

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 943, FEBRUARY 8, 2017

CALL TO ORDER AND ROLL CALL

Mayor Hughes called the Town Council's Regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Mary Ann Moise Derwin and Ann Wengert; Vice Mayor John Richards, Mayor Craig Hughes.

Absent: Councilmember Jeff Aalfs

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney
Debbie Pedro, Planning Director
Brandi de Garmeaux, Sustainability & Special Projects Manager
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None.

CONSENT AGENDA

- (1) Approval of Minutes: Town Council Regular Meeting of January 25, 2017.
- (2) Approval of Warrant List: February 8, 2017, in the amount of \$174,158.76.
- (3) Recommendation by Town Manager: Proclamation Honoring the City of Redwood City's 150th Anniversary.

Councilmember Wengert moved to approve the Consent Agenda. Seconded by Councilmember Derwin, the motion carried 4-0, by roll call vote. Vice Mayor Richards abstained from Agenda Item #1.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (4) Discussion and Council Action – Reorganization of Sustainability and Water Conservation Committees.

Sustainability & Special Projects Manager Brandi de Garmeaux presented the staff report regarding the proposed charter for the Sustainability & Environmental Resources Committee. She said the Sustainability Committee was put on hiatus in December 2014, coinciding with the formation of the Water Conservation Committee. She described the successes of the Water Conservation Committee and explained that, while water conservation is an ongoing challenge, staff is recommending that the Town return to a broader sustainability focus, including the Peninsula Clean Energy Program and the Town's Garbage Franchise Agreement. She said the seven Water Conservation Committee members, who will automatically become members of the new Committee, are unanimous in their support of the evolution of the Committee. She said the members of the previous Sustainability Committee can reapply to join the new Committee, as well as opening it up for additional Town residents. Staff recommends the newly formed Committee review the charter at their first meeting and develop a mission.

Mayor Hughes called for questions from the Council.

Councilmember Wengert asked if staff had reached out to anyone from the previous Sustainability Committee. Ms. de Garreaux said staff first wanted to present it to the Council for their thoughts. She pointed out the previous Sustainability Committee has been on hiatus for 2-1/2 years.

Councilmember Derwin asked how many seats were available for the new Committee. Ms. de Garreaux said and Town Manager Dennis suggest the Council raise the membership to 11. She said if that proves to be unwieldy, as members drop off those vacant seats can be eliminated. In response to Councilmember Derwin's question, Mayor Hughes said the quorum was 6 if there were 11 members. Vice Mayor Richards said the Emergency Preparedness Committee has 11 members and it works well.

Town Attorney Leigh Prince explained that all Committee members are approved by the Mayor with the concurrence of the Council. She said in a situation where more people apply than there are seats available, the Council could hold interviews or a decision can be made by Council review of the applications and statements.

The Council agreed to gather applications for the new Committee and review the applications in about a month. In response to Councilmember Wengert's suggestion, Town Attorney Prince said the application review could be a regular business item rather than being on the consent agenda.

Councilmember Wengert moved to approve the formation of a new Sustainability and Environmental Resources Committee and its charter, and to disband the Sustainability Committee and the Water Conservation Committee and merge them into the new Sustainability and Environmental Resources Committee. Seconded by Vice Mayor Richards; the motion carried 4-0.

(5) Report by Planning Director – 2016 Planning and Building Department Activities Report.

Planning Director Pedro presented the data pertaining to planning and building permit activity for the past five years. She said that while it is difficult to predict future trends, generally speaking, the increase or decrease in building permits are tied with the planning permit activity. She said the charts reflect only development and permit activities, and do not include long-range planning activities such as the Town Center Master Plan project, home security measures, or affordable housing.

Mayor Hughes called for questions from Council.

Vice Mayor Richards asked if the pools and solar on the chart overlap with the new residences. Planning Director Pedro said some do, and some are independent.

Mayor Hughes said it was noted at the Finance Committee meeting that there was a much higher than expected level of revenue from fees and permits. He asked if staff had any sense of how that is going up or down. He asked if the permits were more complex than they have been in the past. Planning Director Pedro said the majority of permit revenue comes from new residences. She said since the permit fees are tied to valuation, as valuation increases, so will the permit fees and revenue from those fees. She said the number of new residences is hard to predict, but the Planning Department has approved eight new residences since last July, which includes the Carano property that has three new residences for one applicant.

Councilmember Derwin said for 50 years the Town has recommended that the built environment be subservient to the land. She asked if the new gates and fences are settling into the landscape or are more intrusive. Planning Director Pedro said entry gates require a public hearing, which is in some ways a deterrent. She said the ASCC has the authority to regulate their appearance and their placement. Planning Director Pedro said staff is seeing the trend of larger new homes, averaging 6,000 to 7,000 square feet, plus 2,000- to 3,000-square-foot basements. She said because of the size, some are more prominent, but the ASCC and Planning Commission are doing a good job in trying to maintain the rural characteristics of the Town. Councilmember Derwin said that over time larger houses, more gates, and more fences will change the Town.

Councilmember Wengert asked if staff was seeing a lot of the new homes coming in with large basements. Planning Director Pedro said the average for the basements is 2,000 to 3,000 square feet, which relates to the maximum allowable floor area. She said for the larger properties, people are building very close to the maximum allowable floor area, although some come in with smaller homes.

Vice Mayor Richards said some of this discussion will take place when the Council meets with the Planning Commission and ASCC.

Mayor Hughes asked if the nine new residences have second units. Planning Director Pedro said they encourage applicants to come in with second units and they are seeing more; however, renting out the second unit is optional.

The Council accepted and thanked Planning Director Pedro for her report.

(6) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Vice Mayor Richards and Councilmember Derwin participated in the one-day Homeless Count. She said they were paired up with a Portola Valley resident, Brian Greenberg, who used to run Walden House in San Francisco and is now with LifeMoves. Councilmember Derwin also attended the January Council of Cities dinner at Go Pro in San Mateo, where there was a presentation from the founders of America Supporting Americans, an organization that coordinates the support of soldiers abroad. She said if the Town was interested in supporting a brigade or military unit, it can be placed on the agenda for discussion. She also attended a Library JPA meeting where they honored outgoing member Marina Fraser for her many years of service. She said Lookmobile, the interactive mobile library, will spend a week in Portola Valley soon. She said East Palo Alto is remodeling their library and Brisbane is building a new library. She said the library has a do-it-yourself home energy kit from the Office of Sustainability that people can check out. They also honored Kevin Star, the State Librarian and Historian.

Councilmember Wengert – On February 1, Vice Mayor Richards and Councilmember Wengert met with Larry Hassett and Yoriko Kishimoto from the Mid-Peninsula Regional Open Space District and discussed a trail along the Hawthorn's property. She said Mid-Pen is not interested in pursuing any trail options until the discussions are advanced at a broader level relative to parking access for the Hawthorns. Councilmember Wengert also attended a San Francisco Airport Roundtable meeting on February 1, where they shared a document that showed, for the first time, all of the noise complaints, including Santa Clara, Santa Cruz, and Oakland, as well as San Francisco and San Mateo, clearly illustrating the need for expanding the membership. She said they continue to wait for a response from the FAA to the Roundtable and Select Committee reports, which is expected to come out in the next few weeks. She said Elizabeth Lewis is the new Chair, and Mark Addiego is the new Vice Chair. Councilmember Wengert attended the Parks & Recreation Committee meeting on February 6, but there was no quorum. On February 7 she attended a Town Center Master Plan Update Committee meeting. She said they will bring a report to the March 8 Council meeting, which will include guiding principles as applied to the various ideas thus far. Mayor Hughes said the Committee will report to the Council and ask for further direction.

Vice Mayor Richards – On January 12 Vice Mayor Richards attended an Emergency Preparedness Committee meeting, where Stuart Young presented an old document about an emergency water annex. Vice Mayor Richards said Mr. Young could not understand the document and it may be something to research further. They also discussed the emergency training for Councilmembers. Vice Mayor Richards also attended the County Office of Emergency Services meeting, where they learned the Skylon radio tower should be ready by June 2017. He said the hazard mitigation plans are finished and will be updated in five years. He also attended the January 24 Conservation Committee meeting. He said they are working with the Westridge Committee, trying to determine how to streamline and coordinate the process of reviewing projects by the ASCC, Westridge, and the Conservation Committee. Town Manager Dennis said anyone who comes to the counter is informed that if they live in Westridge they have certain responsibilities related to aspects of design review, and are also directed to the new WASC website. He said WASC is eager to work with the Town on streamlining and coordinating the design review process. Vice Mayor Richards attended a Planning Commission meeting, where the Carano project was reviewed

and approved. He said Denise Gilbert is the new Chair and Nicholas Targ is the new Vice Chair. Vice Mayor Richards said the Planning Commissioners, ASCC Commissioners, and Council need to meet periodically to make sure everyone is all on the same page. Town Attorney Prince said in May 2014 all three bodies met and discussed the General Plan and ethos of the Town. She said this time they were planning just to have the ASCC and Planning Commission meet at a noticed meeting to be held on March 1. She asked the Council if they also wanted to be a part of it. Vice Mayor Richards suggested a couple of Councilmembers attend the meeting. Town Manager Dennis said the next fiscal year's priority setting process is scheduled for the next Council meeting. Vice Mayor Richards attended the League of California Cities dinner, which he said was very interesting and worthwhile. They had a presentation from the San Jose Office of Immigrant Affairs and Nuestra Casa in East Palo Alto.

Mayor Hughes – On January 30 Mayor Hughes and Town Manager Dennis attended the ABAG meeting to discuss the merger between ABAG and MTC. He said the ABAG staff will transition to MTC employees. He said they discussed what people wanted to see happen and the number one concern was to make sure that small jurisdictions weren't adversely affected by the merger. The ABAG Executive Board will then contract with MTC to provide services. Mayor Hughes attended the Finance Committee meeting on February 6, where they reviewed the 2015/16 audit. They also discussed upcoming accounting rule changes. He said the rule for calculating the OPEB liability will change to match the recent change with PERS. They also discussed the investment alternative to LAIF.

(7) Town Manager Report – Town Manager Dennis reported that all City Managers and City Attorneys received a letter from Assistant County Manager and County Counsel inviting them to a meeting on March 1 to discuss an integrated approach to Prop 64, the marijuana initiative. He and Town Attorney Prince will attend. He said the Ad-Hoc Housing Committee will hold its first meeting on Tuesday, February 21. He said he attended the Sheriff's Deputies well-attended "Coffee with a Deputy" community gathering this morning, along with Councilmembers Aalfs and Derwin. On February 1 he attended a meeting with the Ladera Community Association regarding the ALPR process. He said they will be sending a letter to staff asking to participate in the Town's ongoing efforts. He said staff will bring the ALPR report to the Council at the March 8 meeting. Town Manager Dennis said he met with Tim Molak with The Priory regarding a possible Youth Commission and they will continue their discussions. Town Manager Dennis said he will also be meeting with the Principal at Woodside High School. He said Mr. Molak also mentioned that they had figured out a way to dim the scoreboard lights. Town Manager Dennis said the vernal pool process will begin in August. He said staff continues to work at resolving issues with the lighted crosswalk at the Priory, which broke again. Town Manager Dennis said the Town weathered the storm well, thanks to the advanced preparation of the Public Works crew.

WRITTEN COMMUNICATIONS [8:04 p.m.]

(8) Town Council Digest – January 27, 2017.

#5 – Request from the Cultural Arts Committee re: Use of the Historic Schoolhouse. Council approved the Cultural Arts Committee Use of the Historic Schoolhouse for Speaker Series Event.

#6 – Letter from Santa Clara Valley Science and Engineering Fair Association for Council Recognition of a Portola Valley student who participated in the Synopsys Championship. Council approved recognition of student and asked that it be placed on a near future agenda.

(9) Town Council Digest – February 3, 2017.

None.

ADJOURNMENT [8:20 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk