

Table of Meetings and Documents Related to the Housing Element Update

Body	Date	Document Title & Topics	Link(s)	Approximate Discussion Length
Town Council	2/10/21	Discussion of Regional Housing Needs Allocation (RHNA); staff report on p. 70 of packet	Meeting Recording, Summary, Agenda and Minutes	0:24:00 <i>0:26:00 – 0:50:00</i>
Town Council	4/28/21	Town Council direction on proposed Housing Element update work program including formation of Ad Hoc Housing Element Committee, community engagement strategy and appointment of Council subcommittee; staff report on p. 96 of packet	Meeting Recording, Summary, Agenda and Minutes	1:35:00 <i>1:24:00 – 2:59:00</i>
Planning Commission	5/5/21	3. Housing Element Update – Update from Town Council Meeting. p. 23 of packet	Meeting Recording, Summary, Agenda and Minutes	1:00:00 <i>00:49:00 – 1:49:00</i>
Ad Hoc Housing Element Committee	8/16/21	What is a Housing Element and Why is it Important? Why this Committee’s work matters, Local and Historical Context. Legal Background. Town Strategic Plan.	Meeting Recording, Summary, Agenda and Minutes	3:08:00
Ad Hoc Housing Element Committee	9/20/21	Values, Decorum and Public Comment	Values Decorum and Public Comment Presentation from September 20 2021	2:51:00

		<p>Organization and Evaluation of Existing Housing Element</p> <p>Portola Valley Demographic and Housing Trends</p> <p>Housing Affordability Income Categories – Deeper Dive</p>	<p>Existing Housing Element Organization Presentation September 20 2021</p> <p>Portola Valley Demographic and Housing Trends (Draft Data) Presentation from September 20 2021</p> <p>Housing Affordability Income Categories Presentation from September 20 2021</p> <p>Meeting Agenda</p> <p>Meeting Minutes</p> <p>Meeting Recording</p>	
Community-Wide Meeting	10/14/21	<p>Presentation: Background and context for the Housing Element update</p> <p>Breakout room discussion: Feedback on Portola Valley’s key housing needs and potential solutions through the housing</p>	<p>Recording</p> <p>Meeting Summary</p> <p>Presentation</p>	52:00

		sites inventory and new policies and programs.		
Ad Hoc Housing Element Committee	10/18/21	<ol style="list-style-type: none"> 1. Values, Decorum and Public Comment – Published 2. Introduction to Housing Sites Inventory 3. Housing Sites Inventory Selection – Possible Scenarios 4. Regional Housing Needs Allocation (RHNA) Zoning Target Concept 	Housing Sites Scenarios presentation from October 18, 2021 Housing Sites Scenarios detail from October 18, 2021 Meeting Recording Meeting Agenda Meeting Minutes	3:24:00
Joint Town Council and Planning Commission	10/27/21	Discussion of progress on community engagement strategy and feedback to guide the work of the Ad Hoc Housing Element Committee; staff report. p. 75 of packet.	Meeting Recording, Summary, Agenda and Minutes	1:51:00 <i>1:09:00 – 3:00:00</i>
Ad Hoc Housing Element Committee	11/15/21	<ol style="list-style-type: none"> 1. Accessory Dwelling Unit (ADU) Discussion <ul style="list-style-type: none"> • Background, Terminology, History, Income Category Assignment • Recent Town Code amendments • Income Categories and Projections for Cycle 6 2. Feedback from Community Meeting and Town Council/Planning Commission Study Session 	ADU Presentation from November 15 2021 Feedback from Community and TC-PC Meetings Presentation from November 15 2021 Meeting Summary for November 15, 2021	3:20:00

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

		<p>b. Fire District Process and Key Considerations - Don Bullard, Fire Marshal, Woodside Fire Protection District</p>	<p>Fire District Process and Key Considerations – Don Bullard (WFPD) Presentation from January 18, 2022</p> <p>Meeting Summary for January 18</p> <p>Meeting Agenda</p> <p>Meeting Recording</p> <p>Meeting Minutes</p>	
Ad Hoc Housing Element Committee	1/31/22	<p>1. Summary of Ad Hoc Committee of Town Committees Meeting #1 – Judith Murphy, Chair</p> <p>2. Affiliated Housing Program</p> <p>a. Current program, partners and next steps</p> <p>3. Update on SB 9</p> <p>a. Update on December Town Council meeting and contents of SB 9 urgency ordinance</p>	<p>Affiliated Housing Discussion from January 31 2022</p> <p>SB9 Ordinance from January 31 2022</p> <p>Meeting Summary for January 31</p> <p>Meeting Agenda</p> <p>Meeting Recording</p> <p>Meeting Minutes</p>	3:51:00
Ad Hoc Housing Element Committee	2/22/22	<p>1. Woodside Fire Protection District Update</p> <p>2. Housing Sites Inventory Part II of III</p> <p>a. Process for Committee</p>	<p>Woodside Fire Protection District Presentation</p>	3:52:00

		<p>recommendations</p> <p>b. Review Part I discussion and key takeaways from 10/18/2021 meeting</p> <p>c. Presentation of updated constraints maps</p> <p>d. Review overall Regional Housing Needs Allocation according to income category</p> <p>e. Preliminary discussion on specific sites to include in the Sites Inventory</p>	<p>Housing Sites Inventory Part II Discussion</p> <p>Meeting Summary for February 22</p> <p>Meeting Agenda</p> <p>Meeting Recording</p> <p>Meeting Minutes</p>	
Ad Hoc Housing Element Committee	2/28/22	<p>1. Housing Sites Inventory Part III</p> <p>a. Review community housing survey results</p> <p>b. Visual presentation of representative varying multi family projects</p> <p>c. Continue discussion from 2/22 Committee meeting to select sites to be included in the Housing Sites Inventory</p> <p>2. Staff to provide updates to Committee</p> <p>a. Review forthcoming Committee meeting topics and schedule</p>	<p>Housing Sites Inventory Part III Discussion from February 28 2022</p> <p>Potential Housing Sites</p> <p>Potential Housing Sites - Land Use Constraints Maps</p> <p>Parcels 2 Acres or more</p> <p>Housing Element Survey Summary and Detailed Results</p> <p>Visualizing Density from February 28 2022</p>	6:24:00

			Housing Element Update - General Intro from February 28 2022 Meeting Summary for February 28 Meeting Agenda Meeting Recording Part 1 Meeting Recording Part 2 Meeting Minutes	
Ad Hoc Housing Element Committee	3/21/22	1. Housing Element Policies and Programs (2 Hours 15 Minutes) a. Review and discuss existing policies and programs from current RHNA Cycle 5 and new proposed policies and programs for RHNA Cycle 6	Policies and Programs Discussion from March 21 2022 Meeting Summary for March 21 Additional Public Comment (see meeting agenda for initial comments) Meeting Agenda Meeting Recording Meeting Minutes	4:05:00

Town Council	3/23/22	Housing Element update discussion – work program, timeline, resources and budget; staff report on p. 126 of packet	Meeting Recording, Summary, Agenda and Minutes	3:14:00 <i>1:46:00 – 5:00:00</i>
Ad Hoc Housing Element Committee	4/18/22	Affirmatively Furthering Fair Housing (AFFH) Policies and Programs; housing sites inventory update and discussion; staff reports in meeting packet	Housing Sites Inventory, Part VI - Presentation El Mirador and Neely Properties Constraints Map Ford Field Constraints Map Policies and Programs - AFFH Presentation Staff Memo - Affirmatively Fair Housing Staff Memo - Housing Sites Inventory Town-Owned Parcels Hazards Composite Map Meeting Packet Meeting Summary Meeting Recording Meeting Minutes	5:42:00

Ad Hoc Housing Element Committee	5/2/22	<p>1. Housing Sites Inventory Update and Discussion</p> <p>a. New work product generated by staff and consultants since April 18th meeting in response to Committee feedback</p> <p>i. Maps and Analysis</p> <p>ii. Update on ADU Focus Group and “Opt In” to Upzoning Meeting</p> <p>b. Committee Discussion and Recommendation On Sites Inventory</p>	<p>Presentation slides</p> <p>Meeting Summary</p> <p>Meeting Agenda</p> <p>Meeting Recording</p> <p>Meeting Minutes</p>	5:06:00
Community-Wide Meeting	5/9/22	<p>Presentation: Previous community outreach and housing sites inventory</p> <p>Breakout Room Discussion: feedback on the site selection, design features of the Opt-In Program, zoning standards for new multifamily development along Alpine Road, and improvements for the ADU/JADU process</p>	<p>Main Room Presentation</p> <p>Breakout Room Presentation</p> <p>Meeting Summary</p> <p>Meeting flyer</p> <p>Recording</p>	1:16:00
Ad Hoc Committee of Town Committees	5/16/22	<p>Housing development application checklist and forthcoming objective design standards; staff memo in meeting packet</p>	<p>Presentation</p> <p>Meeting packet</p> <p>Recording</p> <p>Minutes</p> <p>Summary</p>	2:40:00

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

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

		(IS/NMD) for the proposed Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments	Comments, Agenda and Minutes	
Planning Commission	11/30/22	1. Housing Element Update and Implementing Actions—General Plan Conformance, Voluntary Upzoning Program, Housing Element Programs, Density Bonus Law 2. Implementation of the Housing Element—Draft Zoning Code Amendments Part 3	Meeting Recording, Summary, Agenda and Public Comments	4:02:00
Planning Commission	12/7/22	Housing Element Update and Implementing Actions – General Plan Conformance, Zoning Code Amendments Part 4 and Informational item on Fire Mapping	Meeting Recording, Summary, Agenda and Public Comments	4:10:00
Town Council	12/14/22	6a. Housing Element Update and Discussion. p. 40 of packet	Meeting Recording, Summary, and Agenda	2:06:00 <i>2:39:00 – 4:45:00</i>
Planning Commission	1/24/23	Housing Element Update and Associated Actions: Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Code Amendments Initial Study/Mitigated Negative Declaration; Housing Element Update (2023-2031); Conforming General Plan Amendments; Implementing Zoning Amendments. This	Meeting Recording, Minutes and Agenda	3:39:00

		meeting will focus on the Initial Study/Mitigated Negative Declaration and Response to Comments.		
Town Council	1/25/23	B. Receive Report and Provide Direction on the Housing Element Update and Schedule of Associated Zoning Code Amendments and Other Related Documents	Meeting Recording, Agenda and Summary	1:50:00 2:39:00 – 4:29:00
Town Council	2/8/23	6a. Discuss Colleagues Memo from Councilmembers Hasko and Taylor Entitled “Proposed Process for Implementation of Sunrise Provision of Housing Element”	Meeting Recording, Agenda and Summary	1:36:00 58:00 – 2:34:00
Planning Commission	2/15/23	Adoption of a Resolution Providing a Recommendation that the Town Council Adopt the Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Program (MMRP) for the proposed Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Amendments; Discussion of Colleagues Memo from Commissioners Targ and Brothers; and Review of Additional Information Requested by Planning Commission	Meeting Recording Agenda and Fire Safety Approaches Slides	4:41:15

Planning Commission	3/6/23	Adoption of a Resolution Providing a Recommendation that the Town Council Adopt the proposed Portola Valley Housing Element and Conforming General Plan Amendments	Meeting Recording and Agenda	4:36:00
Town Council	3/15/23	Study Session on Housing Element Draft #3, Conforming General Plan Amendments, Associated Initial Study/Mitigated Negative Declaration, and Recommendations from the Planning Commission	Meeting Recording and Agenda	3:06:00
Town Council	3/22/23	6a. Hold a Public Hearing and Adopt a Resolution Adopting the Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Program (MMRP) for the proposed Portola Valley Housing and Safety Elements Update and Conforming General Plan and Zoning Amendments 7a. Housing Element Post Approval Process	Meeting Recording, Agenda, Summary, Public Comments and Subcommittee Presentation	4:44:00
Town Council	3/29/23	3a. Adoption of Resolutions Adopting 1) the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for Housing and Safety Elements Update and Conforming General Plan and Zoning	Meeting Agenda, and Public Comments	6:00:00

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

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

Town Council	10/25/23	4.a. Update on Housing Element Status	Meeting Agenda, Public Comments and Housing Element Presentation	Not Available
Planning Commission	12/20/23	1. Adoption of a Resolution Providing a Recommendation that the Town Council Adopt the proposed Portola Valley Housing Element and Conforming General Plan Amendments	Meeting Agenda, Public Comments and Recording	~2:40:00
Town Council	1/10/24	6.c. Adoption of 2023-2031 Portola Valley Housing Element Update and Conforming General Plan Amendments	Meeting Agenda, Public Comments and Recording	Not Available
All Housing Element Related Meetings				~148.9 hours 47 Public Meetings

Updated 12-8-23