIC REVIEW DRAFT]

GOAL 1: Expand the types of housing allowed in the community. Facilitate the development of a range of housing types to meet the Town’s fair share of regional housing needs and accommodate current and new Portola Valley residents of diverse ages, races, and socioeconomic backgrounds.

Policy 1: Allow new multi-family housing through rezoning and other programs.

Policy 2: Create a well-managed affordable housing program that preserves affordability in perpetuity.

GOAL 2: Elimination of Government Constraints. Removal of governmental policies or regulations that unnecessarily constrain the development, improvement, or conservation of market-rate or affordable housing.

Policy 3: Revise standards and approval process to reduce cost and uncertainty for affordable housing and lower cost market rate housing.

Policy 4: Develop housing on town or non-profit owned parcels where feasible.

Policy 5: Improve the development review process to reduce uncertainty and encourage development that fits with the Town’s objective standards while preserving rural character.

GOAL 3: Resilient Housing. Manage wildfire vulnerability through design and policy strategies.

Policy 6: Continue to refine fire resistant building standards and land use policies to ensure they utilize the most up to date science in preparation for wildfire resiliency.

GOAL 4: Affirmatively Furthering Fair Housing. Promote equal opportunity for all residents to reside in the housing of their choice regardless of their special characteristics as protected under State and Federal fair housing law.

Policy 7: Promote ADU/JADU construction and affordability and encourage programs that would increase the diversity of ADU occupants.

Policy 8: Encourage and support the enforcement of laws and regulations prohibiting discrimination in lending practices and in the sale or rental of housing.

IMPLEMENTING PROGRAMS

POLICY 1: ALLOW NEW MULTI-FAMILY HOUSING THROUGH REZONING AND OTHER PROGRAMS.:

- Create a new zoning district that allows for multi-family housing with up to 20 du/acre to provide for development of housing at lower-income levels.
 - Create multifamily development standards in the new zoning district to allow for greater intensity, including floor area, height limits, minimum lot or unit sizes, and allowable dwelling units per acre
 - Consider establishing form-based codes and by-right approvals for the new zoning district.
- Create a new voluntary upzoning program that allows property owners with sites 1 acre or greater to develop up to 6 dwelling units per acre, assuming they meet the following safety criteria:
 - Accessible to two ways of ingress and egress
 - Located on a slope less than 30 percent
 - Outside of a very high fire hazard severity zone
 - Outside of a fault zone
 - Outside of areas identified with unstable soils or at risk of landslide or liquefaction

Interested property owners would be required to go before Planning Commission to demonstrate all safety criteria would be met. Subsequently, the Architectural Site Control Commission (ASCC) would review the planning application for compliance with a set of objective design standards.

- Explore co-housing as a means to encourage a broader range of residents to the community.

POLICY 2: CREATE A WELL-MANAGED AFFORDABLE HOUSING PROGRAM THAT PRESERVES AFFORDABILITY IN PERPETUITY.

- Generate funding and opportunities for affordable housing. Develop and implement inclusionary requirements and in-lieu fees. Participate in multicity nexus and feasibility study to gain baseline data.
- Develop a program to manage new affordable housing units in the town. Consider including the following:
 - Maintain affordability restrictions for 99 years or in perpetuity.
 - Utilize a third party or county-wide joint housing staff person to manage the housing portfolio.
 - Consider prioritizing affordable housing for residents, former residents or those who work, or used to work in the town.
 - Use a small percentage of a future housing trust fund to pay for housing staffing.
- Consider joining with other cities in San Mateo County to share qualified housing staff to support the housing program.

POLICY 3: REVISE STANDARDS AND APPROVAL PROCESS TO REDUCE COST AND UNCERTAINTY FOR AFFORDABLE HOUSING AND LOWER COST MARKET RATE HOUSING.

- Create new parking requirements for affordable housing
- Provide additional flexibility on development standards for affordable housing through State Density Bonus Law or the Affiliated Housing Program.
- Establish a clear approval and permitting process for modular and manufactured homes.
- Establish clear zoning regulations and objective standards for new development

POLICY 4: DEVELOP HOUSING ON TOWN-OWNED OR NON-PROFIT OWNED PARCELS.

- Pursue an affordable housing project on the Ford Field site in partnership with an affordable housing developer.
- Provide technical assistance to nonprofits/religious institutions to develop their sites with affordable housing.
- Establish a streamlined process for nonprofit or religious institutions to develop housing

POLICY 5: IMPROVE THE DEVELOPMENT REVIEW PROCESS TO REDUCE UNCERTAINTY AND ENCOURAGE DEVELOPMENT THAT FITS WITH THE TOWN'S OBJECTIVE STANDARDS WHILE PRESERVING RURAL CHARACTER.

- Review and update Municipal Code standards so that they are more understandable and create handouts in plain language.

- Review use of consultants, staffing pattern, and fee schedules for ways to improve efficiency

POLICY 6: CONTINUE TO REFINE FIRE RESISTANT BUILDING STANDARDS AND LAND USE POLICIES TO ENSURE THEY UTILIZE THE MOST UP TO DATE SCIENCE IN PREPARATION FOR WILDFIRE RESILIENCY.

- As part of the regular three-year cycle to update the building code, evaluate the code and include latest best practices for fire resiliency in collaboration with Woodside Fire Protection District.
- Update the Town's landscaping regulations and guidelines with science-based best practices with respect to fire safety and water usage
- Consider adding supportive programs to assist households with vegetation management.
- Adopt fire hazard maps developed by the Woodside Fire Protection District.
- Ensure ADU and SB9 ordinances are consistent with fire hazard maps
- Work with local fire officials to educate homeowners and landlords through community meetings, mailers, and participation in community events on how to reduce fire risk to structures and landscaping as wildfire risk continues to increase due to climate change.

POLICY 7: PROMOTE ADU CONSTRUCTION AND AFFORDABILITY.

- Improve public information on the ADU application and permit process so it is clear and comprehensive.
- Create an amnesty program for existing, unpermitted ADUs.
- Provide direct assistance from the Building Division for property owners interested in making minor changes to accommodate a JADU.
- Establish staff and consultant ADU office hours so that applicants can ask questions of subject matter experts.
- Develop and run a survey of ADU owners in Portola Valley to determine how ADUs are being used in the community and how much they are contributing to the housing stock and affordable housing.
- Develop an affordable ADU rental program
 - Develop a program to match landlords willing to rent ADUs at below market rates with tenants that have been displaced from their housing due to increasing rents.
 - Provide incentives to homeowners to rent to Housing Choice Voucher Program (previously Section 8) and low-income households (like waiving impact fees or offering another financial incentive).

POLICY 8: ENCOURAGE AND SUPPORT THE ENFORCEMENT OF LAWS AND REGULATIONS PROHIBITING DISCRIMINATION IN LENDING PRACTICES AND IN THE SALE OR RENTAL OF HOUSING.

[IN THE PUBLIC REVIEW DRAFT, THIS SECTION WILL INCLUDE ACTIONS TO ENSURE COMPLIANCE WITH STATE LAW RELATED TO REASONABLE ACCOMMODATION, SUPPORTIVE HOUSING, AND SINGLE ROOM OCCUPANCY. IT WILL ALSO INCLUDE ACTIONS RELATED TO FAIR HOUSING.]

DRAFT

Memorandum

DATE	May 18, 2022		
TO	Laura Russell, Planning & Building Director 650-851-1700 Ext. 218 lrussell@portolavalley.net	FROM	Carla Violet, Associate Principal Alyssa Chung, Planner

RE: Portola Valley Housing Element Update – Community Meeting#2 Summary

Outcomes:

- Attendees:
 - Are familiar with basic requirements of the Housing Element
 - Understand sites inventory and how community input has shaped process
 - Know how to stay involved
- Town staff and consultant:
 - Gather feedback about the sites inventory
 - Understand preferred design features and zoning standards for multi-family development
 - Learn about additional ideas for improving ADU/JADU process

Attendees:

- ~139 members of the public
- Town Staff
 - Melvin Gaines, Assistant Town Manager
 - Laura Russell, Planning & Building Director
 - Dylan Parker, Assistant Planner
- Town Councilmembers
 - Jeff Aalfs
 - Sarah Wernikoff
- Consultants
 - Carla Violet, Project Manager
 - Curtis Banks, Project Director
 - Leslie Carmichael, Senior Advisor

- Alyssa Chung, Project Planner
- Javier Silva, Project Planner
- Hannah Phalen, Project Planner
- Alexia Rotberg, Project Planner
- Evan Seitz, 21 Elements
- Daisy Quinonez, 21 Elements
- Corinne Tsai, 21 Elements

Summary:

On May 9, 2022, Town staff and consultants provided attendees with a brief background on the 2023-2031 Housing Element Update, summarized previous community outreach, and provided updates on the selection of potential housing sites under the sites inventory process. After a brief introduction to the project from Jeff Aalfs (Town Councilmember), Carla Violet, project manager for Urban Planning Partners, walked attendees through the meeting program and shared a Zoom poll to collect anonymous demographic information. The demographic information is solely used to understand which members of the community are being reached, and who may be missing from participation.

Next, Carla provided an overview of the contents and requirements of the Housing Element and the Town's Regional Housing Needs Allocation (RHNA). She summarized previous community outreach performed during the Housing Element Update process, including more detailed feedback on Accessory Dwelling Units (ADUs) based on community interest. Carla additionally described both the sites inventory process leading up to Community Meeting #2 and identified sites recommended by the Ad Hoc Housing Element Committee.

Following the presentation, Town staff and consultants facilitated nine, 45-minute breakout rooms of approximately 10 to 12 participants. In each breakout room, participants were asked the following questions in a free-discussion format:

1. The Ad Hoc Housing Element Committee's main priorities in site selection included:
 - a. safety criteria
 - b. dispersing sites throughout the Town
 - c. providing a voluntary/opt-in approach for rezoning single-family properties
 - d. creating opportunities for affordable housing
 - e. preserving existing businesses

With these in mind, do you think these sites accomplish these priorities?

2. The Committee supports voluntary upzoning of single-family properties for up to 6 dwelling units/acre. What design features do you think would make a development compatible with the surrounding area?
3. For new multi-family development along Alpine Road in the scenic corridor, new zoning standards will be established. What specific things should be considered as they're developed?

4. For ADUs/JADUs, what other improvements would you suggest? What other assistance would help you through the process? Current improvements under consideration include:
 - a. Town revise handouts and create office hours
 - b. Establish easy process for JADUs
 - c. Match low-income renters with owners
 - d. Amnesty program

After the breakout rooms convened, each facilitator gave a brief summary of their group's discussion. Participants expressed a range of opinions, but several recurring topics emerged:

- Concern about how site selection and dispersed approach might relate to evacuation routes, fire hazards
- Concern about opt-in sites, what criteria was used and neighborhood impacts
- Preference for dispersed approach to meet RHNA over upzoning individual sites
 - Maintain the town's rural character and density of development
- Cottage/townhome designs preferred in neighborhood sites (maintain existing heights, setbacks, etc.)
- Implement dark sky standards, noise ordinance, and utility requirements
- Preserve scenic corridors, heritage trees, and open space
- Concern about parking impacts (both number of spaces and visual impact)
- Housing should meet workforce needs and provide options for both ownership and rent
- Interest in ADUs to meet more of the RHNA; amnesty program and tools to streamline approval/reduce cost
- Need for additional ADU resources and access to information

At the end of the meeting, Town staff and consultants shared the project's timeline and provided resources for further community engagement, including updates and upcoming public meetings.

Ad Hoc Housing Element Committee Meeting
Special Teleconference Meeting

April 18, 2022

Meeting recording: <https://www.youtube.com/watch?v=oogoodcWO34>

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

CALL TO ORDER AND ROLL CALL (0:20sec)

Chairman Swisher called teleconference meeting to order. Planning & Building Director Russell called the roll.

Present: Committee Members: Chair Swisher, Aalfs, Armsby, Dorahy, Doyle, Kelly, Kopf-Sill, , Pierce, Sill, Targ, Turcott, Ward, Wernikoff, Wolter

Absent: None

Town Staff: Laura Russell, Planning & Building Director; Cara Silver, Town Attorney; Jeremy Dennis, Town Manager; Urban Planning Consultant Carla Violet; Dylan Parker, Assistant Planner

NOTES FROM CHAIR SWISHER:

108 community participants. The work of the housing element is being done in the public eye. Decisions are not being made outside of these meetings.

ORAL COMMUNICATIONS (2min:51sec)

Oral communication received from:

- Bruce Roberts: A proponent of Open Government as provided in the Brown Act. Advises all to be aware of your liability or your responsibilities and make sure you don't erase any emails or texts between each other.
- Karen Askey: Has an understanding that a municipality amend its housing element after the submission and Portola Valley needs to be open to that line of thinking. Feels this may be the right option, as it gives more time to make better decisions. Would like to spend time focusing on ADU's and town-owned land.
- Rita Comes: Shares that many people in the community did not receive the letter to register for upcoming meetings. Meetings should include all community members.
- Director Russell clarifies that everyone from the community is always invited, and all meetings are public and published to the town website.
- Kathryn Besio: Speaking on behalf of her mother. Asking community to be respectful of others/property-owners when speaking about properties.
- Ellen Vernazza: Cannot find where to register for upcoming meetings. Chair Swisher shares that community can go to portolavalley.net/housing to register.

- Kristi Corley: Would like to see meeting mailers sent to entire community, not only to property owners of a certain size. Concerns about evacuation plan. Would like to see pre-evaluation processes. Expresses disappointment in planning commission meetings being cancelled.
- Rusty Day: Understanding of the Brown Act prohibits any requirement to register for any attendance at a public meeting. Can the town council advise on whether the town can legally restrict access to public meetings by requiring residents to pre-register?
- Leslie Kriese: Challenges committee to sign up for meetings as she is unable to find how to do it on specific site information given. Director Russell provides more specific information to register.
- Bob Adams: Did not receive the town mailing. Provides information on setbacks. Shares information on the Blue Ox property and the possibility of using Sequoias land.
- Richard Crevelt: Part of a small local business association. Objects rezoning of commercial buildings to multi-use.
- Nicole Amundsen: Thanks the committee for their work. Concerned for the footprint this will leave on the natural surroundings.
- Salim Damerджи: Reminders regarding ramifications to the housing permit process. The most important thing you can do is to ensure you get a compliant housing element that meets state law.
- Jerrie Welch: Feels the committee needs to look at a bigger picture, and the ramifications beyond the current standard of homes that need to be built. A review of ADU's permits is needed.
- Neil Weintraut: He also cannot find meeting information or registration link on the website. Would like to reiterate that nature is what Portola Valley is at its core and gives it its rural character.
- Wilson Win Farrar: Thanks to the committee for their efforts. Comments on website meeting registration difficult to find. Concerned about the precedent these efforts are setting – will the number of required builds be higher next time?
- Karen: Would like to separate conversation between ADU's and junior ADU's for clarity for town members.
- Chair Swisher: Notes that there is not a specific ADU committee.
- Lynn Poland: Supports low and very low-income housing. There are over 6,000 empty units along the peninsula. Why are we being forced to build housing when there is excess?
- Susan Martin: Stressing the importance of Portola Valley remaining rural. Concerned about the evacuation routes.
- Greg Franklin: Asking for clarification on the amount of the housing fund. Town Attorney Silver clarifies it to be at approximately 4.6 million, it is put in an interest-bearing account which accrues daily interest.

- Maria: Is there statewide communications that are doing what Portola Valley is doing? Director Russell confirms that communication is being shared with surrounding areas.

PRESENTATION (42min:53sec)

1. **Policies and Programs: Affirmatively Furthering Fair Housing** – Building & Planning Director Laura Russell presenting. Key Topics include AFFH Requirements, Portola Valley Housing Issues and Contributing Factors, Potential AFFH Policies, and Community Discussion.

Committee Comments/Questions:

- Pierce: Who would get a housing complaint in Portola Valley? Additional questions regarding demographic trends and demographic diversity. Director Russell answers.
- Wernikoff: How is this evaluated by HCD? How are the approaches evaluated? Director Russell provides information. Urban Planning Partner Violet also provides information to answer.
- Ward: Notes that Zoom links will be published for the Tuesday/Thursday meetings.
- Armsby: How does the town recognize junior ADU's and keep track of them? Has there been thought on how to identify current junior ADU's to claim those as housing stock? Director Russell answers.
- Wolter: Asks for clarification on what the committee is being asked regarding the six proposed policies. Notes that she does not see a deed restriction policy. Director Russell answers.
- Kelly: Expresses that the town needs to consider an amnesty program. Notes that the issue is economic in relation to demographics and would be in favor of using funding to create programs to reach across the economic gap. Director Russell answers.
- Turcott: How can the town improve issues with fair housing in relation to mortgage loans and historical issues? Struggling to see how creating housing that will still be selling for over one million dollars is going to be considered affordable housing. Director Russell provides information to answer.
- Targ: Comments on analysis prepared by consultants. Notes it may benefit to have the equity group make recommendations.

Public Questions/Comments:

- Maria: Has there been any outreach throughout the state, not just the town or Bay area? Director Russell answers.
- Rita Comes: Very concerned with the document shared and feels it needs to be rewritten and reshared.

- Danna: Feeling frustrated as she has been suggesting an amnesty program for many years and feels there should be an answer on this by now.
- Richard Crevelt: Sharing concerns from a business perspective on the idea of rezoning commercial space without provisions in place to protect current business owners. Feels many small businesses would be pushed out.
- Judith Murphy: Feels committee needs to find homeowners who have already built junior ADU's and ADU's and provide amnesty if necessary.
- Bruce Roberts: Very concerned and upset with the report that was provided; notes it should be completely redone.
- Judith Mendelsohn: Encouraging town to use all means at their disposable disposal to ensure that any dense housing created is at least 50% affordable.
- Ron Eastman: Would like to have firm conversations about ADU's; he feels that the current conversations on junior ADU's are all hypothetical, more information needs to be gathered from townspeople to gain an understanding of the viability. Notes that he does not want high-density housing in the town.

Committee Discussion:

- Pierce: Reviews the six policies being suggested, commenting on the trust fund, junior ADU residents, diversity, subsidies for renting to lower-income, and deed-restricted properties.
- Ward: Stresses the importance of having options for people to purchase, as the return for renters is very minimal. Multi-family housing has to be on the table.
- Kelly: Feels someone with sensitivity with diversity issues needs to review the document.
- Wolter: Representing herself and not her employer. Could a land trust be created for Portola Valley? Notes that there is currently one ADU in all of Portola Valley for rent for under \$5k per month.
- Turcott: Notes that discussion is continuing regarding workforce housing. Notes that junior ADU's are most likely the most realistic way to provide affordable housing. There's been great suggestions from the community about incentivizing conversions.
- Dorahy: Noting HIP program and feels positive about committee looking into partnerships. Feels that the rural perspective can be achieved, and we can create something groundbreaking – similar to Portola Valley Ranch, with affordable housing.
- Wernikoff: What are the policies to assure that these would be rented to low income outside of a deed restriction? Director Russell provides information.
- Kopf-Sill: Policies look good, but it would be most beneficial to use some of the housing money here in town. In favor of incentivizing junior ADU's and ADU's.

- Wernikoff: How would we ensure that ADU's or junior ADU's are rented to lower income families? Director Russell provides clarification.
- Chair Swisher: Would like to formalize a program around ADU's and junior ADU's. Director Russell notes that staff is looking to draft a comprehensive ADU program.
- Aalfs: Town needs to make sure that if incentives are in place, then we need to make sure these are truly a low-income rental.
- Kelly: Town needs to have a concrete budgeted plan for how this money that we've been accumulating is going to be spent.
- Armsby: Comments on amnesty program and housing stock regarding permits and incentivization.

PRESENTATION (2hr:17min)

1. **Housing Sites Inventory Discussion Part IV** – Building & Planning Director Laura Russell presenting. Key Topics include Building the Inventory & Work Plan, Housing Sites Discussion – Recap, Program Updates on Committee Feedback, and Accessory Dwelling Units.

Committee Comments/Questions:

- Kopf-Sill: Encourages by presentation. Why wouldn't we count ADU's at this point? What is the downside? Is there such a thing a zoning a small section of property? Director Russell explains.
- Aalfs: Recapping the massive process that went into these ideas, led by Director Russell and the staff. Thanks to the team for their hard work. If we revised the subdivision agreement, would that require agreement with Blue Oaks HOA? If we removed playing fields or open space, could those trigger an EIR? Town Attorney Silver answers.
- Sill: If town builds more than the number of units needed now, can those be rolled over into the next housing element? Director Russell answers.
- Pierce: If we plan for 500 but they don't get built, can we include that? Will HCD allow up-zoning with continuance of single-family use? Director Russell and Town Attorney Silver explain.
- Wernikoff: Praise for the staff for the information presented. Will Woodside Fire consider Blue Oaks an appropriate site? Director Russell answers.
- Targ: Strongly recommends we adopt the less conservative approach to ADU's. Which of the properties will most the most quickly? Director Russell responds.
- Wolter: Looking for clarification on sites and if they are specific to affordable housing? Has access to public services been taken into consideration? Director Russell answers.

- Ward: Would we be suggesting that we create something where we'll have additional commercial space available for new tenants as part of this mixed use? Director Russell explains.
- Turcott: The scenic corridor plan of the of the general plan is defined a primary vista corridor, and the footprints of those properties fall entirely within the primary vista corridor, asks for clarification of that significance. Director Russell explains. Turcott also explains that he is in favor of the less conservative ADU allocation.
- Armsby: If the general consensus is to opt for writing policy emphasizing retention of local businesses as the option with regard to the commercial space, will part of that process be making contact with the organization of local businesses that Richard Crevett was talking about in public comment. Feels they should be involved in the conversation. Director Russell replies.
- Chair Swisher: Is your thinking on the commercial potential different than it was when we first considered the site maps? Director Russell responds.
- Armsby: Regarding Ford Field, would it remain completely functional and useable as a playing field with that piece of parcel begin used as a separate space? Director Russell answers.

Public Questions/Comments:

- Kristi Corley: Can the slides be posted to the Portola Valley forum? It appears the housing numbers have been rearranged. If we increase low-income housing, wouldn't we need to include more wraparound services? How do we ensure this affordable housing stays as such? How do we rewrite the ordinance?
- Ron Eastman: Are there parcels throughout the community not on your list?
- Betsy: Praise to the staff and committee. Wanting to understand what the average per unit square footage assumptions are if she can be provided can the unit per square feet in each unit, and to know how many parking places will be allotted for each one of those units.
- Judith Mendelsohn: Will be baseball stay where it is now, or could that be moved to another more underdeveloped area? This could help alleviate parking issues. When we talk about Blue Oaks, are we talking about the 2.25 acres or the 13 acres?
- Karen Askey: Happy to hear all of the enthusiasm for ADU's and jADU's. Would like to know that Atherton and Woodside and Hillsborough are doing and what percentage of their allocation they're going to put in their plan with ADU's and jADU's. Is there more opportunity at the Stanford Wedge development?
- Gregory King: Thanks everyone for their work. Appreciates the efforts to look at town owned land. Personal view is taking existing residential properties and rezoning them should probably be a last resort. Concerned about the possibility voluntary up-zoning and feels more safeguards should be in place there. Has this process been successful in other communities?
- Tim Clark: From Ladera Community Church. They have requested rezoning to have multi-family housing.

- Kelsey Banes: Volunteer for campaign for Fair Housing Element. Encourages town to think about incomes across the spectrum. Reach out to affordable builders.
- Bill Russell: Believes the best course of action is ADU's and jADU's. The next best case is to pursue development of vacant lands that are geographically located at a reasonable distance from the existing single-family neighborhoods that comprise Portola Valley. Volunteer zoning won't work as it results in neighbor vs. neighbor. The deed restriction on Ford Field expires 2031. Can we return to the state and ask for that to be cut back? Asks town to withdraw the recommendation for voluntary up zoning.
- Greg Franklin: Town land is the most amenable property for affordable housing development. This problem requires radical rethinking. Suggests town enter partnership with the schools for shared use of the Madeira soccer field. It is highly underutilized.
- Leslie Kriese: Strongly supports ADU's and jADU's. Encourages town to be careful of the commercial triangle. If rezoning happens, those businesses will go away.
- Cornelia Tilney: Feels strongly about the commercial district as they are an important part of town. Have we talked to the Sequoias and Woodside, and why can't we combine schools and use land from an empty school? Supports ADU's and jADU's.
- Chair Swisher: Notes that committee did not make the recommendation regarding up zoning family homes. This was a response to a proposal put before the committee.
- Judy Murphy: The charge on the table is to reflect the town values and be mindful of Portola Valleys rural character. Considering parks and open space, our fields, our scenic corridor, to sacrifice the meadow, and to even be considering those things is to really be ignoring the general plan, ignoring the reasons the town was incorporated. Notes that no big apartment house is going to go in next you if you have zoned to six per acre, so the town panic about that should settle down.
- Ellen Vernazza: Can we trade deeded property and have a sports park up by the Blue Oaks property?
- Tammy Cole: Thanks to the committee for the looks at vacant land, town owned land, and up zoning. Many people in Nathorst area are not aware of what is going on. To taint our properties, by and voluntarily up zoning, it doesn't want to make us cooperate, it just makes us scared and nervous. Who is going to be overseeing these projects? Chair Swisher notes we do not want the state to be coming in to oversee the projects.
- Rita Comes: Would like information, including minutes, to be available to the public more quickly. Would like an increase in transparency.
- Jamie Koblick: Can the restrictions on Ford Field be broken down? Is there possibilities for it to be moved? Why is Stanford Wedge not required to put more on their property?
- Bob Adams: Would like to pursue Blue Oaks discussion. We should start formal process for Stanford.

- Danna: Worried about the timeline of the general plan. It should be developed through an open, public process. Need to have a solid pathways document that lets everyone know where the community agrees that wants to go. This is a town effort.
- Director Russell provides information to answer the above questions from the public, including a brief review of Director Russell's earlier presentation.

Committee Discussion:

- Turcott: Finds an area similar to the Priory to be very appealing. Drawn to scenario's where there is a sense of community. Not in favor of voluntary up zoning. We are not well-informed enough to come to a decision. Would like to see community engagement around Ladera Church rezoning. For ADU's there needs to be explicit agreements with the owners about what the rents would be.
- Chair Swisher: Notes that Willow Commons is very much keeping on love with the vision of Portola Valley.
- Targ: Obvious places to do a master planned community would be the Stanford properties or El Mirador.
- Aalfs: In favor of getting as many ADU's as possible to distribute throughout town. Would like to look at the space next to Ford Field, though most likely a lower priority. Wants to preserve local businesses with a reminder that commercial businesses will need to be redeveloped at some point. Would like to determine how to maximize both commercial space and affordable housing.
- Dorahy: Feels there needs to be a combination of high-density. Careful building will be the key. No one is discussing building massive high-rises, so this does not need to be a topic of discussion during meetings. Unsure about voluntary up zoning.
- Wolter: How many people have responded to the voluntary up zoning meeting? Assistant Planner Parker is gathering that information, approximately 14 interested parties at the time of the meeting.
- Wernikoff: To Director Swisher, do you feel that voluntary up zoning is going to be necessary?
- Aalfs: Does not feel single family zoning is a plausible missing middle solution.
- Kelly: Feels if you lay open the possibility, even theoretical, that your neighbor next door may zone their property so that you could build six units, how would you feel about that? Even if that is implausible, even if it's unreasonable, it's going to get in the way of a decision process that's going to ultimately not be super divisive. Is not in favor of voluntary up zoning.
- Chair Swisher: To Director Laura, does it make sense to stack up these options for the May 2nd meeting?
- Director Russell: On Thursdays meeting, we will note this is just an exploration. We have to be careful with setting expectations. We have made all points to be vetted through the safety committee. We will see what people are interested in: six or more units and how serious are they? We will then take the feedback as far into our analysis as possible. The priorities

expressed here tonight will remain a priority when considering the timeline. We are going to keep working to find possible additional sites for units. We will talk with Sequoia to revisit all of our assumptions. We will come back with the best numbers we have, the strategies and number of units they are going to produce, and the tools to analyze those in a pro/con manner. We will do all of this to help us prioritize and help reach a firmer consensus. If necessary, we will do some voting on May 2nd.

- Chair Swisher: What are we comfortable seeing happen behind that Nathorst area?
- Director Russell: We can respond once we have more information at the next meeting.

STAFF UPDATE (5hr:40min)

1. Director Laura Russell discussed:
 - a. Please review upcoming meeting dates at portolavalley.com/housing

APPROVAL OF MINUTES (5hr:40min)

2. **Ad Hoc Committee of Housing Element** – Two sets of minutes to be approved: February 22nd and February 28th. Please add Committee Member Targ to the members present roll. Motion to approve corrected minutes carried by Bill Kelly and seconded by Sarah Wernikoff.

Public Comments on the Minutes:

- None

Final Remarks

- Ward: Slide shows are on the PV forums.

ADJOURNMENT (5hr:42min)

Chair Swisher adjourned meeting.

Ad Hoc Housing Element Committee Meeting**May 2, 2022****Special Teleconference Meeting****Meeting recording:**

<https://us06web.zoom.us/rec/share/Scg05GOSr4IztuwHkjiiGciKiWVjoHCQY0YkCoyPiyUyRIH6QWoXqrehWR56dXBS.IYlpzasJFw-SZULtMay>

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

CALL TO ORDER AND ROLL CALL (6min:00sec)

Chairman Swisher called teleconference meeting to order. Planning & Building Director Russell called the roll.

Present: Committee Members: Chair Swisher, Aalfs, Armsby, Dorahy, Doyle, Kelly, Kopf-Sill, , Pierce, Sill, Targ, Turcott, Ward, Wernikoff, Wolter

Absent: None

Town Staff: Laura Russell, Planning & Building Director; Cara Silver, Town Attorney; Jeremy Dennis, Town Manager; Urban Planning Consultant Carla Violet; Dylan Parker, Assistant Planner

NOTE FROM CHAIR SWISHER:

50 community participants.

ORAL COMMUNICATIONS (7min:25sec)

Oral communication received from:

- Ellen Vernazza: Question regarding email sent into the town council and why it was not included in the agenda. Director Russell notes it may not have been received or possibly missed.
- Danna: Happy that her idea regarding JADU's can be used. Would like to know the difference between a JADU and ADU.
- Gary Morgenthaler: Supports using ADU's for RHNA requirements. Discusses approaches to solving requirement shortfalls. Offers information to encourage development of ADU's.
- Karen Askey: Would like an update on what similar communities are doing with their housing element.
- Chair Swisher: In this meeting, we will be discussing the options and various themes on the table that have come up in meetings and discussions.

STAFF PRESENTATION (18min:27sec)

1. **Policies and Programs: Housing Sites Inventory Discussion Part V** – Building & Planning Director Laura Russell presenting. Goal for this meeting is to develop final recommended Sites Inventory for review. Key Topics include Work Plan, Review of Previous Meetings, Outreach

Efforts, RHNA Table Adjustments and Draft Projection, Site Concepts, and Upcoming Meetings. Density Bonus is also explained, with Town Attorney Silver further presenting.

Committee Comments/Questions:

- Kopf-Sill: Questions on constraints for developers and owners. Town Attorney Silver answers.
- Armsby: Question on fire safety issues for the Georgia Lane properties? Director Russell notes that Zeke Lender has done a brief review. Urban Planning Partner Violet adds information.
- Dorahy: Comments about three-story buildings and what can be done to have undergrounding with basements with the Ford Field project? How much of the aesthetic will the town have control over? Director Russell provides information.
- Sill: Request to review scenarios for attendees who lost power. Director Russell reviews scenarios as requested.
- Targ: If we were not going to develop Ford Field, what would we do? Questions on floating zones. Director Russell and Town Attorney Silver answer.
- Pierce: Asks for clarification on the road remnant. Director Russell provides information.
- Wolter: Question on opt-in properties. Additional questions on Georgia Lane properties, density bonus, and CEQA exemptions. Director Russell answers.
- Kelly: Asks for clarification on the borders of the Ford Field project and the scenic corridor. Director Russell and Town Attorney Silver provide information.
- Wernikoff: Comments on creating true affordable housing to make the town more diverse. Concerns about three-stories and density at Nathorst. Question on the minimum of what can be done at Nathorst to ensure only two-stories? Director Russell shares information on these topics.
- Turcott: Questions regarding increase in ADU's and those who have expressed interest in exercising amnesty or incentive for JADU's or ADU's, up-zoning Ladera Community Church, ownership of Ford Field, parking per unit, and criteria for up-zoning. Director Russell and Planning Partner Violet answer.
- Doyle: Clarifying the unit industry standard. Do we know how many ADU's are currently existing in the city? Director Russell answers.
- Kopf-Sill: Expresses concern with amnesty program. Asks for clarity on inspections for the existing ADU's and junior ADU's. Director Russell answers.
- Ward: Can we allocate units in stages at Ford Field? How many minimalist units could be developed at frog pond that could still provide housing? Director Russell provides information.
- Chair Swisher: Would the Ford Field project allow us to not have to have the 20% buffer? Director Russell answers.

- Wolter: Concerned that there has been no discussion of SB9 and why. Director Russell answers.

Public Questions/Comments:

- Karen: Several points related to fire safety and Site G, and fire code.
- Bill Russell: Comments on shortfalls and returning to the state with negotiations. Also notes the numbers regarding density bonus, parking restrictions, and setback. What conversations have the town has with the Nathorst Triangle properties? Wants to consider active recreation sites; can the baseball field be moved? Who has talked to various property owners?
- Gary Morgenthaler: Comments on the assumptions being made, specifically the HCD formula for ADU's. Can the town announce these programs now and then take data back to HCD?
- Betsy: Comment that scenarios one or two do not include the Sequoia's, which should be included. Would like to see more information on the 20% tax and how it was formulated.
- Tom Hafkenschiel: Does not feel the law will hold up when people see its repercussions. We cannot build low-income housing in PV without government subsidy. Has the Priory been considered? Feels the financial aspects of new construction are going to be limited.
- Bruce Roberts: Feels we need to go in with a more aggressive plan that represents the residents of this town, not the legislators. Feels we should sell Blue Oaks property. Believes entire Ford Field should be developed at maximum development. Does the 75-foot setback begin from the center of the road or the edge of the road? Feels 2-minute limitation is too limiting for a more comprehensive discussion.
- Alyson Wood Illich: Praise to the staff. Encourages about the Ford Field option. Concerned about the parking spaces per unit. Is underground parking an option? Would like to look at more playing fields. Would like to utilize Zeke further on the opt-in sites.
- Ellen Vernazza: Does not want to consider country office spaces to protect local businesses.
- Jon Silver: Does not support the opinion that the town needs to fight against the state. Discusses demographics, and feelings about development in scenic corridor and Ford Field.
- George Zdasiuk: Feels we do need to fight the state. Why are we adding so much "extra"? Supports ADU's. Supports the use of baseball fields. Against the idea of developing in the Nathorst Triangle.
- Rita Comes: Comments on the vulnerability of town infrastructure. Concerned that there is no evacuation plan in place at this point. Have the homes that have been on the market for many years been considered?
- Ron Eastman: Would like to consult with Habitat for Humanity on how to build low-income housing. Notes that if athletic facilities are used, they will be gone forever.
- Neil: Notes that it's important to consider that the state may come back later wanting higher numbers. Will the committee consider being part of initiative to address state law?

- Judith Murphy: Notes that it seems difficult to meet RHNA numbers without compromising town values. Feels we can operate within the law to meet these numbers without sacrificing town values. Comments of support for elective up-zoning. Parks and open spaces should be protected.
- Julie Fouquet: Appreciates current plans being discussed vs. construction at Alpine and Portola. Supports development of Ford Field. Putting houses near a transportation corridor and services is a good thing, and better for fire safety.
- Kristi Corley: Concerned that the developer seems to be steering the unit numbers; 50 works for the developer but what about the residents? Would like to define R2 zoning. Did Zeke Lender come out to look at all the sites and how much time did he spend here? We need to please HCD and the residents also. Is there a need for this rush when most other Southern California cities are continuously revising? Supports underground parking and public transportation.
- Blair: Comments on the density bonus and the implications of what it means for a developer. If we build as dense as we can, do we know that the fire department could get into interior houses with four feet between them and put out any kind of fire? Do people understand that if we do up zone, that up-zoning cannot be undone?
- Karen Askey: Feels housing needs to be disbursed throughout the town. If we meet numbers through more JADU's or ADU's, can we amend the rezoning? Public transportation needs to be improved. 1.4 parking spots is not enough when it comes to families of four or more. Feels we should reduce buffer numbers.
- Lonnie Austin: Praise for the staff. Comments on ADU focus group meeting. Did not feel it was a deep dive. On the outreach slide, would like to work with an ADU vendor for a streamlined process.
- Gene Chaput: Has Portola Valley investigated becoming a charter city? Is this something to consider?
- Maria: Notes to consider the heritage trees at Ford Field when planning. For low-income housing, what documentation is required to be provided to the state?
- Bob Schultz: Urging committee to look at other neighborhoods and sites other than the Nathorst Triangle due to impacts on traffic, parking, and emergency evacuation aspects.
- Director Russell provides information to answer questions from the public.

Committee Discussion:

- Kelly: We will decide which of these two scenarios is closer to our preferred outcome. Then we will work from that scenario and make adjustments to that scenario as the committee feels best for the community.
- Wolter: Seconds that recommendation.
- Chair Swisher: The first is a more dispersed model, which assumes Glen Oaks with 24 units, and Ford Field with 50 units.

- Doyle: Have we looked at the parking areas associated or affiliated with Town Center and looked at the potential for even just one level of parking? And then at reutilizing existing fields for potential site?
- Chair Swisher: Is Ford Field playing field deed restricted? Director Russell affirms as such in terms of funding. Town Attorney Silver provides further information.
- Director Russell shares spreadsheet to adjust in real-time.
- Wernikoff: Could we plan for 15% buffer range if we submit an excellent site package?
- Kelly: Agrees with Wernikoff.
- Wolter: Aren't state requirement floor, not ceiling? Director Russell confirms.
- Director Russell: Going down to the 15% is risky, but definitely possible. We would have to make harder changes.
- Chair Swisher: Confirms that committee should prepare an extra site in case it is needed.
- Director Russell: We can prioritize them so there is a fast turnaround if needed.
- Kelly: Suggests we do not have a "back pocket".
- Wolter: Concerned that Ford Field won't qualify for tax credit.
- Doyle: The Ford Field site is the only one that makes sense. The people living there are going to places more affordable for businesses.
- Doyle: Are we working with Stanford Land and Management? Director Russell confirms.
- Chair Swisher: Is there anyone not comfortable with Ford Field or Glen Oaks?
- Turcott: Feels uncomfortable as important data is missing. Concerned that we are making a decision that is not fully vetted and the blowback is felt by the town council. Examples: primary Vista Corridor has not been addressed, we don't know any evacuation times, the general plan has not been addressed under the CEQA. Will the town be vulnerable to legal interventions by town members who feel these items have not been addressed?
- Dorahy: Regarding the primary vista corridor, it's not practical to prohibit all building within this corridor. But in the development of individual properties, building construction planning should be designed to be compatible with and retain the natural and rural appearance.
- Kelly: Notes that this committee is a recommendation-making body, not a decision-making body. Ultimately, this is up to town council and the planning commission.
- Pierce: Feels Ford Field is one of the town's jewels and is not in favor of using it as a site, although he does not see how we can make numbers without using it.
- Wolter: Not happy having to use Ford Field, but agrees with Pierce.

- Director Russell provides overview of the scenario #1 spreadsheet.
- Wernikoff: If we don't get Ford Field, we need to come back to the table.
- Sill: Zeke will be reviewing the sites; does not feel we should be moving the buffer at this time.
- Armsby: In favor of the more dispersed model.
- Aalfs: Habitat for Humanity creates some practical constraints as it is volunteered time, building typically takes place on evenings and weekends.
- Kopf-Sill: What are easements? Director Russell clarifies.
- Wernikoff: Can we get a RHNA column and a "real-life" column?
- Chair Swisher: Is everyone ok with this level of density?
- Director Russell: Recommends having a more than one site that is 20 units per acre.
- Wernikoff: Concerned that this density level will result in three-story buildings.
- Ward: Can we eliminate by popular vote which ones we don't want to look at? Wants diversification. Can we get the same developer to do three sites?
- Chair Swisher: Why do we need to do a hypothetical buffer?
- Director Russell: These are not actual deliverables. Everything is speculative at this point.
- Wolter: Can we do mixed-use at G?
- Director Russell: There is not a lot of room between the creek and the Scenic Corridor and the setbacks to really have much mixed use if you're not three stories.
- Kopf-Sill: Would love to have only one developed, but encourages 20 units per acre on property G.
- Director Russell: What we've been looking at has been all residential.
- Chair Swisher: If you meet the actual numbers, why do we need the buffer? If Ford Field happens, can you change the zoning in Nathorst?
- Town Attorney Silver: The housing crisis did include a prohibition against downzoning, but that only applies to cities with populations over 5000.
- Kelly: Having multi-family housing is not a tragedy. Having multi-family housing in two places is not a bad thing at all. Feels the housing that will be there will be quite attractive.
- Turcott: Did you know 1000sf is equal to 8 acres of vegetative fuel? Do you know how long it will take to evacuate your family?

- Kelly: Figuring that out is beyond distracting to this committee. That will be solved by the appropriate people.
- Turcott: There is a downside to adding more housing than we need. There are number of mandates that are not being complied with.
- Director Russell provides information on the opt-in sites. The fire safety analysis was very preliminary. We do not have a zoning scheme for these properties.
- Wernikoff: What would be the next steps to define the wildfire risk? Director Russell answers.
- Dorahy: Can we do a higher density at the Georgia Lane properties?
- Wernikoff: Can Ladera Church be zoned at 20 units per acre? Director Russell provides information.
- Kopf-Sill: If we're not talking 20 units per acre. Now, why not zone all three of these at six units per acre at market rate?
- Wernikoff: Can we do a deed restricted ADU?
- Sill: Can we still keep it to two-story if we are at 6 units per acre mixed-use?
- Wernikoff: How is the amount of mixed-use space defined? Or is the mixed-use space one of the six units?
- Director Russell: We'd have to define it within floor area. That is what the buffer is for.
- Kelly: We need to understand the limitations of what we're doing tonight. The next step in this process is the staff puts together a draft report.
- Aalfs: There are a lot of uncertainties. As a council member, would like to have some guidance of these of properties, E, F, and G.
- Chair Swisher: Show of hands on E, F, and G.
- Aalfs: Does anyone object to E?
- Kopf-Sill: Would support E.
- Chair Swisher: Would support E.
- Wernikoff: More concerned with massing and number of stories.
- Wolter: Would like to consider creek protections.
- Committee is in agreement that all opt-in sites are still on the table.
- Kopf-Sill: Would like to be more practical in terms of fire safety.

- Turcott: For the Ford Field project, 50 is the number where project becomes economically viable. But is that the upper number for that? Was it discussed with the developer that if it gets developed, might they be able to do 61 units instead of 50?
- Director Russell confirms height and massing wanted to be seen by the committee.
- Scenario E was the general consensus from the committee, but scenario G was argued for.
- Aalfs: Is this something we can draft and turn into HCD? Director Russell and Planning Partner Violet answer.
- Ward: Discusses sliver land proposal.

APPROVAL OF MINUTES (5hr:4min)

1. **Ad Hoc Committee of Housing Element** – March 21st, 2022 meeting. Motion to approve minutes carried by Bill Kelly and seconded by Erik Doyle. All voted in favor of adopting the minutes.

Public Comments on the Minutes:

- Kristi Corley: Can we get our exact words in the minutes?

Final Remarks

- None

ADJOURNMENT (5hr:6min)

Chair Swisher adjourned meeting.

Dylan Parker

From: Jon Silver
Sent: Monday, May 2, 2022 5:10 PM
To: housing
Cc: Town Center; Jeremy Dennis; Laura Russell
Subject: The health of Portola Valley's body politic
Attachments: Letter to Ad Hoc Housing Committee_Town of Portola Valley from_JCS_PVs Body Politic_2022-05-02.pdf

(Attached with signature)

JON C. SILVER 355 PORTOLA ROAD, PORTOLA VALLEY, CA 94028

Ad Hoc Housing Element Committee
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

May 2, 2022

Dear Chair Swisher and Committee Members,

I should say I wrote the first draft of the piece below about eight weeks ago. I updated and tinkered with it in the next few weeks, but I decided to sit with it a while to make sure that it wrung true. I am a bit disappointed to say that I think, sadly, it does. What's the French saying, "Plus les choses changent, plus elles restent les mêmes; the more things change, the more they stay the same"? Let's try to break that pattern, for the good of us all.

Recently I have found myself increasingly concerned about the health of Portola Valley's body politic. By body politic I do not simply mean our Town government, I mean all of us who take part in discussions and activities upon which our community's democratic governance depends.

Before I go further, I want to share my recollection of an African proverb:

"Without we, there is no me."

This expression of the necessity of community for human existence moved me deeply. A healthy community and body politic are essential for us all as individuals, and the optimal functioning of our democratic governance as a Town and as a country.

It is, of course, true that if group or "tribal" loyalty is defined too narrowly or by race, religion, national origin, or even simply political belief, it can bring out the worst in us. Also, fear or alarming surprises can cause us to retreat to our smaller, more "tribal" groups. We must avoid this.

In past weeks I have seen trends in our community discussions that have taken on disturbing aspects more worrying than any I have seen since our Town's incorporation in 1964. (Things were probably worse in the 1960 School Board fight, but I was only seven then, AND that's a whole different story!)

Before continuing, I should say that I believe that healthy community dialogue includes listening to each other, sharing accurate information without being unnecessarily alarmist, and doing so in an atmosphere of mutual respect and goodwill.

When we do this, I believe that democracy can work its true magic—and our community can be its best.

Unfortunately, recently I have seen (and heard):

- 1) Anonymous flyers, one making bizarre claims that Portola Valley's Town government is "like the Trump organization" (see attachments).
- 2) Alarmist and inaccurate claims that our Town's zoning will be changed suddenly and surprisingly in a damaging way at one particular meeting, in one day—when this was NOT even legally possible—nor desired by any!
- 3) Suspicions raised, and charges made, that our Town staff and some Town volunteers (including Town Council members) harbor a hidden agenda to remake our Town in a way none of us want. And to do this in a manner that ignores the Public Health, Safety, and Welfare—clogging our streets with traffic and possibly incinerating us in a wildfire!
- 4) An almost bullying attitude by some to those they disagree with.
- 5) And, most recently, threats have been made by a deep-pocketed property owner to bankrupt our Town through endless lawsuits, amongst other forms of (what amounts to) harassment, if a Housing Element not to his liking is adopted by our Town.

If this potentially disgruntled person succeeds, either the State or a Court will take charge of building and development in Portola Valley. Is this what we want?

As one whose first memory is of moving into our family's new home in Portola Valley in 1954, and who has been active in Town government for many years, charges like those above strike me as wacky conspiracy theories of the like that we have become all too accustomed to seeing online on the national and international stage.

We need to be better than this. Portola Valley must be better than this.

It is true that our Town is facing some difficult and unwanted challenges that test us as perhaps nothing before:

- Climate change and global warming are increasing the threat posed by wildfire, and
- The State of California, in response to a long festering, severe housing crisis, is forcefully mandating changes in local governance and provision for housing that none of us would have imagined years ago.

My opinion is that the housing crisis is the result of forty-plus years of tax policy which has incentivized local governments to prioritize commercial and industrial development over housing. Combine this with just a bit of NIMBYism, stir and let simmer for a generation or two—and voilà—we have a hell of a housing problem on

our hands. While the Town government of Portola Valley had little or no role in bringing about this imbalance of development, we, along with all other jurisdictions, will be—are being—forced to be at least a small part of the solution.

To fight among ourselves, casting suspicion where it doesn't belong, or trying crackpot schemes (as Woodside to its embarrassment recently did—declaring itself “Mountain Lion habitat”) is not in our best interest. If we find that the State mandates are simply untenable, we must work at the State level to modify them; finding scapegoats in our Town government will not help us—nor will unrealistic legal stratagems.

The housing crisis means not only that many good, decent people cannot find adequate housing. It causes many to make mind-numbing, family-time robbing commutes from as far as the Central Valley to the Silicon Valley, spewing polluting, planet warming gasses into our atmosphere. This is a consequence of poor regional land-use planning.

For many years the State has required all local governments (in their General Plans) to provide, among other things, for circulation (roads and transportation), safety, open space, and housing. Over the past thirty-plus years the requirements to receive a state Department of Housing & Community Development (HCD) approved Housing Element have grown much more strict, and the penalties for not having an HCD approved Housing Element have gone from barely a slap on the wrist to quite draconian.

My understanding is that if a locality does not have an HCD approved Housing Element, not only can severe fines be imposed, but there is a very real risk that the State or a Court could take over planning and the issuance of development approvals for that jurisdiction. This is not a fate we want for Portola Valley.

As one who has worked for years to limit development, preserve Open Space and the environment in Portola Valley, I too find the requirements we are faced with to be shocking on their face. We are expected to develop a plan that could realistically provide for the construction of more than 250 housing units appropriate for people of various income levels over the coming eight years—and because not everything that is planned for will actually be built, the HCD has let it be known that they are unlikely to approve a Housing Element unless it includes a planned “buffer” of 20%. This means planning for a bit over 300 units.

This number, even though far smaller than those for larger communities, such as Palo Alto & Menlo Park, is still quite daunting.

Bear in mind that these requirements are coming down from the State; no one in Town government caused or encouraged them. But those who serve our Town have the difficult task of dealing with them.

Again, as one who worked for years to limit the amount of development in our Town, I learned that more important than the absolute number of new housing units, is their character; a 750 sq. ft. cottage has far less environmental impact than a 5,000 or 6,000 sq. ft. “McMansion”.

Is there a way to plan for 250-300 new housing units in Portola Valley in a way that does not damage our town? I don't know, but I know we must try to find a way. There are affordable housing developments in neighboring jurisdictions which are wonderful. One I have visited a number of times is Webster Wood in Palo Alto. Developed in the early or mid-1970s and managed by the nonprofit Palo Alto Housing Corporation, Webster Wood provides housing for those who need it, and it is a beautiful asset to its neighborhood. Could we plan for things like this in Portola Valley? I do not know, but we need to examine such steps.

I have heard some suggest that we should simply “sacrifice” a small part of our town to meet State requirements:

- “Allow high-rises along Alpine Road near Ladera”
- “Put a high-rise on the soccer field at Town Center”
- “Condemn otherwise permanent Open Space lands, and develop them intensively”

While I understand the urge to limit perceived potential damage to a smaller area, I think that this is the wrong way to go. Besides despoiling a scenic entry way to our town, destroying a beautiful and needed soccer field, and irreparably disfiguring regionally vital Open Space, this would just be a horrible thing to do.

We must do our best to find a good faith method to meet our housing requirements that is consistent with Portola Valley’s environmental ethos.

To do this we must work together and deliberate in a respectful and thoughtful manner. Fighting among ourselves and scapegoating will only hurt us.

Sincerely,

Jon Silver

Portola Valley resident, 1954–present
 former Town Councilmember, 1978-1993
 former Mayor, Town of Portola Valley, 3-terms
 Town of Portola Valley Open Space Award Honoree recipient, 2003
 former San Mateo County Planning Commissioner, 1995-2007
 former Chair, San Mateo County Planning Commission, 2 (or 3?) terms
 former Chair, Town of Portola Valley Conservation Committee, 1977-78
 Chair, petition drive to annex southern San Mateo County (including Portola Valley) to the Mid-Peninsula Open Space District, 1975
 Served two years in a minimum-security State institution after graduating from WDS HS; this minimum-security facility was then known as “Sonoma State College”, 1971-1973
 Dean’s list, Sonoma State College, 1971-1973 (note, I am not saying which list!)
 A really good bunter on my Little League team, 1965
 Gadfly, 1953-present

P.S. Explanation of the three attachments:

- 1) Attachment #1: I will call this anonymous (one-sided) flyer “Anonymous Trumpist Flyer”.
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In regard to anonymous anything, if someone or some organization is *not* willing to attach their name to their statement(s), I for one do not take the veracity of their claims seriously.

Speaking of anonymous flyers, there is yet another one which recently appeared. I will not even attempt to comment on this latest inaccurate and deceptive screed, as I am just too exhausted! (My level of exhaustion also has not changed significantly in the past eight weeks!)

Ad Hoc Housing Element Committee
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

May 2, 2022

Dear Chair Swisher and Committee Members,

I should say I wrote the first draft of the piece below about eight weeks ago. I updated and tinkered with it in the next few weeks, but I decided to sit with it a while to make sure that it wrung true. I am a bit disappointed to say that I think, sadly, it does. What's the French saying, "Plus les choses changent, plus elles restent les mêmes; the more things change, the more they stay the same"? Let's try to break that pattern, for the good of us all.

Recently I have found myself increasingly concerned about the health of Portola Valley's body politic. By body politic I do not simply mean our Town government, I mean all of us who take part in discussions and activities upon which our community's democratic governance depends. Before I go further, I want to share my recollection of an African proverb:

"Without we, there is no me."

This expression of the necessity of community for human existence moved me deeply. A healthy community and body politic are essential for us all as individuals, and the optimal functioning of our democratic governance as a Town and as a country.

It is, of course, true that if group or "tribal" loyalty is defined too narrowly or by race, religion, national origin, or even simply political belief, it can bring out the worst in us. Also, fear or alarming surprises can cause us to retreat to our smaller, more "tribal" groups. We must avoid this.

In past weeks I have seen trends in our community discussions that have taken on disturbing aspects more worrying than any I have seen since our Town's incorporation in 1964. (Things were probably worse in the 1960 School Board fight, but I was only seven then, AND that's a whole different story!)

Before continuing, I should say that I believe that healthy community dialogue includes listening to each other, sharing accurate information without being unnecessarily alarmist, and doing so in an atmosphere of mutual respect and goodwill.

When we do this, I believe that democracy can work its true magic—and our community can be its best.

Unfortunately, recently I have seen (and heard):

- 1) Anonymous flyers, one making bizarre claims that Portola Valley's Town government is "like the Trump organization" (see attachments).
- 2) Alarmist and inaccurate claims that our Town's zoning will be changed suddenly and surprisingly in a damaging way at one particular meeting, in one day—when this was NOT even legally possible—nor desired by any!

- 3) Suspicions raised, and charges made, that our Town staff and some Town volunteers (including Town Council members) harbor a hidden agenda to remake our Town in a way none of us want. And to do this in a manner that ignores the Public Health, Safety, and Welfare—clogging our streets with traffic and possibly incinerating us in a wildfire!
- 4) An almost bullying attitude by some to those they disagree with.
- 5) And, most recently, threats have been made by a deep-pocketed property owner to bankrupt our Town through endless lawsuits, amongst other forms of (what amounts to) harassment, if a Housing Element not to his liking is adopted by our Town.

If this potentially disgruntled person succeeds, either the State or a Court will take charge of building and development in Portola Valley. Is this what we want?

As one whose first memory is of moving into our family's new home in Portola Valley in 1954, and who has been active in Town government for many years, charges like those above strike me as wacky conspiracy theories of the like that we have become all too accustomed to seeing online on the national and international stage.

We need to be better than this. Portola Valley must be better than this.

It is true that our Town is facing some difficult and unwanted challenges that test us as perhaps nothing before:

- Climate change and global warming are increasing the threat posed by wildfire, and
- The State of California, in response to a long festering, severe housing crisis, is forcefully mandating changes in local governance and provision for housing that none of us would have imagined years ago.

My opinion is that the housing crisis is the result of forty-plus years of tax policy which has incentivized local governments to prioritize commercial and industrial development over housing. Combine this with just a bit of NIMBYism, stir and let simmer for a generation or two—and voilà—we have a hell of a housing problem on our hands. While the Town government of Portola Valley had little or no role in bringing about this imbalance of development, we, along with all other jurisdictions, will be—are being—forced to be at least a small part of the solution.

To fight among ourselves, casting suspicion where it doesn't belong, or trying crackpot schemes (as Woodside to its embarrassment recently did—declaring itself “Mountain Lion habitat”) is not in our best interest. If we find that the State mandates are simply untenable, we must work at the State level to modify them; finding scapegoats in our Town government will not help us—nor will unrealistic legal stratagems.

The housing crisis means not only that many good, decent people cannot find adequate housing. It causes many to make mind-numbing, family-time robbing commutes from as far as the Central Valley to the Silicon Valley, spewing polluting, planet warming gasses into our atmosphere. This is a consequence of poor regional land-use planning.

For many years the State has required all local governments (in their General Plans) to provide, among other things, for circulation (roads and transportation), safety, open space, and housing. Over the past thirty-plus years the requirements to receive a state Department of Housing & Community Development (HCD) approved Housing Element have grown much more strict, and

the penalties for not having an HCD approved Housing Element have gone from barely a slap on the wrist to quite draconian.

My understanding is that if a locality does not have an HCD approved Housing Element, not only can severe fines be imposed, but there is a very real risk that the State or a Court could take over planning and the issuance of development approvals for that jurisdiction. This is not a fate we want for Portola Valley.

As one who has worked for years to limit development, preserve Open Space and the environment in Portola Valley, I too find the requirements we are faced with to be shocking on their face. We are expected to develop a plan that could realistically provide for the construction of more than 250 housing units appropriate for people of various income levels over the coming eight years—and because not everything that is planned for will actually be built, the HCD has let it be known that they are unlikely to approve a Housing Element unless it includes a planned “buffer” of 20%. This means planning for a bit over 300 units.

This number, even though far smaller than those for larger communities, such as Palo Alto & Menlo Park, is still quite daunting.

Bear in mind that these requirements are coming down from the State; no one in Town government caused or encouraged them. But those who serve our Town have the difficult task of dealing with them.

Again, as one who worked for years to limit the amount of development in our Town, I learned that more important than the absolute number of new housing units, is their character; a 750 sq. ft. cottage has far less environmental impact than a 5,000 or 6,000 sq. ft. “McMansion”. Is there a way to plan for 250-300 new housing units in Portola Valley in a way that does not damage our town? I don’t know, but I know we must try to find a way. There are affordable housing developments in neighboring jurisdictions which are wonderful. One I have visited a number of times is Webster Wood in Palo Alto. Developed in the early or mid-1970s and managed by the nonprofit Palo Alto Housing Corporation, Webster Wood provides housing for those who need it, and it is a beautiful asset to its neighborhood. Could we plan for things like this in Portola Valley? I do not know, but we need to examine such steps.

I have heard some suggest that we should simply “sacrifice” a small part of our town to meet State requirements:

- “Allow high-rises along Alpine Road near Ladera”
- “Put a high-rise on the soccer field at Town Center”
- “Condemn otherwise permanent Open Space lands, and develop them intensively”

While I understand the urge to limit perceived potential damage to a smaller area, I think that this is the wrong way to go. Besides despoiling a scenic entry way to our town, destroying a beautiful and needed soccer field, and irreparably disfiguring regionally vital Open Space, this would just be a horrible thing to do.

We must do our best to find a good faith method to meet our housing requirements that is consistent with Portola Valley’s environmental ethos.

To do this we must work together and deliberate in a respectful and thoughtful manner. Fighting among ourselves and scapegoating will only hurt us.

Sincerely,



Jon Silver

Portola Valley resident, 1954–present
 former Town Councilmember, 1978-1993
 former Mayor, Town of Portola Valley, 3-terms
 Town of Portola Valley Open Space Award Honoree recipient, 2003
 former San Mateo County Planning Commissioner, 1995-2007
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Dylan Parker

From: SANDRA WELCH
Sent: Tuesday, May 3, 2022 10:44 PM
To:
Subject: main@pvforum.us; Craig Hughes; housing
Re: [PVForum] [SURVEY BY REBECCA] #PV Desire or Regret?

I am late to the conversation, but is there a survey that shows how many below market cottages/ADUs are currently in use throughout town? I have one on my property and I am sure there are many others.

Sandy Welch
650-799-3603

Please excuse the brevity and typos
Sent from my iPhone

On May 3, 2022, at 10:36 PM, Nancy Phillips via pvforum.us <nancerz=aol.com@pvforum.us> wrote:

I think Danna brings up an excellent point. I am skeptical that the state will be that interested in counting these units in the RHNA total. If they are truly interested in affordable housing they will be motivated to count them however if they just are interested in high density development they have no motivation to count them. I am sure a lot of us will be interested to see what happens. It's been months since this question was raised and yet we still don't have any answer. I think it's a fantastic solution to the housing crisis. But it doesn't help the developers.

Nancy

On May 1, 2022, at 10:39 AM, Caryl Russell wrote:

Excellent points Danna!

Caryl Russell

On May 1, 2022, at 10:31 AM, Danna Breen via pvforum.us wrote:

Rebecca hi,
I volunteered at the last housing meeting (IF Laura could find out if non conforming units can be brought up to code and the answer was they weren't sure so I hope at the meeting tomorrow there will finally be an answer] to provide addresses of many, many

units. FIRST, the town needs to announce an amnesty for non conforming units. At the ADU meeting, I reported on my 800 sq ft ADU where my son lives with his family and that I had also plugged in a kitchenette to my dads pool house so that a caregiver could live there, Both of these should be counted. They are both rented at very affordable rates.

There are six units in the next 8 houses on alpine that are NOT counted. These units are all over town. Town should use the housing funds they have to incentivize residents to bring these units up to code. Residents are leery of sharing non conforming existing units until there is an amnesty. So I'm sure that's why folks with existing units are not coming forward. I am here to help with a solution and a great idea.so I hope it moves forward. Happy May Day! Danna

Danna Breen

On May 1, 2022, at 9:41 AM, Ioni singer via
pvforum.us
wrote:

Hi Rebecca,
I love the initiative, but the Forum is not an official vehicle for collecting information and you do not sit on the housing committee or council. In addition, not everyone in town is on the Forum, nor does everyone want to fill in an unofficial poll (I do not). This is a casual neighborhood list and not driven by those making decisions.

We shouldn't mislead people on this Forum to think that what they say here will go on record in the Council's public comments, which at the end of the day, other than when you fill in your Voter's ballot, is the only place an opinion really matters.

Here is the right place to submit comments to have them on record with your elected government officials:

<https://www.portolavalley.net/government/town-council/submit-public-comments-for-town-council-meeting>

It would be great if our town government could put more effort into collecting information from a broader swath of residents....maybe in a similar fashion to what you suggest and the survey you have created. I attended the "official" ADU focus group. It was a bit disappointing because for half of the one hour session, we were talked TO with a presentation. Then participants had less than 20 minutes (in my breakout room we had 40 participants) to express their thoughts on ADUs. Even if all 40 had had the chance, this would hardly be a deep dive as we have about 3 K houses in our town.

A mass mailing might be the best path to collection of data. I hope the town council will consider this. All evidence I've seen suggests there is resident support for building out an easy to build ADU program in town. This could be a successful way to hit our RHNA numbers, or at least be a critical component of the overall strategy for how to do so.

Thank you.

Loni

On Sunday, May 1, 2022, 09:26:07 AM PDT, James Coker wrote:

Thank you Rebecca !

This is exactly the best approach for communities of humans to work together, and achieve the most desirable and doable solutions to needs and challenges!!!!

Well expressed and articulated.

James Coker

> On May 1, 2022, at 1:40 AM, Rebecca Flynn wrote:

>

> It's always a good idea to get a fuller sense of how the majority feels about major issues instead of hearing only from the squeakiest wheels on social media.

>

- > The simplest way would be for people to fill out the form I set up : <https://forms.gle/XDgVpTvpmjCWxgDt8>
- > The data will be made public once collected en masse.
- >
- > The reality is that if the residents of Portola Valley don't want a lot of higher density housing in Town, we simply have to identify 150-200 properties who are interested in having an ADU on their site or in converting an existing accessory building into an ADU (via permit) and then figure out how to help get them built.
- >
- > Already several people have filled out the form expressing interest in a potential ADU on their property. I've talked to others who are interested in having an ADU, either to house their adult children or their elderly parents or to rent out for passive income but who have not yet input their data. The sooner people input interest (or lack of) for their properties or for nearby ones, the sooner we can establish that we have the ability to keep Portola Valley rural and natural with discreet housing additions. The key is to think small to be more affordable.
- >
- > Let's get the locations and potential funding sources identified as soon as possible so we can provide a realistic housing element back to the state to meet our legal obligations instead of yelling at the Town for following the law or waiting around for nebulous lawsuits and future fines to force our hands into something we absolutely do not want. The reality is even if our RHNA numbers get reduced, they won't go to zero and we still need a realistic plan for additional affordable equitable housing. Let's all work together to make sure it is in the form that maintains our natural surroundings and meets our legal obligations.
- >
- > Thanks,
- > Rebecca Flynn
- >
- >
- >
- > -----Original Message-----
- > From: main@pvforum.us <main@pvforum.us> On Behalf Of Brenda Munks via pvforum.us
- > Sent: Wednesday, April 27, 2022 1:37 AM
- > To: main@pvforum.us
- > Subject: Re: [PVForum] #PV Desire or Regret?
- >
- > As a Portola Valley native and long time resident I have been following with great interest all of the discussions regarding the recent legislation from Sacramento and its impact on our community. My dad talked fondly and passionately about how he and the other founders of Portola Valley began the incorporation process primarily so that we all could have control over local zoning decisions. Their vision was to create a community that values and respects the unique relationship that we now enjoy with our proximity to open space and an emphasis on lower density, trails and scenic corridors.
- >
- > I am confident that they, like many of us, would be horrified at the prospect of Sacramento politicians usurping that local control and dictating a “one-size-fits-all“ policy that covers all

cities and towns in the state.

>

> This is the type of legislation that we get when there's one party rule, especially with a super majority, regardless of which party is in power.

>

> I don't presume to speak for the majority of residents on this important topic. But with so much discussion occurring regarding this potentially significant change to our community, it seems as though a best next step would be to find out where the majority of residents stand on this matter. Perhaps the town Council could commission a poll or conduct a questionnaire to find out how residents feel about these zoning changes. This information could inform them on how best to proceed and whether or not to join the growing list of cities that are seeking legal or political remedies to reverse this new policy.

>

> (Sent from my iPhone. Please excuse any typos)

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Dylan Parker

From: Kimberley Morris Rosen
Sent: Sunday, May 8, 2022 11:01 PM
To: housing
Cc: Chad Rosen
Subject: Public Comment Regarding Opt-In Upzoning

Dear Ad Hoc Housing Committee,

We are writing to address the Committee's new effort to include opt-in upzoning as part of its Housing Element plan. We have some significant concerns about the process that has been undertaken thus far regarding proposed opt-in upzoning.

First, the manner in which the official list of six potential opt-in properties was created was not sufficiently clear. It is our understanding that the Committee and town representatives hosted a virtual information session for those interested in learning more about the opt-in upzoning option. Near the end of the virtual meeting, the town representative asked those attending the virtual meeting to fill out an online poll to indicate their interest "yes, no, or maybe" in the opt-in upzoning option. It is our understanding that those who answered "yes" to this informal online poll were put on the official "Sites Inventory Recommendation from the AHHEC." Acknowledging that that list does not represent a list of final properties to be upzoned, it does seem to be a list with significance. If we were a town's person who had filled out an informal online poll about upzoning, we would not expect our property to then be listed on the official AHHEC recommendation list without further discussion or inquiry. We do not believe that the significance of one's answer to the online poll was sufficiently explained to the attendees of the virtual meeting.

Second, the AHHEC and the Town have insufficiently considered many of the processes and logistics of the opt-in upzoning process since it was added late in the game to the housing inventory strategy. As residents living right near one of the listed sites, we were provided no individual notice of the property owner's intentions. We found the site listed purely by happenstance, as did many of our neighbors. This is not right. As the Town is surely aware (as evidenced by its extensive limitations on what we are all allowed to build on our properties), what one's neighbor does with his land can have significant impacts on one's own use and enjoyment of one's land. The haste with which the AHHEC and the Town must complete its work on the Housing Element should not be an excuse for a failure to adhere to the long-accepted standards of specific notice when alterations are to be made to a neighbor's property. The very fact of an upzoning, well before any specific plans are submitted, is a significant change to a property warranting specific neighborhood notice.

Furthermore, additional critical details of the opt-in upzoning process have not been made clear to Town residents. All residents, including those who are considering opting in to upzoning their property, must have clear explanations about the limitations and restrictions that may come with that upzoning overlay. The "building the plane while we fly it" nature of this late entrance of the opt-in option does not give us confidence that the AHHEC and the Town are thinking through all of the necessary procedures and processes to ensure a fair and desirable outcome.

Third, as to the merits of the notion of opt-in upzoning, we find the haphazard nature of the effort troublesome. Other cities nearby such as Menlo Park have looked closely at their city lands, including attributes of nearby amenities, roads, retail, transportation, etc, to determine the best areas in which to consider multi-family housing. While some may quarrel with the conclusions that those cities have come to regarding specific sites/areas, one cannot argue that there has not been consideration given to the merits of each site or area regarding suitability for higher density housing. The opt-in process is, by nature, random. Though we acknowledge that the AHHEC has pledged to conduct a review for fire risk, there does not seem to be any inclusion in the process of other considerations such as traffic patterns, the nature of the surrounding

neighborhood, safe routes to school, proximity to amenities, and the like. This is a mistake. We applaud the development of strategic higher density housing in our town, not random placement of higher density housing wherever a landowner may happen to volunteer. We have incredibly bright minds working on the AHHEC. Let's use those minds for strategic placement of housing rather than letting housing fall where it may based on the whims of individual property owners.

We empathize with the difficult nature of the work under the purview of the AHHEC. And, we support a moderate and strategic increase to housing in Portola Valley, both because the State has told us that we must build it and because the Town can support and celebrate greater economic diversity in its residents. In other words, we are not anti-housing. We are, however, opposed to randomly plopping down high density housing, particularly on sites like 135 Shawnee and 231/241 Georgia Lane, where there is a significant concern for suitability due to the risk to students' safety as they walk or bike to school.

We celebrate Portola Valley's unique attributes of natural beauty and peace. We also affirm that we believe that there is room in our beautiful town to accommodate additional residents through avenues like additional ADUs, amnesty for existing unpermitted ADUs, and strategically placed higher density housing. But, let's do it the right way, with safety, neighborhood cohesion, and strategy at the forefront of our planning. And, let's design a process to deal with these options that is measured, detail-oriented, and mindful of the necessity of including neighbors in the decision.

Sincerely,
Kimberley and Chad Rosen (30 Shoshone)

Dylan Parker

From: Kristi Corley
Sent: Monday, May 9, 2022 11:21 PM
To: Laura Russell
Subject: Housing next to Ford field!
Attachments: IMG_7551.HEIC

Laura,

It's not ok to go 16 feet into the scenic corridor next to Ford field. I'm not sure why a developer it's ok yet not a resident? Consider cottages around big tree. If I live on Alpine road, then will residents get to build into the scenic corridor 16 feet? Does a builder get sticks & carrots?

Kristi

Dylan Parker

From: Kristi Corley
Sent: Tuesday, May 10, 2022 11:55 AM
To: housing
Subject: Left of Ford field property

Laura,

Is it really ok for a developer to build 16 feet into the scenic corridor next to Ford field and not go 75 feet back on scenic corridor ? I don't agree with the 16 foot concession!

I'm not sure why with developer, it's ok yet not a resident building? Consider cottages around 2 big trees that's 250 years old . If I live on Alpine road, then will residents get to build into the scenic corridor 16 feet?
Does a builder get sticks & carrots?

All the best,
Kristi

Dylan Parker

From: Shawnee Neighbors
Sent: Tuesday, May 10, 2022 12:35 PM
To: housing
Cc: fivechangsh@hotmail.com
Subject: Re: Public Comment

Hello. We have two additional signatories to our original public comment:

Brian Cairney & Terri Kerwin (415 Cervantes)
Sinda Mein (15 Shoshone)

On Mon, May 9, 2022 at 11:55 AM Shawnee Neighbors
Dear Ad Hoc Housing Committee,

wrote:

We are citizens in the Shawnee neighborhood that are in strong opposition to the up-zoning of 135 Shawnee. We were very surprised to learn on Monday, May 2 that 135 Shawnee was listed on the opt-in to up-zone to multi-family housing (up to 6 housing units on 1 acre). We received no advance notice about this, not even as a courtesy. We are all eager to protect the natural, quiet character of our Town and to add more housing in Town only in a strategic manner.

As a neighborhood that houses Ormondale, many cars come through Shawnee at least twice daily (or often more) at drop-off and pick-up. It is a priority to provide a safe commute to school, one where the streets aren't clogged with cars. Even in current conditions, when cars park on the side of Shawnee, the road becomes a one-lane street, making it difficult for children to walk or bike safely to school. Many of us in the neighborhood are parents of young children (or have had our own children attend Ormondale over the years), and we seek for kids and families to be able to walk or bike to school without worry.

Related to issues of safety, we are also very concerned about the ways that the density of additional houses puts us at high wildfire risk. We see that 135 Shawnee is listed as having potential fire safety issues. Given that we also have a school in our neighborhood, safe evacuation and egress is of great concern to us.

Each of us settled in Portola Valley because we love the natural, green space, the quiet, rural feel, and the serene privacy that our Town provides. An up-zoning to six units on one lot in a neighborhood such as ours changes that dynamic significantly. If a precedent is set in terms of opt-in to up-zone to multi-family housing, what is to say that a developer won't purchase lots in our town to build as many units as possible, thereby completely destroying these qualities that we so appreciate about our homes? Developers are not likely to be inclined to respect the harmony with nature and the concern for good land stewardship to which residents now commit themselves. There are also many second-order effects of an opt-in to up-zone to multi-family housing, including potentially deterring people from moving to Portola Valley, decreased property values for neighbors, and subsequent decreased school funding.

We seek to retain the natural, quiet character of Portola Valley for future generations. We understand that the Town is under pressure from the State to plan for a great deal of housing over the coming years. We know that this is no easy task, but we believe that strategies such as incentivizing new ADUs, providing amnesty to existing unpermitted ADUs, and building multi-unit housing in well thought out, strategic locations (as opposed to random owner opt-in spots like this one) will meet those expectations while better maintaining the quietude that we all hold dear. We implore the Committee and the Town to reconsider 135 Shawnee as a potential site to up-zone to multi-family housing and to remove it from your list.

Sincerely,

Dawn and Mark Bercow (160 Shawnee Pass)
Shelley Chu (125 Shawnee Pass)
Loren Dakin (118 Mapache)
Laura and Jamie Davidson (20 Shoshone)
Kathy and Geoff Gurtner (230 Shawnee)
Teri and Dorian McKelvy (130 Shawnee)
Keri Nicholas (250 Shawnee)
Kimberley and Chad Rosen (30 Shoshone)
Valerie and John Wookey (110 Shawnee)
Linda and Douglas Hall (165 Shawnee)
Kathy and Mike Scandalios (225 Shawnee)
Dolores Dolan (105 Shawnee)

Dylan Parker

From: The Chang Family
Sent: Tuesday, May 10, 2022 4:47 PM
To: Jeremy Dennis; Laura Russell; Craig Hughes; Sarah Wernikoff; Jeff Aalfs; John Richards; Maryann Moise Derwin; housing
Cc: undefined
Subject: Remove 135 Shawnee Pass from the voluntary opt-in upzoning list

Dear Mr. Jeremy Dennis, Ms. Laura Russel, Mr. Craig Hughes, Ms. Sarah Wernikoff, Mr. Jeff Aalfs, Mr. John Richards, Ms. Maryann Derwin, and Ad-Hoc Housing Committee members,

We are the owners of 135 Shawnee Pass. We request that our address be removed from the voluntary opt-in upzoning list immediately. We are very disappointed with how the Town has handled this issue.

We were interested in exploring the possibility of upzoning in town and participated in the upzoning focus group on 4/21. We received a follow up survey on 4/22 and we filled out the survey expressing our interest in learning more about this idea. In no way did we commit to upzoning our property when we filled out the survey. We were very surprised to see our address listed on the 5/2 update (10 days after the survey), giving the impression that we had fully opted-in for upzoning. In fact, we have not received any communication from the Town about upzoning, and the Town also did not inform us nor asked our permission to publish our address on the list. By listing our address as though we've fully agreed to upzoning, and by counting our 6 imaginary units in the RHNA, this has caused much angst amongst our dear neighbors and disrupted our relationships with them.

We would appreciate a response from the Town verifying that our address of 135 Shawnee Pass will be removed from the voluntary opt-in upzoning list immediately.

Sincerely,
Bao & Mike Chang