

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 967, May 9, 2018**

**CALL TO ORDER AND ROLL CALL**

Mayor Richards called the Town Council's Regular meeting to order at 7:00 p.m. Ms. Hanlon called the roll.

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

Absent: None

Others: Jeremy Dennis, Town Manager (absent)  
Howard Young, Public Works Director  
Cara Silver, Town Attorney  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

None

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

- (1) **Approval of Minutes** – Town Council Regular Meeting of April 25, 2018. *[Removed from Consent Agenda.]*
- (2) **Approval of Warrant List** – May 9, 2018, in the amount of \$82,445.35
- (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.
  - (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

Councilmember Hughes moved to approve Items 2, 3, and 4. Seconded by Councilmember Derwin the motion carried 5-0, by roll call vote.

(1) **Approval of Minutes** – Town Council Special Meeting of April 25, 2018. Councilmember Aalfs said he was absent from the special meeting beginning at 6 p.m. and therefore did not vote. Councilmember Aalfs moved to approve Item 1 as amended. Seconded by Councilmember Derwin, the motion carried 5-0.

**REGULAR AGENDA**

**COMMITTEE REPORTS & REQUESTS**

- (5) **Report by Parks & Recreation Committee** – Draft Mission Statement

Stephen Gillett, Chair of the Parks & Recreation Committee, presented the Council with an overview of the Committee's Draft Mission Statement. Mr. Gillett spoke of the Committee's mission to enrich the lives of

Portola Valley residents through the use of natural resources, fields, parks, and facilities. The Committee is committed to five guiding principles, Stewardship, Community Inspired Programs, Enrichment, Volunteerism, and Preparation.

The Council thanked Chair Gillett for his presentation and commended his effort to reenergize the committee.

(6) **Report by Conservation Committee** – Annual Report and Reports on Frog Pond and Town Owned Open Space

Judith Murphy, Chair of the Conservation Committee, presented to the Council the Committees Annual Report, including highlighting accomplishments for 2017-18 and proposed projects for 2018-19.

Accomplishments for 2017-18 include:

- Continued Site Visits.
- Tree Removal Permits.
- Annual Broom Pull
- Co-Sponsored SOD Blitz.
- NEW – Rodenticide project.
- Updated Conservation Committee web page.
- Illustrated Guide to Town Center Native Plantings.
- Collaboration with Public Works and Committees/Commissions.
- Comprehensive Plan for Town Owned Spaces.
- Backyard Habitat program.
- Monarch Butterfly project.

Proposed Projects for 2018-19 include:

- Site Visits
- Tree Removal Permits
- Annual Broom Pull
- Continuation of Backyard Habitat program
- Ramp up Monarch Butterfly project
- Education
- Native Plan Garden by Old Schoolhouse
- Low Water Use/Native Plant PV Garden Tour
- Native Plant Seed Library

Ms. Murphy presented the Council with Committees Frog Pond Report. The report included a history of the pond and current vegetation. Proposed goals include control invasives, remove trees to reduce the fire hazard, enhance the health of the woodland, and remove debris. Ms. Murphy also noted an action plan for 2018-19 and beyond.

Ms. Murphy then presented the Town Center Site Report, including its attributes, current issues, goals, action plan, and budget for 2019-20.

(7) **Report by Interim Planning Director** – Housing Element Annual Progress Report for 2017

Interim Planning Director Cassidy presented the annual housing element progress report, requesting the Town Council review the report and authorize submittal of the document to the California Department of Housing and Community Development (HCD). 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). She noted that in year four of the 2014-2022 planning period, the Town has already exceeded the target for producing housing units in the very low housing income category.

The Town Council approved the annual housing element progress report and authorized submittal to the California Department of Housing and Community Development.

(8) **Recommendation by Public Works Director** – Update on the Rodenticide Free Pilot Program on Town Center Softball Field and Request Council Direction

Public Works Director Young presented an update to the Council on a pilot program to determine the longer-term impacts of the softball field at Town Center, using poison free methods.

The Town Council and Public Works Director discussed available contractors, methods, risk, staff time, cost, and how to approach phasing out the use of rodenticides.

The Town Council recommended hiring a qualified contractor to aid in the efforts to discontinue the use of rodenticides on Town fields.

The Council directed the Public Works Director to discontinue the use of rodenticides on Town Center fields, using existing funds in the 2017-'18 budget and into the 2018-'19 fiscal year. As the rodenticide free program continues on Town Center fields, Public Works Director Young will report the results to Council and extend the rodenticide free program to remaining Town fields in 2018-'19.

(9) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Hughes – Attended the Open Space Acquisition Advisory Committee meeting held on April 26.

Councilmember Derwin – Attended the Council of Cities dinner meeting held on April 27, hosted by City of Half Moon Bay. She will attend Lobby Day in Sacramento on May 2 as Chair of C/CAG. She attended the Earth Fair held at Town Center on April 28 and the Community Meeting on Housing held at Town Center on May 5.

Councilmember Aalfs – Attended the Peninsula Clean Energy (PCE) Board Meeting on April 26.

Vice Mayor Wengert – Attended the Planning Commission meeting held on May 2. The Parks & Recreation Committee meeting held on May 7 did not reach a quorum.

Mayor Richards – Mayor Richards and Vice Mayor Wengert attended a meeting held in Woodside to review the garbage franchise agreement.

(10) **Town Manager Report** – In the absence of Town Manager, no report was available.

**WRITTEN COMMUNICATIONS**

(11) **Town Council Digest** – April 26, 2018

#5 – Councilmember Aalfs asked about the general feasibility of the approach in the article, and whether the County could do more with public WiFi to provide enhanced internet access.

(12) **Town Council Digest** – May 3, 2018

None.

**ADJOURNMENT** [9:10 p.m.]

Mayor Richards adjourned the meeting.

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Mayor

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Town Clerk