

PLANNING COMMISSION

December 20, 2023

Hybrid Meeting – In Person and via Zoom

CALL TO ORDER AND ROLL CALL

Interim Planning Director John Biggs read an announced that Chair Goulden was not able to attend the meeting in person and would be attending remotely and, with consent of Town Attorney Catherine Engberg through the new Brown Act provisions AB2449, would be acting as Chair for the meeting via remote services. Chair Goulden confirmed no one was in the room with him.

Time: 00:03:40

Chair Jon Goulden called the Planning Commission hybrid, in person and via Zoom, meeting to order at 7:03 p.m. and requested roll call. Interim Planning & Building Director Biggs called the roll.

Present: Commissioners Brothers, Krashinsky, Kopf-Sill [arrived at Time: 00:05:23],
Chair Goulden (remote), and Vice Chair Targ
Absent: None
Town Staff: John Biggs, Interim Planning & Building Director; Adrienne Smith, Planner; Thomas Geisler, Development Review Technician.

ORAL COMMUNICATIONS

Time: 00:04:32

Bob Turcott commented regarding the recent changes in Town Policy from Town Council. Recent criticism has been spreading inaccurate information about Town Council and he was optimistic by the act of Council supporters speaking out against the misinformation. The community can be respectful of those with different viewpoints without necessarily endorsing those views.

Rita Comes inquired about a message to the Interim Town Attorney regarding issues with public forum comments about residents. Her hope is that committee/commission members recuse themselves when it is appropriate to do so.

NEW BUSINESS

Time: 00:11:30

(1) Adoption of a Resolution providing a Recommendation that the Town Council Adopt the proposed Portola Valley Housing Element and Conforming General Plan Amendments

Interim Planning Director Biggs announced that Commissioner Kopf-Sill had arrived in the meeting, and introduced Planner Adrienne Smith who provided the staff report on the item and requested that questions following the presentation relating to 4388 and 4394 Alpine Road be held to allow Vice Chair Targ to recuse himself.

Time: 00:13:02

Planner Adrienne Smith provided a brief history of her involvement with the Housing Element and gave a presentation regarding the changes made to the Housing Element based on comments from the Housing and Community Development (HCD) agency, and the recommended changes to the General Plan to accommodate those changes. Staff's recommendation is to review the changes and consider formal action to adopt a resolution recommending Town Council adopt the Housing Element and the conforming General Plan amendments. To date there have been 45 public meetings and 148 hours behind those public meetings. In December HCD offered to do a preliminary review to see if the

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changes being made were on track with initial comments from their previous review, a letter of her findings has not yet been received. Staff's hope is it will be received prior to the Town Council meetings scheduled in January.

Changes made to the Element are all targeted updates intended to be specifically respondent to the HCD comment letter from the first submission. Some of those changes include increasing certainty into the timing and availability of pipeline projects, the Opt-in Diversification program is now a pilot program which allows the program to end after the goal of twelve units has been reached. This also categorizes the program as Affirmatively Further Fair Housing (AFFH) program which helps disperse fair housing throughout town and will not be counted in the Regional Housing Needs Allocation (RHNA) but will be counted in unit production reported to HCD. Third, the zoning density for multi-family requires a minimum of twenty dwelling units per acre and the town has to provide a range. Staff negotiated with the reviewer on this item and HCD agreed to twenty to twenty-three. The minimum of twenty is a result of zoning not being in place at the start of that planning period, January 31, 2023. HCD required tweaking to the Town's existing ADU program, minor changes to the Dorothy Ford Field and Open Space site program to clarify timing of certain program steps, and updated RHNA based on the changes made to programs.

Confirming amendments to the General Plan were limited to carrying through zoning changes in the Housing Element and include a comprehensive Plan Map change to 4386 Willow Commons from shopping and services to mixed use and 4394 Alpine Rd from Multi-family to mixed use (Page 34 of the Staff report) and a Nathhorst Triangle Area Map (Page 67 of the Staff report) designation zoning for 4388 and 4394 Alpine Road. The Land Use Element changes include the dwelling unit per acre (du/ac) range change to 20-23 for multi-family, and du/ac range of three to six units for mixed use, with changes to the text for provide clarity.

Ms. Smith outlined the consequences of not adopting the Housing Element prior to January 31, 2024. One significant consequence is if it has not been submitted for certification by that date, HCD cannot certify the Housing Element until land use rezonings are complete. During the allotted sixty day HCD review period the town will remain vulnerable to Builders Remedy. The interim Planning Director is scheduled to leave in February, staff will need to bring the new Director up to speed. There are potential lawsuits brought on by potential house advocates. They are already one year into the eight year plan, there's still a lot of work that needs to be completed.

Upcoming meetings include Town Council consideration of the Housing Element and Conforming General Plan Amendments on January 10, 2023. February and March the Planning Commission and Town Council will consider zone code amendments. Please email any typos or clerical errors to housing@portolavalley.net.

Time: 0:26:47

Chair Goulden opened the Commission for clarifying questions of Staff's report.

Planning Director Biggs announced consultants Curtis Banks and Carla Violet from Urban Planning Partners were available on zoom to answer questions by the Commission.

Commissioner Anne Kopf-sill noted the number count seems to be lower than in the previous revisions. Ms. Smith confirmed that was correct. Staff presented the information to the preliminary review member of HCD who indicated she didn't see a problem with the proposed numbers.

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Commissioner Kopf-sill inquired about extending the contract for Planning Director Biggs. Mr. Biggs stated he loved his current position; however, retirement constraints demand a limit on the number of hours he is allowed to work.

Commissioner Brothers posed questions regarding California Environmental Quality Act (CEQA) information in the report and if staff is required to post a notice of determination for an updated CEQA review for Housing Element number four. Planning Director Biggs explained that notice of determination would have been filed when the initial study of mitigated negative declaration was adopted and given there's been no other finding this environmental analysis, another notice of determination wasn't triggered and there was documentation from a consultant that oversaw CEQA.

Commissioner Brothers referenced Page 60 of printed Draft Housing Element number IV (Page 80 of the PDF file) and suggested that certain projects that change the phase of the overall project and every Element includes that there would be a determination if no CEQA review was required and requested clarification. Planning Director Biggs introduced Curtis Banks. Consultant Curtis Banks explained that there is a corresponding program in the Housing Element that follows State Law that the Town make sure they are issuing those exemptions within the thirty-day period. So, the page she cited explains what happened in the past and the program looks at modifying the Town's CEQA guidelines so it's clear that that notice needs to be specified within that certain time period.

Chair Goulden requested confirmation that the Town didn't use to do that and is now committing to doing one each time. Mr. Banks confirmed yes. There have also been changes to State law that make it a requirement.

Commission Brothers suggested changing the language to say, "that while Portola Valley complies with this requirement, it has not always issued a formal determination, it will now do so," or something to that effect. It's important to show that they are practicing transparency. Mr. Banks assured making that change presented no problems. Commission Brothers expressed great appreciation for the ASCC group and urged concern that their role is decreasing. Planning Director Biggs explained that as a result of the recent changes within State Law, Housing Elements are no longer allowed to have elements that are impediments to the production of affordable housing. They are now relying more on objective standards and a group like ASCC that exercise discretion when they are reviewing the project, most of the references seen in the document go towards a movement to making the standards more objective and less discretionary when it comes to reviewing housing projects.

Vice Chair Targ added reference to Chart A.4.1.

Commission Brothers stated that if they were going to rely on objective standards it raised a lot of questions of when and who would be making those decisions.

Mr. Banks provided information about the design standards being up to the towns process, the approving authority will need to use the objective design standards in reviewing the project, that's the intent of the policy, and went on to explain that the ASCC was involved in creating the object design standards and text is included that states ASCC would be part of the review process for multifamily developments to determine they're consistent with the objective design standards and that also applies to the affiliated housing programs, so it's not changing the process for review, it's just making it clear that it's part of the process of review of affiliated housing projects and that the objective design standards would be utilized.

Vice Chair Targ [inaudible]

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Planner Smith explained that for example the Opt-in program has certain objective standards attached to it, that haven't been developed yet. That and others could fall into that category.

Vice Chair Targ requested clarification [inaudible]

Town Attorney Engberg answered that type of situation would trigger no-net loss. The project only generates thirty so it's a situation where they Town would need to look for a potential area to upzone or account for those additional five units that were short of range. State law has changed the law such that they are now required to carry a range and twenty is the minimum density/acre on sites intending to generate low income units. It is only legal obligation if they need those low income units to satisfy the RHNA.

Mr. Banks added that the cities that can no longer have that safe harbor range of below market units are those that did not have a certified Housing Element prior to January of 2024. The Town did not meet that requirement so State Law mandates there is no longer a range, the Portola Valley must now meet 20 units per acre.

Commissioner Krashinsky inquired about the process now that the Town did not meet that 2024 January date. Planner Smith explained that in the past self-certification was considered a best practice to help protect jurisdictions from builder's remedy for that time period that they had not yet been certified. It's not accepted thinking to be self-certified two Cycles in a row so the Town has not opted to do a self-certification this time. In terms of timing, the idea is that if Town Council decides to adopt on January 10th, staff would send it to HCD the following day. The reviewer had said that they could turn it around in two to three weeks. If the Statutory deadline is not met HCD can refuse to certify until all rezoning is in place.

Commissioner Krashinsky referenced Program 4-1 regarding multi-family parking requirements and how new parking requirements will not act as a potential constraint to new development and asked what type of parking requirements they will be allowed to enforce. Planner Smith stated they will be provided requirements for multifamily, it's part of zoning code amendments coming in the future, and they are based on bedroom numbers and will include a minimum number of guest spaces. The distinction is that they will have to conform with State Density Law which could mean a developer can request exceptions based on the amount of affordable housing produced in the project.

Commissioner Krashinsky inquired about the opt-in program and its importance if it's no longer contributing to the sites inventory. Planner Smith stated that currently they feel it wouldn't be prudent to remove a program such as opt-in because the Town's HCD reviewer feels that program is a good contribution and she suggested it be turned into a pilot program. Municipalities are not allowed to drop programs once it meets its unit capacity. It's an involved program that has good potential, and it helps with AFFH. Any additional units it creates goes towards the RHNA numbers.

Vice Chair Targ requested clarification [inaudible]

Planner Smith answered that if an expected affordable housing project couldn't be built, it would trigger No Net Loss and the Town would have to find a new site and somehow find those units.

Vice Chair Targ [inaudible]

Chair Goulden noted that he was unable to hear Vice Chair Targ.

Town Attorney Engberg responded to Vice Chair Targ stating that the Housing Element number that was approved last spring regarding the site that Vice Chair Targ referenced, had not changed in the

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current iteration; and much of the information is projection into the future and they can't necessarily predict it.

Vice Chair Targ requested clarification [inaudible]

Planning Director Biggs added the zoning minimum changed but the target units had not, and it might be possible to rely on density bonus regulations to achieve the density on the site, not necessarily increasing density but rather taking advantages of exceptions.

Commissioner Brothers referenced Wildfire hazards section on page 79 in printed Draft IV of the Housing Element and suggested mentioning the major wildfire measures that Council had adopted between iteration III and IV. Her research showed the maps were unchanged but there were changes to the policy.

Chair Goulden interjected that he'd like to wrap up questions before they move into the discussion of the item and noted there was an issue with Vice Chair Targ's microphone, the problem was resolved.

Vice Chair Targ recused himself to allow commissioners to ask questions regarding 4388 and 4394 Alpine Road.

Commissioner Krashinsky referenced the comment letter sent by the owner of the two properties and inquired if staff had considered making the requested changes mentioned in the letter. Planning Director Biggs answered that he didn't see any issues with retaining the paragraphs mentioned by the owners, however they were comfortable with moving forward with the paragraphs being removed. The HCD reviewer may have questions. They were removed because it refers to multifamily designations and it didn't flow well with the information and suggested making a recommendation to City Council to add the paragraphs back in if they believed it was important.

Commissioner Krashinsky inquired if mixed use should replace multifamily and if the number of units should be changed from four units to two units. Planning Director Biggs explained if he wanted to keep the two paragraphs that would be his suggestion. Town Attorney Engberg stated it was stricken from record because it refers to some market rate units may be permitted but under the change to the mixed use zoning all of the units there are to be produced at market rate, which is above moderate income levels, the Town would welcome lower income units be developed, but they can't make that assumption without going to that twenty units per acre zoning. That's why the units were shifted over to the above moderate category.

Commissioner Krashinsky referenced the zoning of 4394, which is the vacant site; having changed from multifamily three minimum to maximum twenty to mixed use range three to six, and the site is described in the housing element on page 117 as having a supportive housing overlay that may optionally count as one unit or multiple units depending upon the applicants request. He questioned if it be beneficial to the Town's RHNA expectations to keep the density at the multifamily range. Town Attorney Engberg stated that was an interesting scenario and stated she would check with their consultant to see if they had any thoughts around that question.

Mr. Banks explained in order to be counted as individual units it has to have its own self-sustaining cooking facility, they cannot have a shared kitchen.

Time: 01:22:35

Chair Goulden opened public comment.

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Town Attorney Engberg noted there was a public comment that was concerned other recusals might be necessary due to proximity and inquired if any of the commissioners had disclosures.

Commissioner Krashinsky commented he needs to be recused on the discussion of the Sequoia's.

Commissioner Kopf-Sill noted she and Vice Chair Targ are recused from the property of Stanford Wedge.

Vice Chair Targ would continue to recuse from 4388 and 4394 Alpine Road

Town Attorney Engberg confirmed those three properties would need to be withheld from the general discussion.

Dave Cardinal provided public comment regarding his support of passing the proposed Housing Element and expressed concern regarding not using CalFire fire risk maps when those are required.

Rita Comes expressed concern regarding the Housing Element Draft IV language regarding the Stanford Wedge property compliance with CEQA findings when a Draft Environmental Impact Report (DEIR) has not yet been shared and the project has not been approved.

Dale Pfau provided commented appreciation for all those who have worked on the fire safety plan for mitigation, it's a wonderful step forward, however, he expressed concern that on Page 7 it states until the new plan is adopted the safety plan of 2010 remains in force. There's quite a disconnect between the Housing Element and the safety element of 2010, which calls out a specific map to be used which is not the CalFire maps.

Kristi Corley commented about the microphone issues of Vice Chair Targ and requested someone include his comments in the minutes and questioned the maximum units and height that could be taken from twenty-three units and if it was true that bonus density law increases the number of units by 33-50% if it's 100% BMR housing; adding concern regarding below grade or no parking required being used as an exception without adding more public transit in the area. The public should be told about what concessions/variances are provided in multifamily projects – how to find out? Emphasized value of the little league field to remain at regulation Little League size as 600 children from San Mateo Valley use the field annually. Commented that Dorothy Ford park was the first donated open space gifted to Portola Valley and people from the Open Space committee were the donors as well as other residents. Asked how will the residents know if there were concessions and variances given on a project?

Chair Goulden inquired about time and requested Kristi wrap up her comments.

Bob Turcott commented thanking each Commissioner for the time they've put into the Housing Element, the work is very important to the community and very much appreciated. The fire hazard maps are important to resolve, they won't prevent or preclude development but will allow development to proceed safely. That's more significant where development is dense. The community will only benefit from mitigation efforts. He believes HCD can only support something that provides safety for affordable housing. He expressed concern of fraud from people trying to sell their properties and not disclosing they were in an extreme fire risk area because they will no longer fall under that classification with the new maps.

Danna Breen commented regarding the CEQA implications and how the public wasn't given the opportunity to weigh in until the item came before the Planning Commission. The entire process is confusing and many in the Town do not understand what the implications of the Housing Element will

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be for the General Plan. She is looking to the Planning Commission for leadership and guidance in understanding the process and making the right decisions for the community.

Time: 01:40:12

Chair Goulden closed public comment and inquired if staff wanted to respond to comments.

Planning Director Biggs addressed public comment questions regarding density bonus for affordable housing units, waivers, and concessions. Only supportive housing projects can be built without parking lots. Zoning code requirements will be submitted as a recommendation for Town Council on multifamily projects. The public will be informed of concessions during the public notification process which include publications, mailed notifications, and posted on the Town's website.

Commissioner Krashinsky requested the comment regarding Stanford Wedge also be addressed.

Town Attorney Engberg stated if there will be a discussion about Stanford Wedge there were two Commissioners that need to recuse themselves from that discussion.

Time: 01:42:49

Commissioner Kopf-Sill and Vice Chair Targ recused themselves.

Planner Smith stated there is new redlined language added on Page 93 because that project includes affordable units that fall under the affiliated housing program. It talks about the proposed objective findings for the affiliated housing program.

Commissioner Krashinsky stated that the part he questioned was Bullet Point 4: The project complies with mitigation measures of any applicable environmental document, and what that means since there is no DEIR. Planner Smith stated that those reference Proposed Objective Findings. They are not making actual findings.

Commissioner Brothers questioned how they can propose something regarding the CEQA process when they have no idea what is going to happen with the property. Director Biggs explained the CEQA process requires they adopt the environmental review that was conducted and one of the components in that environmental review is that if there is a mitigated negative declaration to the EIR, there are mitigation measures that the applicant needs to agree to prior to the City moving forward towards a potential adoption; and then the City acts on that document first prior to acting on the discretionary application. Stanford Wedge is not called out specifically, however the intention is for that property to be used for affiliate affordable housing, in which case it would go through this process and demonstrate compliance prior to any concessions being approved. Objective standards provide a path that demonstrates why the Town would take particular action on an application before them.

Chair Goulden recalled a timeline that calls out and notes the EIR is still in process. He had hoped that would be good enough to help people understand that it is not yet complete, and no one is doing anything against State Law.

Mr. Banks agreed and reiterated that HCD is the body that required objective standards for the affiliated housing program to ensure the projects wouldn't be subjective. The Stanford Wedge project does in fact also note that the EIR is still in progress.

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Commissioner Brothers provided alternate suggestions for language changes by removing the first two sentences in the section under Bullet 4 of Page 93 more clear.

Planning Director Biggs summarized rather than removing sentences they could add “Before any affiliated housing project is approved, the decision making body will make the following objective findings.”

Commissioner Brothers agreed that’s a more accurate reflection of what the section on Page 102 meant and is much clearer, currently the redline is inaccurate where it overstrikes the word draft. Carla Violet, Urban Planning Partners, stated it’s on Page 102, Willow Commons and Stanford Wedge are both mentioned there. It was intended to acknowledge that the final EIR, which is the draft EIR plus the responses to comments, and the whole package is close to issuance.

Commissioner Brothers suggested correcting the dates in the draft that have already passed. And mentioned they might want to bring Commissioner Kopf-Sill back in to participate in conversations regarding the Alpine Road properties. Chair Goulden agreed.

Time: 01:54:32

Commissioner Kopf-Sill rejoined the meeting.

Chair Goulden initiated conversation on the White properties on Alpine Road.

Commissioner Krashinsky commented that he feels it is important to include Mr. White’s recommendations that he had worked out with the previous Town Attorney in the Commissions recommendation to Town Council. All the Commissioners agreed. Chair Goulden indicated that putting the paragraphs in should not be an issue from what the Director stated earlier, and it appeared as if staff was attempting to correct the grievances of the property owner and possibly a couple more spots may need to be corrected.

Town Attorney Engberg explained that one of the concerns with changing multifamily to mixed use is it will be language that the Town’s HCD reviewer has not seen and there isn’t much of a buffer left for that income category. If they go below three units for mixed use, six units would not be generated at that site, and they would fall below their RHNA requirements for that income category.

Mr. Banks agreed with Attorney Engberg, if they end up getting less units on the site no net loss comes into play. If they reduce units now, they will have to share that with the HCD reviewer and they are already in a tight space with the current number of units.

Commissioner Krashinsky commented that even with the three to six range it would trigger a no net loss. Attorney Engberg agreed and staff could make that point to the reviewer if there becomes an issue.

Chair Goulden stated that he understands if they need to consult with the reviewer, but the Housing Element should reflect whatever was agreed with Mr. White. Attorney Engberg commented she didn’t see a problem with changing the number of units because under the changes in the fourth version of the Housing Element, all of the units are assumed to be above moderate. It would make more sense to change that to mixed use because that is the designation that is proposed for that site and change some of the numbers to match mixed use. The language in there now is reflective of the prior version of the housing element.

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Commissioner Krashinsky suggested it might be advantageous to meet with the Whites and let them know about the changes.

Time: 02:06:32

Chair Goulden commented he will leave it in her hands and invited Vice Chair Targ back into the meeting and called for a 10 minute break.

The Planning Commission meeting resumed with all members present.

Chair Goulden requested Vice Chair Targ to summarize his question and comments from earlier when his microphone was not working.

Vice Chair Targ commented that his issue is establishing a range of density. He looked at what the density range was previously and what it has been changed to and while the high end is actually quite low for multifamily, the low end of the range being 20 raises potential issues for Ladera Church site. He's not sure if 20 dwelling units per acre can be achieved on that parcel. It might be done with underground parking, but that can be quite expensive. The idea that they missed the filing deadline and now defaults to the 20 minimum as a matter of law. He understands why 20 is a good number when it works, but when it doesn't work and precludes actual development, it seems like it's a mistake.

Commissioner Krashinsky stated that it was part of the July letter from HCD.

Vice Chair Targ replied he was aware of that, but it doesn't change his feelings about it. He doesn't want to be disruptive to the HCD process but believes there is still time to approach HCD and see if they can fix it. His issue isn't with density, he just believed 20 is going to be difficult at the Ladera site and didn't feel it was something that could be resolved at this meeting.

Under point 4.1 multifamily and the new language pertaining to affiliated housing, the phrase "among others" was used which opens up the potential for entitlement pathways in the objective standards, Vice Chair Targ suggested editing that such that they don't have to clip the wings of the ASCC any more than is being requested.

Ms. Violet noted she didn't see any concerns with making that modification. Consensus of the Commission showed they were fine with the modification.

Vice Chair Targ commented about the debates and challenges with fire and maps is a real issue and he believed that Council is taking appropriate steps, and he continues to believe the relationship that is being built with the Woodside protected fire district is outstanding, and they are likely to see good things from that relationship as they move forward.

Planner Smith asked if he wanted that included in the recommendation to Council and he said yes.

Commissioner Brothers brought up a point made by the previous Planning Director in that the Town doesn't exist alone in the world and part of the value of the Town of Portola Valley is they are a free recreation area for huge parts of Santa Clara and San Mateo County and reading the document there are numerous places where it talks about the residents like to take advantage of recreation, but there are much larger impacts to people who visit the town versus residents. In a situation like this, the State wants substantial compliance, which is a very subjective standard. It's important for the Town to remember the impacts on visitors as well as residence because those impacts are going to huge. Little things like putting the emphasis on impacts to residents versus the true impact to the visitors of the

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area paint a picture on the state level that may not help their situation with HCD. You always want to put your best foot forward when someone else is making subjective decisions on your behalf. She was put more at ease by Director Biggs' comments regards A.4.1, but she remains concerned by the potential decrease in the role of the ASCC.

Commissioners Kopf-Sill and Commissioner Krashinsky didn't have any further changes.

Commissioner Krashinsky commented he really appreciates the work that staff has put into this as it was a huge undertaking, and it hadn't been quite as painful as he expected it to be.

Commissioner Kopf-Sill commented that she agreed and was pleasantly surprised at how well it was put together after the loss of the prior Planning Director and Town Attorney. Staff has done a great job.

Chair Goulden commented he believes with the minor changes that they should be able to move forward with a clean resolution of recommendation.

Time: 02:31:55

Modification Summary of comments from Commissioners as ready by Planning Director Biggs:

- Page 62: Change in the language reflecting the Town has not always complied with the rules and processes but will now do so.
- Page 79: Add language that reflects the Town Council's last action with respect to wildfire hazard efforts.
- Page 93: Insert a new paragraph for the affiliate housing site objective findings with information regarding approval of affiliate housing project requires that the following findings be made and remove the appearance of the connections to the Stanford Wedge project.
- Page 102: Delete "mid 2023" working.
- Restoring the paragraphs relating to Mr. White's properties with modifications of multifamily to mixed use and retention from four to two low income units.
- Page 130/Program 1-1C: Deletion of 'among others' and insert language "among other entitlement pathways under which objective design standards are required by law".

Town Attorney Engberg stated using Vice Chairs replacement is better than striking the words and not defining it more clearly.

Vice Chair Targ commented that he agreed with Commissioner Brothers comments regarding the area being used by visitors and Portola Valley has in fact been listed as a Priority Conservation area. It may be advantageous to use language that has already been adopted to describe the area within the Housing Element if it doesn't disrupt work that has already been done.

Planning Director Biggs and Town Attorney Engberg both agreed that inserting information at this late date may be interpreted by HCD as a possible work around to not meet the State's requirement and cautioned against using it. Commissioner Brothers agreed and will mention it earlier for future documents.

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Commissioner Brothers made a friendly amendment to include the following with the request for changes to version IV of the Housing Element to be recommended to Town Council.

- Page 5: In the middle of the page, the last “Whereas” before conforming General Plan amendments the would because should be added at the end of the first sentence and join it with “none of the triggers have occurred”.

Time: 02:44:24

Commissioner Kopf-Sill motioned to adopt the resolution for staff’s recommendation to Council with the change listed to the resolution and the minor changes bulleted above. Seconded by Commissioner Krashinsky, the motion carried 5-0-0.

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(2) Commission Reports

Time: 02:45:10

None

(3) Staff Reports

Time: 02:45:26

Interim Planning Director Biggs thanked the Commission for their hard work. Town Hall will be closed next week in observance of the holidays, and he wished everyone a safe holiday season.

APPROVAL OF MINUTES

(4) Planning Commission Meeting of November 6, 2023

Time: 02:45:50

Commissioner Brothers commented she had some changes, Director Biggs suggested she put them in a document for him due to the length related to using the word practicable rather than using practical. It makes a big difference under legal regulations.

Commissioner Krashinsky commented on page 136, second paragraph... it should have been moot issue not mute issue. On page 136 fourth paragraph Policy of Guidance should be Policy or guidance; also, on page 136 under paragraph four, Acting Chair Targ requested Director Biggs provide a little background, not a little of his background.

Time: 02:49:20

Chair Goulden invited members of the public to share their comments on the minutes.

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Chair Goulden closed public comment.

Time: 02:49:55

Vice Chair Targ moved to approve the minutes of the November 6, 2023 meeting as revised and noted above. Seconded by Commissioner Brothers, the motion carried 4-0-1 (with Commissioner Kopf-Sill abstained).

ADJOURNMENT [9:51 p.m.]

Commissioner Kopf-Sill moved to adjourn the meeting. Seconded by Commissioner Brothers, the motion was carried unanimously.