

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 947, APRIL 26, 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, and 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: Recognition of Service – Lieutenant Kristina Bell and Sergeant Todd Finato with San Mateo County Sheriff's Office.

Mayor Hughes described the careers of Lt. Kristina Bell and Sgt. Todd Finato of the San Mateo County Sheriff's Office and their service to Portola Valley. Mayor Hughes presented certificates to Lt. Bell and Sgt. Finato in recognition of their service to the Town of Portola Valley.

CONSENT AGENDA [7:05 p.m.]

- (2) Approval of Minutes: Town Council Regular Meeting of March 22, 2017. *[Removed from Consent Agenda.]*
- (3) Ratification of Warrant List: April 12, 2017, in the amount of \$137,331.82.
- (4) Ratification of Warrant List: April 26, 2017, in the amount of \$90,082.27.
- (5) Appointment by Mayor: Member to the Conservation Committee.
- (6) Appointment by Mayor: Member to the Nature & Science Committee.
- (7) Request from Trails & Paths Committee: Proposed Charter Amendment.
- (8) Recommendation by Town Manager: State Bills to Oppose. *[Removed from Consent Agenda.]*
- (9) Recommendation by Town Clerk: Adoption of Ordinance Amending Title 2 of the Portola Valley Municipal Code
 - (a) Second Reading, Waive Further Reading and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 2.32 [General Municipal Elections] of Title 2 [Administration and Personnel] of the Portola Valley Municipal Code to Comply with Senate Bill 415 (Ordinance No. 2017-417)
- (10) Recommendation by Town Manager: Adoption of Ordinance Adding Chapter 9.02 [Public Safety Information] to Title 9 [Public Peace Morals and Welfare] of the Portola Valley Municipal Code

- (a) Second Reading, Waive Further Reading and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 9.02 [Public Safety Information] to Title 9 [Public Peace Morals and Welfare] of the Portola Valley Municipal Code (Ordinance No. 2017-418)

Vice Mayor Richards moved to approve Items 3, 4, 5, 6, 7, 9, and 10 of the Consent Agenda. Seconded by Councilmember Aalfs, the motion carried 5-0, by roll call vote.

(2) Approval of Minutes: Town Council Regular Meeting of March 22, 2017. Councilmember Wengert moved to approve Item 2 as amended. Seconded by Councilmember Derwin, the motion carried 4-1. Vice Mayor John Richards abstained.

- (8) Recommendation by Town Manager: State Bills to Oppose.

Councilmember Derwin suggested explaining to the audience why SB 649 is being opposed.

Town Manager Dennis said SB 649 is a bill aimed to allow the installation of a number of small cell sites, which are wireless communication sites associated with smart phones. He said this bill would make changes to the Town's Zoning and process related to discretionary permits. He said this bill would allow the small cell sites to be allowed administratively without any input by design review, Councils, or otherwise. He said the support from the bill comes primarily from the telecommunications industry with social justice support as well. He said this bill strips away the Town's authority and power to maintain design control. Town Manager Dennis said the Town certainly wants to see reception improved, particularly from a public safety aspect, but they want to retain the ability to opine on design and location.

Councilmember Derwin moved to approve Item 8. Seconded by Councilmember Wengert, the motion carried 5-0.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (11) Discussion – Conversation with Affiliated Housing Partners

Mayor Hughes introduced David Berg, President and CEO of Northern California Presbyterian Homes & Services (representing the Sequoias); Jean Snider, Stanford University Managing Director of Real Estate; and Tim Molak, Head of School at Woodside Priory School.

Town Manager Dennis said the Town Council identified housing as one of its priorities for this fiscal year. He said staff drafted and Council approved a Housing Strategic Plan in September 2016. As detailed in the staff report, Town Manager Dennis invited the three current members of the program to discuss with Council the following:

1. Has the Affiliated Housing Program been useful?
2. What experiences with the Program would be valuable for the Council to be aware of as they consider expanding it?
3. What changes to the Program would encourage further housing opportunities?
4. Do any of the current partners have future plans the Council should be aware of?

Jean Snider said the department she works in at Stanford is responsible for building housing for students and faculty. She introduced Jean McCown, Associate Vice President, Government and Community

Relations, and John Donahoe, a Senior Planner who has studied the Stanford Wedge. Ms. Snider said they appreciated the outreach and understand that Portola Valley has reached out to Stanford on several occasions about the property. She said mostly Stanford's response has been "not interested at this time." She said today, however, as housing has become so dire for everyone in this region, including affecting Stanford's attempts to recruit and retain faculty, they are beginning to look at all possibilities. She said they want to share what their needs are and how they relate to the Stanford Wedge site. She said the Housing Element referenced graduate student or faculty housing. She said they are trying to accommodate all student housing on campus now and are currently building a large graduate student housing project with 2,400 new beds; however, it is becoming more difficult to find housing for faculty. She said it is even more difficult because faculty wants small lot detached housing. She said they've been building homes of 2,000-2,500 square feet on lots of 5,000-10,000 square feet. She said the idea of clustering a community in a flatter area of the property is interesting to them. She said they need to understand what the Town's interests and objectives are with regard to the Stanford Wedge site. She said Stanford wants to work very collaboratively with the Town to come up with aligned interests.

Mayor Hughes called for questions for Ms. Snider.

Councilmember Wengert thanked everyone for meeting with the Council this evening. She asked if Stanford would be willing to consider single family homes in a clustered approach combined with some multi-family townhomes. Ms. Snider said that may be possible. She said there may be a contextual design that makes it feel almost like detached. She said they are experimenting with flats right now and not getting a huge faculty response.

Councilmember Aalfs asked, if the project was subdivided to 27 lots, if it would be subject to the subdivision ordinance and affordable housing provisions, which would require 15 percent to be affordable housing, Town Attorney Prince said it would.

Councilmember Derwin asked if they were suggesting only 27 units on an extremely large property. Ms. Snider said 27 would be for the individual lots and the developable area is only three acres. She said Stanford is not interested in just one or two homes, but when they think about three or four acres, they think it could accommodate approximately 15 to 25 individual lots.

Councilmember Derwin asked if there would any part of the development for Portola Valley. Ms. Snider said she would imagine there would be. She said for Stanford attached homes would not work, but they could see if there was an area that made sense for the Town. She said they are aware of the inclusionary housing ordinance, which works better for Stanford because they can't sell their land and rental would be the best for in the inclusionary piece. In response to Councilmember Derwin's question, Ms. Snider said Portola Valley would be able to have some rental units there.

Mayor Hughes called for questions from the public.

John Silver, Portola Road. Mr. Silver said he was on the Town Council when the parcel was down-zoned and later when it was identified as a potentially good site for an alternative housing style. He said they wanted to be sure that whatever happened there was consistent with preserving the beauty and natural feel of the Alpine Road and Scenic Corridor. He said his understanding was that this land was bequeathed to Stanford separate from the original endowment. He asked if it is a policy of the University not to sell any land or if that is a condition of the original grant. Ms. Snider said it is the policy of the University that all of the lands are treated as founding grant lands.

With no further questions from the public, Mayor Hughes invited discussion by the Council.

Councilmember Wengert said she has been actively inquiring with Stanford for many years and has discussed all of the possible affiliated housing opportunities. She said there have been a number of conversations over the years and obviously things have changed dramatically. She said while no one is

happy about those changes, there are potentially good outcomes and she is very optimistic and positive about the prospect of further exploring the potential to come up with a mutually acceptable project that will accommodate some of the concerns and issues Portola Valley has voiced regarding the need for housing. She thanked Ms. Snider for reaching out and starting the discussion in a new way.

Vice Mayor John Richards said he was encouraged by the positive approach. He said some of the questions that have been out there for quite a while have been answered. He said he would be very positive and supportive of moving forward.

Councilmember Aalfs said the affiliated housing program is different. He said this is being treated like a subdivision with inclusionary housing. He said with the Priory and the Sequoias, they are talking about housing that will keep local employees housed locally. He asked if the Town was more focused on local housing within Portola Valley or is it okay that it's housing for people who are near but not in Portola Valley.

Councilmember Derwin said her understanding is that this would be housing for Stanford faculty which she believes will be supported by the community. She asked if the housing would be restricted so that only employees of Stanford could live there. Town Attorney Prince said usually, for inclusionary affordable lots, there is a preference for people who either live or work in town. Mayor Hughes said the affiliated housing portion, which would probably be the majority of the housing built there, would be affiliated with Stanford. Councilmember Wengert said, without getting into the difference between affiliated and inclusionary, her perspective is that in addition to solving a housing issue for Stanford, it also provides the opportunity to have some additional units for people working in Portola Valley. Councilmember Aalfs said he assumed the majority of the lots would be market rate detached housing but there would be four or five affordable units at some level. He said he is not opposed with going forward, but his concern is defining affiliated and inclusionary and where those two meet. Mayor Hughes said he is supportive of affiliated housing developed for the Stanford staff, which will reduce the regional burden on traffic, etc.

Mayor Hughes said the Council is excited to see these plans develop and will be as helpful as possible.

David Berg, President and CEO of Northern California Presbyterian Homes & Services (representing the Sequoias). He said they operate three affordable housing projects for seniors, two in San Francisco and one in San Jose. He said they are currently developing a new continuing care retirement community in Walnut Creek, which should begin construction in spring 2018. He said they have experience with the development and operation of affordable housing for seniors, as well as experience with multi-family affordable housing development for staff. He said due to the other commitments of their organization, just by size and scale, it would be very difficult for them to develop their own workforce housing without some form of subsidy during the development and operational phase. He said in terms of affiliated housing, they would need to seek out other kinds of financial support in order to make something happen. He said due to an agreement with the Mid-Peninsula Open Space District, the amount of acreage they can redevelop on the site is limited. He added that due to the seismic sensitivity of the area, the construction costs would likely be increased. He said for those reasons they have not studied in detail workforce housing on-site. He said his HR Department gathered data regarding their workforce and found that 86% percent live in Redwood City, East Palo Alto, Sunnyvale and San Jose. He said it would be easier to recruit if they could offer housing. He said the scale of a project and the number of units makes a big difference on how it functions. He said if there were another location in the area that they could collaborate on, he would be interested in discussing it.

Mayor Hughes called for questions for Mr. Berg.

Councilmember Wengert asked Mr. Berg if he had any idea about what available acreage they might have for affiliated housing, given the seismic constraints and the Mid-Peninsula Open Space District agreements, and putting aside the scale issue. Mr. Berg said there are four acres that include a height limit and a seismic issue.

Mayor Hughes invited public questions. Hearing none, he thanked Mr. Berg for his input and invited him to come talk to the Town if he saw any opportunities in the future.

Tim Molak, Head of School at Woodside Priory School, introduced Carter Warr of CJW Architecture. He said Mr. Warr had worked on their housing plan on the last set of houses they built in 2003, seven attached units. He said they currently have approximately 115 residents that live on campus full time during the year. He said their 2005 master plan included a goal of 29 units so they are looking at an additional 10 or 11. He described the currently existing units and the discussions they are having regarding additional housing. He said they are trying to figure out a way to adapt the Fromherz house and add housing at a cost that could still offer rents affordable to faculty and staff. He said there are great benefits to living on campus but there are also some staff that do not want to live where they work. He said the Priory has also been looking at creating an investment group for the school of current parents that would give money to invest in property outside of the area, potentially within a 30-minute radius. He said they have a subcommittee looking at both options – building new units on-site and the investment group to help with building housing offsite.

Mayor Hughes called for questions from the Council.

Councilmember Derwin asked Mr. Molak how they handled parking. Mr. Molak said the housing is broken up between academic and housing and every housing unit has two parking spaces.

Vice Mayor Richards asked if The Priory built out the rest of the units, how close they would be to having equilibrium in the sense of needing more housing of that nature. Mr. Molak said the survey they keep running indicates they need 8 to 12, to retain as well as attract staff. He said no one has moved in the last four years but this year there will be some movement. Councilmember Derwin said she has never heard a complaint from neighbors about this affordable housing development.

Councilmember Wengert asked Mr. Molak which of the options he thought would be most likely. Mr. Molak said the investment group option is interesting because it could be immediate housing. He said the downside could be that wherever they live is their school district, but they may want that. He said they are leaning a little more with that option because of the high cost of building new units on-site.

Mr. Warr said one of the significant impediments beyond the land is the cost, the process, the time it takes, and the infrastructure required to create relative low-density housing. He said the process is hindered by not having the property zoned for this, and constantly being forced to come back to the Commissions because it's open-ended. He said the donors and the team don't really feel that they know what they can do or if it's affordable. He shared a sketch of an idea they had about the Fromherz property. He suggested the Council could provide more than verbal support of their effort and actually make some changes to the General Plan so that the General Plan doesn't have to be relived every time they want to do something, and also help out with the infrastructure – increasing water lines, utilities on and off site, etc. He said those issues impede their option of building on-site because of the need for driveways, garages, upgrades to utilities, potential CEQA issues, traffic, etc. He said the high priority housing effort was supposed to make the process easier, faster, and less expensive. He said the second option of investing in housing out of Town doesn't address the in-Town problem.

Mayor Hughes asked Mr. Molak if they actually used all 24 of the parking spaces for the 12 units. Mr. Molak said residents usually have at least two cars because some have teenagers who drive. He said usually only one resident works on campus so they may have two cars, but they don't drive.

Councilmember Derwin asked Mr. Warr what change to the General Plan would help. He said making it so they wouldn't have to change the General Plan or update their Conditional Use Permit in order to establish some new design. He said most of the Conditional Use Permits are very specific to a design or footprint, and it makes it hard for an organization to plan ahead and be able to adapt to changing needs. He said, for example, talking about the size and arrangement of units is a struggle, both on how to keep

them affordable He said it would make more sense in trying to adapt if there was a process more like PDUs where you're guaranteed 120 days for approval.

Councilmember Wengert asked if it was approached as a clustered housing project, a separate PUD of sorts, would be a way to achieve some of what Mr. Warr was suggesting. Mayor Hughes suggested a site-local process, separate from the master Use Permit. Councilmember Wengert asked Town Attorney Prince if, absent a change to the General Plan, it would be possible to do that under the property's current CUP. Town Attorney Prince said she would need to look more closely at the CUP and the land depicted on the sketch and how it all relates, but said it is certainly something that can be explored. She said the General Plan is a very broad brush stroke and does not get to the granular level. She said Mr. Warr is talking more about zoning regulations. She said she will look into all of those things and report back.

Mr. Warr said it has always been troubling to him that the entire acreage of The Priory continues to be residentially zoned with one-acre zoning restrictions. He said it's not dissimilar to the part of Stanford Wedge that is zoned for two-acre minimum. Councilmember Wengert said when the General Plan was put together, that was not an issue. Mr. Warr said he understands that, but when the General Plan was put together The Priory was already here. He said the General Plan recognizes it but the zoning ordinance and zoning map do not.

Councilmember Derwin said if the Council was going to be talking about housing, they should walk the talk and help people, because these are the only people in Town who are actually providing a diversity of housing.

Mayor Hughes invited comments from the public.

Dave Brett, Woodside Priory Board of Trustee member, Head of the Building and Grounds Committee. Mr. Brett said the problem they're having in trying to figure out how to build affordable housing is that it's not affordable. He said he had not had the opportunity to discuss this with Mr. Warr prior to tonight's meeting, but said his hope was to keep the Fromherz house and extend upon that to create condo or apartment-style units. He said while Mr. Warr has shared a nice village layout, the reality is they need to be looking at higher density housing – condo or apartment style housing. He said that is the only way to make it affordable. He said the plan Mr. Warr shared would cost \$700,000 to \$800,000 per unit to build. He said the other key that makes the site desirable is the infrastructure that can tie into the existing infrastructure. He said they are not there yet and will need to present another plan, but said that is the direction they need to go in order to provide affordable housing.

Councilmember Wengert asked Mr. Brett if he felt the plan being presented today does not achieve the goal. Mr. Brett said the buildings designated as A do not, but the cluster designated as B somewhat achieves the goal. He said what he wanted to do was extend off of Fromherz and build a linear facility for very dense housing. He said, however, as a neighbor and he may not want to see that, but he thinks it could be done very tastefully. Mayor Hughes said while it is different from what's there, it may not be that different from what is effectively seen up the hill with continuous and larger buildings. He said it is not unprecedented that there would be structures like that in Town in that area.

Jon Silver, Portola Road. Mr. Silver thanked The Priory for being such a wonderful part of the community. He said it is very important to preserve the Fromherz House, an important part of California history. He said more affordable housing that's done right has a lower impact on the environment than unaffordable luxury housing. He said that part of getting community support is having the public know there will be the same exhaustive Portola Valley process regarding design, land use, service to community needs and the Priory needs. He said the public gets frightened if they feel like they are not part of the process.

With no other public comment, Mayor Hughes invited further discussion or comments by the Council.

Councilmember Derwin asked why the Portola Valley School District has never been a partner. She said there is a big push in San Mateo County for workforce teacher housing. Town Manager Dennis said he is not fully aware of the history, but moving forward staff was very interested in hearing tonight's commentary relating to the expansion of the program, which provides them with further ability to go out and have those conversations. He said in his day-to-day role, as he talks to people at the school district and other places, every institution in one way or another is thinking about how to house their employees. He said there are further conversations to be had with those people to see if they could fit into a program like this or something similar.

Town Attorney Prince said she received an email from the County Council's Office to all City Attorneys to discuss this very issue as a group. She said they will probably get together in the next several months to have conversations about it.

Councilmember Derwin said it was supportive of building condos on The Priory property. Mayor Hughes agreed and said he was open to entertaining whatever suggestions any of the participants here tonight might bring to them, even if it doesn't fit within the current rules and would require some modification to do something that makes sense. Councilmember Wengert said she agreed and was sorry The Priory had left the meeting and could not hear the Council input. She said while The Priory haven't yet settled in internally on their preferred plan, the Town should be open and receptive to considering whatever they bring and helping to make that happen. Vice Mayor John Richards said it must be understood that it will be a process.

(12) Discussion and Council Action – ASCC Recommendations on Design Guidelines and Home Security Measures

Planning Director Debbie Pedro explained that, following the home invasion robberies and burglaries that occurred in Town, some residents have provided feedback to staff that the current Town rules did not support certain home security options. She presented the staff report and slide show detailing the ASCC recommendations that were developed following their three study sessions.

Mayor Hughes called for questions for staff.

Councilmember Aalfs asked how many Neighborhood Watch programs currently exist and how many are anticipated. Planning Director Pedro said there are currently 13. Town Manager Dennis said more are forming and there could be upwards of 24 but they may come and go over time.

Councilmember Wengert asked how many people use signs on their private property now for Neighborhood Watch, alarm systems, etc. Planning Director Pedro said she didn't know the exact number of Neighborhood Watch signs placed on private property, but they have seen an increase of "no trespassing" type signs, which are not prohibited. She said they have advised homeowners as a rule of thumb to limit the size of the signs to approximately 18" x 24".

In response to Council questions regarding the number of signs desired, Planning Director Pedro said there would be at least 13, but it would depend on the boundary of the Neighborhood Watch neighborhoods. She said there was not a specific proposal about whether they wanted them at boundaries or also at intersections. Town Manager Dennis said it's a tough number to guesstimate and there are parts of Town that will not have Neighborhood Watch programs. He said there is still a lot of energy around the programs, but they are now seeing second meetings occurring that have fewer attendees. He said he would predict that most of the Neighborhood Watch programs would want signs.

Councilmember Derwin asked if there was any hard data on the effectiveness of these signs. Town Manager Dennis said there is no research that he is aware of related to the effectiveness of signage; however, there is an abundance of research related to the effectiveness of the programs themselves. In response to Councilmember Derwin's question, Town Manager Dennis said he was not aware if

Piedmont or Tiburon regulated the signs. He said typically, in more suburban communities, there is much less regulation regarding that kind of signage. Councilmember Derwin asked if residents could place these signs on metal posts on their own private property. Town Manager Dennis said it is allowed per the current interpretation of the rules.

Mayor Hughes asked regarding the flexibility of changing the rules around where people can post signs on their own property. He said there was a suggestion that if the signs are allowed in the public right of way, they might be more restrictive on private property so there weren't lots of signs in both places. Town Attorney Prince said she would look into that further, but generally a sign is a form of speech and the Town has the flexibility to put parameters around size and location, but not content.

Mayor Hughes invited public comment.

John Murray, Antonio Court. Mr. Murray said he has organized four different blocks of the Neighborhood Watch program. He said the stop sign at the intersection at Adair and Sausal is a perfect place for the sign that would cover all 60 households. He said his group agreed that one sign is preferable. He said if they cannot put a sign on the stop sign, then he would put one 10 feet away on his property outside of the right of way, but feels that's sign pollution and less palatable than if the sign was right below the stop sign. He said he was unaware there could be a prohibition on signs and would think that the free speech issue should be considered. He said his group prefers the blue sign.

Jon Silver, Portola Road. Mr. Silver said while the Town should limit visual pollution, it is important for these people who are setting up these Neighborhood Watch groups to be able to put signs up in the right of way where they make the most sense, and they should also be allowed to put signs up on their own property.

Tom Moran, Hillbrook Drive, block captain on Hillbrook Drive. Mr. Moran said there was a lot of enthusiasm when they set up their Neighborhood Watch but they were flabbergasted to learn about the regulations that did not allow the signs. He said they reached out to all of the block captains and two-thirds responded in favor of signs, as detailed in the petition attached to the staff report.

Arthur Jonath, Golden Oak Drive. Mr. Jonath is part of his Neighborhood Watch group. He said that seeing signage in the right of ways looks institutionalized and feels like it indicates a crime area and lowers the worth of their property. He clarified that he was not talking about dollar value but worth in the heart and mind. He said he prefers minimizing the signs. He said we should do our job as citizens and walk around the neighborhood and pay more attention of our surroundings.

Renee Courington, Creek Park Drive, block captain. Ms. Courington her group wants a sign. She said the police have advised them they are likely to get hit because of the easy access in and out. They want a sign at the beginning and end of their street on private property or the right of way.

An unidentified resident introduced herself as a block captain on Golden Oak. She said her group is in favor of signs and said individual signs on private property were initially encouraged. She said she prefers the larger signs because the individual signs will likely drop off because participation in the program is declining somewhat. She said there don't have to be a lot of them and it could be decided based on the neighborhood.

Karen Vahtra said if the Town could organize the signs in some sort of systematic way at reasonable intervals it would look much cleaner than haphazard signs on personal property.

An unidentified resident said he is co-block captain. He said the Neighborhood Watch programs are essentially putting new foundations of community engagement in the neighborhoods. He said the signs are recognition of that community building.

He said the community building is a valuable byproduct of the Neighborhood Watch programs. He said he'd rather call themselves neighborhood coordinators. He said building the social cohesiveness of the neighborhood is the most important thing.

Ragni Pasturel, Palmer Lane, block captain on Palmer. Ms. Pasturel said this program has brought her neighborhood together. They are talking about having meetings and block parties, something that hasn't happened in the 16 years she's lived there. She said having a sign puts the stamp on them being a community of neighbors and she thinks it's very important. She would rather the signs be consistent throughout Town.

With no further public comment, Mayor Hughes thanked everyone for attending the meeting tonight and for being involved in the Neighborhood Watch programs. He said it is a very positive thing that a lot of neighbors are talking to each other, getting to know what's going on, and getting to know each other. Mayor Hughes brought the issue back to the Council for discussion.

The Council addressed the following four recommendations:

1. Direct staff to begin a comprehensive update of the Outdoor Lighting Ordinance.
2. Direct staff to amend the Design Guidelines as it relates to motion sensor lights.
3. Direct staff to prepare an Outdoor Lighting Frequently Asked Questions (FAQ).
4. Provide direction on the implementation of the Neighborhood Watch Sign Program.
5. Make no changes to landscaping guidelines.

Councilmember Aalfs was supportive of Recommendations 1, 2, 3, and 5. He said the Energy Code has a lot of language on outdoor lighting and controllers and is moving in the direction of motion sensors and timed shut-offs. He said overhauling the Design Guidelines will result in good solutions with dark sky friendly appliances on well-installed and well-commissioned timers.

Councilmember Derwin asked Karen Vahtra if the dark-sky motion detector lights would work with cameras. Mayor Hughes said most of them were infrared sensitive. Ms. Vahtra said they have not had time to research that fully.

Councilmember Wengert was supportive of Recommendations 1, 2, 3, and 5. She said she was originally skeptical of the motion sensor lights because they used to be floodlights, but with the down shielding they are moving in the right direction.

Vice Mayor John Richards was supportive of Recommendations 1, 2, 3, and 5, as long as it was made very clear that the floodlights are still not acceptable.

Mayor Hughes was supportive of Recommendations 1, 2, 3, and 5. He said one of the dark sky compliant items said lights in the blue spectrum are discouraged. He said LEDs are very blue unless they are coated. He said it might be added as part of the FAQ a recommendation to make selections more toward the warm end of the LED rather than the standard blue LED.

The Council discussed Recommendation #4: Provide direction on the implementation of the Neighborhood Watch Sign Program.

Councilmember Aalfs was supportive of having signs in the right of ways. He agreed that having the signs in the neighborhoods made more sense than putting them at the ALPRs, both to remind intruders but also to remind the residents that they are part of a Neighborhood Watch. He said that will provide the opportunity to work with the block captains to come up with a good design solution to get a minimum number of signs to achieve the purpose, combined with friendly persuasion against private property signs to minimize clutter.

Councilmember Derwin said it is a good problem to have because it means there are a lot of Neighborhood Watch programs. She said she sympathized with the frustration of the Neighborhood Watch people who want to mark their territory and feel good about what they've done, but she also agrees that when she goes into neighborhoods in other cities that have those signs, she immediately thinks it's a high crime area. Her second thought upon seeing the signs is that the neighbors are organized. She said she could possibly support 10 signs, but 40 is excessive and will materially change the experience of traveling through Portola Valley. She would like to have an idea of how many signs could be installed.

Mayor Hughes asked how many areas do not have Neighborhood Watch groups. Town Manager Dennis said there would probably be parts of the Westridge area, the Highlands and the Corte Madera Hills neighborhood that did not have Neighborhood Watch groups. Mayor Hughes said since a large part of the Town is covered, maybe there could be a set number of signs that are distributed evenly through Town.

Councilmember Wengert said she fully respects all of the work the Neighborhood Watch people have done and understands why they want signs. She said the community building part of it is a terrific outcome of all of this. She said she is concerned about having areas in Town where Neighborhood Watch is very prominent and others where it is not. She said the inconsistency is difficult to reconcile, not wanting it to be interpreted that they don't care about some neighborhoods. She agreed with Mayor Hughes about placing signs in locations to get the majority of the ingress/egress in Town, and not just at ALPRs, but she does not know if that is 20 or 50 signs.

Mayor Hughes said as time passes the borders of the Neighborhood Watch zones may change and fluctuate, so a more holistic approach may be more practical than periodically removing, adding, or moving signs.

Town Manager Dennis said he understands the frustration but has to provide feedback based on the current Town rules. He said it is essentially an encroachment permit on the public right of way and there is a process for that. Town Attorney Prince said there are a lot of issues that need to be looked at, but her gut response to these ideas is that the Town has aesthetic control over how many signs populate the right of way. She suggested possibly creating some parameters around the number of encroachment permits allowed and their geographic location, possibly with term limits. She said staff can research this further, look at best practices for other communities, and bring that information back to the Council for further discussion.

Vice Mayor John Richards said the comment "institutional nature" resonated with him. He does not like the look of any of the sign options and said they are anonymous, horrible signs that do nothing for community building. He said the sample signs make it appear that some neighborhoods have big crime problems and he would hate to see them proliferate all over Town. He said if these signs reminded people to go to meetings, that would be great, but he doesn't think they do that. He said he has heard no evidence that the signs do anything to diminish crime. He said the effort of organizing the neighborhoods is really the core of the whole thing. He said a unique sign for each neighborhood would make a lot more sense in that regard.

Councilmember Derwin supported unique neighborhood signs that have a more rustic feel and much less institutional in design, but would still want a limit on how many signs would be allowed. Councilmember Wengert said the Town doesn't want to manage the Neighborhood Watch groups because they will come and go. She agreed the sample signs were ugly but would be supportive of individual unique neighborhood signs.

Planning Director Pedro said staff has not yet developed a program on how to deal with requests. She said the thought was for a Neighborhood Watch group to come to the Town, submit an encroachment permit, and the Town would then be responsible for producing and installing the sign. She said custom

signs will be more complex, but with guidance on things such as sign size and color schemes they can develop acceptable signs for the Neighborhood Watch program.

Mayor Hughes asked the public in attendance to comment on the suggestion of more rural, customized signs.

Mr. Murray said there are already hundreds of signs for video cameras, etc. He liked the idea of having signs similar to the Alpine Hills sign. He said if they need a beta group, they'd be happy to test it out. He agreed with dissuading residents from individual signs.

Karen Vahtra said she likes the idea of unique signs and there will be less if they are put in the right of ways, focusing on the areas just off the main road.

Mr. Moran said unique signs weren't a bad idea and suggested getting rid of the text and just having the eye or some other symbol would provide all the information needed.

Town Manager Dennis reminded the Council that a couple of months ago, in the priority setting process for the next fiscal year, an item that had some interest was resident resiliency and continuing Neighborhood Watch, Emergency Preparedness, block parties, and other community and neighborhood building efforts.

Councilmember Derwin said the Backyard Habitat signs were lovely and they could design Neighborhood Watch signs that are just as lovely.

The Council directed staff to meet with the Neighborhood Watch Coordinator and block captains to create examples of appropriate signage and potential installation locations within Town. Mayor Hughes suggested the discussion be open to all neighborhoods, not just those involved in Neighborhood Watch. Town Manager Dennis said he will set up meetings and put together some examples to present to Council at a near future date.

(13) Recommendation by Town Manager – Communications Audit

Town Manager Dennis relayed the regrets of Laura Teutschel, of LT & Associates, that due to a longstanding personal commitment, she could not attend tonight's meeting.

Town Manager Dennis said that improving communications was identified as a priority for this current fiscal year. He said in an attempt to understand what issues the Town faces around communicating with its residents, he asked LT & Associates to perform a communication audit, as detailed in the staff report.

Mayor Hughes called for question from the Council.

Councilmember Derwin asked, with regard to Challenge #4 and recommendation #1, why identity was questionable. She said the Town's identity is evident in the General Plan that drives the Town's ordinances, building codes, and guidelines. She said there are 15 volunteer committees and two Commissions as confirmation of the volunteerism in Town. She said she believes the Town's identity is formed by the core values of volunteerism, conservation of resources, and preservation of open space, and it has been true for more than 50 years. She said it is also evident in the natural beauty that has been maintained, drawing hikers and bikers to Town every weekend. She said the Town's strong identity is evidenced by the facts that the Town wrote the book on slope density; preaches that buildings are to be subservient to the land; built the very first LEED Platinum municipal campus (the Town Center) in the country; and was the first group solar buy. She asked Town Manager Dennis if he was proposing the Town creates a new identity. Town Manager Dennis apologized if that aspect was misunderstood. He said the identity is clear but he is not sure it is promoted in a way that residents necessarily always connect with. He said pushing out that identity and infusing it into the communication tools in a way where

people can understand it immediately and can feel it as part of what and how something is being said. He said he does not endorse nor does he suggest the need to develop a new identity in any way, but to promote the current identity and connect it to how the Town communicates about what they do. He said, as an example, it is one thing to push out information regarding a code or ordinance change, and it's another thing to describe it in a way that connects it back to who we are and why that's important, why the Council makes the choices they make. He said he is interested in direction on what information they're putting out that connects them back to the core ethos of the Town. He said if there is a lot of time spent talking about rodenticides, for example, it may be communicated in a different way than other items may be communicated. He said he thinks the identity is clear, but he's not sure that most people know it and thinks it can be better infused into communication. Councilmember Derwin said she did not agree.

Councilmember Derwin said, with regard to recommendation #3, that the Council and Mayor used to be much more prominently placed at the Town picnic and the Blues & Barbecue events. She said there used to be a paper newsletter with a Mayor's letter and stories about people and staff. She said last year the Councilmembers sat in front of Robert's Market and at the Farmer's Market with the Sheriffs. She asked if that was the sort of thing Town Manager Dennis was suggesting. Town Manager Dennis said that would be one element. He said the public hears from the Councilmembers typically at Council meetings and that's it – there are no other mechanisms of communication.

Councilmember Aalfs said when PCE put together their press release for Portola Valley that could also have been the Council's press release. He said that is the kind of thing that ties back to remind people of the Town's ethos. He agrees that the Council does not do as much to promote that as they could.

Councilmember Derwin said she thinks they have done more. She said when she was Mayor she was there with the press when they put in the charging stations. She asked Town Manager Dennis if that's the kind of thing he was referring to. Town Manager Dennis said he was not talking just about events, but generally more visibility, which could be physical visibility or online presence or through a newsletter. He said he's been to 15 Neighborhood Watch meetings. He said that would be a wonderful place for a Councilmember to visit. Councilmember Derwin said Town Manager Dennis's comment was unfair because they've never been invited to Neighborhood Watch meetings.

Councilmember Derwin asked if the auditor only talked to the seven stakeholders listed regarding Committee Chair feedback. Town Manager Dennis said the auditor offered to meet with any of the chairs and those were the chairs that accepted.

Councilmember Derwin said she took offense at the finding that "Councilmembers are perceived as being disengaged from community events and communication initiatives" and "Perception of reacting versus proactive engagement exists." She said she does not know how much more engaged she could be. She said she is very proactive and is not reactive. She said she could provide a very long list of everything she has worked on and pushed through in the 12 years she's been on the Council remarking, "This is my life as a public official and I'm really proud of it. Please do not say that I'm disengaged. She said that despite her son, Carlie, dying in a fiery car crash just steps from the schoolhouse, she did not miss one single Council meeting last year.

Councilmember Derwin asked if Woodside had a staff communications or contract person. Town Manager Dennis said they do not have a full-time communications person on staff, but there is someone that does something part-time. He said they do not contract out to anyone. Mayor Hughes asked if other Towns similar to Portola Valley had communications staffing. Town Manager Dennis said it is handled similarly to Portola Valley in other towns and the desire is to have it more coordinated here.

Councilmember Derwin asked for clarification regarding the statement "an inability to set proper expectations with the community." Town Manager Dennis said an example of that would be not having the tools to share information about initiatives, projects, things the Town is doing. He said the first knowledge staff has that someone has heard about something is on PV Forum and control on the content

of that has already been lost, so the reaction is to someone's perception instead of having a tool that people can go to and know where to get factual information. He said the website does not function in that way right now.

In response to Councilmember Derwin's question, Town Manager Dennis said staff was not recommending that the use of banners be eliminated.

Councilmember Derwin's asked which direct mail pieces the auditors looked at to arrive at the conclusion they were not effective. Town Manager Dennis said they did not look at specific mail, but staff described a half a dozen examples over the years.

Regarding the suggestion for use of professional photographs taken of Portola Valley for use throughout the Town's website, Councilmember Derwin asked if they were talking about people or places. Town Manager Dennis said it would depend on what works for a particular page. Councilmember Derwin asked if the reference to professional photographs meant the auditors did not like the currently existing photographs. Town Manager Dennis said that was not the feedback he received but there are photos on the website that are not of the quality to match a professional, government-run website. Councilmember Derwin said she really likes some of the local photographers, such as Susan Thomas, Virginia Bacon, and Sheldon Breiner, and she would hate to lose that quality by going with a professional. Mayor Hughes said he thinks it means a professional feel rather than a professional photographer. Councilmember Derwin said she doesn't want a professional feel. Town Manager Dennis said he did not interpret it as spending money on a professional photographer. She said the Town is not perfect, not corporate, and not professional and she loves the charming, unprofessional photos.

Councilmember Derwin asked for explanation of the recommendation to cut down on the amount of text on the website and use more images. She said that was dumbing it down. She said text, content, and explaining who we are and what's going on, is important to her. She said so many other websites are just bullet points and she loves that Portola Valley's website has stories.

Councilmember Derwin asked, regarding the recommendation to utilize video to make the site content more engaging, who would make the videos. Town Manager Dennis said staff would make them. They would be how-to videos, for example, a description of how to realize a service in Town, a particular event, or how to fill out permits. Mayor Hughes said everybody learns things from YouTube now. Councilmember Aalfs said Peninsula Clean Energy is about to put out a video about how to read the bill because they are confusing and the video will make more sense than putting text on a website.

Councilmember Derwin said, although she's not against it, the Accela service will be a double-edge sword because staff may get quite a few requests someone will have to deal with all of that. She asked who would manage it. Town Manager Dennis says staff currently manages it. He said they expect there will be an increase but don't see it as an issue.

Regarding de-emphasizing the use of PV Forum as a tool for reactive engagement, Councilmember Derwin asked if it would be posted and explained to the community that staff is no longer going to be posting except to push information out. Town Manager Dennis said he has already done that.

With no further questions from the Council, Mayor Hughes invited public comment.

Mayor Hughes brought the item back to the Council for discussion.

Councilmember Wengert said she tried to synthesize the information provided in the audit down to the topline issues. She said the first and foremost, from her perspective, was having a medium for communicating more directly, which is probably Facebook. She said that's where all the current and topical information can be pushed out. Councilmember Derwin pointed out that young people don't use Facebook as much but said it may be the most appropriate for this Town. Councilmember Wengert said

the website has a different role being a municipal website with a lot of content. She said it could potentially benefit from some how-to videos, with the need based on requests for instruction. She said some of the comments in the audit were overreaching because she did not think there was enough research to support them, such as how they function as a community because she thinks it actually functions very well.

Councilmember Aalfs said a citizen is much more likely to meet an ASCC member or Planning Commissioner than a Councilmember and many citizens do not know who the Councilmembers are. He said while the Councilmembers are certainly engaged, he thinks this is referring to being engaged with the residents. He said the residents don't show up to Council meetings, and the Councilmembers could be doing more to put themselves out in the public eye. He agreed that the Town needs a very tech-savvy Communications position on staff. He said it is helpful to have press releases and talking points.

Councilmember Wengert said what Councilmember Aalfs did with the Clean Energy was a good example of how the Council can communicate. She said she could be more out there as issues come up with aircraft issues. She said the new communications person can advise on the most effective communication mediums.

Vice Mayor John Richards said there are a lot of opportunities for the Council to be more visible to the community. He said most people aren't concerned about the day-to-day things the Council does, but there are some things that gets people's attention and the Council should be able to communicate ahead of time.

Councilmember Wengert said she does not think the Forum is broken. She said it is not the Council's communication medium but it works well for the community and serves its purpose. Councilmember Aalfs said the Town does not control it and he liked that they get to see what people think. Vice Mayor John Richards said if the Town had better media, they could put links to things on the Forum. Councilmember Wengert said the Council should not try to control or manage the Forum. Vice Mayor John Richards said the intent was that the Council not respond and engage on the Forum. Mayor Hughes said it is fine to offer the Town's website as a tool to communicate, but at the same time there are 2,800 people on the PV Forum and that's how they talk to each other. He said he doesn't think the Council should deliberately step out of that environment and not engage. Councilmember Aalfs said they can follow the Forum and if something comes up and somebody starts flaming the Town for something untrue, they Town can provide a link to the Town's media that states the facts.

Town Manager Dennis said as a practical reality, staff currently sits on PV Forum to immediately respond to any comments directed to staff. He said they stop what they're doing to prepare an answer. He said it is easy to have an expectation that anytime anybody says anything about the Town, the Town will respond and engage, which is unproductive. He said there is not the same modicum of control related to how that information is going to be put out, it is just putting out fires. He is comfortable letting residents flame on the Town on their own blogs. He said that in the City of Palo Alto there were 20 or 30 active blogs complaining about the Town. They didn't respond to any of it and made it clear that those people should talk to the City for an answer. He said he's responded more than once on PV Forum advising people to come talk to staff, particularly during the ALPR discussions. He said multiple posters asked him, by name, for his opinion. He said the expectation is that the Town will communicate on a variety of issues on PV Forum and it is entirely inappropriate for staff to comment in that medium. He said there is an opportunity to push out information on PV Forum, but responding to people is a slippery slope. He said he wants to be protective of his staff who spend way too much time worried about what they should say on PV Forum. He said he thinks PV Forum is a wonderful place for the community to have those conversations, he's just not sure the Town should be inserting themselves into the middle of it. Councilmember Aalfs said when he weighed in on PV Forum for PCE, mostly to try to correct misinformation, he tried to be fact based and analytical, and he got mostly positive comments, so he sees the value of sometimes doing that, especially when it's correcting misinformation. He said it is the closest thing the Town has to a Town Square and he hesitates to not respond at all. Mayor Hughes agreed. He said if we did have a Town Square where 2,800 people were there on a regular basis having discussions

amongst themselves about community issues, it would be very strange if the Town did not participate in those meetings. He said there needs to be an appropriate engagement with PV Forum and not be five different staff members spending a substantial amount of time on it. He said a communications point person could figure out what that strategy should be. He said he does not think the right strategy is disengagement or even just occasionally advising people to go to the Town website for information. He said the PV Forum is a valuable place to have discussions to engage with the community beyond having public meetings where they can come talk if they happen to be available at 7:00 p.m. on a Thursday. He said it provides exactly what they're looking for, which is a form in which the Town can better communicate with the constituents. He said sometimes it's informing the residents and sometimes it's hearing something they want to say, but a lot of times it's a discussion. He said the PV Forum is the best tool they have right now where a large number of residents engage with each other in community discussions, but it needs to be done appropriately and in way that does not spend a lot of unnecessary time.

Town Attorney Prince said the public's opportunity to comment is here at the Council meetings and she would hesitate to create an expectation that the Councilmembers are checking the forums, paying attention, and deliberating. She said if the comments are not submitted directly to the Council as part of an agenda item, there should not be the expectation that those comments are being considered. She said the Brown Act requires that the Council be very careful on forums. She said one member can respond to a comment to correct information, but there should not be a collective concurrence developed outside of a meeting. Mayor Hughes said he was thinking about it more from the Town staff point of view, where there is more freedom to have some of that engagement.

Councilmember Wengert said there has always been a fine line about how much the Town staff should respond. She said the clearly egregious misinformation is easy to correct, but the debating based on differing opinion sets should be avoided because many of those kinds of issues flame out quickly anyway. She said she is sympathetic to the staff's point about having to drop what they're doing to respond to the PV Forum.

Town Manager Dennis said one of the advantages of a tool like Accela is that it provides a mechanism to receive communication from residents on particular issues and they know they'll get a response. He said sometimes staff misses things on the Forum and setting that expectation of immediate response is a delicate balancing act. He said he thinks that's why the auditor suggested limiting the engagement on the Forum. He said they were not suggesting having no presence, which is not practical, but to not get into debates. Town Manager Dennis said the proactive nature that is inherent in this – spending more time producing and putting into the public square content that the Town wants people to react to, and also providing them with tools so they can get a hold of staff immediately on the issues that are really important to them – will mitigate some of these others things that pulls staff away from their core duties.

Mayor Hughes said he understands the difficulty it can cause for staff with constant interruption of their core work. He said, however, the identity of the Town is that we are very direct and not bureaucratic. He does not want there to be a communications director through whom all conversation must be directed. He wants residents to be able to directly interface with staff. He said the Town can do a better job of training staff and finding the appropriate balance, but having an authentic connection to a staff member who is actually working on a project and has done all the research and knows what they're talking about is preferable to having to go through a communications director, creating a chain of communication that doesn't have the same feel. He said it is less filtering in both directions because then staff is also more informed hearing directly from the resident or press person.

Town Manager Dennis said the direction he's given staff is that when a member of the press calls, come find him, so it is already being somewhat centralized in that sense. He said that won't change with having a new person. He said residents just walk down the hall, come into his office and say hello, and that won't change at all, which is one of the wonderful things about working here. He said having someone with a set of responsibilities around communications can help the departments with what they're trying to do.

In response to Councilmember Derwin's question, Town Manager Dennis said the communications person would work with the committees to promote their events.

Vice Mayor John Richards said the one good use of the communications person's talents would be to push out the information to new people moving into Town and building. In response to Councilmember Derwin question, Vice Mayor John Richards said the Town currently does have a packet for new residents, but it does not appear to be effective. Town Manager Dennis said he has been working on a new system for that – new residents first get a welcome letter and then they get a packet describing community involvement information and the Town ethos, etc.

The Council agreed that there are design and navigation issues with the website but that it should remain content rich with text. Town Manager Dennis said as a government agency website, the residents need to have access to codes and permit information, for example, but currently the pages tend to start with lengthy descriptions of some process that is not necessary at the front end on the main page.

The Council was in agreement with trying out Accela. Town Manager Dennis said he uses it regularly living in Redwood City. He said, for example, they parked on the street but the curb was so high his wife couldn't get out of the car. He took a photograph, send it through their website, they acknowledged receipt immediately, and the following day he got a message that they sent out a crew, two days later they responded and closed out the situation. He said he liked the fact there was a process. He said the Town currently gets that sort of thing through emails or phone calls or walk-ins, so being able to centralize it will be good. He said staff is fully aware it will increase participation, but that is exactly the point.

The Council agreed an added communications position would be helpful.

The Council agreed that there should be no changes to the use of PV Forum. They agreed that the Town should have a social media account. They said the new communications coordinator could provide advice on that later.

(14) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Aalfs – Attended Trails & Paths Committee meeting. He said they had tried an experiment to not spray pre-emergent and post-emergent weed killer on trails around Town, but due to the excessive rain there are a lot of weeds and Public Works is mowing to try to keep them under control. The Committee's consensus was to stay the course and keep on with this experiment. Councilmember Aalfs said that Portola Valley continues to have the highest PCE opt-out rate in San Mateo County, at 3.9 percent compared to the County rate at 1.3 percent. He said most of the feedback they receive is from the opt-outs, and the most common is a general dislike for being opted in to a government-run program.

Councilmember Derwin – Attended a short ASCC meeting where they discussed a lot merger in Blue Oaks. She and Town Manager Dennis met with Bill Youstra to discuss the school district, teacher housing, and affordable housing. She attended a Grand Boulevard Initiative Meeting regarding Santa Clara County and San Mateo County housing and CalTrans' California State Bicycle and Pedestrian Plan. Councilmember Derwin and Councilmember Wengert attended a women's mixer for elected officials from Santa Clara County and San Mateo County, held at Facebook, organized by Menlo Park City Councilmember Cat Carlton, where they heard a speech by Anna Eshoo. Councilmember Derwin attended a Planning Commission meeting to discuss the Accessory Dwelling Unit ordinance, and another Planning Commission meeting where they discussed a lot merger and the Hallett store. Councilmember Derwin attended the C/CAG retreat held on April 13. She attended the Donor Fund Subcommittee meeting. She attended the Sustainability and Environmental Resources Meeting where they debriefed from the garden tour, prepared for the Earth Fair, talked about committee goals, and saw a presentation by Councilmember Aalfs on Peninsula Clean Energy. She attended a C/CAG admin meeting with Town Manager Dennis to plan the agenda for the next C/CAG meeting. She said Town Manager Dennis and Pat Martel, City Manager of Daly City, now represent the City Managers. She attended a HEART Board

Meeting where they discussed the fundraising committee. She said there will be an event on May 11 in Devil's Canyon she will attend. She and Town Manager Dennis attended the Progress Seminar.

Councilmember Wengert – Attended the San Francisco Airport Roundtable meeting held on April 5 where they discussed the current inactivity and non-responsiveness of the FAA relative to all of the initiative work done last year. She said the FAA representative attended and said they had no information on the process or timeline. Councilmember Wengert will be working on the Work Program subcommittee in an effort to make sure they have an arrivals group formed to take it beyond the current scope of this group. Councilmember Wengert attended the Ad-Hoc Housing Committee meeting where staff did a great job providing a lot of information on the various properties. She said the list has been winnowed down to five.

Vice Mayor Richards – Attended an Emergency Preparedness Committee meeting. He attended a San Mateo County Office of Emergency Services meeting, where they discussed the mutual aid agreement for building departments, and the Skylawn Tower, trying to get 100,000 subscribers of SMC Alert by January. They also discussed the 2017 storms, which caused a total of \$38 million damage in the County. He attended the Conservation Committee meeting held on April 25 where they discussed the Bayland foxes that all died of canine distemper. He said they also expressed concern about the lack of planting at the end of the Priory track, the invasive non-natives recently planted in the Town Center planter boxes, and the condition of Spring Down. He said when they planted the native garden at the Town Center, they put name plates by a lot of the plants and all but two are missing.

Mayor Hughes – Mayor Hughes received a report from Planning Director Pedro on residential housing data since 2006 and he created a spreadsheet showing the percentage of allowable floor area used under the MFA calculations. He said the median houses, including basements, have basically been the same over the 10 years, the bigger homes are a little bigger, and there's been a dramatic drop in the size of the smaller homes. He said the smallest house every year has gone from a five-year average of 78 to 80 percent of the MFA down to 60 percent. He attended the opening of Priory Field with Town Manager Dennis. He also attended the Bicycle, Pedestrian and Traffic Safety Committee meeting held on April 5. He reported that Loni Singer was there to talk about street crossings and traffic safety in general, Leslie Latham was stepping down from the Committee, and shoulder widening would be starting in June.

(15) Town Manager Report – Town Manager Dennis reported that he and Planning Director Pedro have completed their follow-up meetings with Commissioners, stemming from the joint session of the ASCC and Planning Commission. He said the feedback they got was that the members of both Commissions feel more empowered and able to make findings and speak the language of their roles. He met with Eric Hartwig, Portola Valley School District Superintendent, regarding facility planning and housing possibilities. Town Manager Dennis shared the Town's process at looking at property and Mr. Hartwig agreed to rethink it and talk with some of his Superintendents. Town Manager Dennis had lunch with the General Manager of West Bay Sanitary District. He said he heard the Herb Dengler exhibition was very well attended with more than 100 people. Town Manager Dennis said he has attended 13 Neighborhood Watch Meetings and has another one tomorrow night. He said there has been trail sign vandalism. He said they are considering gates at Toyon and Arroyo to keep bicycles out. He reported that the Sheriff's Office decided to have a separate contract with the subcontractor for the installation of the ALPRs. A member of the Emergency Preparedness Committee donated a trailer to the Town for emergency backup use. He met with a subcommittee of the Ad-Hoc Committee on Town-Owned Property yesterday.

WRITTEN COMMUNICATIONS

(16) Town Council Digest – March 24, 2017

#4 – Flyer – Portola Valley Eco-Friendly Garden Tour – Sunday, April 2, 2017. Vice Mayor John Richards participated and had 73 visitors to his home.

(17) Town Council Digest – March 31, 2017

None.

(18) Town Council Digest – April 7, 2017

#6 – Flyer – Woodside/Portola Valley Earth Fair 2017 – Saturday, April 22, 2017. Councilmember Aalfs attended. He said 290 tickets were sold.

(19) Town Council Digest – April 14, 2017

#6 – Invitation – Council of Cities Dinner Meeting – Friday, April 28, 2017. Councilmembers Wengert and Richards will attend the April Council of Cities dinner meeting in Redwood City.

(20) Town Council Digest – April 21, 2017

None.

ADJOURNMENT [11:09 p.m.]

Mayor Hughes adjourned the meeting.

Mayor

Town Clerk