

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 945, MARCH 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, Jeff Aalfs, Ann Wengert; Vice Mayor John Richards, Mayor Craig Hughes.

Absent: None

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney
Debbie Pedro, Planning Director
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

- (1) Presentation – Garrett Kuramoto, Branch Manager for Portola Valley and Woodside Libraries; Library Update

Mr. Kuramoto provided an update regarding accomplishments, statistics, programs, plans for the future, and the last fiscal year annual report for the library. He said there were 119,000 visits to the library, more than 100,000 items were checked out, 14,000 people attended programs (12,000 of those were children), and they served 1,500 children through the summer learning program. He said the increase in these statistics are in part due to the Woodside Library being closed for most of the last fiscal year, but there are other reasons for the increased success of the Portola Valley Library – being very responsive to the community in providing timely and relevant programming including the increase in family programming, building a relationship between the staff and community through a series of clubs, building calendar-based and seasonal programming, focusing on current trends such as the Pokemon hunting, outreach and program enhancement beyond the library walls, sharing resources with the County library system, borrowing and lending staff among the other libraries for programs, and being bold in trying new ideas and revisiting old ideas. He said they are able to be so bold with their experimentation in large part due to the support from the Friends of the Library. Mr. Kuramoto credits the Friends of the Library, as well as the supportive Town staff, for the library's increasing successes. He discussed their progress in achieving the goals developed in last year's strategic planning process.

Mayor Hughes called for questions from the Council.

Councilmember Wengert congratulated and gave high commendations to the Library staff. She asked how much day-to-day pressure they felt relative to the capacity they have in their current building in the ability to serve even more people with expanded programs. Mr. Kuramoto there are times when the library is quiet and cozy and other times when it can be pretty chaotic, which is a balance they are comfortable with. He said they recognize that a vibrant space with a lot of energy is a good thing when it's also combined with quietness. He said they are more often finding that they are hosting programs that are at capacity. He said they try to plan appropriately but sometimes they hit a home run when they were expecting a double and so learn from that experience for the next time.

Councilmember Aalfs asked if they've been in contact with the Town Center Master Plan Committee regarding what the Library might need going forward. Mr. Kuramoto said Sue Crane, who is on the Committee, has been advocating for the Library and he expects more interaction moving forward.

Councilmember Aalfs asked how many people are visiting the library for wi-fi or internet access and if the

bandwidth was adequate. He said he does not have the statistics with him, but said the bandwidth is adequate. He said the patrons are satisfied with the speed and ability to easily get both wired and wireless access.

Mayor Hughes invited questions and comments.

Sue Crane, Friends of Portola Valley Library, said it has been wonderful to work with the Library and to see the magic that happens with the money that they give. She said when the Council gets to the Master Plan and all the reports, they will see how well the space is used and the plans for space in the future. She said it is exciting and wonderful to see what this Library can do.

Mayor Hughes thanked Mr. Kuramoto for the update. He said the Library is clearly one of the anchors of the campus and is a tremendous benefit to the community. He said moving forward through the Master Plan process, they look forward to staying engaged and continuing to make that work.

CONSENT AGENDA [7:17 p.m.]

- (2) Approval of Minutes: Town Council Regular Meeting of February 22, 2017.
- (3) Approval of Warrant List: March 8, 2017, in the amount of \$414,497.53.

Councilmember Derwin moved to approve the Consent Agenda. Seconded by Vice Mayor Richards, the motion carried 5-0, by roll call vote.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (4) Recommendation by Town Manager – Appointment of Members to the Sustainability and Environmental Resources Committee
 - (1) Bacon, Virginia
 - (2) Loader, Jayne
 - (3) McClintock, Meredith
 - (4) Salah, George
 - (5) Strong, Anne-Laure
 - (6) Unnasch, Stefan

Town Manager Dennis said that upon approval of the creation of the new Sustainability and Environmental Resources Committee (SERC), the total number of members was left open to Council decision. He said all seven previous members of the Water Conservation Committee have been appointed to continue to serve on the new Committee. Six members of the public have applied to be members of the new committee.

Mayor Hughes asked for questions from the Council.

In response to Councilmember Derwin's question, Town Manager Dennis said Sustainability & Special Projects Manager Brandi de Garneau would be attending all the meetings and have a lot of participation, but there will be a Committee Member who will chair the meetings.

Councilmember Derwin asked if the Committee would have a prescribed list of activities as directed from the Council. Town Manager Dennis said, given the expertise and energy the Committee members bring to all of the Committees, they want to ensure that their ideas are heard and developed. He said the

intention is to have very active staff participation and align all the Committees more with Council priorities as needed.

With no further questions, Mayor Hughes began the interview process. He said they would first conduct the interviews, then decide on whether they will select two or four new members.

Virginia Bacon – Ms. Bacon described her interest and qualifications to be a member of SERC. She said she is a member of the League of Women Voters, and Silicon Valley Association of Realtors Local Government Relations Committee, which helps promote affordable housing and transportation goals. She said she's been working since 2007 with the Town Historian to create video histories of early residents. She said rapidly changing technology is a big factor in collecting and accumulating information and the mission needs to adapt to these changes, because communication is everything. She said the amount of information that can be communicated is limited to attention span. She said in looking at the tasks before us on the Sustainability calendar, she would like an online approach developed. She believes audio deserves more attention because it is often easier to listen to something while multitasking. She hopes the Town will eventually have an online blog that they can help to create and manage, to be used as a tool for residents to access new or changing information that will work in conjunction with the Town's main website page. She said the Town's turnover of housing stock is low and personal contact is a great opportunity for neighbors to talk to neighbors to share Portola Valley's values and volunteer opportunities. She said she believes it's time to be both mobile and personal. She said the challenge is clear and she's up to it.

Mayor Hughes called for questions for the candidate.

Councilmember Derwin asked the candidate how an online approach and audio would specifically relate to working on the SERC. Ms. Bacon said it would address the biggest challenge, which appears to be communication with the residents.

Councilmember Wengert asked the candidate if there was a particular sustainability issue in which she has a greater interest or expertise. Ms. Bacon said one example would be how ADA issues work with the Town policies.

Vice Mayor Richards asked what the candidate thought was the most important contribution the SERC could give to the Town. Ms. Bacon said it appeared the Committee was trying to do a lot of things. She said the sustainability element is quite complex and affects almost everything done in Town.

Councilmember Aalfs asked the candidate if there was any part of sustainability where she thought the Town was not living up to the potential. She said she was interested in the ADA aspect, access to trails and paths, and how that it is prioritized in the development of a properties.

Mayor Hughes asked if the meeting schedule would work for her. Ms. Bacon said it would.

Jayne Loader – The Council read a letter Ms. Loader submitted in lieu of being able to attend tonight's meeting.

Meredith McClintock – Ms. McClintock was unable to attend in person and called in. Ms. McClintock said she has been heavily involved in environmental and sustainability activities for 14 years and it has always been a personal interest. She said the solar company that she founded is the only one that has been founded and operates in Portola Valley. She said she is currently working on increasing her focus in the sustainability and environmental area, moving to a nonprofit focus, particularly in the area of climate, conservation, and habitat, of which sustainability is a big part. She said she is attracted to the new Committee because the Town has a fantastic history of volunteerism and focusing on important issues in the sustainability area.

Councilmember Wengert asked the candidate what priorities she would focus on, given this Committee has a broad charter. She asked how the candidate would prioritize areas that she thought would potentially be the most profitable, in a broad sense of the word, for the community. Ms. McClintock said it is important to look at what the Committee and community are doing about the Town's top environmental issues, including climate and water conservation, as well as more local issues such as building materials and low-impact landscaping. She said it is also important they serve as an example to other communities to show what is possible.

Councilmember Aalfs asked if the candidate sees any innovations or risks coming from the sustainability industry that the Town should think about as an opportunity or something to worry about moving forward. Ms. McClintock said she sees mostly opportunities in things such as the viability of residential energy storage, micro-generators, and water conservation technologies.

Councilmember Derwin asked if Ms. McClintock was working on a nonprofit right now. Ms. McClintock said she is not, but is transitioning her career in that direction and is looking for a role in either renewable energy or conservation. She said she is currently doing some consulting, but cannot be involved in residential solar industry in order to avoid potential conflict.

Vice Mayor Richards asked the candidate if the meeting schedule would fit for her. She said she can accommodate the meeting schedule.

George Salah – Mr. Salah was unable to attend in person and called in. He said has helped build many buildings and is extremely aware of the challenges in building with truly sustainable results, and the tremendous amount of information and decisions to consider. He said he has been fortunate to have a great amount of experience working with the best throughout the industry in commercial and residential. He said he is passionate about not just the idea of sustainability, but the fact is buildings are being built today for people today, and it matters more who will fill in that building tomorrow and the effect it will have on their individual health and the environment of the community.

Councilmember Aalfs asked if the candidate saw opportunities in building in Portola Valley where sustainability can be increased, maybe even above or beyond the Building Code or the Green Building Ordinances. Mr. Salah said it is challenging because there are many choices and decisions to be made and it is important to know where to find the appropriate and accurate information to help in making those decisions. He said not everyone wants to build with high bar results as he did, but he does not think people are aware enough about how bad the building environment is for their health and the better materials choices that are available. He said there needs to be good incentives and educational opportunities for people to learn more about making better choices.

Councilmember Wengert asked if the candidate's experience on the Conservation Committee has been positive, considering he said on his application that he thought the SERC Committee would be a better fit for him. She also asked if the meeting schedule for the SERC would create a challenge for him. Mr. Salah said he works part-time at home and is available to be an active participant of SERC. He said he is not an expert in conservation, but does care about it a lot and he enjoyed his time on the Conservation Committee, but his expertise is more of a match to the SERC.

Councilmember Derwin said this Committee does not do glamorous work and asked if he could be happy working on things like advising on the garbage contract or fuel switching. Mr. Salah said he realizes that there are a lot of people just living in the community and not building homes. He said he has also had responsibilities for the day-to-day matters – security, food services, transportation services, recycling programs, and it all matters.

Anne-Laure Strong – She said it is really important for her to contribute and be an involved member of her new community.

Councilmember Derwin asked the candidate if her job with the City of Palo Alto's Utilities Department was a paid position. Ms. Strong said it was. Councilmember Derwin asked regarding the candidates' responsibilities there. She said she worked on solar projects, electric vehicles, and energy storage reports. Councilmember Derwin asked if the candidate had worked with volunteers on committees. Ms. Strong said she has served on many volunteer committees on the Stanford campus.

Councilmember Aalfs said building and planning is a big function in Portola Valley. He asked the candidate if she had any ideas as far as making the Town's building process and products of it more sustainable. Ms. Strong said many people have no idea how to go about making their homes more energy efficient so the first step would be energy audits, reaching out to people and having entities that could do energy audits, providing education and information. He asked how Palo Alto was able to encourage more energy audits. Ms. Strong said Palo Alto has a lot of low income programs that are subsidized.

Councilmember Wengert asked if the candidate had direct dealings with the utilities as part of her job in Palo Alto. Ms. Strong said she was hired by the utility. Councilmember Wengert asked if, because of that experience, she would be comfortable dealing directly with the utilities in Portola Valley, such as Cal Water. Ms. Strong said she has experience in working with the various utilities.

Mayor Hughes asked the candidate, since she is such a new resident, if she had been to any Portola Valley community or committee meetings to get a sense of how Portola Valley works. She said she has not attended any meetings in person but reads Next Door and the local email list regularly, which has given her a sense of the community culture. She said it could be seen as an advantage to have an outsider's perspective with no preconceived ideas.

Stefan Unnasch – He said there are three pillars of sustainability – environmental, workplace, and economic. He said we are primarily talking about environmental here – energy, greenhouse gas emissions, etc. He said he was the leader of the metrics committee on the Sustainability Committee seven years ago and helped develop the Town's first initial greenhouse gas inventory based on working with PG&E bills as well as data on auto traffic, making projections for changes in housing stock, looking at what the greenhouse gases were and where they were headed based on those housing stock changes, changes in fuel mix, etc., and identified measures including the obvious ones such as lights, energy audits, and things like that. He said that network needs to continue and the inventory reviewed. While on the Sustainability Committee, he said he also reviewed the PG&E energy saving program and various outreach programs. He said big thinking ideas include local solar, such as covered parking at Alpine Hills. He said there is also an issue of species extinction, such as salamanders. He said native plant education is important. He said the committee could study some of the new exciting prospects for partnerships, for example, with food waste collectors who use offsite anaerobic digesters to produce CNG.

Councilmember Derwin said Mr. Unnasch was a very valuable member of the Climate Protection Task Force and the Sustainability Committee.

Vice Mayor Richards said he is concerned about candidates becoming bored and their longevity on the Committee. Mr. Unnasch said he understands this is a small town and the committee may be providing information such as cooking organic vegetables or composting, which may not be as exciting as figuring out how to put together a \$10 million solar parking lot for Alpine Hills, but it's all part of the Committee.

The Council agreed to select four additional members for the SERC.

Councilmember Wengert said she would like to explore what it is about this position that garnered so many applications.

The Council voted by paper ballot. The votes were counted by Town Clerk Hanlon.

The Council appointed Meredith McClintock, George Salah, Anne-Laure Strong, and Stefan Unnasch to the Sustainability & Environmental Resource Committee (SERC).

Mayor Hughes thanked all applicants and invited those not selected to get involved with the Committee and come to the meetings.

COMMITTEE REPORTS & REQUESTS

(5) Presentation – Town Center Master Plan Committee Update

Ted Driscoll thanked Planning Director Pedro for the preparation of the presentation. He presented the Town Center Master Plan Committee Update and Mission, describing their efforts at outreach, the feedback received, and the key tasks completed to date, as detailed in the staff report. The Committee requested that the Council provide feedback and discuss the Committee's work plan going forward. The Committee requested the use the budget allocation to engage an architect, such as Larry Strain, to review the project ideas and advise regarding the feasibility, impact, time, and cost of projects. Mr. Driscoll said they can then come back to the Council with that information and discuss prioritization. Town Manager Dennis said the Council is also being asked to adopt the newly drafted goals.

Councilmember Derwin asked the extent of information the architect would provide. Mr. Driscoll said the architect would advise on what the physical impact would be of the various project ideas.

Vice Mayor Richards asked if they were talking about a schematic approach, spatial use only. Mr. Driscoll said they were talking basically schematic.

Councilmember Wengert said they've struggled with Spring Down. She said if that acreage is available for any potential usage that will be critical to whatever schematic gets created. She said a starting point for creating an efficient schematic would be fully understanding Spring Down, because some of the proposed uses may or may not be appropriate. Mr. Driscoll said Spring Down was purchased with a lot of constraints embedded in the deed and there would need to be care taken not to violate them. Councilmember Wengert said, for example, she recalls they were not happy about the idea of a dog park because of the proximity to horses. She said those types of issues should be sorted out before a global schematic is initiated. She suggested discussing if there were some proposals that by definition should have a higher priority because they correct deficiencies, such as parking, so they can provide clear direction to someone designing a schematic.

Councilmember Aalfs said there are ideas and then there are the guiding principles and goals. He said there might also be some problem statements. He said the library does need more space, as does the Town Hall, and that feels like a more urgent need. He would suggest crafting guidance for the architect instead of just providing ideas and principles. Mr. Driscoll suggested bringing Mr. Strain in to hear the Council's comments. Councilmember Aalfs suggested there may need to be a second session to create some type of guidance for an architect.

Councilmember Wengert asked Mr. Driscoll if the Committee developed any comprehensive recommendation as to what the Town could or couldn't do on Spring Down. Mr. Driscoll said he didn't think the Committee actually got the legal language around the purchase of the property and consequently is providing a general notion of that. Town Manager Dennis said another element to Spring Down has some language relative to passive recreational activity that is open to some level of interpretation and leaves room to have a further conversation about what that actually means. Town Attorney Prince said she will definitely be looking at it.

With no further questions, Mayor Hughes invited public comment.

Sally Ann Reiss, Golden Oak. She said there were a lot of meetings and Mr. Driscoll did a very good job trying to pull everything together. She said the Parks & Recreation Committee put out a survey, and one of the things that came up is that once you start asking people what they want, the list becomes unreasonable. She said it's good to get input, but that may start to create expectations, and it all comes down to space. She said there is a need for more programs, not just for the young people. She said those things cannot necessarily be delegated to Parks & Recreation. She said they can identify them but they cannot manage the administration side of it. She said perhaps it is appropriate to think outside the box a little bit and consider a building where they could run classes and programs to serve all ages in the community.

Councilmember Aalfs asked how booked the Community Hall is these days. Town Manager Dennis said there is limited opportunity to expand programs into the buildings because they are all fairly full.

Vice Mayor Richards said he got a bit of a mixed message from the Library presentation, hearing that it is very full but they're okay. Mayor Hughes said the message he got was that it was tight but manageable now, but it's growing and may get beyond tight. Town Manager Dennis said last year the Council authorized monies to investigate doing some work within the envelope related to meeting space. He said he and Mr. Kuramoto have had conversations related to that. He said there are specific types of things they simply cannot do in the Library. He said the Teen Alcove is nice but not much more than a small space next to a wall with a bookcase and a lot of teens come in and take over the Learning Center. He said it would be a good idea to have some additional space dedicated to some of their needs. The space in the back where they hold children's programming needs to be larger. As more and more tutors use the Library, the few spaces dedicated for individual meetings or meetings outside of the main space are used for hours.

Steve Toben, Santa Maria Avenue. He expressed gratitude to Mr. Driscoll, Planning Director Pedro, and the Committee for doing an exemplary job in reaching out to the community and sifting through an enormous volume of material. He said it will be difficult to select projects based solely on the guiding principles and goals because they do not provide much guidance regarding how to choose projects. He said it might be worth considering adding language or an additional guidance document explaining how to choose among projects or maybe the degree of alteration to current popular uses. He said other considerations might be cost and to what extent the new use would bring in population that are currently underserved, such as teens, singles, etc. He said suggested directing the architect to develop alternative scenarios because not everything will fit.

Mr. Toben said 10 years ago he was tasked with mediating a conversation among diverse stakeholders on whether to open the entire expansion of the creek. He said there was a contingent in Town who thought it was a golden opportunity to open up the 700 feet of the creek which would be wonderful for the Town. He said there was another group that was very against slicing the campus into two, creating a gully in the middle of the Town Center. He said they finally arrived at a compromise to open a portion of the Town Center property directly in front of the buildings. He said neither side was enthusiastic about it, but it was sufficient to give some sense that the Town was serious about the commitment to natural resources and the value of the creek. Mr. Toben suggested the Council be very mindful that this will be a very controversial issue and will challenge the Council with regard to the extent in which a dramatic new use would alter the current uses that many community members already appreciate. He said he supports the idea of thoughtful brainstorming with the use of a talented professional like Larry Strain, who has served the Town extremely well. He said Mr. Strain has a lot to contribute in the way of visual alternatives to consider.

Alex Von Feldt, Creek Park Drive. She said she was with Mr. Driscoll at the Town picnic and also heard everyone saying the Master Plan was fine as it was and didn't need to change. She said, particularly as a member of the Planning Commission, while we need to be mindful of everyone's needs and wants, it is important to think about the next 20 years and not just react to the latest new craze. She said it is important to put something in place defining intentions, and not necessarily specific projects or priority

lists. She supports the next steps recommended by the Committee. She said they spent 1-1/2 years gathering as much information as they could from the public and we now need to determine if those ideas are feasible. She agreed that we should look at different versions of a project, if it is feasible and how it impacts the other pieces on-site. She said there should be parameters, for example specifying that a project could not be done at the expense of, for example, the softball or soccer fields. She said there could be some grant funding available to help support the larger projects. She said, as someone who often has to look for grants, it is helpful to have something already in writing as part of a plan, which is usually one of the first questions lenders will ask. She said to have a conceptual design to review with either foundations or individuals is also extremely important.

Beth Rubuczewski, Alpine Road, Portola Valley. She encouraged the Council to think about the quantity of people who opined their wants and needs about the Town Center this time versus the first time. She encouraged considering needs versus wants. She said there were a lot of people who donated the first time around to a very specific plan and people were particular in their donations during the fundraising, with specific criteria based on explicit architectural designs. She said if this was occurring 20 or 25 years from now, she wouldn't have an issue about changing things, but said the Council needs to be very cautious about changing things seven or eight years after a lot of the original donations were made very specific to specific designs. She asked where all the money for these projects was coming from.

Town Manager Dennis said the budgeted amount for the Master Plan project is primarily around visioning. He said the Committee has worked for the last 1-1/2 years to create a blueprint and plan for 20 years of potential changes based on what could occur here. He said the Committee has spent a considerable amount of time on specific items that could be included on the list and would subsequently be programmed in some way. He said of equal importance is that it is a blueprint for future Town staff, Town Councils, and the community to understand that these changes and their impacts had been considered and are in place for a conversation around potential development. He said from staff's perspective, they did not anticipate that once this process was complete there would suddenly be a number of projects being initiated. He said this was to be a plan available to staff so that as ideas come forward, they can be checked against what the Committee had done. He said those ideas that came up specifically during the process would be programmed into what he would normally call a capital projects budget.

Planning Director Pedro said the Committee developed the mission statement which states: "The plan will set forth development priorities, where individual projects will be implemented through capital improvement budgeting and fundraising efforts." She said there is currently no money set aside for any particular projects. She said the Council did approve \$65,000 at the formation of the Committee, the bulk of which is still available. Town Manager Dennis said the Town has been incredibly successful in engaging its residents in the fundraising process and he suspects that will continue to be the case. He said there are very caring, giving people here and for any ideas that come out of the process that can't be budgeted by the Town through General Fund or otherwise, he suspects there will be some sort of process

In response to Councilmember Derwin's question, Town Manager Dennis said there a little more than \$500,000 available to the Library in the donor funds.

In response to Ms. Reiss' question, Councilmember Derwin explained there are three Libraries (Portola Valley, Atherton and Woodside) in the library system who bring in more taxes than they spend and that excess money goes into a fund called the Donor Fund. Town Manager Dennis said that is some of the money the Town has been able to put aside to help with some of the things in the Library and when he talked about some internal changes they may be able to make, that comes out of the Donor Fund money.

Ms. Reiss said it would be great to have somebody like Larry Strain come in, a facilities guy, but she really wanted to stress the need for programs. She said they should think about programs and what would fill up those space opportunities as opposed to a "build it and they will come" approach. She said she would love to see somebody running programs.

Mr. Toben said there are generous people in Town but they need to be activated by an agent who will knock on their doors. He said during the last process there was a big effort augmented by a committee of volunteers for the fundraising, but that past stroke of good fortune cannot be counted on. He said wallets are great but you need a catalyst to get those wallets to open.

With no further comments, Mayor Hughes brought the issue back to the Council for discussion. He suggested they begin with the community goals, thinking about this partly as a 25-year plan but also, if they were to retain Mr. Strain or somebody else, the type of information to provide to that resource.

Councilmember Wengert thanked the Committee, Mr. Driscoll, and Planning Director Pedro for all their hard work. She said they all want to get something moving forward, particularly considering all the work put into this. She said she particularly appreciated Mr. Toben's comments about the criteria for multiple conceptual designs. She said it is important to understand how much of a factor the original donor criteria should be incorporated into whatever is considered. She said there should be discussion about opportunities for additional outreach and then layer on Spring Down. She said if that extra acreage is available, they may be able to think outside of the box and do some things they haven't thought about before. She suggests the Committee bring that information back to the Council and then layer the budgetary constraints, at which point they can start to build priorities.

Mayor Hughes said there is a limit to the technical expertise and cost expertise of what the Committee members can do. He said they've collected a lot of information and gotten this to a certain point where it does need a professional touch to go through and help. Drawing multiple schematics will provide a sense of the what ifs, and then the costs and timelines can be looked at. He said he's not sure the Committee would be the best venue to do that without something for them to react to, even rough schematics.

Councilmember Aalfs said the next step may be to draft a set of instructions along with the donor criteria and the things that are possible needs.

Mr. Driscoll suggested meeting with Mr. Strain, getting him up to speed with what's going on and explaining that there have been changes in uses in the past eight years. He said having the Spring Down property was not part of this then.

Councilmember Wengert said it is important to provide Mr. Strain with the criteria about what the Town is looking for. She said maybe that is a job for the Council.

Vice Mayor Richards said there have been excellent suggestions tonight that perhaps the Council could request that staff try to put in some kind of logical order.

Councilmember Aalfs asked Mr. Driscoll if he thought it would be valuable to sit down with Mr. Strain before a criteria list was adopted. Mr. Driscoll said it would be valuable. He said there has been increased demand and changes in use and he would like to at least make Mr. Strain aware of that. He said he would then bring Mr. Strain and the Committee before the Council to flesh out the set of criteria.

The Council decided that the criteria need to be developed before bringing it to Mr. Strain. Councilmember Wengert said they need to know what Town Attorney Prince will bring back regarding possibilities for Spring Down. Councilmember Wengert said it is also important to understand if there are expectations from the donors. Mayor Hughes said that while considering those things, they need to factor in the potential timeline. He said it is quite reasonable for people that gave money seven years ago to expect that major changes to the things they really cared won't happen; however, there would probably not be much objection to improving parking. He said in 25 years they may feel less strongly about the color of the backboard. Vice Mayor Richards said changes should not affect really heavily used areas.

Councilmember Aalfs said before this comes back to the Council, Town Attorney Prince needs to do some research on things like the fundraisers. Town Manager Dennis said they were only looking for direction tonight.

Mr. Driscoll asked to engage someone like Mr. Strain to help the Committee quantify and qualify their suggestions. Councilmember Wengert said she agreed but wanted to make sure he received the right direction.

Mayor Hughes said the Council has learned a lot from the work of the Town Center Master Plan Committee, and other Committees that have been involved with this, about doing surveys, how to engage people, and how to collect opinions. He said it has been helpful for this process particularly, as well as generally for the other things done in Town.

Council directed staff to bring this back to the Council after some research of Spring Down with a criteria list.

(6) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended the Council of Cities meeting with Councilmember Wengert where there was a presentation about immigration and discussion of the Truth Act and how it affects towns and cities with jails. She attended the ASCC study session where they discussed Design Guidelines and home security measures. She attended the joint ASCC/Planning Commission meeting with Mayor Hughes and Vice Mayor Richards, where the Brown Act and Roberts Rules were reviewed and they discussed the General Plan and public safety. Town Manager Dennis said it is not common and is in fact very rare to have commentary on public safety issues in a General Plan. Councilmember Derwin said Los Altos Hills has it. Town Manager Dennis said there are a few that do, but it is not typical. He said you tend to see it a bit in prefaces in the Zoning Code or Design Guidelines, but not typically in the General Plan. He said staff is bringing back material regarding lighting. Mayor Hughes said the material regarding running their meetings more efficiently and how to be consistent among the applicants was well received.

Councilmember Aalfs – Peninsula Clean Energy is doing enrollment in April and the first notices went out in the end of February, based on meter read dates. With 230,000 accounts going in, it will be the largest single enrollment done by a CCA to date. He said they have six staff people now and are interviewing for three more positions. They signed their first four contracts, one being a 200-megawatt facility in Merced County, and are interviewing more bidders next week. He said they could have close to a gigawatt of capacity in the next three or four years. He said they are now profitable. He attended the Silicon Valley Leadership Group Competition and Innovation Program.

Councilmember Wengert – She and Councilmember Derwin attended a meeting with Supervisor Don Horsley and Town Manager Dennis to discuss affordable housing. She was unable to attend the Parks & Recreation Committee meeting, but understood it was well attended and they discussed changes they will be making in some of the events. She said that Committee needs more members.

Vice Mayor Richards – Attended the Conservation Committee meeting, where they discussed the ban on poison bait, which will be coming before the Council. He said the Broom Pull was successful, even in rain and hail. He said they want a copy of the checklist for development of projects. He attended the ASCC/Planning Commission meeting and commented that a Town exists to control private property. Mayor Hughes said it was pointed out that the maximum numbers were not a guarantee that someone can always build to that maximum. Vice Mayor Richards said at one time the ASCC went on a tour of the Town and looked at projects that were good examples of meeting the Design Guidelines and it might be a good idea to do that again.

Mayor Hughes – He attended the PCE meeting in February, sitting in for Councilmember Aalfs. He said there were new members due to the election cycle. He said they were moving into temporary space and

will move into their permanent office space in June or July. He said there was a lot of things going on in the regulatory sphere, including Cal CCA, which is essentially a trade association of the CEOs of the active CCAs. He said the Citizens Advisory Committee is reactivating. He said decided that not all members of the Committee need to be residents of the County so there can be some focus on the commercial customers. He attended BPTS meeting where a resident who lives on the corner of Corte Madera and Alpine commented about traffic flow during school drop-off because, probably more than usual due to the rain. They discussed the Windy Hill signs. He said people were still not parking off the road because it was so swampy, but as it dries up they want the Sheriff to start enforcement. He said they will be moving ahead with Phase 1 of the County Alpine Road project over the next couple of months, which will include installation of flashing crosswalks at Ladera on Alpine Road. He said that may have an impact on traffic going in and out of Town as well as BPTS in terms of Portola Valley people wanting the same thing here. The BPTS will be looking at various issues about the crosswalks in Town.

(7) Town Manager Report – Town Manager Dennis reported that he has the communication audit draft and has been meeting with the consultant over the last week to get it to a point where it can be brought to the Council, possibly in April. He toured the new jail, which was fascinating. He said the amount of programming into that facility is a testament to what San Mateo County thinks about their approach to housing inmates. He was impressed with some of the smaller touches such as naming the wings and painting in colors to make it feel less institutional. He said rather than have family visitation face-to-face, which is somewhat dangerous and takes staff time, they now use cameras. He invited the Councilmembers to contact him if they want to tour the facility. He said staff asked the Sheriff's Office to look at the issues around Corte Madera School in the morning to see if people were going through stop signs or speeding, so there may be some increase in ticketing around there. He said the ASCC/Planning Commission joint study session was very successful and worthwhile. He said he, staff, and Planning Director Pedro are having individual meetings with each of the Commissioners over the next couple of weeks to see what they got out of it and reinforce some of the helpful things they heard. He said they are receiving very positive feedback from the Commissioners. Mayor Hughes said there was useful feedback for staff and good questions from staff about how to better support the Commissioners in terms of the structuring of staff reports. Town Manager Dennis said some of that work had already started prior to that meeting. He said he met with Planning Director Pedro last week regarding staff report formatting, including a table that shows what's going on with a project, what's allowed, maximums, the delta, and more specific information about findings. He said there were some complaints about the rocks at the Windy Hill parking area because they were only halfway through the project and said those rocks will be covered with mulch and wood. He said next weekend is the inaugural for Little League and they are moving the mud and debris they pulled off Alpine Road this week and early next week. He said at a future Council meeting they will present a rodenticide policy that came out of the Conservation Committee. He said because that work was going on, he asked staff to look at other places where chemicals were being used, particularly around trails and fields. He said there is more mechanical work being done on the trails and they will not be spraying. He said they are experimenting on the fields with one using 100 percent organic, one 50/50 organic, and the rest using what they have in stock right now. He said they will eventually move to something 100 percent organic or free of chemicals. He said the Town is hosting two PCE events Thursday and Saturday night, with the Saturday session having more focus on solar. Town Manager Dennis said he received call from the Chair of the Parks & Recreation Committee with specific concerns around holding Zots to Tots and the Town Picnic at the same time. He said staff had asked to do that because they thought there would be more people attending. But because of the precarious situation of the Committee, and the amount of time that any one individual could put into it, they requested the events be split up. He said he agreed and it was decided that there will be a picnic in June and Zots to Tots in September. Councilmember Derwin said there will be a lot of complaints about that. Town Manager Dennis said the alternative is having staff put it on, essentially administering the aspects of it. He said staff is going through a major internal process right now around how these things are done with the staff as it relates to events. He said if the Council directs that they want those two events held on the same day, he will direct staff to spend time on it, but that will mean it has to be decided what other task will not happen. Councilmember Derwin said they could advertise for a Community Events Committee, possibly for next year. She said that group used to handle this kind of thing, but the

committee went away and it ended up as an additional task for Parks & Recreation. Councilmember Wengert supported that idea. Town Manager Dennis said Simone LaValle, Co-Chair of Parks & Recreation Committee, said they could not do both events in September. Town Manager Dennis said they will look into creating a committee that handles events. Councilmember Derwin said she knows staff has to do a lot of work and must still be involved, but in the past there were some very hardworking volunteers on that committee.

WRITTEN COMMUNICATIONS [9:58 p.m.]

(8) Town Council Digest – February 24, 2017

None.

(9) Town Council Digest – March 3, 2017

None.

ADJOURNMENT [10:00 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk