



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, May 9, 2018  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Hughes, Councilmember Derwin, Councilmember Aalfs, Vice Mayor Wengert and Mayor Richards

### ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

### CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

1. **Approval of Minutes** – April 25, 2018 (3)
2. **Approval of Warrant List** – May 9, 2018 (9)
3. **Recommendation by Interim Planning & Building Director** – Second Reading and Adoption of Proposed Ordinance Amending Chapter 18.12 [R-E (Real Estate) District Regulations] of the Portola Valley Municipal Code and Adopt a Finding that the Ordinance is Exempt from the California Environmental Quality Act. (20)
  - (a) Second Reading, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Section 8.12.040 [Accessory Uses Permitted] of the Portola Valley Municipal Code and Adoption of Finding that Ordinance is Exempt from the California Environmental Quality Act (Ordinance No. \_\_\_\_)
4. Appointment by Mayor – Member to the Finance Committee (26)

### REGULAR AGENDA

#### COMMITTEE REPORTS & REQUESTS

5. **Report by Parks & Recreation Committee** – Draft Mission Statement (28)
6. **Report by the Conservation Committee** – Committee Annual Report and Reports on Frog Pond and Town Owned Open Space (29)

#### STAFF REPORTS AND RECOMMENDATIONS

7. **Report by Interim Planning and Building Director** – Housing Element Annual Progress Report for 2017 (30)
8. **Report by Public Works Director** – Update on the Rodenticide Free Pilot Program on Town Center Softball Field and Request Council Direction (40)
9. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (52)  
 Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

10. **Town Manager Report** (53)

#### WRITTEN COMMUNICATIONS

11. **Town Council Digest** – April 26, 2018 (54)
12. **Town Council Digest** – May 3, 2018 (64)

#### ADJOURNMENT

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

**PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 966, April 25, 2018**

**CALL TO ORDER AND ROLL CALL**

Mayor Richards called the Town Council's Special meeting to order at 6:00 p.m. Attorney Silver called the roll.

Present: Councilmembers Mary Ann Moise Derwin, Jeff Aalfs, Craig Hughes; Vice Mayor Ann Wengert; Mayor John Richards. Councilmember Aalfs and Vice Mayor Wengert arrived at 6:05 p.m.

Absent: None

Others: Cara Silver, Town Attorney  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

None

**SPECIAL AGENDA**

(1) Planning Commissioner Interview and Appointment

Both applicants submitted applications, which were reviewed by the Council and included in the staff report. The applicants then participated in oral interviews with the Council.

The Town Council interviewed applicants Kori Anne Bagrowski and Anne Kopf-Sill.

Councilmember Hughes voted for Kori Anne Bagrowski. Councilmember Derwin, Councilmember Aalfs, Vice-Mayor Wengert and Mayor Richards voted for Anne Kopf-Sill.

Anne Kopf-Sill was appointed as the new Planning Commissioner.

**ADJOURNED: 6:25 p.m.**

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 966, April 25, 2018**

**CALL TO ORDER AND ROLL CALL**

Mayor Richards 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, Craig Hughes; Vice Mayor Ann Wengert; Mayor John Richards

Absent: None

Others: Jeremy Dennis, Town Manager  
Brandi de Garmeaux, Assistant to the Town Manager  
Arly Cassidy, Interim Planning Director  
Cara Silver, Town Attorney  
Howard Young, Public Works Director  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

None

**CONSENT AGENDA** [7:01 p.m.]

- (1) Approval of Minutes – Town Council Regular Meeting of April 11, 2018. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – April 25, 2018, in the amount of \$96,795.22
- (3) Appointment by Mayor – Member to the Historic Resources Committee.
- (4) Recommendation by Town Attorney -- Second Reading of Ordinance adding Chapter 18.39 [Cannabis Land Uses] and amending Section 8.12.010 [Definition of Nuisance] of the Portola Valley Municipal Code and Adopt Finding that Ordinance is Exempt from the California Environmental Quality Act (The Planning Commission recommended adoption) *[Removed from Consent Agenda.]*
  - (a) Second Reading, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.39 [Cannabis Land Uses] to Title 18 [Zoning] and Amending Section 8.12.010 [Definitions of Nuisance] of Chapter 8.12 [Nuisance Abatement] of Title 8 [Health & Safety] of the Portola Valley Municipal Code (Ordinance No. 2018-422)
- (5) Recommendation by Town Manager – Budget Amendment to Support Upcoming Gun Buyback Events
- (6) Recommendation by Town Manager – Opposition to AB 1912
- (7) Recommendation by Assistant to the Town Manager -- Adoption of a Resolution Allowing a Rate Increase under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials between the Town of Portola Valley and GreenWaste Recovery, Inc.
  - (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. 2756-2018)
- (8) Recommendation by Public Works Director -- Senate Bill 1 (SB1) Road Maintenance and Rehabilitation Account Funding and Submittal of a Project list
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting a Project List for Fiscal Year 2018-9 Funded by SB 1: The Road Repair and Accountability Act of 2017 (Resolution No. 2757-2018)

Councilmember Derwin moved to approve Items 2, 3, 5, 6, 7, and 8. Seconded by Councilmember Hughes the motion carried 5-0, by roll call vote.

(1) Approval of Minutes – Town Council Regular Meeting of April 11, 2018. Councilmember Aalfs said he perhaps should have abstained from voting on this item at the last meeting since there was a warrant written to him on the warrant list. Town Attorney Silver said it was okay that he voted on it. Councilmember Aalfs moved to approve Item 1 as amended. Seconded by Vice Mayor Wengert, the motion carried 5-0.

- (4) Recommendation by Town Attorney -- Second Reading of Ordinance adding Chapter 18.39 Cannabis Land Uses] and amending Section 8.12.010 [Definition of Nuisance] of the Portola Valley Municipal Code and Adopt Finding that Ordinance is Exempt from the California Environmental Quality Act (The Planning Commission recommended adoption) *[Removed from Consent Agenda.]*
- (a) Second Reading, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.39 [Cannabis Land Uses] to Title 18 [Zoning] and Amending Section 8.12.010 [Definitions of Nuisance] of Chapter 8.12 [Nuisance Abatement] of Title 8 [Health & Safety] of the Portola Valley Municipal Code (Ordinance No. 2018-422)

Councilmember Hughes moved to approve Second Reading of Ordinance adding Chapter 18.39 Cannabis Land Uses] and amending Section 8.12.010 [Definition of Nuisance] of the Portola Valley Municipal Code and Adopt Finding that Ordinance is Exempt from the California Environmental Quality Act. Seconded by Councilmember Derwin, the motion carried 3-2, Vice Mayor Wengert and Mayor Richards opposed.

## **REGULAR AGENDA**

### **STAFF REPORTS AND RECOMMENDATIONS**

#### **PUBLIC HEARING**

- (9) Recommendation by Interim Planning & Building Director – Introduction of Proposed Ordinance amending Section 18.12.040 [Accessory Uses Permitted] of the Portola Valley Municipal Code and Adoption of Finding that Ordinance is Exempt from the California Environmental Quality Act.
- (a) First Reading, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Section 8.12.040 [Accessory Uses Permitted] of the Portola Valley Municipal Code and Adoption of Finding that Ordinance is Exempt from the California Environmental Quality Act (Ordinance No. \_\_\_\_)

Interim Planning Director Cassidy presented the first reading of the proposed ordinance regarding ADUs to bring it into conformity with State law. She provided the background regarding the proposed amendments, highlighting some of the updates to the Code, as required by State law, and as detailed in the staff report.

Mayor Richards asked if the regulation requiring the Town to approve internal ADUs on any size lot would also apply to a small lot where someone tears a house down and builds a new house. Interim Planning Director Cassidy said the Code is worded that the house must be already existing for the conversion of space to an internal ADU, whereas an external ADU can be built in concurrence with the building of a new home. She said the internal ADU is specifically about conversion of space. Town Attorney Silver said the State Code has been amended several times, oftentimes to clarify previous amendments. She said with those clarifications, additional ambiguities arise. She said they have consulted several sources and have come up with their interpretation of the ordinance; however, she wanted to point out that it is a very difficult statute to interpret because it is ambiguous, internally inconsistent, and duplicative.

Vice Mayor Wengert presented an example of an existing home with an existing second unit and a pool structure. She asked if the Town's regulation would trump the State's regulation if the owners wanted to convert the pool structure to an ADU. Interim Planning Director Cassidy said her understanding is that it is clearly called out that only one ADU is allowed.

Councilmember Hughes said part of the reason the Town did not allow ADUs on smaller lots was due in part to the fact that many of the smaller lots tend to be on twisty, winding roads with no curbs, no places for cars to pass each other, limited sewer access, etc. He asked if Interim Planning Director Cassidy anticipated encountering potential problems because of that and if there was a need to look at the general

planning rules because of the potential impact of this. Interim Planning Director Cassidy said, with regard to the internal ADU, it would be difficult to apply additional rules selectively. She said the State law is very protective of not adding additional requirements. She said anyone can put an ADU in a normal home with no external change. She said it would be very difficult to put additional burdens on the average home developer, who may have no current or future plans to have an ADU. She said many of the internal conversion units will likely be occupied by people who are already part of the household, such as grown children, aging parents, housekeepers, nannies, etc. She recommends returning to this question after it has been in place for a year.

Town Manager Dennis said parking will be a primary concern for residents who live in areas with less than an acre. He said there could be a house with three bedrooms and six people living there, all six with cars, and there is no way to regulate that.

Councilmember Aalfs said some of the newer homes have very large basements, which would be a logical place to convert to an ADU. Mayor Richards said there are building code issues for access and egress and light, and it would be difficult to legally convert a basement. Interim Planning Director Cassidy said increasingly people are trying to use their basements and staff is seeing a lot of light wells. She said there is a potential that the entrance and exit could be through the light well, but it would require a lot of additional grading and changes. She said in the current code, basements don't count as floor area for the house, but the code does require that ADU basements count as floor area.

Town Manager Dennis said staff will be bringing a lot more information regarding ADUs to the Council; however, this proposed amendment is limited to complying with the State requirements.

Mayor Richards invited public comment. Hearing none, Mayor Richards brought the item back to the Council for further discussion or a motion.

Councilmember Hughes moved to conduct the First Reading of the Ordinance, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Section 8.12.040 [Accessory Uses Permitted] of the Portola Valley Municipal Code and Adoption of Finding that Ordinance is Exempt from the California Environmental Quality Act. Seconded by Councilmember Aalfs, the motion carried 5-0.

(10) Report by Town Manager – Council Priorities

Town Manager Dennis presented the revised list of Council Priorities based on the commentary heard from the Council on March 14, as detailed in the staff report.

Mayor Richards invited questions for Town Manager Dennis.

Councilmember Derwin suggested Item 2.a, Emergency Preparation Outreach Work, should call out wildfire preparation for residents.

Councilmember Derwin suggested Item 6, Sustainability, should include water conservation.

Vice Mayor Wengert suggested 1.b.i., Implementation of Engagement Effort Results, be broken down into three parts – prioritization of initial Town efforts following the outreach; design and develop housing initiatives; and launch initial projects.

Vice Mayor Wengert suggested #4 be named Town Administration, and move Items 6.d, 6.e, 6.f, and 6.g under that heading.

Vice Mayor Wengert said, regarding Item 5.d., Assessment & Fine-Tuning of Accella App, that it is in more of the introduction, adoption, and education stage, because none of the Council has seen any of it yet. She said assessment might happen next year. Town Manager Dennis said he would rather not wait a year for the assessment and fine-tuning.

Vice Mayor Wengert said “implementation” did not seem to be the appropriate word under 6.a., Town Center Microgrid, since it has not been determined if that would be moving forward yet. She suggested perhaps “Study and Assessment.”

In response to Councilmember Derwin’s question, Town Manager Dennis said a few items would be challenging – such as the youth commission, some items under Town strategic planning, and the climate action plan. He said the list is ambitious, but he is optimistic the tasks can be completed. He said staff is also comfortable with the list.

Town Manager Dennis said he will return to Council at the May 23 meeting with the revised priority list.

(11) Report by Town Manager – Investment Update

Town Manager Dennis said staff continues to work with Bank of America. Town Manager Dennis will report back to Council with updated information.

(12) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Hughes – Met with Communications and Sustainability Management Analyst regarding the posting of the Accella app to the store, which will be a continuing process.

Councilmember Derwin – Attended a HEART Board meeting today. She said they approved a request to authorize a \$750,000 loan to Moss Beach Association for predevelopment costs of the Cypress Point Family Rental Housing project.

Councilmember Aalfs – Attended the April 17 Trails and Paths Committee meeting. They discussed that the red paint on the wooden signs on the trails in the Ranch indicating “no dogs” and “no bikes” has faded and will be retouched. He said they are also conducting a trail inventory to have a baseline for the pilot project of no spraying. Town Manager Dennis said staff has learned that they need to go out earlier, because they have noted a few segments of a few trails where the trails have narrowed. He attended the Resource Management and Climate Protection meeting. He said RMCP is preparing a new County Energy and Water Sustainability Strategic Plan. He suggested that a Councilmember be a member of the group.

Vice Mayor Wengert – Attended a C/CAG meeting on April 12. She said they discussed highway funding for HOV lanes and there was a lot of opposition, citing economic disparity. She attended the annual Progress Seminar in Monterey. She said there was a variety of very interesting topics, including future mobility, shared economies, and motivating for change.

Mayor Richards – Attended a Cultural Arts meeting. They added a new member, Terry Lavine. They discussed the successful youth photo show and possibly making it an annual event. They discussed hosting a sock hop dance. They discussed hosing a movie night jointly with the library. He attended the Conservation Committee meeting April 24, where they discussed a new project on Mapache, working with Public Works on how to recognize invasives, and working on plans for major open space areas.

(13) Town Manager Report – Town Manager Dennis reported that the Earth Fair is Saturday, April 28, at Town Center, a Sheriff’s Coffee is on April 30, and a Second Units Community Meeting is on Saturday, May 5. He said the flyer regarding leaf blowers will be mailed next week. He said all staff departments have submitted their 2018-’19 FY budget. He said the Accella app is in beta testing within the building, primarily Public Works, before being launched. He also attended the Progress Seminar in Monterey, encouraged other Council members to attend, and suggested PCE also be represented. He met with the Library Administration regarding donor funds. He said staff discussed an active shooter incident plan. He said he will attend the Open Space Advisory Committee meeting being held on April 26. Town Manager or Assistant to Town Manager will reach out to the Council to get ideas on how staff can better support committee events. He met with a young man in his mid-20s who grew up in the Ranch to ask how the Town can reach his generation with regard to the housing discussion. He said the young man made

suggestions regarding social media and added that classmates he still talks to all want to come back to this community but feel it is essentially hopeless.

**WRITTEN COMMUNICATIONS**

(14) Town Council Digest – April 13, 2018

#6 – Invitation to April Council of Cities Dinner Meeting hosted by City of Half Moon Bay. Councilmember Derwin and Mayor Richards will attend

#7 – Letter from Sequoia Union High School District re: Adjusting School Developer Fees. There has not been a significant increase in developer fees.

(15) Town Council Digest – April 20, 2018

None.

**ADJOURNMENT [8:02 p.m.]**

Mayor Richards adjourned the meeting.

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Mayor

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Town Clerk



INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/09/2018

Date: 05/02/2018

Time: 5:33 pm

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ALLIANT INSURANCE SERVICES,	Insurance Premium, Annual PV	19684	05/09/2018	
	Horse Fair		05/09/2018	
INC.	0685		05/09/2018	0.00
NEWPORT BEACH	BOA	52638	05/09/2018	0.00
CA 92660	831512			306.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	306.00	0.00

Check No.	52638	Total:	306.00
Total for	ALLIANT INSURANCE SERVICES,		306.00

ANIMAL DAMAGE MGMT INC	March Pest Control	19677	05/09/2018	
			05/09/2018	
16170 VINEYARD BLVD. #150	804		05/09/2018	0.00
MORGAN HILL	BOA	52639	05/09/2018	0.00
CA 95037	107836			695.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	572.50	0.00
05-66-4342	Landscape Supplies & Services	122.50	0.00

Check No.	52639	Total:	695.00
Total for	ANIMAL DAMAGE MGMT INC		695.00

ARC	PV Map Copies	19678	05/09/2018	
			05/09/2018	
P.O. BOX 192224	0112		05/09/2018	0.00
SAN FRANCISCO	BOA	52640	05/09/2018	0.00
CA 94119-2224	1901556			46.95

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	46.95	0.00

Check No.	52640	Total:	46.95
Total for	ARC		46.95

BEAR ELECTRICAL SOLUTIONS	Lighted Crosswalk Repairs	19679	05/09/2018	
			05/09/2018	
1341 ARCHER STREET	0775		05/09/2018	0.00
ALVISO	BOA	52641	05/09/2018	0.00
CA 95002	6115			3,135.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	3,135.00	0.00

Check No.	52641	Total:	3,135.00
Total for	BEAR ELECTRICAL SOLUTIONS		3,135.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
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State/Province Zip/Postal	Invoice Number			Check Amount
ARLY CASSIDY	Reimbursement, A. Cassidy, BAPDA Spring 2018 Mtg	19680	05/09/2018	
	0638		05/09/2018	0.00
	BOA	52642	05/09/2018	0.00
				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	50.00	0.00

Check No.	52642	Total:	50.00
Total for	ARLY CASSIDY		50.00

CHAPARRAL AT WOODSIDE	Pony for Earth Fair	19681	05/09/2018	
			05/09/2018	
4040 WOODISE ROAD	1448		05/09/2018	0.00
WOODSIDE	BOA	52643	05/09/2018	0.00
CA 94062				300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	300.00	0.00

Check No.	52643	Total:	300.00
Total for	CHAPARRAL AT WOODSIDE		300.00

CITY OF HALF MOON BAY	Dinner/Mtg, J. Richards	19682	05/09/2018	
ATTN: Jonathan Roisman			05/09/2018	
501 MAIN STREET	0257		05/09/2018	0.00
HALF MOON BAY	BOA	52644	05/09/2018	0.00
CA 94019				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	50.00	0.00

Check No.	52644	Total:	50.00
Total for	CITY OF HALF MOON BAY		50.00

CLAYMORE CLYDESDALES	Carriage Rides, Annual PV Horse Fair	19683	05/09/2018	
			05/09/2018	
10300 NEW AVENUE	0776		05/09/2018	0.00
GILROY	BOA	52645	05/09/2018	0.00
CA 95020				800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	800.00	0.00

Check No.	52645	Total:	800.00
Total for	CLAYMORE CLYDESDALES		800.00

CONTEMPORARY ENGRAVING CO.	Mtg Nameplate, A. Kopf-Sill	19685	05/09/2018	
			05/09/2018	
425 LAMBERT AVE	0191		05/09/2018	0.00
PALO ALTO	BOA	52646	05/09/2018	0.00
CA 94306	25986			32.70

GL Number	Description	Invoice Amount	Amount Relieved
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05-64-4308	Office Supplies	32.70	0.00	
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Check No.	52646	Total:	32.70
Total for	CONTEMPORARY ENGRAVING CC		32.70

CPRS	Playground Safety Training, J.	19686	05/09/2018	
	Bixby		05/09/2018	
7971 FREEPORT BLVD	0777		05/09/2018	0.00
SACRAMENTO	BOA	52647	05/09/2018	0.00
CA 95832				790.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	790.00	0.00

Check No.	52647	Total:	790.00
Total for	CPRS		790.00

CSI CUSTOM HOMES	Refund Deposit, 198 Paloma	19687	05/09/2018	
			05/09/2018	
1755 E. BAYSHORE ROAD	573		05/09/2018	0.00
REDWOOD CITY	BOA	52648	05/09/2018	0.00
CA 94063				2,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,000.00	0.00

Check No.	52648	Total:	2,000.00
Total for	CSI CUSTOM HOMES		2,000.00

ECS IMAGING	Annual Imaging Renewal -	19688	05/09/2018	
	05/27/18 - 05/26/2019		05/09/2018	
5905 BROCKTON AVE	1466		05/09/2018	0.00
RIVERSIDE	BOA	52649	05/09/2018	0.00
CA 92506	13007			4,003.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensng	4,003.00	0.00

Check No.	52649	Total:	4,003.00
Total for	ECS IMAGING		4,003.00

FEDEX	CH Flooring Samples	19689	05/09/2018	
			05/09/2018	
P.O. BOX 7221	0066		05/09/2018	0.00
PASADENA	BOA	52650	05/09/2018	0.00
CA 91109-7321				64.70

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	64.70	0.00

Check No.	52650	Total:	64.70
Total for	FEDEX		64.70

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State/Province Zip/Postal	Invoice Number			Check Amount
GUN BY GUN	Contribution, SMC Gun Buyback	19690	05/09/2018	
	Event 05/05/18		05/09/2018	
18 S. VENICE BLVD	0778		05/09/2018	0.00
LOS ANGELES	BOA	52637	05/09/2018	0.00
CA 90291				10,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4222	BevRcvclComServ	10,000.00	0.00

Check No.	52637	Total:	10,000.00 H
Total for	GUN BY GUN		10,000.00

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SHARON HANLON	Reimbursement, 2018 City Clerk	19691	05/09/2018	
	Annual Conf.		05/09/2018	
	0267		05/09/2018	0.00
	BOA	52651	05/09/2018	0.00
				233.68

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	233.68	0.00

Check No.	52651	Total:	233.68
Total for	SHARON HANLON		233.68

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
HILLYARD, INC	Janitorial Supplies	19692	05/09/2018	
			05/09/2018	
P.O. BOX 843025	531		05/09/2018	0.00
KANSAS CITY	BOA	52652	05/09/2018	0.00
MO 64184-3025	602965281			320.38

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	106.79	0.00
05-66-4341	Community Hall	106.79	0.00
25-66-4340	Building Maint Equip & Supp	106.80	0.00

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
HILLYARD, INC	Janitorial Supplies	19693	05/09/2018	
			05/09/2018	
P.O. BOX 843025	531		05/09/2018	0.00
KANSAS CITY	BOA	52652	05/09/2018	0.00
MO 64184-3025	602965280			465.98

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	155.32	0.00
05-66-4341	Community Hall	155.33	0.00
25-66-4340	Building Maint Equip & Supp	155.33	0.00

Check No.	52652	Total:	786.36
Total for	HILLYARD, INC		786.36

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
INTERSTATE TRAFFIC CNTRL	Neighborhood Watch Signage	19694	05/09/2018	
			05/09/2018	
1700 INDUSTRIAL ROAD, STE B	564		05/09/2018	0.00
SAN CARLOS	BOA	52653	05/09/2018	0.00
CA 94070	224399			352.73

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	352.73	0.00

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

INTERSTATE TRAFFIC CNTRL	Trail Signage	19719	05/09/2018	
		00006540	05/09/2018	
1700 INDUSTRIAL ROAD, STE B	564		05/09/2018	0.00
SAN CARLOS	BOA	52653	05/09/2018	0.00
CA 94070	224055			542.94

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	542.94	542.94

Check No.	52653	Total:	895.67
Total for	INTERSTATE TRAFFIC CNTRL		895.67

JETMULCH INC	Wood Chips - Playground	19695	05/09/2018	
		00006523	05/09/2018	
P.O. BOX 1667	0348		05/09/2018	0.00
CAPITOLA	BOA	52654	05/09/2018	0.00
CA 95010	8018-OL			2,117.91

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	2,117.91	2,117.91

Check No.	52654	Total:	2,117.91
Total for	JETMULCH INC		2,117.91

JORGENSON SIEGEL MCCLURE & FLEGEL	March Statement	19696	05/09/2018	
			05/09/2018	
1100 ALMA STREET	0089		05/09/2018	0.00
MENLO PARK	BOA	52655	05/09/2018	0.00
CA 94025				16,662.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	13,672.50	0.00
96-54-4186	Attorney - Charges to Appls	2,990.00	0.00

Check No.	52655	Total:	16,662.50
Total for	JORGENSON SIEGEL MCCLURE &		16,662.50

LEWCON BUILDERS	Refund Deposit, 15 Los Charros	19697	05/09/2018	
	Permit #BLDR0229-2017		05/09/2018	
195 WILLOWBROOK DRIVE	522		05/09/2018	0.00
PORTOLA VALLEY	BOA	52656	05/09/2018	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	52656	Total:	1,000.00
Total for	LEWCON BUILDERS		1,000.00

LOS GATOS ROOFING	Refund Deposit, 243 Echo	19698	05/09/2018	
	Permit #BLDR046-2018		05/09/2018	
PO BOX 1726	862		05/09/2018	0.00
LOS GATOS	BOA	52657	05/09/2018	0.00
CA 95031				1,000.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	1,000.00	0.00	
		Check No. 52657	Total:	1,000.00
		Total for	LOS GATOS ROOFING	1,000.00

CHARLES MCALLISTER	Reimbursement, Work Apparel	19699	05/09/2018	
			05/09/2018	
	0779		05/09/2018	0.00
	BOA	52658	05/09/2018	0.00
				108.73

GL Number	Description	Invoice Amount	Amount Relieved	
05-60-4267	Tools & Equipment	108.73	0.00	
		Check No. 52658	Total:	108.73
		Total for	CHARLES MCALLISTER	108.73

MUNICIPAL CODE CORPORATION	Supplement to PV Code of Ord	19700	05/09/2018	
			05/09/2018	
P.O. BOX 2235	788		05/09/2018	0.00
TALLAHASSEE	BOA	52659	05/09/2018	0.00
FL 32316	00307350			2,602.11

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4300	Codification	2,602.11	0.00	
		Check No. 52659	Total:	2,602.11
		Total for	MUNICIPAL CODE CORPORATION	2,602.11

NCE	CIP 17/18 Resurf Proj Pavement	19701	05/09/2018	
Nichols Consulting Engineers	Design Services		05/09/2018	
1885 S. ARLINGTON AVE	0183		05/09/2018	0.00
RENO	BOA	52660	05/09/2018	0.00
NV 89509	424215503			11,535.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-68-4503	CIPStreetDesignFutureFY	11,535.00	0.00	
		Check No. 52660	Total:	11,535.00
		Total for	NCE	11,535.00

PERS HEALTH	May Health	19702	05/09/2018	
			05/09/2018	
VIA EFT	0108		05/09/2018	0.00
	BOA	52661	05/09/2018	0.00
				11,926.24

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4086	Health Insurance Medical	11,926.24	0.00	
		Check No. 52661	Total:	11,926.24
		Total for	PERS HEALTH	11,926.24

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

PLATINUM FACILITY SERVICES	April Janitorial	19703	05/09/2018	
			05/09/2018	
1530 OAKLAND RD., #150	402		05/09/2018	0.00
SAN JOSE	BOA	52662	05/09/2018	0.00
CA 95112	31543			4,903.13

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,203.35	0.00
05-66-4344	Janitorial Services	2,467.64	0.00
25-66-4344	Janitorial Services	1,232.14	0.00

Check No.	52662	Total:	4,903.13
<u>Total for</u>	PLATINUM FACILITY SERVICES		4,903.13

CYNTHIA RICHARDSON	April Planning Consult Svcs	19704	05/09/2018	
dba Richardson Consulting			05/09/2018	
24 CAMPBELL LANE	1250		05/09/2018	0.00
MENLO PARK	BOA	52663	05/09/2018	0.00
CA 94025				7,875.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	1,391.25	0.00
96-54-4198	Planner - Charges to Appls	6,483.75	0.00

Check No.	52663	Total:	7,875.00
<u>Total for</u>	CYNTHIA RICHARDSON		7,875.00

CHRIS ROMANO	Horse Fair 5/12/18, Cartoonist	19705	05/09/2018	
			05/09/2018	
521 ROCKY WAY	0780		05/09/2018	0.00
WOODSIDE	BOA	52664	05/09/2018	0.00
CA 94062				50.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	50.00	0.00

Check No.	52664	Total:	50.00
<u>Total for</u>	CHRIS ROMANO		50.00

RON RAMIES AUTOMOTIVE, INC.	'91 Ford Brakes & Service	19718	05/09/2018	
		00006537	05/09/2018	
115 PORTOLA ROAD	422		05/09/2018	0.00
PORTOLA VALLEY	BOA	52665	05/09/2018	0.00
CA 94028	57894			1,273.51

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	1,273.51	1,273.51

Check No.	52665	Total:	1,273.51
<u>Total for</u>	RON RAMIES AUTOMOTIVE, INC.		1,273.51

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
SAN MATEO LAWNMOWER	String Trimmer Service	19706	05/09/2018	
			05/09/2018	
760 S. AMPHLETT BLVD	0412		05/09/2018	0.00
SAN MATEO	BOA	52666	05/09/2018	0.00
CA 94402	178900			90.49

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	90.49	0.00

Check No.	52666	Total:	90.49
Total for	SAN MATEO LAWNMOWER		90.49

CHRISTOPHER SHAFFER	Refund Deposit, 5 Pomponio	19707	05/09/2018	
			05/09/2018	
5 POMPONIO	0781		05/09/2018	0.00
PORTOLA VALLEY	BOA	52667	05/09/2018	0.00
CA 94028				504.62

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	504.62	0.00

Check No.	52667	Total:	504.62
Total for	CHRISTOPHER SHAFFER		504.62

SHARP BUSINESS SYSTEMS	March Copies	19708	05/09/2018	
			05/09/2018	
DEPT. LA 21510	0199		05/09/2018	0.00
PASADENA	BOA	52668	05/09/2018	0.00
CA 91185-1510	C979589-541			274.57

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	274.57	0.00

Check No.	52668	Total:	274.57
Total for	SHARP BUSINESS SYSTEMS		274.57

SPARTAN ENGINEERING	Upgraded Burglar Alarm, TH	19709	05/09/2018	
			05/09/2018	
510 PARROTT STREET, #6	0095		05/09/2018	0.00
SAN JOSE	BOA	52669	05/09/2018	0.00
CA 95112	J4565			1,268.81

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,268.81	0.00

Check No.	52669	Total:	1,268.81
Total for	SPARTAN ENGINEERING		1,268.81

STANDARD INSURANCE CO.	LTD/Life Premium	19710	05/09/2018	
			05/09/2018	
PO BOX 5676	0469		05/09/2018	0.00
PORTLAND	BOA	52670	05/09/2018	0.00
OR 97228				826.46

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-50-4091	Long Term Disability Insurance	826.46	0.00	
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Check No.	52670	Total:	826.46
Total for	STANDARD INSURANCE CO.		826.46

ALI TAGHAVI	Reimbursement, Earth Fair 2018	19711	05/09/2018	
	0747		05/09/2018	0.00
	BOA	52671	05/09/2018	0.00
				186.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4335	Sustainability	186.79	0.00

Check No.	52671	Total:	186.79
Total for	ALI TAGHAVI		186.79

THERMAL MECHANICAL, INC	Inspection of Air Handler, TH	19712	05/09/2018	
			05/09/2018	
425 ALDO AVENUE	955		05/09/2018	0.00
SANTA CLARA	BOA	52672	05/09/2018	0.00
CA 95054	72419			760.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	760.00	0.00

Check No.	52672	Total:	760.00
Total for	THERMAL MECHANICAL, INC		760.00

TURF & INDUSTRIAL EQUIPMENT CO	Tractor Tune-up/Repairs	19717	05/09/2018	
		00006538	05/09/2018	
2715 LAFAYETTE STREET	513		05/09/2018	0.00
SANTA CLARA	BOA	52673	05/09/2018	0.00
CA 95050	R023755			1,857.99

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	1,857.99	1,857.99

Check No.	52673	Total:	1,857.99
Total for	TURF & INDUSTRIAL EQUIPMENT		1,857.99

VORTEX INDUSTRIES, INC.	Repairs for Library Handicap	19713	05/09/2018	
File 1095	Door		05/09/2018	
1801 W. OLYMPIC BLVD	0581		05/09/2018	0.00
PASADENA	BOA	52674	05/09/2018	0.00
CA 91199	45-1238864-1			385.00

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4346	Mechanical Sys Maint & Repair	385.00	0.00

Check No.	52674	Total:	385.00
Total for	VORTEX INDUSTRIES, INC.		385.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
ANN WENGERT	Reimbursement, Progress Seminar - A. Wengert	19714	05/09/2018	
			05/09/2018	
150 GROVE DRIVE	633		05/09/2018	0.00
PORTOLA VALLEY	BOA	52675	05/09/2018	0.00
CA 94028				246.83

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	246.83	0.00

Check No.	52675	Total:	246.83
Total for	ANN WENGERT		246.83

SUSAN WORLEY	Horse Fair 2018, Face Painter	19715	05/09/2018	
			05/09/2018	
2249 COLUMBIA STREET	0782		05/09/2018	0.00
PALO ALTO	BOA	52676	05/09/2018	0.00
CA 94306				300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	300.00	0.00

Check No.	52676	Total:	300.00
Total for	SUSAN WORLEY		300.00

HOWARD YOUNG	Reimbursement, PW Conf/League of CA Cities- H. Young	19716	05/09/2018	
			05/09/2018	
	0783		05/09/2018	0.00
	BOA	52677	05/09/2018	0.00
				500.60

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	500.60	0.00

Check No.	52677	Total:	500.60
Total for	HOWARD YOUNG		500.60

Total Invoices:	43	Grand Total:	92,445.35
		Less Credit Memos:	0.00
		Net Total:	92,445.35
		Less Hand Check Total:	10,000.00
		Outstanding Invoice Total:	82,445.35

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**May 9, 2018**

Claims totaling \$92,445.35 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

\_\_\_\_\_  
Jeremy Dennis, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Arly Cassidy, Interim Planning Director

**DATE:** May 9, 2018

**RE:** Second Reading: Waive Further Reading and Adopt Proposed Ordinance amending Chapter 18.12 [R-E (Residential Estate) District Regulations] of the Portola Valley Municipal Code and Adopt a Finding that the Ordinance is Exempt from the California Environmental Quality Act

## **RECOMMENDATION**

Staff recommends that the Town Council:

1. Adopt a finding that the ordinance is exempt from the California Environmental Quality Act (CEQA); and
2. Waive further reading and adopt the attached ordinance amending Chapter 18.12 [R-E (Residential Estate) District Regulations] of the Portola Valley Municipal Code relative to Second Units (Attachment 1).

## **DISCUSSION**

On April 25, 2018, THE Town Council conducted a public hearing on an ordinance amending Chapter 18.12 [R-E (Residential Estate) District Regulations] of the Portola Valley Municipal Code as it pertains to second units, also known as Accessory Dwelling Units or ADUs. The Council voted 5-0 to introduce the ordinance for first reading and to adopt a finding that the ordinance be exempt from the California Environmental Quality Act. No changes were proposed to the ordinance language.

## **ENVIRONMENTAL REVIEW**

The proposed ordinance is exempt from California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code.

## **FISCAL IMPACT**

No direct or immediate fiscal impact is expected from this ordinance change. It is likely that the number of second unit applications the town receives, both for ASCC review and for ministerial building permit review, will slowly increase over the next few years. Revenue generation from these permit fees will not likely represent a significant

increase in overall revenues for the department or the Town, especially if these fees are revised downward in order to support further ADU creation. There is likely to be some increase in property values, and therefore property taxes, due to the creation of additional living space and number of units on specific properties, though this will only manifest upon title transfer for a property with an ADU. This, too, is unlikely to represent a large percentage of Town revenues.

**ATTACHMENTS**

1. Proposed Second Unit Ordinance

**Approved by:** Jeremy Dennis, Town Manager



**ORDINANCE NO. 2017 - \_\_\_\_****ORDINANCE AMENDING TITLE 18 [ZONING] OF THE PORTOLA VALLEY MUNICIPAL CODE RELATIVE TO SECOND UNITS**

**WHEREAS**, on January 14, 2015, the Town Council of the Town of Portola Valley (“Town”) adopted its current Housing Element identifying second units as a very effective way of providing affordable housing in town;

**WHEREAS**, recognizing the potential for second units as a housing strategy, California has passed several laws to lower the local regulatory barriers to construction, and continues to update its Government Code to further these goals;

**WHEREAS**, in order to fully comply with the most recent California legislation (AB 494 and SB 29), the Town must amend its Second Unit Ordinance regarding parking requirements, conversion of structures to ADUs, and the ministerial process;

**WHEREAS**, the ASCC held a duly noticed hearing on March 26, 2018 and recommended the proposed ordinance for approval;

**WHEREAS**, the Planning Commission held a duly noticed hearing on April 4, 2018, suggested two changes to the proposed language, and recommended the proposed ordinance for approval;

**NOW, THEREFORE**, the Town Council of the Town of Portola Valley does **ORDAIN** as follows:

1. **AMENDMENT OF CODE**. Subsection (B) of Section 18.12.040 [Accessory Uses Permitted] of Chapter 18.12 [R-E (Residential Estate) District Regulations] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended in its entirety to read as follows:

- B. The Town Planner shall act on an application for a second unit, either attached or detached, within 120 days of receipt if the proposed second unit meets all of the conditions identified below. The application for a second unit shall include all the information required by Section 18.64.040.A.1 through 13. The Town Planner may refer the application to the Town Geologist, Director of Public Works, Fire Chief and County Health Department for review prior to action on the application. Any application that does not meet all of the conditions identified below may apply for architectural and site plan review by the Architectural & Site Control Commission, provided that no second unit in the R-E-2A or R-E-2.5A zoning districts shall exceed 1,200 square feet and no second unit in the R-E-3.5A, R-E-5A or R-E-7.5A shall exceed 1,500 square feet.

1. Property and Unit Size.
  - a. One fully internal second unit up to 1,200 square feet or 50% of the primary dwelling unit, whichever is less, on all lots with a proposed or existing single family home which is permitted by right in that zoning district, provided the entire second unit is contained within an existing residence or legal accessory structure.
  - b. One attached or detached second unit up to 1,000 square feet is permitted on a residentially zoned parcel which is one acre or larger.
  - c. Two second units up to 1,000 square feet each are permitted on a residentially zoned parcel of 3.5 acres or larger. Only one of the second units may be detached from the main dwelling, except that both second units may be detached if both are created by converting existing floor area in legal accessory structures into second units.
2. Design Requirements. Except as stated expressly herein, a second unit must comply with the site development standards and design guidelines applicable to the R-E zoning district, including but not limited to parking, height, setback, lot coverage, landscape and maximum size.
  - a. Second unit floor area is inclusive of any basement area, but exclusive of any garage or carport area.
  - b. The second unit is served by the same vehicular access to the street as the main dwelling.
  - c. Color reflectivity values shall not exceed 40%, except that trim colors shall not exceed 50% reflectivity. Roofs shall not exceed 50% reflectivity.
  - d. All lighting fixtures shall comply with the Town's Municipal Code (Section 18.36.040.A.8, Outdoor Illumination) and Design Guidelines relative to lighting fixtures.
  - e. Landscape plantings shall be selected from the Town's list of approved native plants and shall adhere to the Town's Landscaping Guidelines.
  - f. The second unit shall not exceed a vertical building height of 18 feet with a maximum building height of 24 feet, as defined in Section 18.54.020A.
  - g. The second unit shall have colors, materials and architecture similar to the main dwelling.
  - h. The second unit shall not be visible from a local scenic corridor as identified in the General Plan.
  - i. No setback shall be required for an existing garage that is converted to a second unit or a portion of a second unit, and a setback of no more than five feet from the side and rear lot lines

shall be required for a second unit that is constructed above a garage.

- j. If the second unit is created by the conversion of an existing structure on the property, the second unit must have independent exterior access, and side and rear setbacks that are sufficient for fire safety.

3. Parking Requirements.

- a. One dedicated parking space shall be provided for each second unit.
- b. Parking spaces in garages or carports shall be at least 10 feet wide by 20 feet. Uncovered spaces shall be at least 9 feet by 18 feet.
- c. Parking spaces do not have to be covered, guest spaces are not required and tandem parking in driveways and in setbacks is permitted.
- d. When an existing garage, carport, or covered parking structure is demolished in conjunction with the construction of a second unit, or is converted to a second unit, the replacement spaces may be located in any configuration on the same lot as the second unit, including, but not limited to, as covered spaces, uncovered spaces, or tandem spaces, or by the use of mechanical automobile lifts.
- e. If the second unit is created entirely by the conversion of an existing structure, then no parking requirement shall apply.

4. Owner Occupancy and Rental Restrictions.

- a. A second unit shall be permitted only on a lot containing a single-family dwelling.
  - b. The second unit shall have the same address as the main dwelling.
  - c. Second units may not be sold separately from the main dwelling.
  - d. Either the second unit or the main dwelling shall be owner occupied. If the second unit is rented, any such rental shall not be for a term of less than 30 days.
5. An application for a second unit, if dependent on a septic tank and drain field, will be referred to and require approval of the County Health Officer in accordance with Town policies.
6. Second units must comply with local Building Code requirements, including fire sprinkler requirements, unless a modification or waiver of the fire sprinkler requirement is approved by the Fire Marshall. A second unit created by the conversion of existing space within an existing single-family residence shall not be required to provide fire sprinklers if they are not required for the primary residence.



7. Written notification of a second unit permit application shall be given to owner(s) of adjoining properties at least six days prior to action by the Town Planner.

2. CONSISTENCY WITH STATE LAW. This ordinance is intended to be consistent with State law regulating accessory dwelling units and to the extent there is any inconsistency with such State law requirements, State law shall control.

3. SEVERABILITY. If any part of this ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or the applicability of this ordinance to other situations.

4. ENVIRONMENTAL REVIEW. Pursuant to Public Resources Code Section 21080.17, an ordinance providing for the creation of section units in single family residential zones is not subject to the California Environmental Quality Act.

5. EFFECTIVE DATE; POSTING. This ordinance shall become effective 30 days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST

\_\_\_\_\_  
Town Clerk

By: \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

\_\_\_\_\_  
Town Attorney

A new entry to a form/survey has been submitted.

**Form Name:** Committee Application  
**Date & Time:** 03/14/2018 11:04 PM  
**Response #:** 60  
**Submitter ID:** 3399  
**Time to complete:** 53 min. , 29 sec.

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## Survey Details

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### Page 1

Committee applications are submitted to Portola Valley's Town Clerk, Sharon Hanlon. Please feel free to forward a letter of interest or resume with your application as well. Sharon can be reached at (650) 851-1700 ex210, or you may email her at [shanlon@portolavalley.net](mailto:shanlon@portolavalley.net).

**Name of committee which I am interested in serving on (please note that only committees currently seeking volunteers are listed):**

Finance

#### Applicant Information

**Full Name** Jason Pressman  
**Email Address**  
**Street Address**  
**City/Zip** Portola Valley  
**Number of years in** 14  
**Portola Valley**  
**Cell Phone**  
**Home Phone**  
**Other Phone** Not answered  
**Emergency Preparedness** Not answered

#### Preferred Phone Contact Number

Cell

#### I prefer to receive Town communications via

E-mail (recommended)

**Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.**

I have loved Portola Valley since I first visited friends here in 1998 when I was in business school at Stanford. I'm active on the trails and my family loves the town and community. We're building our dream home in Westridge and as part of the application and permitting process, i became quite familiar with ASCC and the other committees. I'd like to get involve to help support our community and feel that i have strong experience that can help on the finance committee. Regarding specific relevant experience, i have an B.S. in Finance from the University of Maryland and an MBA from the Stanford Graduate School of Business. I spent three years as an investment banker (1995-1998), close to five years running various

groups at Walmart.com (2000-late 2004) and have been a venture capitalist at my firm Shasta Ventures for over 13 years (since January 2005).

**Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.**

I don't think that i have any conflicts or perceived conflicts. I am building a home in Westridge and we should move in later this year (2018).

**TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.**

Thank you,  
Portola Valley, CA

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**This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.**

#5

There are no written materials for the Parks & Recreation Committee Draft Mission Statement

#6

There are no written materials for Conservation Committee Reports



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Arly Cassidy, Interim Planning Director

**DATE:** May 9, 2018

**RE:** Housing Element Annual Progress Report for 2017

### **RECOMMENDATION**

Staff recommends that the Town Council review the attached annual housing element progress report and authorize submittal of the document to the California Department of Housing and Community Development (HCD).

### **BACKGROUND**

State law requires that the Town submit an annual report to HCD to detail implementation of the Housing Element and demonstrate progress in meeting its share of regional housing need for the planning period (2014-2022). This report must be provided on a form provided by HCD. In addition, the governing body must consider the report at a meeting where members of the public would have an opportunity to provide comments.

### **DISCUSSION**

In year four of the 2014-2022 planning period, the Town has already exceeded the target for producing housing units in the Very Low and Extremely Low household income category (HCD form with 2017 data, Attachment 1). Detailed information on the number of housing units that received building permits in 2017 and brief descriptions and updates on the eight programs from the Town's Housing Element is provided in the Planning Commission staff report (Attachment 2).

The Planning Commission reviewed the report at their meeting on May 2, 2018 and discussed many elements of housing element policy, but did not recommend any changes before forwarding the report to HCD. The Commission discussed the merits of a survey to capture how ADUs are being used in Portola Valley and requested that staff poll surrounding jurisdictions to gauge if they have conducted similar surveys and how the data informed decisions. The Commission noted that data from such a study could influence policy and direction in the future.

### **FISCAL IMPACT**

None

**ATTACHMENTS**

1. 2017 Annual Housing Element Progress Report
2. Planning Commission staff report dated May 2, 2018

**Approved by:** Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "JDennis", is positioned to the right of the text "Approved by: Jeremy Dennis, Town Manager".

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

**Jurisdiction**      Town of Portola Valley  
**Reporting Period**      1/1/2017 - 12/31/2017

**Table A**  
**Annual Building Activity Report Summary - New Construction**  
**Very Low-, Low-, and Mixed-Income Multifamily Projects**

Housing Development Information							Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions		
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			See Instructions	See Instructions	
(9) Total of <b>Moderate and Above Moderate</b> from Table A3					2	6	8				
(10) Total by income Table A/A3					2	6	8				
(11) Total <b>Extremely Low-Income</b> Units*											

\* Note: These fields are voluntary



## ANNUAL ELEMENT PROGRESS REPORT

### *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction** Town of Portola Valley  
**Reporting Period** 1/1/2017 - 12/31/2017

**Table A2**  
**Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c )(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

\* Note: This field is voluntary

**Table A3**  
**Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for <b>Moderate</b>	0			2		2	
No. of Units Permitted for <b>Above Moderate</b>	4			2		6	

\* Note: This field is voluntary

## ANNUAL ELEMENT PROGRESS REPORT

### *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction**      Town of Portola Valley

**Reporting Period**      1/1/2017 - 12/31/2017

**Table B**

### Regional Housing Needs Allocation Progress

#### Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2014	2015	2016	2017	2018	2019	2020	2021	2022	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted Non-deed restricted	21										-2
			4	3	10	6					23	
Low	Deed Restricted Non-deed restricted	15										11
			2	0	1	1					4	
Moderate	Deed Restricted Non-deed restricted	15										9
			2	1	1	2					6	
Above Moderate		13	6	8	8	6					28	-15
Total RHNA by COG. Enter allocation number:		64										3
Total Units    ▶ ▶ ▶			14	12	20	15					61	
Remaining Need for RHNA Period    ▶ ▶ ▶ ▶ ▶												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

**Jurisdiction**           Town of Portola Valley  
**Reporting Period**       1/1/2017 - 12/31/2017

**Table C**

**Program Implementation Status**

Program Description (By Housing Element Program Names)	<b>Housing Programs Progress Report - Government Code Section 65583.</b> Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Inclusionary Housing	Develop amendments to the inclusionary housing program	2016	The Housing Options Strategic Plan was completed in 2016 with ongoing implementation. Town Council recommended postponing a draft housing impact fee study and allotment of affordable housing funds from the Inclusionary Housing Ordinance until the Housing Options Strategic Plan is fully implemented.
Affiliated Housing	Allow affiliated multifamily housing projects on institutional properties	Ongoing	Staff continues to engage with businesses in Town to gauge interest in joining the Affiliated Housing Program via outreach to employers and an employee survey.
Second Units	Amend the zoning ordinance to further encourage second units	Completed 2015; Continuing Updates	Town Council approved a Second Unit Ordinance update on May 24, 2017 to comply with state law, and staff has begun a second round of updates to reflect 2017 changes to state law. With a grant from Home for All, the Town is hosting community conversations around housing; the second conversation will focus on ADUs.
Shared Housing	Continue to work with HIP Housing to improve publicity of its home-sharing program to residents and employees	Ongoing	HIP regularly attends the Town Farmer's Market. Staff posted monthly fliers to a local online forum throughout 2017. Staff plans to expand exposure to HIP by including them in future discussion and promotion of ADUs in the community.
Fair Housing	Continue to publicize the County-wide program	Ongoing	Staff will continue to ensure information on Project Sentinel is readily attainable on its website.
Energy Cons'n & Sustainability	Continue green and energy conservation measures, revising them and developing new ones as necessary	Ongoing	Town Council approved the Green Building Ordinance (GBO) on January 11, 2017; the GBO was approved by the California Energy Commission in July and went into effect August 15, 2017. Staff reviews planning and building applications against the ordinance to ensure compliance at the proper point level.
Explore Future Housing Needs	Analyze housing needs and trends and explore potential programs to meet future housing needs beyond 2022	Ongoing	Council identified affordable housing as its number one priority two years in a row. An ad hoc committee created to evaluate town-owned sites for potential housing units identified four parcels for future focus.
Transitional & Supportive Housing Ord. Amd't	Amend the zoning ordinance to fully comply with state law relative to transitional and supportive housing	2017	Staff anticipates completing the ordinance update before the end of the Housing Element cycle in 2022.

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

**Jurisdiction**      Town of Portola Valley  
**Reporting Period**      1/1/2017 - 12/31/2017

**General Comments:**



# TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Planning Commission

**FROM:** Arly Cassidy, Interim Planning Director

**DATE:** May 2, 2018

**RE:** Annual Housing Element Progress Report for 2017

## **BACKGROUND**

State law requires that the Town submit an annual report on the Housing Element to the California Department of Housing and Community Development (HCD). This report must be provided on a form developed by HCD and filled out by Town staff each year (Attachment 1, 2017 data). The form provides both numbers of housing units that received building permits in 2017 and brief descriptions and updates on the eight programs from the Town's updated Housing Element, which was certified by the California Department of Housing and Community Development on January 30, 2015. This memo also provides more detailed information about 2017 activity within each program, including the current status and anticipated next steps.

State law requires that the governing body consider the HCD report at a public meeting where members of the public are invited to comment. This HCD report will therefore be forwarded to the Town Council once the Planning Commission has completed its review.

### **Program 1: Inclusionary Housing**

The Housing Element calls for the Town to revise the inclusionary housing program to require the construction of below market rate housing rather than the simple provision of land.

In 2015 the Town took part in the San Mateo County Grand Nexus study to gather data meant to inform staff in the creation of a housing impact fee. The Town received the results of the study and completed its Housing Options Strategic Plan in 2016, but has postponed the study and creation of a housing impact fee per Council direction until the Housing Option Strategic Plan can be fully implemented.

### **Program 2: Affiliated Housing**

The Town continues discussions with its affiliated housing partners (The Sequoias, Woodside Priory School, and Stanford University). Council directed staff to engage with additional businesses in town to gauge interest in joining the Affiliated Housing Program and with employees in town via survey, in the hopes of expanding the program.

The Priory School is expected to submit applications in 2018 for new multifamily units permitted under its current master plan. Stanford University has expressed interest in developing housing on its “wedge” property in Town. Staff is engaged in ongoing discussions with The Sequoias about staff housing on their property. Staff will work closely with the affiliated housing partners to ensure the units are built as soon as possible.

### **Program 3: Second Units**

The Town’s second unit ordinance was updated and adopted by Council in September 2015 to include Town-initiated policy changes. In 2016 and again in 2017, California state law was updated to streamline processing of ADU applications. An updated ADU ordinance encompassing state law changes was approved by Council in 2017, and a second update to the ordinance was approved by Council on April 25, 2018. The newest changes include permitting internal ADUs in all residential zones and lowering parking requirements.

In 2017, the Town issued eleven building permits for second units, both on lots with existing homes and in conjunction with the construction of a new home. This is the highest number of permits in the past five years, with the last peak of nine units in 2014. The Town exceeded its annual goal of an average of 6.5 second units as stipulated by the Housing Element.

Staff attributes this increase to the growing attention on housing, both state-wide and locally. The Town is proactively engaging with residents on housing issues and solutions through its community conversation series, and is also acting to ensure continued compliance with state law. Staff expects to see further updates and changes from the state in the coming months, as well as Town-initiated policy updates in response to growing citizen demand for a wider array of housing options. All of these changes should act to encourage ADUs and further increase the number of applications received.

### **Program 4: Shared Housing**

The Housing Element calls for the Town to work with HIP Housing to publicize their home sharing program to help increase resident participation. In 2017, Staff helped promote the program by providing a booth at the Farmers’ Market and forwarding their informational fliers to the PV Forum. Information on HIP’s program is also available at Town Hall and the library, and on the Town’s website. Staff plans to expand exposure to the program by including it in future discussions and promotion of ADUs and housing options.

### **Program 5: Fair Housing**

The Town has publicized the County-wide fair housing program Project Sentinel, a housing counseling agency, by making brochures and handouts available at both Town Hall and the library. Staff will continue to ensure information on Project Sentinel is readily attainable on its website.

### **Program 6: Energy Conservation and Sustainability**

Staff drafted an updated Green Building Ordinance which was adopted in January 2017 and went into effect on August 15, 2017. Development applications submitted for review require various levels of sustainability points and certification, depending on the intensity of work proposed. Additional requirements for new homes include being built ready for future installation of solar, thermal, and greywater systems, electric vehicle charging, and require rainwater catchment systems for all proposed turf.

Work on other related programs is ongoing, including further work on the adoption of the Climate Action Plan. Staff also continues to uphold green and energy conservation measures on Town property in accordance with the Sustainability Element.

### **Program 7: Explore Future Housing Needs**

In 2017, the Town Council identified housing as its number one priority in the coming fiscal year, for the second year in a row. Through a grant from Home for All, an initiative of San Mateo County, the Town is holding a series of Community Conversations around housing. At the event on March 3, 2018, a diverse group assembled to discuss the situation in Town and what housing solutions might best apply; a second convening is planned for May 5, 2018, focusing on ADUs.

These events help to further implement the Council's Housing Options Strategic Plan and to more fully explore all options for increasing housing in Portola Valley. Anticipating future housing needs will be an ongoing exercise through 2022 and beyond.

### **Program 8: Transitional and Supportive Housing Ordinance Amendments**

The Transitional and Supportive Housing Ordinance requires updating in order to fully comply with state law. Staff anticipates completing the ordinance update before the end of the Housing Element cycle in 2022.

## **ATTACHMENTS**

1. HCD Annual Housing Element Progress Report 2017



## TOWN OF PORTOLA VALLEY STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Howard Young, Public Works Director

**DATE:** May 9, 2018

**RE:** Update on the Rodenticide Free Pilot Program on Town Center Softball Field and Request Council Direction

### **RECOMMENDATION**

Staff recommends that the Town Council consider the following update and provide direction to staff.

### **BACKGROUND**

Rodenticides have been used for at least 37 years on Town-owned property used for active recreational fields, based on the memories of current and former staff and Town archives (Attachment 1). According to a former employee, before the use of rodenticides, the fields were in poor condition with lots of rodent holes and mounds. Rodent control on the sports fields grew from a Town's Park and Recreation Committee as use and expectations for the sports fields grew over the years. The use of rodenticides at the time was approved by the Town Council in 1981.

Rodenticides are used to control the population of three types of rodents – gophers, moles, and voles. The Town currently uses three types of rodenticides:

- Gophers – Gopher Getter Type 2 (Diphacinone 0,0005%), single deployment
- Moles – Talpirid (Bromethalin 0.025%), single deployment
- Voles – PCQ Pro (Diphacinone 0.01%), single deployment

The Town Council at its March 6, 2017 adopted a resolution to urge residents to discontinue the use of rodent poisons and direct staff to implement a pilot program to determine the longer-term impacts on the Town's softball field to use poison free methods (Attachment 2).



## Rodenticide free pilot program

Town staff, working with its contractor, developed and implemented in July of 2017, mechanical means of trapping gophers and moles (there are no known vole trapping methods; therefore, mechanical targeting was not performed even though damage appeared.) Results of the pilot program are shown on Attachment 3. Also noted is that it takes up to three months to clear residual rodenticide effects that were already in the ground.

**DISCUSSION**

Below is an update on the rodenticide pilot program on the softball field:

1. Number of animals trapped:

32 gophers and 4 moles trapped over a 9 month period. See attachment 2

2. Costs associated with the pilot program:

The contractor trapping service was \$400/month for once a week service at the Town Center softball field. Staff also bought traps for \$200 for added in-house trapping. In addition, Attachment 2 indicates estimated time and costs of turf repair for the additional rodent damage.

3. Field impacts:

Yes, more noticeable surface depressions due to rodent tunneling in one area of the outfield. Because trapping takes longer, it allows the rodents to tunnel and breed more. Baiting attracts the rodents for faster treatment to contain further tunneling. Tunneling is visible on the surface in the form of ruts and uneven turf. Intensive trapping will be needed if these conditions arise. No specific comments were received from the user groups.

4. Hard date to end pilot:

The pilot program was to last 1 year on the Town Center softball field. To date, we have completed 9 months, July to April<sup>1</sup>. Most rodent activity occurs in the summer months when offspring are active and the fields are being watered.

5. Costs associated with a rodenticide-free program on town-owned properties:

\$20,000 - \$27,000 annually depending on trapping level (staff will be getting more quotes); rodenticide baiting cost \$3,600 annually based on level of service.

We are not aware of any documented studies comparing the effectiveness of baiting with rodenticides vs mechanical trapping; for example, dead rodents are hidden underground from rodenticide baiting while mechanical means extracts the dead rodent as proof.

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<sup>1</sup> According to the Town's Animal Control contractor, the effects of previously-deployed rodenticides may have taken up to three months to dissipate

Other information and input gathered during pilot program:

Public Works Staff:

- There was an increase in turf damage. Staff estimates 50% more than usual. Attachment 3 shows estimated time and costs for repair.
- Based on the numbers of rodents caught vs traps set, staff expected a higher trap rate.
- There was a slight increase in staff time to fill in rodent damage such as surface depressions and uneven play surface. Traps need to be marked on the surface to track them.
- Trapping requires digging a 1.5'x1.5' hole to place the traps, which causes temporary grass die off or discoloration of the play surface. These spots may have a harder time recovering while the fields are still in active use. They may appear worse during high temperature seasons due to water conservation depending on annual weather conditions.
- Trapping takes longer, it allows the rodents to tunnel more and breed more. Baiting attracts the rodents for faster treatment to contain further tunneling. The tunneling may reflect onto the surface in the form of ruts and uneven turf that may be potential for injury. Intensive trapping may be needed if these conditions arise.
- Extension of the program fully into the summer may provide additional information on impacts on the highest rodent activity months.
- Should the Town adopt rodenticide-free policies, field condition expectations should be set, as well as accommodation for the additional costs and staff time related to mechanical extermination.

Animal Control Contractor:<sup>2</sup>

- Mechanical means can be 75% - 100% effective as baiting in smaller areas and for maintenance based on their experience.
- In larger areas such as playing fields, it is more efficient and cost-effective to use baits.
- Traps need resetting, is labor intensive and takes more time to achieve results.
- For larger areas and rural areas where heavy migration from adjacent lands can occur, baiting provides quicker results, stays active in the hole longer, and can address two gophers vs one.

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<sup>2</sup> This section is the opinions of the Town's animal control contractor, and data therein have not been independently confirmed by staff.

## Rodenticide free pilot program

- In a heavy infestation or migration, trapping may not keep up or trapping frequency would have to increase. This would lead to more visits, costs, and staff time.
- There are also alternative methods to mechanical trapping such as using Carbon Dioxide and Carbon Monoxide that could be explored for use in addition to advancing alternatives.

### Landscape Architect:

- Our Landscape Architect indicated that the trend is to end rodenticide use.
- With trapping, there is proof while baiting provides no proof.
- It is labor intensive and higher cost but can be effective.
- Given Portola Valley's location in a rural area that is surrounded by wildland environments, barriers and other methods used in urban municipalities will not be effective; there will always be some impacts from rodents.

### Information from El Mirador Ranch behind Town Center

- El Mirador Ranch stopped discing the orchard next door 15-20 years ago, thousands of ground squirrels appeared.
- They also do not harvest any of the walnut trees. As a result, rodents come to feed. Most trees are dying but still quite a bit of walnuts on the 20 acres. In September, all the walnuts are gone by the ground squirrels. October 1 is typically harvest time.

## **SUMMARY**

For the first 9 months, the pilot program showed an increase in rodent damage as a result of ending rodenticide use. There were minor costs and time associated with trapping. For many years, rodenticides offered a low cost, effectiveness, and efficiency. However, recent studies have conclusively shown that rodenticide use severely impacts wildlife health, per the Conservation Committee's research.

Staff is supportive and believes that a rodenticide free program can be implemented that includes aggressive mechanical methods and alternative methods such as Carbon Dioxide, Carbon Monoxide, and new products they may become available. However, in addition to increased staff time and costs, there are risks of having increased levels of damage, potential injury to players, and teaching tolerance to users and the public.

After reviewing this update report, staff requests the Town Council consider the following available options and provide direction as it relates to turf fields and its landscaped areas at Town Center at this time:

- Continue or modify the current pilot program
- Selectively end use of rodenticides at certain locations
- End the current pilot program
- End the use of rodenticides

## Rodenticide free pilot program

Initial communications with the Little League and Soccer league coordinators indicate support for a rodenticide-free program. Additional input may also be sought from the Parks and Recreation Committee.

Other “least toxic and organic” Activities

It is worth noting that the Public Works Department has also experimented with a pilot program eliminating the use of herbicides on the trails, and experimented use of organic fertilizers on the performance lawn and softball field. The Town continues to use insecticides and broadleaf sprays on the fields during the off season on an as needed basis only. These activities may be brought forth to the Council for discussion at a future meeting as the Conservation Committee has indicated interest.

**FISCAL IMPACT**

Once direction is provided, more accurate costs can be obtained, provided to the Council, and placed into the budget. Additional trials will determine future costs and can be budgeted in upcoming fiscal years.

**ATTACHMENTS**

Attachment 1 – Almanac article from 1981 concerning rodenticides

Attachment 2 – March 6, 2017 Conservation Committee Council report w/o attachments

Attachment 3 – Rodent Tracking form for Pilot program

**Approved by:** Jeremy Dennis, Town Manager



Cc: Conservation Committee Chair  
Parks and Recreation Committee Chair

3/18/81 Almanac

## Go for gophers

In Portola Valley Dave Boris is something of a modern day bounty hunter. His assignment—to trap gophers in town playing fields. Last month he brought in, well not literally, 34 little critters. It is his custom to submit a body count with his bill. He is paid \$80 per month for this service. During the six month period between September, 1980 and Feb. 1981 he captured a total of 194, for an average monthly gopher catch of 32.3 per month.

Alas, that's not enough. The town council has voted to terminate the trapping service in favor of a poisoning program administered by Western Exterminator. "We have been pouring money down a hole till now," observed Councilwoman Nancy Robertson.

And more money is due to follow. For its services Western Exterminator will charge \$325 for the first month and \$155 each month thereafter. If "thereafter" takes six months, total gopher expenditures will total \$1,100.

But what of the bounty hunter? If the average gopher weighs half a pound and more than 30 are trapped at a cost of \$80 each month, the price of gopher has been approximately \$5.00 per pound, just about the price of a good steak.



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

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**TO:** Mayor and Members of the Town Council

**FROM:** Conservation Committee

**DATE:** March 6, 2017

**RE:** Rodenticide Policy  
[Attachments Page](#)

### RECOMMENDATION

It is recommended that the Town Council:

- 1) Adopt a resolution urging local businesses and residents to discontinue the sale and use of rodent poisons and instead use safer and more effective integrated pest management to control rodents via exclusion, trapping with mechanical and battery-operated traps, and encouraging natural predators such as barn owls. (Attachment 1)
- 2) Direct staff to develop and implement a pilot program at the Town's softball field to use poison-free methods of rodent control on Town properties through such means as mechanical trapping and, where suitable, installation of barn owl nest boxes, or other integrated pest management approaches.

### BACKGROUND

Rodenticides are poisons that kill rodents, but they also cause "non-target" poisonings, meaning that they harm or kill other mammals, including wildlife, pets, and children, and they can affect birds. Non-target poisoning occurs through direct ingestion of rodenticide, secondary poisoning (i.e., an animal feeds on a poisoned animal), or even tertiary poisoning as the poison moves up through the food chain. The scope of harm to wildlife from rodenticides has been comprehensively reviewed by the California Department of Pesticide Regulation (CDPR), by staff of the California Department of Fish and Wildlife (CDFW), and by other groups (Attachments 2 and 3). A wildlife hospital in Marin County recently found that of 95 expired or euthanized animals representing 10 wildlife species, 82 (86%) tested positive for presence of rodenticide. The affected wildlife included many natural predators of rodents that could help control rodents naturally, such as barn owls, red-tailed hawks, red-shouldered hawks, coyotes, and gray foxes. By poisoning those predators, rodenticide use creates a destructive cycle in which there is ever more dependent on poisons to reduce rodent abundance.

There are three distinct classes of rodenticide:

1. **First-generation anticoagulant rodenticides (FGARs)** kill through hemorrhaging; the animal bleeds to death because blood-clotting is disabled. Developed in the 1940s, FGARs require several doses to kill a rodent, and they were so widely used that some rodents evolved resistance.
2. **Second-generation anticoagulant rodenticides (SGARs)** were subsequently developed to combat growing resistance to FGARs; SGAR also cause hemorrhaging but are retained much longer in an animal's system.
3. **Acute Toxicants**, the third class of rodenticide, are chemically diverse poisons that kill by various means: seizures, paralysis, renal failure, respiratory failure, gastrointestinal disruption, circulatory collapse.

All rodenticides poison non-target animals, but the most severe problems have been from SGARs. SGARs are more potent than FGARs and can kill a rodent with a single dose, but the effect is delayed, allowing a rodent to continue ingesting this highly potent poison, building up super-lethal concentrations. SGARs persist in organs such as the liver for up to a year. This means there is a long window during which a massively poisoned rodent (or non-target animal), whether dead or weakened, can be consumed by a predator, scavenger, or pet. In 2008 the United States Environmental Protection Agency (US EPA), after years of scientific review, issued a Risk Mitigation Decision which concluded that the number of rodenticide exposure incidents in children was “unacceptably high” and that for wildlife, “widespread exposures to second-generation anticoagulants are occurring wherever those rodenticides are being used”<sup>1</sup>. A review by CDPR of wildlife incidents and mortality in California covered nearly 500 animals from 1995 to 2011. They concluded there was “overwhelming evidence of wildlife weakened or killed by SGARs”<sup>2</sup>.

### Regulatory History

Recent regulations have achieved a partial ban on SGARs. The US EPA tightened restrictions on SGARs, and, in 2014, CDPR designated all SGARs as California-restricted materials, a ruling that bans their use by consumers, but not by professional exterminators. CDFW reported in April 2016, “Unfortunately, even after stricter regulations on rodenticides were enacted, wildlife continue to be exposed to second-generation anticoagulant rodenticides.... If consumers hire pest control companies, they should know that the materials the firms use could poison local wildlife”<sup>3</sup>.

<sup>1</sup> US EPA. 2008. Risk Mitigation Decision for Ten Rodenticides, see pages 7-8 in [http://emerginglitigation.shb.com/Portals/f81bfc4f-cc59-46fe-9ed5-7795e6eea5b5/rodenticides\\_mitigation\\_decision.pdf](http://emerginglitigation.shb.com/Portals/f81bfc4f-cc59-46fe-9ed5-7795e6eea5b5/rodenticides_mitigation_decision.pdf)

<sup>2</sup> California Department of Pesticide Regulation. FREQUENTLY ASKED QUESTIONS about rodents and rodenticides (see page 1). [http://www.cdpr.ca.gov/docs/dept/factshts/faq\\_rodents\\_rodenticides.pdf](http://www.cdpr.ca.gov/docs/dept/factshts/faq_rodents_rodenticides.pdf)

<sup>3</sup> CDFE Conservation Education. April 2016. When it comes to rodent control, consider alternatives to poison. <https://cdfgnews.wordpress.com/2016/04/27/when-it-comes-to-rodent-control-consider-alternatives-to-poison/>

In September 2014, AB 2657 banned all SGARs from California state parks, state wildlife refuges, and state conservancies (Attachment 4). But even in these areas, there continues to be a substantial threat to wildlife from rodenticide use in illegal marijuana cultivation.

Recognizing the ongoing threats, in February 2016, State Assembly Member Bloom introduced AB 2596, the California Natural Predator Protection Act of 2016. Its goal was to “ensure that aquatic, terrestrial and avian wildlife species remain a fully functional component of the ecosystems they inhabit and move through in California.”<sup>4</sup> AB 2596 would have banned nearly all rodenticides throughout California, except as specified for agricultural activities by the Food and Agricultural Code. Defeating AB 2596 topped the Pest Control Operators of California’s list of legislative issues in 2016. AB 2596 was not brought to the floor during the session.

## **DISCUSSION**

A resolution by the Town to approach rodent problems through Integrated Pest Management is in keeping with the guidelines of the US EPA, CDFW, CDPH, and Portola Valley’s existing policy that “whenever practicable, the Town will manage pest problems through prevention and physical, mechanical and biological controls and contract only with pest control providers that possess an Integrated Pest Management Certification...” (Attachment 5). Other towns have enacted resolutions (Attachments 6 and 7) similar to our proposal, and have crafted policies to deal with challenges such as finding poison-free methods of keeping athletic fields free from gophers and ground squirrels (Attachment 8).

Key elements of the Conservation Committee’s proposal are: 1) it urges voluntary action, 2) it calls on the Town to adopt measures similar to those of residents and businesses, 3) it recommends a pilot program for Town properties rather than an overnight switch to poison-free methods, and 4) it recommends boosting predator abundance by installing barn owl nest boxes where appropriate.

A rodenticide-free environment is right for Portola Valley for several reasons: the Town places a strong emphasis on sustaining the natural environment and maintaining a rural ambiance; there are extensive protected natural areas nearby whose wildlife move through Portola Valley and may be poisoned if rodenticides are used within the town; and there is already progress in going rodenticide-free. Portola Valley Ranch does not permit rodenticide use on private property or association land, whether by a resident or by a professional pest control operator (Attachment 9). Rodenticide use has also stopped at The Sequoias on a pilot basis.

Members of the Conservation Committee have worked with Town staff and asked for feedback on this proposal from all of the homeowners’ associations in Portola Valley

<sup>4</sup>California Legislative Information: AB-2596 Pesticides: use of anticoagulants  
[http://leginfo.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160AB2596](http://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB2596)



and from the Parks and Rec committee. We found these groups generally supportive of a poison-free approach to controlling rodents, though with varying levels of concern about whether rodents could be controlled sufficiently to keep athletic fields free of holes. That is why we recommend a pilot program starting with one Town property, and why the experience with poison-free methods in other towns should be helpful, including experience with athletic fields.

Town staff proposes a pilot program for the softball field in the coming year to examine the ability of mechanical trapping as a way to replace the use of rodenticides. Staff will also examine the possibility of installing a barn owl nest box at Town Center. After one year of the pilot program, staff will return to the Conservation Committee with its findings. Although the buried traps will be marked, there is minor risk of the traps being uncovered and tampered with by field users.

Staff will utilize existing materials from UC Davis and the National Park Service to share with residents on alternatives to the use of rodenticides (Attachment 10)<sup>5</sup>.

### FISCAL IMPACT

The cost associated with replacing the use of rodenticides with mechanical trapping at the softball field and purchasing and installing an owl box is negligible and within the current Public Works budget. The estimated increased cost to support the pilot program is \$200/month; the additional time to support the pilot is an additional 4 trips by the pest control contractor.

Current Process	Current Cost	Recommended Process	Cost for pilot program	Cost Difference
Rodenticides at 4 visit per month to Town Center	\$50.00/month (this figure is extrapolated from a lump sum and results from travel and cost savings while treating all Town facilities)	Mechanical trapping at 2 potential visits per week. Once to set trap and once to check, dispose, and reset. Results in 4 additional visits a month. (Total of 8 visits)	\$250/month	+\$200/month There would be cost savings if the Town decided to implement 100% mechanical trapping for all Town facilities.

### ATTACHMENTS

1. [Resolution](#)
2. [Calif. Dept. of Pesticide Regulation. 2013. Second-generation anticoagulant rodenticide assessment.](#)

<sup>5</sup> <https://www.wildlife.ca.gov/living-with-wildlife/rodenticides>

3. Stella McMillin, CDFW. 2013. Anticoagulant Rodenticides: Secondary Poisoning of Wildlife in California.
4. AB 2657 - Wildlife habitat areas: use of anticoagulants. California Legislative Information.
5. Environmentally Preferable Purchasing and Practices, adopted by Portola Valley Town Council, Sept. 2016.
6. Menlo Park Staff Report on resolution to “Encourage Menlo Park Residents and Businesses to Avoid Poison Rodent Bait.”
7. Simi Valley “Adoption of a Resolution urging Businesses to Discontinue the Sales and Use of, and the Public to Discontinue the Use of Anticoagulant Rodenticide.”
8. Palo Alto Integrated Pest Management Plan for Gophers, see pages 7-8 for athletic fields.
9. Portola Valley Ranch Rodenticide Documents
10. UC Davis and National Park Service resident educational materials

Approved by Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "Jeremy Dennis", is positioned to the right of the approval text.

Public Works Pilot Program  
Rodent tracking form for Town Center Softball Field

Month	Traps Set	Gophers trapped	Moles trapped	Voles trapped	Hours spent trapping	Hours for baiting	Estimated Increase in damage frequency, size, die off and discoloration	Square Feet of Damage	Turf Repair Time Estimated hours	Repair Cost Estimated	Trapping cost per month	Rodenticide Cost per month
July	7	5	0	0	6	0.25	50%	75	2	\$203	\$ 400.00	\$ 50.00
August	8	4	0	0	6.5	0.25	50%	85	2	\$218	\$ 400.00	\$ 50.00
Sept	10	4	1	0	7.5	0.25	50%	108	2.5	\$275	\$ 400.00	\$ 50.00
Oct	13	8	0	0	8.5	0.25	50%	150	4.5	\$428	\$ 400.00	\$ 50.00
Nov	11	3	0	0	6	0.25	25%	125	3.5	\$345	\$ 400.00	\$ 50.00
Dec	12	4	0	0	6	0.25	25%	140	4	\$390	\$ 400.00	\$ 50.00
Jan	14	0	0	0	6	0.25	25%	100	2.5	\$263	\$ 400.00	\$ 50.00
Feb	23	2	1	0	6	0.25	50%	140	4	\$390	\$ 400.00	\$ 50.00
March	19	1	2	0	6	0.25	50%	100	3	\$285	\$ 400.00	\$ 50.00
April	16	1	0	0	6	0.25	50%	100	3	\$285	\$ 400.00	\$ 50.00
May												
June												
July												
August												
<b>Totals to date</b>	<b>133</b>	<b>32</b>	<b>4</b>	<b>-</b>	<b>65</b>	<b>3</b>		<b>1,123</b>	<b>31</b>	<b>\$ 3,079.50</b>	<b>\$ 4,400.00</b>	<b>\$ 550.00</b>
We are not aware of any documented studies comparing the effectiveness of baiting with rodenticides vs mechanical trapping.												
Part of the reason is that for baiting, the dead rodents are hidden underground while mechanical means extracts the dead rodent as proof.												
Traps set: numbers include resetting same traps in active locations												
Program results will vary from year to year based on rain season and ground temperatures												

#9

There are no written materials for Council Liaison Committee and Regional Agencies Reports

#10

There are no written materials for Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

**Thursday – April 26, 2018**

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1. Agenda (Action) – Town Council – Wednesday, April 25, 2018
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, May 2, 2018
3. Agenda – Planning Commission – Wednesday, May 2, 2018
4. Monthly Meeting Schedule for May 2018
5. Email to Council from resident Judy Murphy re: Washington Post News Article on Net Neutrality
6. Peninsula Volunteers, Inc. re: Support Meals on Wheels with Invitation to 'Dine Out' Tuesday, May 1, 2018

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. Housing Leadership Council with an Invitation to Annual Policy Breakfast and Kick-Off Event, Friday, May 18, 2018
2. ABAG General Assembly with an Invitation to 'Building a Resilient Region' – Thursday, May 31, 2018
3. County of San Mateo Jobs for Youth with an Invitation to the 36<sup>th</sup> Annual Jobs for Youth FUNdraising Breakfast – Thursday, May 24, 2018



# TOWN OF PORTOLA VALLEY

**6:00 PM – Special Meeting of the Town Council**  
**Town Hall Conference Room at Town Center**  
**765 Portola Road, Portola Valley 94028**

**7:00 PM – Regular Meeting of the Town Council**  
**Wednesday, April 25, 2018**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley 94028**

## ACTION AGENDA

### 6:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Hughes, Councilmember Derwin, Councilmember Aalfs, Vice Mayor Wengert and Mayor Richards

**Councilmembers Hughes, Derwin, Vice Mayor Wengert and Mayor Richards present, Councilmember Aalfs recused himself**

### ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

### 1. PLANNING COMMISSIONER INTERVIEW AND APPOINTMENT

- (1) Bagrowski, Kori Anne
- (2) Kopf-Sill, Anne

***Anne Kopf-Sill appointed to the Planning Commission***

**ADJOURNMENT : 6:25 pm**

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Hughes, Councilmember Derwin, Councilmember Aalfs, Vice Mayor Wengert and Mayor Richards

### ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

### CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion.

The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

1. **Approval of Minutes** – April 11, 2018

***Approved as Amended 5-0***

2. **Approval of Warrant List** – April 25, 2018

3. **Appointment by Mayor** – Member to the Historic Resources Committee

4. **Recommendation by Town Attorney** – Second Reading of Ordinance adding Chapter 18.39 [Cannabis Land Uses] and amending Section 8.12.010 [Definition of Nuisance] of the Portola Valley Municipal Code and Adopt Finding that Ordinance is Exempt from the California Environmental Quality Act (The Planning Commission recommended adoption)

- (a) Second Reading, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 18.39 [Cannabis Land Uses] to Title 18 [Zoning] and Amending Section 8.12.010 [Definitions of Nuisance] of Chapter 8.12 [Nuisance Abatement] of Title 8 [Health & Safety] of the Portola Valley Municipal Code (Ordinance No. 2018-422)

***Approved 3-2 Vice Mayor Wengert and Mayor Richards opposed***

5. **Recommendation by Town Manager** – Budget Amendment to Support Upcoming Gun Buyback Events

6. **Recommendation by Town Manager** – Opposition to AB 1912
7. **Recommendation by Assistant to the Town Manager** – Adoption of a Resolution Allowing a Rate Increase under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials between the Town of Portola Valley and GreenWaste Recovery, Inc.
  - (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. 2756-2018)
8. **Recommendation by Public Works Director** – Senate Bill 1 (SB1) Road Maintenance and Rehabilitation Account Funding and Submittal of a Project list
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting a Project List for Fiscal Year 2018-9 Funded by SB 1: the Road Repair and Accountability Act of 2017 (Resolution No. 2757-2018)

**Items 2, 3, 5, 6, 7, and 8 Approved 5-0**

## **REGULAR AGENDA**

### **STAFF REPORTS AND RECOMMENDATIONS**

#### **PUBLIC HEARING**

9. **PUBLIC HEARING - Recommendation by Interim Planning & Building Director** – Introduction of Proposed Ordinance amending Section 18.12.040 [Accessory Uses Permitted] of the Portola Valley Municipal Code and Adoption of Finding that Ordinance is Exempt from the California Environmental Quality Act.
  - (a) First Reading, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Section 8.12.040 [Accessory Uses Permitted] of the Portola Valley Municipal Code and Adoption of Finding that Ordinance is Exempt from the California Environmental Quality Act (Ordinance No. \_\_\_\_)

***First Reading Approved 5-0, will return for Second Reading on May 9, 2018 Council agenda***

10. **Report by Town Manager** – Council Priorities

***Following Discussion, Town Manager will return to Council at its May 23<sup>rd</sup> meeting with a revised priority list***

11. **Report by Town Manager** – Investment Update

***Staff continues to work with Bank of America - Town Manager to report back to Council with updated information***

#### 12. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

***Councilmember Hughes –***

***Met with Communications & Sustainability Management Analyst regarding the posting of Accela app to the store.***

***Councilmember Derwin –***

***Attended a HEART Board meeting.***

***Councilmember Aalfs –***

***Attended the April 17 Trails & Paths Committee meeting and a Resource Management and Climate Protection meeting.***

***Vice Mayor Wengert –***

***Attended a C/CAG meeting and the annual Progress Seminar in Monterey.***

***Mayor Richards -***

***Attended Cultural Arts and Conservation Committee meetings.***



### 13. Town Manager Report

***Reported that the Earth Fair is this Saturday at Town Center, there is a Sheriff's Coffee on April 30, and a Second Units Community Meeting scheduled for Saturday, May 5<sup>th</sup>. Next week the flyer regarding leaf blowers will be mailed, all staff departments have submitted their 2018-'19 FY budget, and the Accela app has limited beta testing before being launched. Attended the Progress Seminar in Monterey. Met with the Library Administration regarding donor funds. Staff discussed an active shooter incident plan and will attend the Open Space Advisory Committee meeting being held on April 26. Town Manager or Assistant to Town Manager will reach out to the Council to get your ideas on how staff could better support committee events. Met with a young man who grew up in the Ranch to ask how the town can reach your generation with regard to housing discussion.***

### **WRITTEN COMMUNICATIONS**

14. **Town Council Digest** – April 13, 2018 – ***Item #6 - Councilmember Derwin and Mayor Richards will attend and #7 there has not been a significant increase in developer fees***

15. **Town Council Digest** – April 20, 2018 - ***None***

### **ADJOURNMENT: 8:02 pm**

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

#### **AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

#### **SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

#### **PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, May 2, 2018 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

**MEETING AGENDA**

1. Call to order and Roll Call
2. Oral Communications
3. Approve minutes from April 4, 2018 Meeting
4. Sheriff's Report
5. Public Works Report
6. Ongoing Committee Business for 2018
  - 1) Report from the Pedestrian Safety Subcommittee & Next Steps
  - 2) Participation in "Pop-up" events
  - 3) Windy Hill parking monitoring
7. Outreach possibilities for 2018
  - 1) Bike to (From) Work Day – Thursday, May 10, 2018
8. Matters Arising
9. Time & Date for June 2018 evening meeting
  - 1) Thursday, June 7, 2018, 7:30 pm
10. Adjournment



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission  
 Wednesday, May 2, 2018  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Hasko, Kopf-Sill, Taylor, Vice-Chair Goulden, Chair Targ

### ORAL COMMUNICATIONS

Persons wishing to address the Planning Commission on any subject may do so now. Please note, however, that the Planning Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

### NEW BUSINESS

1. Review of Amended Parcel Map, File #X6D-210, 20, 30 and 40 Meadow Court (formerly 1260 Westridge Drive), Lands of Carano Trust (Staff: C. Richardson)
2. Annual Housing Element Progress Report for 2017 (Staff: A. Cassidy)

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. News Digest: Planning Issues of the Day

### APPROVAL OF MINUTES

4. Planning Commission Meeting of April 4, 2018

### ADJOURNMENT

### ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

### AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall.

### PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

# Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

## MAY 2018 MEETING SCHEDULE

Note: **Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse**, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, May 9, 2018

Wednesday, May 23, 2018

PLANNING COMMISSION – 7:00 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Ann Wengert (for months April, May, June)

Wednesday, May 2, 2018

Wednesday, May 16, 2018

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – Jeff Aalfs (for months April, May, June)

Monday, May 14, 2018

Monday, May 28, 2018

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1<sup>st</sup> Wednesday of every month)

Council Liaison – Craig Hughes

Wednesday, May 2, 2018

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

CONSERVATION COMMITTEE – 7:30 PM (Meets 4<sup>th</sup> Tuesday)

Council Liaison – John Richards

Tuesday, May 22, 2018

CULTURAL ARTS COMMITTEE – (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, May 10, 2018

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2<sup>nd</sup> Thursday of every month) in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, May 10, 2018

FINANCE COMMITTEE

Council Liaison – Ann Wengert  
As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs  
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

NATURE AND SCIENCE COMMITTEE – 5:00 PM (Meets 2<sup>nd</sup> Thursday of alternate even numbered months)

Council Liaison – Jeff Aalfs

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes  
As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday of every month)

Council Liaison – Ann Wengert  
Monday, May 7, 2018

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

SUSTAINABILITY & ENVIRONMENTAL RESOURCES COMMITTEE – 10:30 AM (Meets 3<sup>rd</sup>

Monday of every month) in the EOC/Conference Room at Town Hall

Council Liaison – Ann Wengert

Monday, May 21, 2018 - **CANCELED**

TRAILS & PATHS COMMITTEE – 8:15 AM (3<sup>RD</sup> Tuesday of every month, or as needed)

Council Liaison – Jeff Aalfs  
Tuesday, May 15, 2018

**From:** Judith Murphy

**Sent:** Monday, April 23, 2018 5:50 AM

**To:** Jeremy Dennis; Jeff Aalfs; Brandi de Garneau; Craig Hughes; AnnWengert-DG; MaryannMoise-DG; JohnRichards-DG

**Subject:** Saving net neutrality, one house at a time - The Washington Post

Something we should consider?

[https://www.washingtonpost.com/opinions/saving-net-neutrality-one-house-at-a-time/2018/04/22/a4de8a7e-39af-11e8-8fd2-49fe3c675a89\\_story.html](https://www.washingtonpost.com/opinions/saving-net-neutrality-one-house-at-a-time/2018/04/22/a4de8a7e-39af-11e8-8fd2-49fe3c675a89_story.html)

Judy Murphy



## Tuesday, May 1st, 2018

10% of eatery proceeds will be donated to Meals on Wheels daily delivery service of hot, nutritious meals to home-bound aging adults

Where will you

DINE  OUT

to support Meals on Wheels?

**Fight Hunger – Support Seniors**

**Find a list of participating restaurants:**

[www.penvol.org/dineout](http://www.penvol.org/dineout)

**Without support from Meals on Wheels, millions of seniors are forced to prematurely trade their homes for nursing facilities. It costs less to provide Meals on Wheels for an entire year than it costs for 6 days in a nursing home.**



## **TOWN COUNCIL WEEKLY DIGEST**

**Thursday – May 03, 2018**

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1. Agenda – Parks & Recreation Committee – Monday, May 7, 2018
2. Agenda – Emergency Preparedness Committee – Thursday, May 10, 2018
3. Agenda – Cultural Arts Committee – Thursday, May 10, 2018
4. Bid Results for the 2017/2018 Annual Street Resurfacing Project #2018-PW01
5. Notice – Town Hall Closure for Staff Training – Tuesday, May 8, 2018
6. Invitation to HEART Fundraiser – Thursday, May 24, 2018
7. Invitation to City of Redwood City - State of the City Address – Monday, May 14, 2018

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. None





**Town of Portola Valley  
Parks & Recreation Committee Meeting  
Monday, May 7, 2018 – 7:30 pm  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA**

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**AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: March 5, 2018
4. Check-in with Town (Jeremy/Brandi) on Town Picnic Checklist
5. Report out from Conservation (Stephen/Jon) on Mary 4<sup>th</sup> visit
6. 2018-'19 Town Budget Discussion
7. Approve Final Charter for PARC
8. Adjournment

Date & Time of Next Meeting: Monday, June 4, 2018 at 7:30 PM



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, May 10, 2018 - 8:00 AM**  
**EOC / Town Hall Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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**MEETING AGENDA**

1. 8:00 Call to order
  - Members: Mark Bercow, Dave Howes, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp
  - Potential Guests: Jeremy Dennis/Town Manager, Brandi de Garmeaux, Ali Taghavi, John Richards/Town Council, Dan Ghorso and Selena Brown WFPD, Christina Corpus/Sheriff's Office, Gary Nielsen/Police Commissioner, Chuck Nile/Red Cross, Stuart Young/former EPC member, Lorrie Duval/Neighborhood Watch, Bud Eisberg/PV Public Works Committee, Mark Dahlen, Doug Keyston/Woodside Emergency Preparedness Committee, Wil Patterson/PV Public Works Committee, Jerry Shefren/resident.
2. 8:01 Oral Communications
3. 8:03 Approve minutes
  - Motion; Approve minutes for April 12, 2018 meeting (*minutes will be handed out at the meeting, they were unavailable at time of the packet distribution*)
4. 8:04 Time-sensitive updates, if any
5. 8:05 Annual Refresher Tour of Emergency Capabilities and Supplies at the Town Center – Howard Young, Public Works Director
6. 9:30 Adjourn



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, May 10, 2018 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

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**MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – April 12, 2018
4. Old Business:
  - Summer Concerts planning
5. New Business:
  - Fall event planning
6. Adjournment



# MEMORANDUM

## TOWN OF PORTOLA VALLEY

**TO:** Mayor and Members of the Town Council

**FROM:** Howard Young, Public Works Director

**DATE:** May 2, 2018

**RE:** 2017/2018 Resurfacing Project – Surface Seals #2018-PW01  
Bid Results

Bids for the above referenced project were properly advertised and opened at 11:00 A.M. on April 25, 2018 by the Town Clerk. Along with the base bid, this year's project included two additive bid alternates for resurfacing of additional roadways as outlined.

	<u>Base Bid</u>	<u>Bid Alt 1</u>	<u>Bid Alt 2</u>
1. Archibald Paving	\$483,484.45	\$78,836.40	\$54,080.80
2. G. Bortolotto & Co	\$421,670.39	\$69,903.04	\$52,021.05
3. Half Moon Bay Grading & Paving	\$415,698.78	\$53,659.92	\$43,426.06
4. <b>O'Grady Paving</b>	<b>\$346,145.00</b>	<b>\$56,134.80</b>	<b>\$46,678.60</b>

Low base bidder: \$346,145.00

Engineers Estimate without 10% contingency: \$495,200.00

Engineers Estimate with 10% contingency: \$544,700.00

2017/2018 Adopted budget & SB1 funds: \$558,000.00

Town staff is in the process of verifying contractor certifications and intends to award the project to the lowest bidder "O'Grady Paving, Inc." for a base bid of \$346,145. Once the base bid scope of work has progressed to a point that staff believes there are no unforeseen field conditions, staff may authorize parts of the additive bid alternate and/or other additional work. The Town Council has authorized the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$558,000.00. Construction is currently scheduled to begin May 2018 and completed by end of June 2018.



# **PORTOLA VALLEY TOWN HALL**

**Will be closed for Staff Training**

**Tuesday, May 8, 2018**

From 8:00 AM to 5:00 PM

We apologize for any inconvenience this may cause.

We will return to our normal business hours on  
Wednesday, May 9, 2018

In Case of Emergency: Sheriff's Office: 911

Sun 4/29/2018 10:58 AM

PAMELA FRISELLA

HEART FUNDRAISER MAY 24TH

**To: Council Members, City Managers, Planning Departments and Planning Commissioners**

**From: HEART of San Mateo County**

**RE: FREE REGISTRATION to HEART Annual Fundraising Event at Devil's Canyon Brewery**

Dear Council Members,

Please join us on May 24 to celebrate HEART's accomplishments and to network with fellow council members from other cities, business and corporate leaders, affordable housing developers and many other housing stakeholders. HEART's event is an entertaining, casual event that gives you ample time to speak with friends and colleagues while enjoying a glass of beer or wine and delicious hors d'oeuvres.

This year we are celebrating HEART's successes in making \$4.9 million in predevelopment loans to help create 183 affordable units in San Mateo County and making \$1.1 million in first time homebuyer loans to help 12 families buy their first home.

This is also an opportunity to learn about HEART's breakthrough programs which, among other things, is making it possible for HEART to help develop teacher housing. On May 24, you will hear from Wendy S. Tukolff, Superintendent, Pacifica School District, talk about how HEART's work is making it possible for the district to create 45 units of teacher housing.

To register, go to [heartofsmc.org](http://heartofsmc.org) and follow the link to the Eventbrite registration page. There click on "enter promotion code", enter the code **GOVERNMENT** and click Apply. You will then be able to register for free.

Thank you for supporting HEART and we hope to see you on May 24 at Devil's Canyon Brewery

Armando Sanchez, Executive Director HEART 415-640-3290 [asanchez@heartofsmc.org](mailto:asanchez@heartofsmc.org)

# STATE OF THE CITY 2018

Presented by the City Council

**People: Our Community's Greatest Asset**

**City Goals**

**Community Recognitions**

**City Accomplishments**

May 14, 7 p.m. Refreshments at 6:30  
City Hall Council Chambers  
1017 Middlefield Road

This event is free and will be televised live.

