



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Ad Hoc Housing Element Committee

FROM: Laura C. Russell, Planning & Building Director

DATE: April 18, 2022

RE: **Building the Housing Sites Inventory – Next Step**

I. Background

The Ad Hoc Housing Element Committee first began discussing the Housing Sites Inventory at its October 18, 2021. The agenda, minutes and Zoom recording are available on the [Town's website](#). On the same webpage, under Supplemental Resources/October 18th meeting, interested parties can view the staff presentation from the meeting and a summary of the preliminary site scenarios.

At its January 18, 2021 meeting the Committee received presentations and dedicated discussion to planning for housing sites in consideration of the Town's fire and safety risks. The Committee received a presentation from Don Bullard, Fire Marshal with the Woodside Fire Protection District (WFPD). The Fire Marshal's presentation covered methods of creating fire-adapted communities and an update on the WFPD's Fire Code update. The Committee also received a live GIS mapping presentation from Zeke Lunder, Pyrogeographer with Deer Creek Resources. Zeke presented his preliminary assessment of the Town's geographical and vegetation patterns in relation to fire risk.

On February 22, 2022, the Committee continued its discussion of the Sites Inventory in more detail. The staff report with maps is available online with the meeting [agenda](#). The meeting recording can be viewed [here](#). The meeting is several hours long, so the summary below includes time stamps to assist in viewing.

- The meeting opened with public comment (4:18). The Committee then received a presentation from [Woodside Fire Protection District](#) Fire Chief Rob Lindner and Fire Marshall Don Bullard on a comprehensive hazard and risk assessment of the fire district that will designate fire severity zones throughout the district (7:45). Committee and community questions and comments followed.
- Staff provided a [presentation](#) on the Housing Sites Inventory and shared the process for Committee's site recommendations, summarized the discussion and key takeaways from the October 18 meeting, presented updated land use

constraints maps and a draft projection of the Regional Housing Needs Allocation (RHNA) by income category. The Committee then held a focused discussion on what sites to consider including in the inventory. The presentation starts at 33:24. Public comment taken at 2:05:24.

At its February 28, 2022 meeting, the Ad Hoc Housing Element Committee held its third housing sites discussion for the purpose of recommending sites to the draft Housing Element's Housing Sites Inventory. The meeting was extremely well-attended, with over 160 members of the public joining the virtual meeting. The Committee received many public comments in response to the site scenarios it had been studying and Committee discussion culminated in the feedback shown in Section II, Table 1 below. Based on the feedback of the Committee and public comments, staff and consultants reviewed the work plan, budget, and schedule to evaluate what approach would be necessary to complete the Housing Element Update.

On March 21, 2022, the Ad Hoc Housing Element Committee provided preliminary feedback on existing policies and programs in the current Housing Element (RHNA 5 cycle), as well as new policies and programs for the draft Housing Element (RHNA 6 cycle).

On March 23, 2022, the Town Council discussed the Housing Element Update process and received options from staff about how to move forward and what resources could be used. Residents that are new to the process are encouraged to read that staff report available [in the agenda packet](#) for an overview. The Council provided feedback on the timing of the process, emphasizing that completing the Housing Element and associated documents on time is a priority. Council also authorized additional resources; staff has been actively pursuing additional consultant contracts to directly and indirectly increase staff time on this effort to meet the requests of the Committee and the public.

II. The Ad Hoc Housing Element Committee's Housing Sites Part IV Discussion

Table 1 below provides a progress update related to each of the eight feedback items discussed at the February 28, 2022 meeting:

Table 1: Housing Sites Analysis Update

1. Explore new housing sites including further analysis of the Glen Oaks Stanford parcel, the El Mirador parcel behind Town Hall and the Neely property on Portola Road	Attachment 1 includes maps with the estimated amount of developable land available after mapping creek and scenic corridor setbacks and/or hazards constraints for each of the new housing sites: <ul style="list-style-type: none">• Glen Oaks Stanford - 4.4 acres• El Mirador – 13.2 acres• Neely property – 25 acres
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<p>2. Further study the potential for mixed use in the Town's C-C and A-P zones while preserving local-serving businesses</p>	<p>Development potential is expected to be limited. Analysis is underway and will be presented at the May 2, 2022 meeting.</p>
<p>3. Further study the development potential of the two vacant parcels on Alpine Road as sources of multi-family housing</p>	<p>Staff/consultants are analyzing development potential of three parcels: parking lot behind Robert's, vacant parcel next to Robert's, and 4370 Alpine at corner of Alpine and Nathorst. Staff will report back at the May 2, 2022 meeting.</p>
<p>4. Explore an "opt-in" approach where property owners could volunteer for upzoning</p>	<p>Mailers were sent to Portola Valley property owners with parcels 1 acre or larger to identify volunteers interested in upzoning their property.¹ A Property Upzone discussion is scheduled for interested property owners for April 21, 2022 at 4pm.</p>
<p>5. Investigate dispersing housing sites throughout the community via an overlay zone allowing for up to six dwelling units/acre, with the understanding that such units would be market rate with the potential for a small number of affordable units</p>	<p>The Mailer included the option for interested property owners to upzone their property to up to six dwelling units/acre.</p>
<p>6. Revisit the list of Town-owned property to see if there is development potential</p>	<p>Attachment 2 includes a Composite Map of Town-owned properties overlaid with hazards constraints to identify viable properties. Through this mapping exercise, Ford Field was identified as a feasible site with approximately 1.1 acre of developable land (see Attachment 3). Development potential analysis is underway and will be presented at the May 2, 2022 meeting.</p>
<p>7. Consider using the Town's affordable housing fund to provide incentives for affordable housing (such as multifamily or ADUs)</p>	<p>No additional materials have been prepared. The Committee may wish to continue discussing how funds may support different options.</p>

¹ Parcels in the Very High Fire Hazard Severity Zone and with only one-way of ingress and egress were excluded from this mailer.

8. Revisit ADU process to see if additional streamlining is possible	An ADU Focus Group discussion for property owners is scheduled for April 19, 2022 at 4pm to explore additional streamlining options.
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Accessory Dwelling Units as a Source of Units to Meet RHNA

At its November 15, 2021 meeting, the Committee discussed Accessory Dwelling Units (ADUs) units in detail and their role in meeting the overall RHNA numbers. (Staff report, zoom recording, and power point presentation are available on the Committee's webpage with presentations under "Supplemental Resources.") Two allocation formulas were presented for how the number of ADUs could be spread across the income categories. At that time, the Committee expressed concerns about whether ADUs really supply affordable housing and there was consensus that the Town should not rely too heavily on ADUs to meet its affordable housing numbers. As a result, staff applied the more conservative allocation, with ADUs concentrated more in the higher income categories, and used that calculation from November through March.

At the recent Committee meetings, there was renewed discussion about ADUs and how much they can contribute to the total. As a result of that discussion, staff updated the unit total table to include the standard ADU allocation that other cities/towns in the County are using, for the Committee's consideration. At this time, staff expects that this ratio will be acceptable to Housing and Community Development (HCD), the agency that must certify the Housing Element. However, it is possible that HCD will not accept it and the Town would need to revise it later in the process and find other approaches to provide the affordable housing units.

Please note that this table represents the best information available at this time and is expected to change as additional information becomes available:

Table 2: RHNA Allocation and Draft Projections

	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	19	6	27	52
ADUs	24	24	24	8	80
Affiliated Housing Sites	5	5	12	0	22
Site Inventory	0	0	0	0	0
Total	29	48	42	35	154
Additional Housing Need	Very Low Units	Low Units	Mod Units	Above Mod Units	Total Units
Outstanding Housing Need	44	-6	-3	64	99
Outstanding Housing Need with 20% zoning target	59	2	5	84	150

This partial draft projection does not include the units from the Housing Sites Inventory since the Committee's sites recommendation is still forthcoming. The partial draft projection is instructive as it numerates the various sources of units including the approximate remaining number of units to be captured in the Housing Sites Inventory.

III. Next Steps

Staff recommends that the Committee review the new information staff is presenting about the sites inventory, the contribution of ADUs, and further discuss the preferred options to move forward. The following questions may help guide the Committee's discussion:

- Should ADUs be emphasized in the affordable housing strategy? Should the Town use the ADU allocation presented in Table 2 above?
- Up to this point, the Town has not analyzed sites (or portions of sites) that would replace active recreational or open space uses. For example, the soccer field at Town Center has not been analyzed for potential development. Should the staff/consultant team analyze those sites?
- What combination of sites inventory strategies should stay under consideration and which should be removed from consideration?

Upcoming meetings include the following:

- Monday, May 2 – Ad Hoc Housing Element Committee meeting to finalize the draft sites inventory
- Monday, May 9 – Community Wide Meeting at 7 pm via zoom to hear an update on the Committee's work and provide feedback
- Tuesday, May 24 – Ad Hoc Housing Element Committee meeting to review the draft Housing Element

ATTACHMENTS

1. Stanford Wedge, El Mirador, and Neely Constraints Maps
2. Town-Owned Parcels Composite Hazards Map
3. Ford Field Constraints Map