

## 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
- 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 ADU 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.