

Honorable Mayor and Members of the Town Council,

As you are aware, we have been expecting a letter from our reviewer at HCD regarding the Housing Element you are slated to consider at your meeting tomorrow. What we have received is not the letter we were anticipating, but an email from our reviewer (received yesterday evening) containing tables that constitute the “preliminary review”. These tables include questions and detail additional edits or changes to the Housing Element that HCD is still seeking (copy of the HCD document with the tables is attached with this email).

Given the timing of this email from HCD, staff’s need to evaluate and update the Housing Element in response to HCD’s comments (plus possibly engage our HCD reviewer in one on one meetings again), and to allow adequate time for the community and decision makers to appropriately evaluate these latest changes, staff is recommending that at its meeting tomorrow the Town Council receive an update on this recent development, along with an overview of anticipated next steps, and continue consideration of the Housing Element to the Town Council meeting of January 24, 2024.

Staff along with the Town’s consultant team are now evaluating this latest response from HCD to determine the appropriate next steps. If the modifications are found to be substantive in nature, such as identifying new opportunity sites or making changes to the RHNA numbers, they may need to be taken back to the Planning Commission once more for consideration. As of now, such modifications have not been identified.

Thank you for your attention to this and please feel free to let me know if you have questions.

Jon Biggs, Town of Portola Valley,  
Interim Planning and Building Director

Portola Valley – Received December 1

Date of last letter – July 25, 2023

Prelim Review

Y/N	Pg. #	Finding	Notes
N	109	Availability of zoning – minimum density of 20 du/ac and an acceptable range of density	Minim density of 20 and max of 23  See program 1-7 revisions
?		Transparency requirements	Where is this addressed?
N	97 145	RA – procedure	Analysis – approval finding 5 and 6 needs to be removed; subjective findings that are similar to general CUP findings.  Program 8-1 needs to be revised to specifically committing to removing findings #5 and #6  See Program 8-1 revisions
N	148	Group homes of seven or more	See revisions on Program 8-10
N	129	Shortfall of sites – all requirements need to be listed and timelines	See program 1-7 revisions
N	132 137	Programs 1-4, 3-2 and 4-2: Affiliated Housing Sites – strong monitoring and incentives to promote affordability	Program 1-1c , 1-4, 3-2 and 4-2  See Program 4-2 revisions
N	54, 137	In addition, while Program 4-1 (Parking Requirements) Program should be revised to include specific details regarding the new parking requirements for affordable housing.	See Program 4-1 revisions
N	108	AFFH programs	Need stronger land use strategies for housing mobility and see additional revisions below

Review – Housing mobility; creating and promoting housing choices and inclusion throughout the community

Program + Actions	Metrics	Geographic targeting	Other
Program 1-1a, 1-1b, 1-1c, 1-2a-b, 1-7 , 1-4 3-1, 4-2, 5-3 actions for the RHNA including rezoning for RHNA and objective standards, pipeline, city-owned sites	151 units including 70 for lower	RHNA sites outside/edges of the City	Rezoning for the RHNA – ok
Program 1-3 – opt-in housing diversity pilot program beyond SB9	12 AM units	Lower density/SF units	Beyond the RHNA  Add affordability metric
Program 1-5 – explore/encourage co-housing programs	None	Throughout the Town	Program has weak commitments and no metrics
Program 1-6 – participate and/or implement local homesharing program including marketing units	10 persons/HH	Low density/SF homes	Beyond the RHNA – ok
Program 2-1 – inclusionary for MF	Add metrics	Throughout the town	
Program 2-2 – create a program with housing staff to manage and place persons into units	Add metrics		Could be revised to be housing mobility with metrics
Program 2-4 – ELI actions	50 LI units	Throughout the Town	Ok

Program 3-2 – technical assistance	Noted above		Expand metrics for additional units by targeting additional nonprofits and partners during the planning period
Programs 7-1 through 7-8 – several ADU actions	102 ADUs	Low density/SF neighborhoods	Expand metrics to go beyond the RHNA for housing mobility
Program 8-5 – rezone for additional MF opportunities with affirmative marketing	Add metrics in addition to RHNA	Throughout the town	
Program 8-6 – consider rental assistance program	Add metrics	Throughout the town	Add “if found feasible, implement program by xxx dates” + metrics
Program 8-7, 8-8, 8-9 – education on fair housing topics	Two workshops	Throughout the Town	Add additional metrics regarding HH or units  Could create a combined metrics for Program 8-7, 8-8, 8-9

- Need additional land use strategies to addressing housing mobility
- Element notes on pg. 58 Town has funds that can be dedicated to AH projects; add program/action committing to # of units or \$ amount dedicating to AH throughout the planning period.