



TOWN OF PORTOLA VALLEY
Ad Hoc Site Evaluation
Committee Meeting
Tuesday, January 21, 2025
5:30 PM

Karen Askey, Chair
Mary Hufty, Vice Chair
Ronny Krashinsky, Committee Member
Carter Warr, Committee Member
Nona Chiarello, Committee Member
Joslyn Gray, Committee Member
Karen Vahtra, Committee Member

HYBRID MEETING

A G E N D A

HISTORIC SCHOOLHOUSE – 765 PORTOLA ROAD, PORTOLA VALLEY, CA

REMOTE MEETING ADVISORY: On March 1, 2023, all committees in Portola Valley will return to conducting in-person meetings. A Zoom link will be provided for members of the public to participate remotely; however, the Town cannot guarantee there will be no technical issues with the software during the meeting. For best public participation results, attending the meeting in-person is advised.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to housing@portolavalley.net by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Committee Members prior to the meeting. All comments received are included in the public record. We encourage anyone who has the ability to join the meeting online to do so. You will have access to any presentations that will be shown on your screen and can easily provide comments using the “raise your hand” feature when the Chair calls for them.

ASSISTANCE FOR PEOPLE WITH DISABILITIES: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at towncenter@portolavalley.net. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/87275136041?pwd=EuhumM3faCtwWGjQtZXMoat1JjAL7Y.1>

Webinar ID: 872 7513 6041

Passcode: 059995

To access the meeting by phone:

1-669-900-6833 or 1-888-788-0099 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

1. CALL TO ORDER / ROLL CALL

2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

Persons wishing to address the Ad Hoc Site Evaluation Committee on any subject not on the agenda may do so now. Please note however, that the Ad Hoc Site Evaluation Committee is not able to undertake extended discussion or action tonight on items not on the agenda. Comments will be limited to three (3) minutes per person.

3. APPROVAL OF MINUTES

- a. January 7, 2025 Draft Minutes

4. REVIEW UPDATED TIMELINE

5. COMMITTEE DISCUSSION

- a. Site Updates
 - i. Portola/Alpine Corners
 - ii. Alpine/Los Trancos/Skyline
 - iii. Portola Corridor/Town Center
- b. Open Space Committee Update, if available
- c. Review & Revisions & Initial Vote of Proposal for Reporting to Town Council
- d. Formation of Sub-Committees, if necessary
- e. Next Steps

6. COMMITTEE REPORTS AND RECOMMENDATIONS

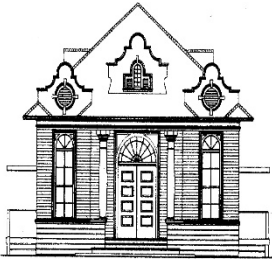
- a. Committee Reports
 - i. Memo re HCD Suitability from Karen Askey
- b. Staff Reports
 - i. Update from Terrence Grindall on RHNA status to date

7. ADJOURNMENT

- a. *The next regular Ad Hoc Site Evaluation Meeting will be held Tuesday, February 3, 2025 at 5:30pm*

Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.



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5:00 PM

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HYBRID MEETING

DRAFT MINUTES

HISTORIC SCHOOLHOUSE – 765 PORTOLA ROAD, PORTOLA VALLEY, CA

Present: Askey, Chiariello, Gray, Hufty, Krashinsky, Warr, Vahtra **Secretary:** Dewes **PV Interim Planning and Building Director:** Grindall

1. CALL TO ORDER at 5:07 p.m.

2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA: None

3. APPROVAL OF MINUTES:

- **November 19, 2024:** November 19, 2024: After corrections/edits, minutes were approved unanimously.
- **December 17, 2024:** Under 3350 Alpine, amendments were proposed to change wording regarding AB721 and to clarify that it is Christ Church that hopes to build more affordable units. It was noted that the official name is Dorothy Ford Park and Open Space (DFPOS). The committee acknowledged this but felt that the 12/17 minutes should reflect DFP as it was discussed in the meeting. Minutes were unanimously approved as amended.

4. COMMITTEE DISCUSSION:

- a. Site Updates:** Karen A. recognized Karen V. as being the single point of contact for updating and maintaining the AHSEC Site list.
 - **Nathhorst Triangle & Vicinity** (Gray, Hufty, Warr):
 - Sequoias – Joslyn contacted the CEO and President of the Sequoias; at this time, they are not considering adding more units but would be open to having a discussion in future rounds.
 - Jelich family – Mary had a productive discussion with them, but their interest is purely commercial.
 - 130 and 150 Portola road - no interest in further development
 - Parking lot behind Roberts - the subcommittee will reach out to the new owner.
 - The area between the Jelich property and the corner - mainly the Priory and the rest are single family homes. Have we had a conversation w/ the Priory about other types of housing? Mary has been in contact with the headmaster and is willing to bring this up.
 - 555 Portola Road - no update but will follow-up.
 - 4370 Alpine – Property is in front of the Planning Commission to be subdivided and single-family housing will be built on the site of the tennis courts. The site is already included in the HE for 9 AMI units.

- **Alpine Corridor/Los Trancos/Skyline** (Chiariello, Hufty, Krashinsky):
 - Fogarty – Mary and Nona had a very successful meeting. Fogarty is very supportive of what the Town is trying to do but it must benefit them as well. They do not need housing for their workers but are willing to look at housing for other area farm workers. NW parcel along Skyline about 15 acres appears to be the most attractive. They do not want to oversee the construction or manage the property.
 - Grindall – Our building code allows farm worker housing in the Fogarty area. Relatively straightforward process to make it happen, don't need to go through a zoning change process. We would likely use an RFP process to get a better idea of the opportunity. The timeline would be very quick – could start working as soon as TC says this is a direction they want to go in.
 - It is unclear if the Williamson Act allows for farm worker housing, Fogarty is looking for the original purchase contract which would specify. Williamson Act stays w/ the land, not the owner. But would the Act allow housing to be built for farm workers who are NOT Fogarty employees?
 - Concerns were expressed if there is enough VLI housing demand in this area; remote with no access to support infrastructure (transit, grocery store, etc.).
 - 3350 Alpine: Mary is participating in discussions but is recusing herself from decisions as she is a resident of Westridge. Mary and Nona met with the owner. There is a willingness to put all 50 units on the site.
 - Nona reviewed a presentation that compares the pluses and minuses of 3350 vs. DFPOS. Key takeaways:
 - 2.9-acre property is larger than DFPOS.
 - The owner would like to stay on the property for ~ 5 years.
 - Longer frontage along Alpine Road simplifies access and parking
 - Possible neighborhood opposition but uphill residents see DFPOS more
 - 3350 is not subject to the 55' creek setback. DFPOS is very vulnerable to Los Trancos Creek bank erosion and shifts in the creek direction.
 - It appears from Nona's quick analysis that 3 structures and a parking area would impede creek setbacks.
 - Grindall – When asked about Town-owned vs. private property, the State would expect us to move faster on Town owned property, privately owned property would move at the speed dictated by the homeowner. Because DFPOS is already in the HE, it's "likely" (i.e. we cannot predict what HCD will do) we are going to be pressured to find an alternative solution that is on a similar timeframe. There could be penalties if this is not the case.
 - Grindall – In properties that are already in the HE, there would likely be no penalties from HCD if the timeline was not adhered to AS LONG AS the Town did nothing to impede the progress.
 - Dr. Miller: Main concern is that ANY project to build 50 units for multifamily housing is not consistent w/ the character of PV. But 3350 is a better alternative than DFPOS. He would prefer to see less density if possible.
 - Hawthorns – Subcommittee would like to see more housing proposed here. But Karen A. cautioned that, based upon the work of an ad hoc committee that looked at the overall site, this was probably not reasonable to assume and, even if it did happen, the timing is beyond the current HE cycle.
 - Midpeninsula Open Space – there are other areas to talk to them about.
- **Town Center/Portola Road Area** (Askey, Hufty, Vahtra)

- Christ Church – they are thinking of housing for Church employees. Why AMI not VLI? The Church did not understand that they could support VL1 and corresponding income levels.
- Looking at other properties. Will go back to Our Lady of Wayside. Spoke to Valley Presbyterian, very supportive but did not have anything to offer.
- **Public Comments:**
 - Our housing goals should be focused on PV workers/families, not random housing that is not relevant to PV. Build community here, not up there.
 - Many issues with adding housing on Skyline; Fire safety, evacuation, etc.
 - Developers are probably not interested in buying land for LI housing.
 - Should look at options of building lower density housing on DFPOS because of the creek, soil issues, etc.
 - At the next Open Space committee meeting, Betsy M. will encourage the committee to look at appropriate ways of using the Open Space funds.
- **Committee Discussion:**
 - Nona: Feeling the need for guidance from TC. Would privately owned be better/worse than Town owned property? Do we still know that higher density is more financially feasible?
 - Seems like we are down to a few opportunistic sites:
 - Ronny: Fogarty
 - Ronny: 3350 Alpine
 - Karen A: Christ Church is still promising. Having the property owner interested moves it to the top of the list but they need more time. Maybe increase the units from 6. It won't replace DFPOS but offsets some units at the LI level.
 - Karen A: Substation/soccer field is still an option. Wouldn't take it off the list.
 - Karen A: Remember - our charter is to come up with a list, NOT make the decision
 - Are there retailers that are interested in worker housing?
 - More doors are opening. Keep ears/eyes open.
 - Carter – We need to take a more enlightened approach. Instead of approaching property owners with the HCD needs, we should present them with the incentive for THEM, i.e. what housing could do for them and for PV in the long term. Should be framing it - what is the benefit to PV, its residents, our workers, our neighbors. Think about who we are serving, we can get to the HE classifications if we approach it differently.
 - Carter – Need a LT Master Plan/vision for the Town so we can show how it fits in. But how to pay for it, planning grants?
 - Carter: We are losing housing for seniors, workers, and our kids are moving out as they grow up and have families.
 - Karen V: Concern about Fogarty, Williamson contracts may be very difficult to manage. Infrastructure is not there to support a farm worker community.
 - 3350 is more suited to keeping the vistas open.
- b. **Proposal for Reporting to the Town Council (Krashinsky):** Made some updates to the questions based upon the discussion of last week's meeting.
 - **Public Comments:**

- Prefer to have the committee ask the questions of themselves. Come to a conclusion and then take that to the TC. Create your own point of view, otherwise it will be the TC's view not yours.
- Super work by the committee
- Consult a realtor to find out all properties for sale, be on top of it and reach out quickly.
- Like looking at other HE's to get ideas. Look at a housing/hotel combination.
- **Committee Discussion:**
 - Will not be on the TC agenda until end of February. We have some time to develop and consider our approach.
 - The proposal is that everyone votes on recommendations.
 - Some members feel that they need more time before voting, think there are questions that the committee has for the TC that would help us move forward.
 - Others felt that it's not possible to get any good answers from TC until we provide more context.
 - How about getting guidance from TC sub-committee Mary/Judith?
 - Our charter is to develop a recommendation, so some members felt strongly that we should develop a POV.
 - Is there an opportunity to incentivize JADU's to offset 50 units? We have to convince HCD that it's doable. We would be subject to penalties if we tried to replace DFPOS with JADU's and we did not meet our commitment. HCD "believes" that high density is the way to solve for affordable housing.
 - It's "possible" that we could replace DFPOS w/ 2 or more sites but not sure that HCD would accept it.
 - Whatever we arrive at tonight, is just a first draft – the beginning of a discussion. This is NOT what we should send to the TC.
 - Other factors that we may need to consider as we are voting; Town owned land vs private, HCD considerations for viability of sites, preserving future options for the Town, community resource impact.
 - Some members submitted a vote, others deferred.
- **Formation of Sub-Committees, if necessary:** No action required.
- **Next Steps:**
 - Come back w/ thoughts/recommendations on Site Evaluation Criteria and Next Steps for reporting to Town Council
 - More Outreach

5. COMMITTEE REPORTS AND RECOMMENDATIONS

- a. **Committee Reports** – None
- b. **Staff Reports** - None

6. Public Information/Comments:

- Corrected San Mateo County Rental Limits – attached
- Email to Committee from Sarah Wernikoff – attached
- **Public Comment:**
 - It is important for the Committee to understand any new laws for 2025, especially bonus density laws

7, ADJOURNMENT at 8:40 p.m.

- a. *The next regular Ad Hoc Site Evaluation Meeting will be Tuesday January 21, at **5:30 pm** (note time change)*
- b. *It was proposed and agreed that we meet February 3 at 5:30 p.m.*

Submitted by Patty Dewes

DRAFT

AHSEC Site List Jan 15, 2025

ID	Acres range	Acres	Region	Address	Description	In HE?	T _r	APN	Open Public Discussion	Next step(s)	Notes
1	0-5		Alpine			No			No	None for now	
2	0-5	0.5	Alpine		Ladera Community Church	Yes		077271170	Yes	None for now	HE site, no new info
10	0-5	3.0	Alpine	3350	Across from DFP	No		077271050	Yes	None for now	Discussed ~25 units with owner, more?
16	5-20+	13.7	Alpine	3639	Glen Oaks	Yes		077282030+	Yes	None for now	HE site, no new info
20	5-20+	75.4	Alpine		Portola Terrace	Yes		077281020	Yes	None for now	HE site, no new info
22	0-5	7.7	Alpine		Dorothy Ford Park	Yes		077272010	Yes	None for now	HE site, no new info
23	0-5		Alpine			No			No	None for now	
13	0-5		Los Trancos			No			No	None for now	
14	0-5		Los Trancos			No			No	None for now	
24	0-5	13.6	Los Trancos		Blue Oaks Strip	No		080241380	Yes	None for now	Rejected due to fire and slope issues
26	0-5	16.1	Los Trancos	800	Hawthorns Historic	No		079080090	Yes	Meet with Anna Ruiz	Anticipating long process with MROSD
21	5-20+	360.0	Skyline	19501	Fogarty	No		various	Yes	Examine parcel(s) more closely	Owners are interested in working with Town / selling. Explored ideas with MidPen
4	0-1	1	AP Corner	150 Portola	Office Buildings	No		079072010	Yes	None for now	Might consider compelling business opportunities
29	0-1	0.8	AP Corner	130 Portola	Office Buildings	No		079072110	Yes	None for now	Might consider compelling business opportunities
30	0-1	0.9	AP Corner	116 Portola	Hardware Store	No		079072100	Yes	None for now	Owners not interested in changing zoning at this time
9	5-20+	41.2	AP Corner	501 Portola	Sequoias	Yes		079200030	Yes	None for now	Not interested in additional units above current plan at this time.
11	0-5	2.4	AP Corner	4370 Alpine	Office Tennis Courts	Yes		079072060	Yes	None for now	Rezoned to MU-3/6 Mixed use. Owner has subdivision application at PC 1/15 meeting requesting a new one acre parcel.
15	5-20+		AP Corner			No			No	Carter outreach	
25	0-5	1.1	AP Corner	683	Parking Lot and Orchard	No		079072080	Yes	None for now	
3	5-20+	13.1	Portola			No			No	None for now	Many discussions held and ended in Summer 2024
5	0-1	0.2	Portola	765	Substation	No		076270080	Yes	None for now	2019 8 units proposal, possible to increase to 10-12
6	0-5	1.8	Portola	765	Soccer Field	No		076270080	Yes	None for now	Report at AHSEC 12/3/24. Can fit 50 units with some green space.
7	0-5	2.9	Portola	815	Christ Church	Yes		076262030	Yes	Awaiting info from Church	6 in RHNA today as AMI, exploring more units
8	0-5	11.0	Portola	765	Town Center Buildings	No		076270080	Yes	None for now	Public
12	5-20+		Portola			No			No	None for now	7th RHNA? Needs more analysis of future potential
17	0-5		Portola			No			No	Possible 2nd outreach	No interest for now. Outreach to non local owner?
18	0-5	2.2	Portola	945	Valley Presbyterian	No		076270040+	Yes	None for now	KA complete 11/24. No interest for now
19	0-1	0.7	Portola	930	Our Lady of the Wayside	No		076251250	No	None for now	Low potential. Small number if any
27	0-5		Portola			No			No	KA Outreach 12/9, 12/17	No response yet
28	0-5		Portola			No			No	Possible 2nd outreach	No interest for now. Formerly included with #17
31	0-5	2.5	Portola			No			No	None for now	KA outreach 1/10. Conservation easement limits building on 1/3 of the lot. Cree

Ad Hoc Site Evaluation Committee Report to Town Council

(Draft/Proposal 12/17/2024)
(Revised 12/28/2024)
(Revised 1/14/2025)

Overview

- Status
- Sites evaluated in this report
- Evaluation criteria
- Voting process
- Recommendations
- Questions for Town Council

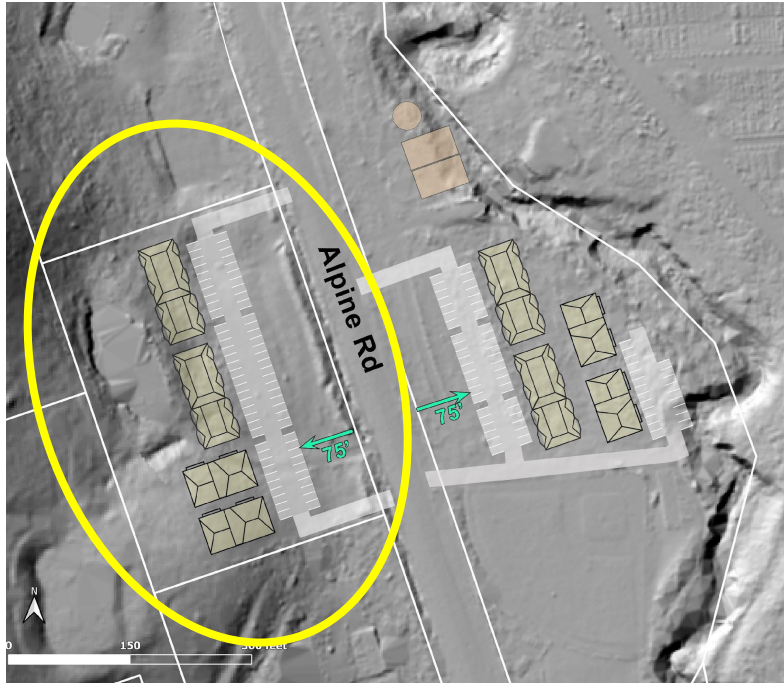
Status

- Town Council Sunrise Provision Outreach Subcommittee (Hufty and Hasko) provided a list of 26 sites for consideration
- 7 are in our currently adopted Housing Element (HE)
- 11 are private properties in stalled discussions or with no interest
- 2 HE sites and 6 new sites are included in this report (including several previously considered by AHHEC¹)
- AHSEC continues to consider additional sites

Sites evaluated in this report

1. 3350 Alpine Rd.
2. 19501 Skyline Blvd. (Fogarty property)
3. Blue Oaks town owned strip east of Los Trancos Rd.
4. Christ Church (in current HE)
5. Town Center substation/restroom/parking strip
6. Town Center soccer field + substation/restroom/parking strip
7. Hawthorns Historic Complex
8. Dorothy Ford Park (DFP) (*TBD placeholder - for purposes of comparative ranking*)

1. 3350 Alpine Rd.



- Across from DFP HE site; 3 acres, the half nearest Alpine is level, longer frontage on Alpine than DFP
- Avoids risks and setbacks of creek
- Town and/or developer would likely need to buy property, finance project
- Owner supportive of ~25 units, more?
- Could involve lot split
- Could combine with DFP to distribute density (“Gateway” concept of HE)
- Proximity to shopping, sewer, highway
- Impact on neighbors
- Westridge CC&Rs

2. 19501 Skyline Blvd. (Fogarty property)



- 215 acres in Fogarty Winery property, varying terrain
- Owner interest in working with Town / selling
- NW neighbor is Windy Hill OSP
- Independent evacuation routes
- APN 080010020 is 14 acres; includes ~5 acres (green polygon) that satisfy filters for flood, steepness, unstable soils, faults; ~800 ft of frontage on Skyline Blvd
- Skyline area needs VLI housing but is far from shopping, schools; no sewer

3. Blue Oaks strip east of Los Trancos Rd.



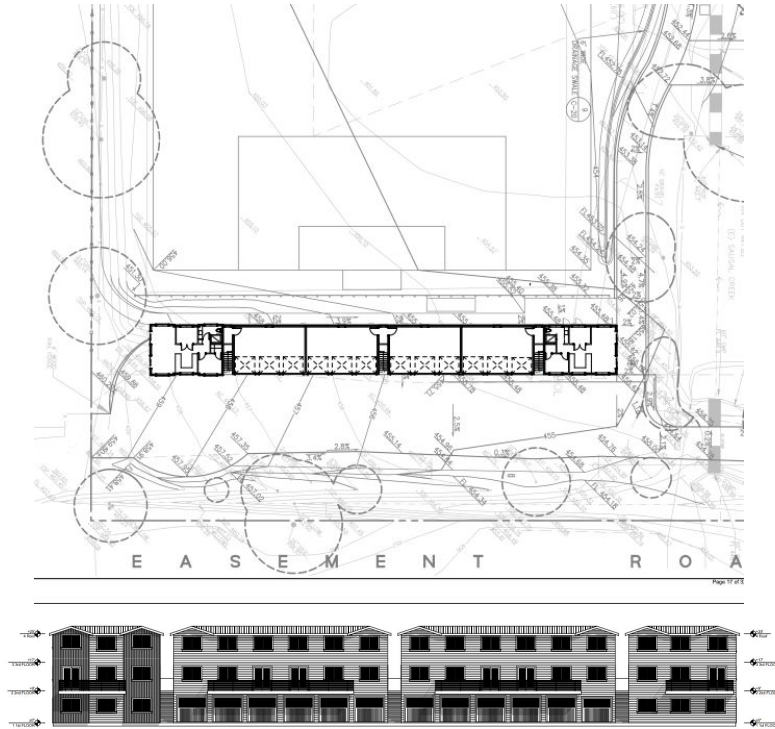
- Previously considered by AHHEC¹, rejected due to development difficulty and wildfire risk ([5/2/2022 meeting summary](#))
- Steep slope along eastern edge
- Creek setback requirements will likely impact development opportunity
- Could support small market rate development

4. Christ Church



- In current HE with 6 AMI¹ units
- Could potentially reclassify as 6 VLI, and possibly increase units
- A total of 2.9 acres
- Depends on congregation, leadership, and funding
- Congregation wishes to maintain hillside views
- Exploring possible locations
- Acquired grant to do exploration
- Town Council can help with clear path for applying for town affordable housing funds
- SB4 may avoid need to rezone (TBD)

5. Town Center substation/restroom/parking strip



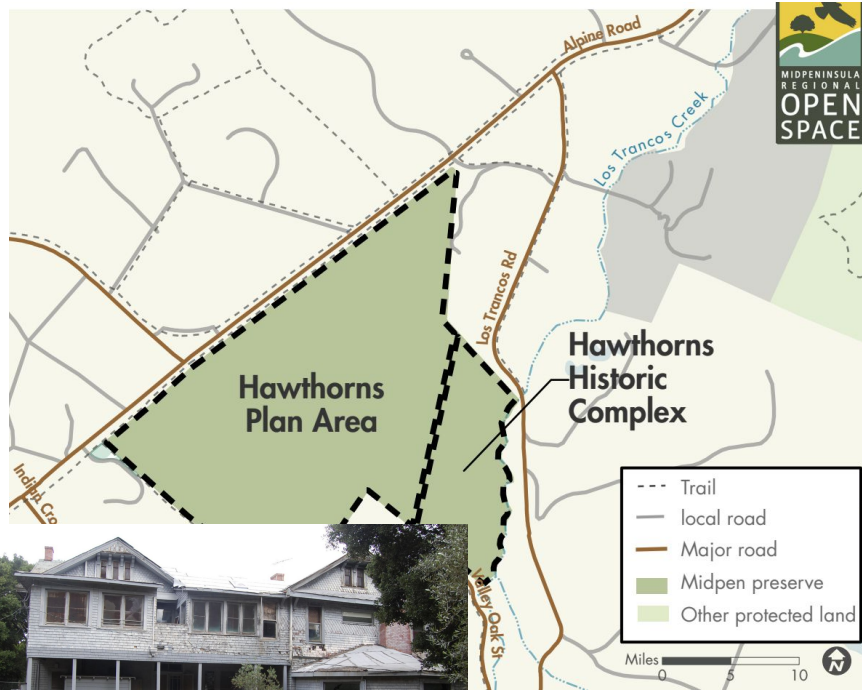
- In 2019 Town considered developing 8 units next to soccer field
- Could accommodate ~10–12 units
- Sheriff's substation, restrooms, and parking strip would be removed
- Sheriff's office has requested better facilities
- 16 year old building was financed with public funds and donations
- Considered by AHHEC, deprioritized in 5/2/2022 meeting due to easement issue ([link1](#), [link2](#))

6. Town Center Soccer Field + substation/restroom/parking



- Town-owned land, ~1.8 acres
- Tight fit for ~50 units
- “Sophie's choice”
- If it's a likely candidate, consider conducting resident survey
- Moving soccer field to DFP is not viable
- AHHEC briefly considered the soccer field during the 6/20/222 meeting and voted for DFP ([link1](#), [link2](#))

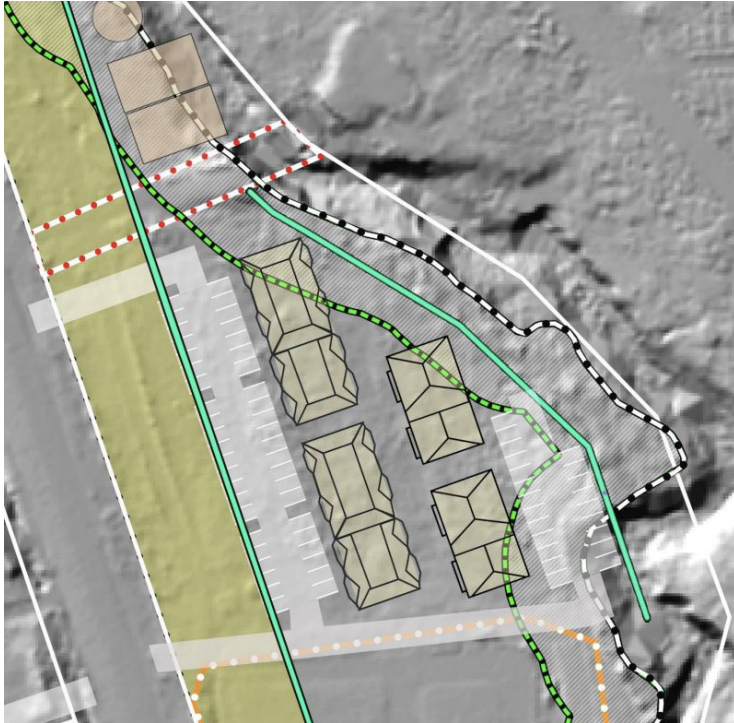
Hawthorns Historic Complex



Hawthorns Main House

- Preliminary discussions with MROSD
- Board-approved Historic Complex Goals include, *“Consider housing, either short-term or long-term, that supports the District’s mission”*
- Conservation easement and historic designation issues – must retain/restore current buildings, can’t add new buildings
- ~5 units in main house is likely feasible, but costly
- Financing issue

8. Dorothy Ford Park (for purposes of comparative ranking)



- Dorothy Ford Park site in current HE
- Included for comparative ranking purposes
- Conceptual site plan in feasibility analysis used parcel boundary, not the creek, for determining creek setback, overestimating available area
- Earlier constraints analysis by the Town indicated ~1.1 acre available (<https://www.portolavalley.net/home/showpublisheddocument/16074/637868393097470000>, attachment 3, red p. 17)

Evaluation criteria

- Number, Type and Location of Units
 - Capable of supporting 40-50 units
 - Straightforward development of VLI Units
 - New site or previously considered in previous Housing Element discussions
 - A location that disperses units throughout town
- Safety:
 - Wildfire Risk
 - Geological Risk
 - Evacuation Risk
 - Flood Risk
- Infrastructure Capability
 - Water
 - Power
 - Sewer
 - Cell service
 - High speed internet
 - Road access
- Site development Constraints
 - Slope
 - Unstable soil
 - Setbacks
 - Drainage
 - Shape of parcel
 - Sensitive indigenous cultural areas
 - Endangered species
- Community Benefits
 - Local Worker Living Locally
 - Economic Diversification
- Property Owner Interest and Preparedness
 - Self Directed and/or Financed
 - Town Driven Project
 - Additional costs due to unique characteristics
 - Rental property management
- Community Resource Impact
 - Removing Open Space
 - Removing recreational fields
 - Removing retail businesses
 - Removing professional service businesses
 - Obstructing wildlife corridor
- Scenic Impact
 - Alpine and Portola Scenic Corridors
 - Vista Impacts
 - Mindful of rural character of town
- Neighborhood Impact
 - Distance to Neighbors
 - View shed impact
 - Traffic impact
 - Sound impact (proximity of cars, machinery, and people)
 - Light impact
 - Pollution impact (gas exhaust)
- HCD Criteria
 - 20-23 Units Per acre
 - Property Owner or Developer Interest
 - Vacant Lots
 - City or Other Government Ownership
 - Building/Land Value
 - Age of Existing Buildings
 - Single-Story vs. Multi-Story Structures
 - Underutilized Parking Lots

Voting Process



1	YES	I can say an unqualified “yes” to the recommendation.
2	Some concerns	I find the proposal acceptable. It appears to be the best of the available options at this time.
3	Significant concerns	I can live with the proposal, although I am not especially enthusiastic about it.
4	Abstain	I do not fully agree with the proposal, but I am willing to stand aside, remain neutral, so the process can move forward.
5	Not in favor	I do not fully agree with the proposal. I have some suggestions and I would like the working group to do more work to see if we can reach a higher level of agreement.
6	NO	I do not agree with the proposal, and I will work actively to oppose it.

Recommendations

	Question	Carter	Joslyn	Karen A	Karen V	Mary	Nona	Ronny	Avg.	Summary (yes/abs/no)
1	Recommend 1 site for ~50 units									
2	Recommend ~2-3 sites for ~50 units									
3	Recommend ~5 sites for ~50 units									
4	Recommend 3350 Alpine Rd. for ~50 units									
5	Recommend 3350 Alpine Rd. for ~10-25 units, joint dev. with DFP									
6	Recommend 3350 Alpine Rd. for ~10 units, independent of DFP									
7	Recommend 19501 Skyline Blvd. (Fogarty property) for ~50 units									
8	Recommend 19501 Skyline Blvd. (Fogarty property) for ~10 units									
9	Recommend Blue Oaks strip east of Los Trancos Rd. for ~10 units									
10	Recommend Christ Church for ~10 VLI units (vs. current HE 6 AMI)									
11	Recommend TC substation strip for ~10 units									
12	Recommend TC soccer field + substation strip for ~50 units									
13	Recommend Hawthorns Historic Complex for ~5 units									
14	Recommend Dorothy Ford Park for ~50 units									

Comments

- Carter:
- Joslyn:
 - Votes are based on understanding of looking for 50 unit site
- KarenA:
- KarenV:
- Mary:
- Nona:
- Ronny:

Questions for Town Council

1. What is your feedback on the site recommendations? Are we done, or what more would you like to see for the recommended sites?
2. Would you like AHSEC to attempt to find new sites (beyond those identified by the TC sunrise provision outreach subcommittee)?
3. Do you prefer AHSEC to pursue a single site for ~50 VLI units, or multiple sites distributed throughout town?
4. If we are unable to find site(s) for ~50 VLI units, should we pursue an option where DFP remains in our HE but with reduced density (e.g. ~30–40 units)?
5. Should AHSEC explore financing options for VLI development at ~10 units (vs. ~40–50 units typically considered viable for affordable housing)?
6. Could TC budget staff and/or consultant time/fees for more formal analysis, either for financing options or to take steps to revise our HE with new site(s)?

Ad Hoc Site Evaluation Committee Deliverables & Timeline																
(updated 1/15/25)																
	2024			2025								2026			2031	
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
Ad Hoc Site Eval. Comm. Mtgs. and Discussions w/Property Owners																
Status Update to & Feedback from Town Council																
Final Site(s) Recommendation to Town Council & TC initiates zoning change via a Colleagues Memo																
Planning Commission & Public Review - Review Amendment to Mitigated Negative Declaration and Zoning Changes																
Final Approval by Town Council																
Issue RFQs																
Submit amendment of HE with financing outreach and rezoning plan to HCD																
Approval from HCD																
Construction Underway																

To: Ad Hoc Site Evaluation Committee
From: Karen Askey
Date:1/15/25
Re: HCD Site Suitability Research

As I mentioned in our meeting on 1/7/25, I have reviewed a number of certified Housing Elements (HEs), as well as had several informal discussions with Laura Stetson, Principal at MIG, who has extensive experience in land use planning and zoning, which includes Housing Elements. (<https://www.migcom.com/principals/laura-stetson/>)

My goal was to better understand what criteria can be used when determining suitable sites for housing that will be acceptable by HCD.

I believe we all have discussed and agree that the sites we find must be able to be rezoned for 20-23 development units per acre (du/ac). There are exceptions, such as church land, which qualifies under CA SB4, and does not need to be rezoned.

I reviewed the following certified Housing Elements: Goleta, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Moraga, Orinda, Pasadena, Piedmont, Scotts Valley, and County of Santa Cruz.

While each HE is unique, I found some commonalities on how municipalities determine site suitability for low-income housing. (Please note that this is NOT an exhaustive analysis, nor do I profess to be an industry expert in this field.)

These factors seem to be relevant for suitability criteria for Portola Valley:

- **Densities that allow for a typical affordable housing projects - Portola Valley is using 20-23 development units per acre (du/ac)**
- **Property Owner or Developer Interest**
- **Vacant Lots**
- **City or Other Government Ownership**
- **Building/Land Value: Property improvement value is less than half of the land value (ratio is less than 1.00), indicating substantial underinvestment and the ability of a property owner to achieve financial gain through redevelopment**
- **Age of Existing Buildings: Commercial structures more than 30 years old are often functionally obsolete or nearing the end of their economic life and indicate potential for redevelopment. Non-commercial structures, not designated or eligible for historic purposes, may need substantial improvements or replacement for maximum financial return**
- **Single-Story vs. Multi-Story Structures: Sites with single-story structures are considered underutilized.**
- **Underutilized Parking Lots**

The HEs I reviewed justified suitability site by site. A good example is from Moraga's HE, under page 4-26, Table 4-2: Justification for Assuming Housing on Non-Vacant Sites (Moraga chart is included at end of memo):

<https://www.moraga.ca.us/DocumentCenter/View/8125/2023-2031-Moraga-Housing-Element-Clean-version-PDF>

However, the Cities of Milpitas, Pasadena and Goleta went further and provided concrete lists for suitability factors, which may provide greater clarity. I have copied and pasted those sections here.

City of Milpitas Housing Element, Page 55

https://milpitashousingelement.com/wp-content/uploads/2023/03/Milpitas_HE_HCD_Draft_2023_03_clean.pdf

Site Status and Capacity.

Sites that were community-serving uses, recently improved/ developed, condominiums and large apartments were excluded from the Sites Inventory.

o Sites were considered if the site met (any/at least one of) the following criteria:

- Vacant
- Developer Interest
- Vacant buildings or Parking Lots
- Underperforming hotels/motels

OR

o Non-vacant sites meet any at least two of the following criteria

- Floor Area Ratio (FAR) lower than 0.35
- Buildings older than 40 years
- Improvement-to-land assessed value ratio (ILR) less than or equal to 1
- Sites with non-conforming uses
- Parcels with common owners that can be consolidated

Pasadena Housing Element, Pages C-14 and C-15

<https://www.cityofpasadena.net/planning/wp-content/uploads/sites/30/2021-2029-Pasadena-Housing-Element.pdf?v=1736639745253>

Site Suitability Consistent with Housing Element law {Government Code Section 65583 2) related to the suitability of small and large sites for housing production, the lower-income sites inventory presented in this Appendix is predominately limited to parcels between 0.5 and 10 acres in size, as additional justification is required to designate sites for lower income housing that are smaller than 0.5 acres or larger than 10 acres. In the inventory, several sites designated

for lower-income housing include one or more parcels that are less than one-half acre in size. These sites are included because the multiple parcels function as one site. Small isolated sites (less than 0.5 acres) meeting the default density standard are credited toward the moderate- and above-moderate income categories to account for a potential variety of types, sizes, and amenity levels in future higher density development projects.

State law also includes specific criteria for assessment of the realistic availability of non vacant sites during the planning period. If non-vacant sites accommodate half or more of the lower-income need, the Housing Element must present "substantial evidence" that the existing use does not constitute an impediment to additional residential use on the site. Due to the built-out nature of Pasadena, most sites have existing uses. Nonvacant sites included in the inventory have been selected using the following criteria, which are indicated for each non-vacant site in the detailed sites matrix included at the end of this appendix. A site identified under criterion 1, 2, or 5 requires no further factors. All other sites qualify using at least three of the criteria. For sites zoned exclusively for residential use, factor 6 has been applied in most instances.

- 1) **Interest:** Developer interest or property owner interest to redevelop the site
- 2) **Vacant Lots:** Completely vacant lot
- 3) **Lot with Minimal Improvements:** Minimal existing improvements on site, such as a storage shed.
- 4) **Underutilized Parking Lot:** Associated with a use that could incorporate parking into a new development on the parking lot {a common redevelopment approach in Pasadena)
- 5) **City or Caltrans Ownership:** Property is under City or Caltrans ownership, with defined intent to redevelop the site with a residential use at a higher density
- 6) **Redevelopment Trend for Existing Use:** Uses that are similar to those that have been previously recycled in Pasadena (e.g., industrial uses, small shopping centers, offices, stand-alone restaurants and retail uses, properties zoned exclusively for residential use that are currently developed well below the zoning capacity, as described in greater detail below under Vacant and Underutilized Residential Sites)
- 7) **Building/Land Value:** Property improvement value is less than half of the land value (ratio is less than 1.00), indicating substantial underinvestment and the ability of a property owner to achieve financial gain through redevelopment
- 8) **Year:** Structure was built prior to 1985 (and therefore over 36 years of age) but is not a designated or eligible historic structure, indicating that properties may need substantial improvements or replacement for maximum financial return
- 9) **Building Intensity:** Low existing floor-area ratio (FAR) under 1.00 or lot coverage of less than 50% (for residential uses), thus indicating substantial underinvestment and the ability of a property owner to achieve financial gain through redevelopment
- 10) **Lease:** Site has no existing tenant lease(s) or lease(s) expires within early in 6th cycle planning period (where known)
- 11) **Building Condition:** Building deteriorating and/or many tenant vacancies

Goleta Housing Element, Pages 10A-91 to 10A-95

Sites are included in sites inventory if the parcel meets Factor #1 or Factor #2:

1. Developer/Owner Interest: Property owners and/or developers have expressed interest in redevelopment the site. Parcels meeting this factor are automatically included in the Sites Inventory.

2. Sites with Minimal Improvements: Uses that have limited improvements on site, site as parking lots, storage yards, and nurseries. Parcels meeting this factor are included in the sites inventory because redevelopment does not involve the removal of significant structures on site.

Otherwise, a parcel is included in sites inventory if it meets at least two of the following factors. (Note that due to quality of assessor data, many parcels do not contain information on all factors.)

3. Existing Uses: Certain sites were removed from consideration based on existing uses on the site. These include sites with existing residential development, including assisted living, and day care uses; sites owned and operated for public facilities, such as the California Highway Patrol and U.S Postal Service; funeral chapels; and service stations that are not part of a larger development. The types of uses included in the inventory are impacted by these national/regional trends:

- Increased online shopping, reducing demand on retail space.
- Increased eBanking, resulting in banks consolidating local branches - A recent article in Bankingdive.com indicates the increasing trend of branch closures. Bank of America's strategic plan focuses on pursuing new markets such as Milwaukee and New Orleans and to grow its market share with a small number of centers. For every one new location opening, the bank will close two existing locations. Wells Fargo Bank is also among some of the major banks that are closing many local branches. In the month of May 2023 alone, Wells Fargo closed 17 branch offices nationwide. Single use bank buildings surrounded by large parking areas are particularly conducive to closures.
- Increased remote working, reducing demand on office space.
- Increased fuel efficiency and reliability of vehicles, and popularity of hybrid and electrical vehicles, reducing demand for auto-related services.
- Recycling of lower intensity residential uses (especially older single-family homes) into multi-unit development.
- Increased use of virtual meetings and increased popularity of Airbnbs, reducing business travel and demand on hotel accommodation (especially old motels)

4. Vacancy: Sites that have high vacancy rates or high turnover rates. Usually, these sites contain building spaces that are no longer adaptable to the current trends of uses. Information is only available for a few parcels. However, City staff observed vacancies among Class C/D office and retail spaces throughout the community. Class C buildings are at least 30+ years old and in fair to poor condition. Class D buildings are those that have been left vacant for an extended period of time.

5. Age of Existing Buildings: Commercial structures more than 30 years old are often functionally obsolete or nearing the end of their economic life and indicate potential for redevelopment. The sites inventory (Table 10A-31) includes the age of buildings as reported by the County Assessor where that information was available. Sites with buildings less than 30 years old were excluded unless the age of structure data was inaccurate based on City records. As shown in the table, sites with developer/owner interest for redevelopment all have structures that are at least 30 years old.

6. Single-Story vs. Multi-Story Structures: Sites with single-story structures are considered underutilized. These sites are developed at below the allowable height limit and therefore most likely well below the allowable development potential. Redevelopment of these sites also involves the demolition of less building space and potential displacement of less Underutilized sites that are included for rezoning have expressed interest from property owners and developers. Several parcels not proposed for rezoning are also included in the inventory because of property owner/developer interest. These underutilized sites represent a range of uses, including retail stores, office use, outdoor storage, church properties, and single-family homes. Therefore, sites with similar uses are expected to have the potential for redevelopment.existing uses. As shown in Table 10A-31, sites with owner/developer interest for redevelopment mostly have single-story structures.

7. Improvements to Land Value Ratio: The ratio of assessed value of improvements to assessed land value (I/L) is an indicator of suitability for redevelopment. Previous research by the University of California, Berkeley¹⁶ to identify potential infill development opportunities in California utilized an I/L ratio of 1.0 for commercial and multi-family residential properties. The authors of that study noted that this methodology "...has a strong theoretical and empirical basis: urban parcels for which improvement values are less than land values are widely considered to be economically underutilized. Indeed, many, if not most, market-rate infill housing projects are currently built on refill sites." The sites inventory (Table 10A-31) includes the I/L ratio as reported by the County assessor. A low I/L ratio is also often a result of lack of significant improvements in recent years that would trigger a reinvestment. HCD's Sites Inventory Guidance also uses an I/L ratio of 1.0 as an indicator of potential redevelopment.

However, office buildings, commercial/retail uses, and hotel/motels often have high I/L ratios that are beyond 2.0, especially those involving multi-uses. In fact, a typical shopping center has an I/L ratio of 2.50 to 3.50. For example, U97 is an electronic store where the owner has expressed interest for redevelopment. This site is a single-use building and has an I/L of 1.80. A

high I/L combined with other factors such as high/persistent vacancies, lower than market rents, and high maintenance costs due to older age of structures, aging infrastructure and utilities, would become a financial liability to the property owner. This is because a high I/L ratio means high property taxes regardless of whether the property is generating adequate incomes for a reasonable return. Some of the sites also have artificially high I/L ratios. Among the 123 underutilized sites, 17 sites (14 percent) have land values below \$100,000. The low land value as a base would result in a high I/L ratio regardless of the conditions of the structures. Therefore, this analysis uses a 2.5 I/L ratio for commercial centers/office buildings; an I/L ratio threshold of 1.0 is used for other uses.

Finally, to estimate the potential number of additional housing units for each site, the maximum number of units for each parcel based on development standards for the zone district was conservatively reduced by a factor of 50% from the allowable number of residential units to account for projects that may include less than the maximum allowable number of housing units due to the nature of mixed-use. Of note however, the City's most recent mixed-use developments include the Winslowe project (shown above in Table 10A-29) that was built at 88.9% of the maximum residential density allowed on the project site and the pending project at the Los Carneros Roundabout (Site V16 in Table 10A-28) that is proposed at 127.3% of the maximum residential density allowed on the site, through the use of a density bonus.

The following analysis summarizes site characteristics in the three major zoning districts represented in the underutilized sites inventory, which represent the majority of residential development opportunities during the planning period.

- **Community Commercial.** Sites in the CC zone district are included in the inventory because CC allows residential development as part of a mixed-use project at up to 12 units/acre. Many sites in this zone also qualify under Senate Bill 6 (2022) for density up to 20 units/acre. and seven sites also qualify for residential only with ministerial processing under Assembly Bill 2011 (2022). Also, under subprogram HE 2.1(a) and (g), the City will amend the City's land use and zoning designations to allow mixed-use with a density of up to 20 units per acre regardless of whether the site qualifies for that density under the above reference State laws. This zone includes several large commercial centers with excess parking under the City's new parking standards adopted in 2020, enabling additional development on many of the sites in this zone without the need to demolish existing development. Residential development on these sites would locate new residential units close to extensive commercial services and transit. This would enable the residents to access many needs without the need for a vehicle, leading to low vehicle miles traveled impacts. Based on discussions with property owners in this zone, as detailed in Table 10A30, there is considerable interest in adding new residential development in this zone.

- **Commercial Old Town.** Sites in the C-OT zone district are included in the underutilized sites inventory because C-OT allows mixed-use projects at 20 units/acre. Many sites in this zone also qualify under Senate Bill 6 (2022) and 33 sites also qualify for residential only uses with ministerial processing under Assembly Bill 2011 (2022). The C-OT zone district primarily

includes sites on the north and south siOther Zones. A small number of other sites in underutilized sites inventory are residentially-zoned sites that currently only have nonresidential development on them or significantly fewer residential units than their residential zone allows. Sites to be Rezoned There are ten identified rezone sites, including seven vacant sites and five underutilized sites (a total of 16 parcels). All sites, except one, identified for potential rezone have expressed interest from property owners or developers to be included in the rezone program. Total capacity offered by these sites is estimated at 1,128 units (742 units on vacant sites and 386 units on underutilized sites). Vacant Sites: • 60 Colusa Avenue (APN 077-155-004) – CI to RH • 7264 Calle Real (Kenwood Village) (APN 077-130-006) – RS/AG to RH • 7190 Hollister Avenue (portion of APN 073-030-005) – RM to RH • Parcels to East of 7190 Hollister Avenue (APN 073-030-009 and APN 073-030-006) – CG/RM to RH • 625 Dara Road (APN 069-373064) – RS to RM • 35 Ellwood Station Drive (APN 079-210-066) – CG to RH • 6470 Hollister Avenue (APN 073-070-034) – CG to CCde of Hollister Avenue, a major transportation corridor with multiple bus lines. Additionally, this area is close to major employment hubs. Future City projects include improvements to Hollister in Old Town and a bike route connecting this area to the University of California, at Santa Barbara campus in Isla Vista and commercial uses north of Highway 101. Additional roadway improvements, including the Ekwill road extension, will improve connectivity in the area as well. As shown in Table 10A-31, many of the structures in C-OT are older single-story buildings with low I/L ratios. Also, under subprogram HE 2.1(h), the City will amend the City’s land use and zoning designations to allow increase the height maximum in C-OT from 30 feet to 35 feet to support mixed-use redevelopment.this district. In order to support additional residential development in C-OT, the Housing Plan includes subprogram HE 2.1(h) to increase the height maximum in C-OT above the current maximum of 30 feet, to help ensure that 3-story mixed-use development will be possible.

• **Office and Institutional.** The OI zone district is included in the underutilized table because OI allows mixed-use projects up to 20 units/acre. Sites in the OI district are primarily focused in the eastern portion of the City, with close access to Highway 101. Because of changed office habits since the Covid pandemic, this zone appears to have significant potential for conversion of some office square footage to residential uses, particularly for employee housing. Housing Plan Program HE 2.2 includes several programs to support mixed-use residential in the OI zone district, including streamlining the approvals for Live/Work units.Underutilized Sites: • 7020 Calle Real (APN 077-155-003) – CI to CC • 7360 Hollister Avenue (APN 073-020-003, APN 073-020-034, and APN 073-020-035) – CC to RH • 469 and 449 Kellogg Way (APN 071-130-010 and APN 071-130-039) – RP/BP to RH • 490 South Fairview (Yardi) (APN 071-130-084) – BP to RH Overlay • 7190 Hollister Avenue (portion of APN 073-030-005) – CG to RH

• **Other Zones.** A small number of other sites in underutilized sites inventory are residentially-zoned sites that currently only have nonresidential development on them or significantly fewer residential units than their residential zone allows.

From Moraga Housing Element

Table 4-2: Justification for Assuming Housing on Non-Vacant Sites

ID	Existing Use	Acres	Presumed Units	Imp/Land Value Ratio	Floor Area Ratio	Justification
F-1	Vacant lot and day care (1350 Moraga Way)	0.77	15	0.38	0.09	Two parcels, same owner. One parcel is completely vacant and flat with frontage on two streets. Other parcel has a former house converted to day care. Owner is a developer who has been working with the Town on major residential projects on multiple sites. Low improvement value/ FAR.
F-2	Vacant Moraga Garden Ctr (1400 Moraga Rd)	1.20	24	N/A	0.01	Business has been vacant for 3 years. Minimal improvements (small shed used as office)—rest of the 1.2 acres is vacant or parking. Site is flat with frontage on Moraga Rd. and easy access.
F-3	1600-1660 School St Office Buildings	2.89	56	1.43	0.21	One owner has assembled all four parcels and expressed intent to build a multi-family residential project including 66 units (23 DUA); owner has track record of high-density development in nearby cities and has been meeting with Town staff and participating in Housing Element process. Existing buildings have high vacancy.
F-4	1320 School Street/ RV storage lot	3.63	58	0.37	0.02	Site is almost entirely vacant, with remnant RV lot that pre dates incorporation. Site is flat, with frontage on School Street. Owner is a developer and has participated in Housing Element Update; site is referenced in Specific Plan as high density residential/mixed use opportunity.
F-5	346 Rheem Office Bldg	1.69	33	2.01	0.22	Office building for sale (\$8M), marketed as “high density residential site”; 18% vacancy rate. Prospective buyers have been contacting Town staff to discuss housing potential and opportunities. Low FAR.
F-6	350 Rheem Office Bldg	1.75	35	1.08	0.11	Former tenant (Orion Academy) has relocated; building is vacant and avail. for lease or sale. Several conceptual plans for housing have been prepared in recent years, usually adding the vacant lot next to Rheem Theater to site plan. FAR is very low at 0.11. Building is 58 yrs old.

F-7	380 Moraga (St. Mary's site)	2.51	50	2.45	0.25	Owner (St. Mary's College) has been participating actively in Housing Element Update and is pursuing high density housing on this site; interested in building up to 120 units.
F-8	Rheem Ctr 1 (North)	4.00	80	2.45	0.30	Town staff is currently working with owner (US Realty) and their architects on conceptual mixed use/ housing plans, including initial phase with approx. 100 units plus retail. Owner has been participating in Housing Element Update and expressed support for future mixed use beyond Phase I. Middle part of center includes substantial parking lots and 67 year old aging retail center.
F-9	Rheem Ctr 2 (Middle)	6.00	120	0.94	0.19	

Source: Barry Miller Consulting, 2022.

Moraga Housing Element | Housing Sites Analysis 4-26