

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 971, July 11, 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. Mr. Taghavi 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
Ali Taghavi, Communications & Sustainability Management Analyst
Arly Cassidy, Interim Planning Director
Keith Weiner, Deputy Building Official

ORAL COMMUNICATIONS

Elizabeth Rubin, 1185 Portola Road, introduced her husband and children, and a couple of their neighbors. She said they were 11-year residents of Portola Valley and first time at a Town Council meeting. She said they do not like the placement of the Neighborhood Watch sign in front of their home. She said when they come out of their driveway, the height and size of the sign makes it difficult for them to see the bicycle lane. She said they have discussed the matter with their neighbors and came up with some suggestions for alternate locations, which they presented to Public Works Director Young. She said Public Works Director Young advised them that their suggestions would not work and want to keep the sign where it is. Ms. Rubin asked that other alternatives be considered that would be satisfactory for both the Town and for the residents.

CONSENT AGENDA [7:04 p.m.]

- (1) Approval of Minutes – Town Council Regular Meeting of June 27, 2018. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – July 11, 2018, in the amount of \$443,115.99
- (3) Recommendation by Assistant to the Town Manager – Adoption of Resolutions Approving and Authorizing Execution of Amendments to the Farmers' Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church. *[Removed from Consent Agenda.]*
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola valley Approving and Authorizing Execution of a Fifth Amendment to Farmers' Market License Agreement (Resolution No.)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fifth Amendment to Limited Use Parking Agreement (Resolution No.)
- (4) Recommendation by Town Manager – Adoption of a Resolution to Support the November 2018 Statewide Veterans and Affordable Housing Bond Ballot Measure
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley in Support of the Veterans and Affordable Housing Bond of 2018 (Resolution No. 2773-2018)

(5) Recommendation by Deputy Building Inspector – Adoption of a Resolution Authorizing the Execution of the Revised Building Department Mutual Aid Agreement for Emergency and Disaster Events

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Execution of Building Department Mutual Aid Agreement (Resolution No. 2774-2018)

(6) Recommendation by Assistant to the Town Manager – Letter of Support for Participation in SunShares Collaborative Solar and Electric Vehicle Program

(7) Recommendation by Assistant to the Town Manager – Adoption of a Resolution Authorizing Consultant Service Agreement, Information Technology Services for Town Hall. *[Removed from Consent Agenda.]*

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City (Resolution No.)

Councilmember Aalfs moved to approve Items 2, 4, 5, and 6 of the Consent Agenda. Seconded by Councilmember Derwin, the motion carried 5-0, by roll call vote.

(1) Approval of Minutes – Town Council Regular Meeting of June 27, 2018. Councilmember Aalfs moved to approve Item 1 as amended. Seconded by Vice Mayor Wengert, the motion carried 5-0.

(3) Recommendation by Assistant to the Town Manager – Adoption of Resolutions Approving and Authorizing Execution of Amendments to the Farmers' Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church. *[Removed from Consent Agenda.]*

- (a) Adoption of a Resolution of the Town Council of the Town of Portola valley Approving and Authorizing Execution of a Fifth Amendment to Farmers' Market License Agreement (Resolution No. 2771-2018)
- (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fifth Amendment to Limited Use Parking Agreement (Resolution No. 2772-2018)

Vice Mayor Wengert moved to approve Item 3 as amended. Seconded by Councilmember Hughes, the motion carried 5-0.

(7) Recommendation by Assistant to the Town Manager – Adoption of a Resolution Authorizing Consultant Service Agreement, Information Technology Services for Town Hall. *[Removed from Consent Agenda.]*

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and the City of Redwood City (Resolution No. 2775-2018)

Councilmember Hughes said his concern is around data leaking, data sharing, or accidental loss of backups with personal information. He said the contract requires the consultant abide by all of the Town policies. He suggested staff make sure the Town's policies are consistent with current best practices.

Town Manager Dennis said he spoke with the Town Attorney about creating Town policies that will help to ensure that anyone who accesses the Town's data are under the same restrictions. He said staff will bring those suggestions back to the Council for review.

Councilmember Hughes moved to approve Item 7. Seconded by Councilmember Derwin, the motion carried 5-0.

REGULAR AGENDA

STAFF REPORTS AND RECOMMENDATIONS

- (8) Recommendation by Town Manager – Approval of the Amended Bylaws for the San Mateo County Library Joint Powers Authority and Second Amended Joint Powers Agreement Between the County of San Mateo and Library JPA Members

Town Manager Dennis presented the background of the Library JPA and the proposed amended bylaws and agreement, as detailed in the staff report.

Councilmember Derwin said she helped craft the policies. She said she represented Portola Valley in these difficult negotiations for two years. She said the public library system is a two-tiered system where three of the libraries out of twelve have excessive amounts of money while others are struggling to survive. She said while the proposed amendments are not exactly what they hoped for, it is the best they could do at this point.

Anne-Marie Despain, Director of Library Services. Ms. Despain thanked Councilmember Derwin for her many years of working with the subcommittee. Ms. Despain was joined by Garrett Kuramoto, Branch Manager of San Mateo County Libraries. Mr. Kuramoto shared highlights from the fiscal year regarding participation and attendance in library programs.

Mayor Richards invited questions from the Council.

Vice Mayor Wengert asked regarding Item V.B.1. – “The Library JPA may invest surplus funds outside the County Treasurer.” Ms. Despain said they were directed a number of years ago to diversify and added this item as a clarification on the advice of legal counsel. Vice Mayor Wengert said the item appears vague and broad and thought it should have more parameters. Ms. Despain said there is an investment policy. Vice Mayor Wengert suggested referring to the investment policy as an exhibit to the report.

Town Manager Dennis said he will be bringing to the Council a variety of different financial forecasts, including a sense of the timeline, given the current expenditures, regarding the Town’s funds. He said that will be helpful to the Council, as certain requests are brought forward, so that adjustments can be made based on that information.

In response to Vice Mayor Wengert’s question, Councilmember Derwin said the Town will have access to the money that the Town currently has accumulated in the fund.

Councilmember Derwin moved to approve the Resolution Approving the Amended Bylaws for the San Mateo County Library Joint Powers Authority and the Second Amended Joint Powers Agreement Between the County of San Mateo and Library JPA Members. Seconded by Councilmember Aalfs; the motion carried 5-0.

Councilmember Derwin asked Ms. Despain how many cities had approved these amendments. Ms. Despain said Portola Valley is the seventh, it is on Atherton’s agenda next week, and there are five that have not approved it yet.

- (9) Recommendation by Town Manager – Town Council Study Session on Second Units

Town Manager Dennis introduced Deputy Building Official Keith Weiner and Interim Planning Director Arly Cassidy. Town Manager Dennis explained that the first convening regarding housing issues (held on

May 5) centered around ADUs, second units, and granny units. He said the study session tonight will include next steps, questions, and comments.

Town Manager Dennis led the presentation describing the background of the Town's efforts to increase opportunities related to second units and feedback from residents regarding their opinions, concerns, and questions. Staff generated a list of ideas (not recommendations) for discussion and comment. He said the next step will be to direct the Planning Commission to begin their work. He said staff has an aggressive timeframe, hoping to come back to the Council by the end of the year for adoption of new ordinances related to this issue. He said it will require an aggressive public outreach process, which staff is prepared to implement.

Associate Planner Cassidy discussed the parking requirements. Deputy Building Official Weiner discussed building, green building, sprinklers, and construction and demolition requirements.

The ideas presented for discussion included changes in allowable floor area, adjustments to limitations that require ASCC review, parking requirements, fees, building standards requirements, green building requirements, infrastructures/utilities, pre-approved prefab units, owner-occupied requirements, separate identity for rental units, and allowing more than one ADU on certain properties.

Mayor Richards invited comments from the public.

Michael Boskin, 150 Corte Madera. Mr. Boskin said he and his wife have lived in Portola Valley since 1974. He commended the Town for their handling of this process. He said it is extremely important to look at the discussion items in groups and combination, such as safety, cost, time. He said it is important that the Town allows second addresses because of how utilities rates are priced. He commended the Town for looking at ways to remove some of the red tape involved in the process; however, he said it must be considered that a lot of these units will be built in sloped areas and people should be encouraged to take account of the natural slopes and not be moving massive amounts of dirt and using retaining walls. He said the State is getting increasingly prescriptive about low-income housing. He said there is a current bill being discussed in the State Senate that would remove any ability to enforce a lot-size limit for an ADU. He said, for these reasons, this is an urgent matter and needs to be responded to with deliberate speed.

An unidentified resident said she has lived in Portola Valley since 1974. She was appreciative of the Town's efforts in this matter. She said she lives on a one-acre parcel and has been trying to build an ADU for approximately one year. She said one of her obstacles has been the garage issue. She was supportive of economic diversity. She said there are 972 one-acre lots and increasing allowable square footage for that group should be considered.

Judy Murphy, Portola Green Circle. Ms. Murphy has lived in Portola Valley since 1990. She was appreciative the Town opened this topic up to brainstorming. She said, with regard to development and green building requirements, the Town has made a great effort to move in the direction of sustainability, and she is not in favor of weakening that position. She supported overlapping the ADU parking requirement; however, spilling cars out onto the road is not acceptable. She said it is reasonable to consider more innovative types of ADUs but having a lot of mobile homes and RVs around Town would be objectionable. She was supportive of separate addresses for ADUs.

Virginia Bacon, resident since 1972. Ms. Bacon said her existing home is nonconforming in many ways. She said she is on a septic system and if she wanted to build an ADU, she would be required to connect her existing home to the sewer line. She said it becomes much more complicated having to bring your existing house up to revised standards, rather than just being required to build the ADU to the new standards. She was supportive of a separate address and separate utility meter.

Lawton Allenby, 107 Santa Maria. Mr. Allenby has lived here for 22 years. He is a licensed architect in California, Nevada, and Hawaii, but his practice is basically now in Hawaii, where he deals with a lot of added housing units, called ohanas or farm dwellings. He said because of the economic disparity here,

where less than \$117,000 a year is considered low income, he understands where the pressure comes from. He described some of the rules for ADUs in Hawaii. He offered to share contact information for gray water solutions and some of his experiences dealing with parking and tiny homes in Hawaii.

Caroline Vertongen, 100 Palmer Lane. She said they've lived in Portola Valley since 1994. She said she has been pushing for sustainability and safety. She said there is a push from every town to provide affordable housing. She urged the Council to keep the community rural and not make any drastic suggestions. She said safety is very important because we don't know who will be living here and the police always have some excuse that they don't have purview to investigate this.

Sue Crane said she's lived in Portola Valley since 1964 and currently lives at the Sequoias. She was accompanied by two other residents of the Sequoias. She said the Sequoias fit into the multiple family category. She said they were there to listen and to offer ideas, land, and energy that are helpful to the Town. She said they are very interested in housing opportunities for their staff.

With no further public comment, Town Manager Dennis continued with the presentation. He said other discussion items included removing the basement calculation requirement, changing some of the design review elements, and satisfying the existing parking requirement with the existing guest space. He shared comments received as they've conducted their outreach efforts and passing out materials. He said the most common comments were about allowing smaller units on smaller lots, tiny homes of 200 to 400 square feet, preapproved prefab units, allowing duplexes, etc. He said the continual theme has been that the community appears to be supportive and desirous of creating new opportunities and removing restrictions.

Town Manager Dennis asked the Council to review the provided ideas and narrow it down to the areas they would like the Planning Commission to consider. He said there is the desire for continued public outreach, technical workshops, and open houses of existing ADUs.

Mayor Richards brought the item back to the Council for discussion. He asked the Councilmembers to go through the list and select the most important ones so that the list can be condensed before presenting it to the Planning Commission.

Vice Mayor Wengert agreed with Mr. Boskin's comment about making sure the suggestions are considered all together. She said a top item would include the locations of ADUs on smaller lots. She said she did not see the size restriction of the ADU itself as a deterrent.

Mayor Richards said a lot of people may have the impression that the size is too small because they don't realize how much can fit into the smaller spaces. He said he has designed approximately 20 in the last 35 years and people are amazed that a two-bedroom, two-bathroom, 750-square-foot residence can be very comfortable and feel quite spacious.

Vice Mayor Wengert said parking must be addressed and creative solutions should be discussed. She said adjusting the review requirements would also be a reasonable way to increase the stock of ADUs. She said she remains concerned on how the ADUs will be used. She said the goal is to allow people to have families nearby as opposed to creating rental properties; although the sharing economy is the counter trend to what the Town is trying to encourage. She said it is an interesting dynamic to make sure the Town doesn't do too much too soon resulting in unintended consequence. She was supportive of the Town making every effort to increase the inventory of ADUs as quickly and reasonably as possible. She agreed that the State would overtake the Town if the Town doesn't deal with it first. She said it would hurt the Town if they started to compromise the building and safety and green building standards. She said the Town has worked long and hard to achieve those standards. She said she has thought about, further down the line, the creation of some sort of foundation or entity that could offer financial assistance to help others in the community. She supported looking at alternative building types. She said she would be interested to know more about creating separate addresses.

Councilmember Aalfs said exploring the idea of allowing ADUs on smaller parcels may take the longest to fully vet but may be the best potential to have more units built. He said second addresses with separate utility panels and preapproving and pre-permitting of prefab models should be discussed. He would like to know more about the implications of the owner-occupied requirements.

Town Manager Dennis asked if there were any of the items Councilmember Aalfs felt were not necessary for the Planning Commission to study. Councilmember Aalfs was not supportive of relaxing sprinkler requirements. He would not want to reduce C&D requirements. He said the Town will enforce Cal Green and is not enforcing anything beyond that for ADUs. Interim Planning Director Cassidy said there is Green Building Ordinance segment for ADUs called "Elements," with self-certification. Councilmember Aalfs said he would put mobile homes or tiny homes at a lower priority and focus more on either prefab or site-built permanent structures. He said while he would like to explore the gray water/black water options, it gets incredibly complicated, and he would prefer the other issues be addressed first.

Town Manager Dennis asked Vice Mayor Wengert if there were any items on the list that should not be brought to the Planning Commission. She said none of the issues were an absolute no. She said it was a matter of priorities and over time some of these issues will come up, potentially in other forms.

In response to Councilmember Aalfs' question about basement requirements, Deputy Building Official Weiner said two exits are required, with one directly to the exterior.

Councilmember Derwin agreed with the previously stated priority recommendations. She said while there was discussion about the increased ADU size allowance per zone, someone in the audience raised her hand. Councilmember Derwin asked if she would like to speak.

Resident Delores Dolan said she's been working on this for about a year. She said she would like to move into an ADU and have her daughter and family move into her house. She said the allowable maximum square footage for a house on a one-acre property is 5,500 square feet and her house is only 2,000 square feet. She said she would like to look at allowing some of that unused allowable square footage of the primary house to be added to the allowable square footage of her ADU.

Sue Lowe, 12 Applewood Lane. She said she has lived in Portola Valley since 1988. She said going all the way back to the beginning and considering why the Town wanted to increase the number of ADUs and who they thought would live in them is fundamentally important. She said she knows you can get a lot into a 750-square-foot house, and if she wanted to rent it to a teacher from Ormondale, that's a great place. She said she would also like to have her family move into her big 4,000-square-foot house and she could move into something smaller. She said 1,200 square feet would make her have to think very creatively, especially if the basement square footage has to be counted. She asked the Council why they would not want to increase the size allowance again. She asked who the Town Council thought the ADUs were being created for and if they were just being created to meet the State mandate or there was a real desire to get diversity.

Councilmember Richards said all of Ms. Lowe's questions and comments have been discussed at length and are stated in the Housing Strategic Plan. He said there is a large range of different desires and needs and the Council can't know what everyone wants. He said they would like to canvass everyone in Town to ask what they have and what they want but that's not feasible. Town Manager Dennis said Interim Planning Director Cassidy is taking a draft version of a questionnaire to the July 18 Planning Commission meeting for the existing ADUs about how they are used, how they would use it if things were different, etc. He said it is challenging because some will answer and some will not.

Ms. Lowe said she read the Housing Strategic Plan and it's all over the map. She said she did consulting for years and years and you have to pare down to actually know what you really want to get. She said, for example, if the basement square footage was allowed, basically a 2,000-square-foot would be allowed. She said her frustration is that the limitations are in bundles and she does not know where to begin or where to get the information and some of the information she has received is wrong.

Councilmember Derwin said she would like to see the increased ADU size allowance per zone discussed, not counting the basements as floor area, and allowing detached ADUs on smaller lots. She described some of the ideas she heard at the May 5 discussion. She said she thinks there are a lot of people wanting to age in place, maybe moving into an ADU and having their children live in the bigger house, or moving an adult child into an ADU. Councilmember Derwin she wanted to build her ADU partially out of guilt about the housing crisis, knowing she lives on a big property with a big house and felt the need to do something. She said she wanted to build an ADU and rent it below market and is still very committed to it despite the high cost, although most people would probably not do that. She said she was supportive of tiny homes and said she thought it was something that would especially interest younger people. She said she was not happy about having to put in her sprinklers but worries every day there will be a wildfire and agrees that requirement should not be waived. She was also not supportive of backsliding on the sustainability requirements.

Councilmember Hughes said safety should not be compromised and buildings need to be safe. He said the counterbalancing issue of utilities and infrastructure should be considered with regard to floor area. He said he would be more comfortable allowing bigger ADUs in situations where the main house is smaller. He said the Town should be more cautious about allowing potentially multiple larger ADUs because it could create property traffic issues, traffic on the nearby streets, parking issues, sewer and septic impacts, etc. He said the recent increase to the allowable floor area was done as part of a staged approach and it is being considered to raise those again, but longer term, a step at a time, and not too fast. He suggested the Planning Commission spend more time on the infrastructure and utility issues. He said waiving things like undergrounding if the ADU triggers it makes sense. He supported allowing second addresses. He said he was not opposed to removing the owner-occupied requirement. He said allowing ADUs to be sold separately gets into issues like lot divisions. He said there are places where a house is on a 99-year-lease but they do not own the land it sits on.

Mayor Richards said they should make a clear statement that while making these adjustments the character of the Town will be respected and preserved. He said he supported discussion to look at allocation of square footage on larger lots. He said parking is a big issue. He said people will move back with their parents and those cars will be there anyway, so this could be an opportunity to study how it can be controlled a bit by adding some off-street parking. He said sprinkler, green building, and C&D requirements should not be reduced. He said prefab units are a difficult proposal in Portola Valley. He said the infrastructure and utility issues can be allocated to staff to look at, at least initially.

Resident Greg Franklin said he agrees with a lot of the comments made tonight. He said new State legislation can sneak up very quickly and, whether we like it or not, we could end up no longer being a rural town. He suggested someone monitor this and report it to the Town Council, possibly including updates on the Town's website so that the community is informed about prospective legislation that could affect Portola Valley. Town Manager Dennis said he and the Town Attorney regularly monitor legislation. He said they do a good job of providing that information to the Council. Councilmember Derwin said she is the chair of the C/CAG Board, San Mateo County Association of Governments, and they deal with transportation and housing. She said she had a 1-1/2-hour telephone conversation yesterday talking about SB-828 and AB-1771, as to whether or not C/CAG should take a position. She said she is on it.

Mayor Richards invited additional public comment.

Virginia Bacon said housing and transportation go together and transportation should also be discussed.

Mayor Richards thanked everyone for their comments. Interim Planning Director Cassidy requested clarity of direction around timing and confirmed with the Council that all of things they talked about were recommended for immediate implementation. She pointed out that the likelihood is they will need to update fairly regularly as State legislation changes. Town Manager Dennis said the timetable proposed is to come back to Council by the end of the year with ideas that require action. Councilmember Hughes said through that process, anything within the ASCC's purview should be run through them.

Ms. Lowe suggested it should be posted on the Town website that many of the rules listed are in flux. She said it is difficult to know what is true and what is not, such as if a cabana can have an inside sink. Mayor Richards agreed that it is a complicated set of ordinances. He said a cabana is completely different from an ADU. Deputy Building Official Weiner asked if Ms. Lowe had a specific question. She said she refers to the website and reads things very carefully, then comes into the Town Center and is told “don’t pay any attention to that” or “it’s not like that anymore.” She said there should at least be some kind of advisement that these things are very much in flux and may not be accurate. She said the website is not updated timely, especially around Planning issues. Town Manager Dennis suggested Ms. Lowe come talk to him about this.

Mr. Boskin said there was unanimity about three or four of the highest priority items and if that could be summarized and posted, it would be helpful to people who are not present tonight.

Town Manager Dennis said there is a page on the Town’s website called Community Conversations Around Housing, including actions the Council has taken prior to the two convenings and detailed notes on those convenings. He said they have also requested that people share their thoughts about the convenings. He said after this meeting, staff will post again on that page so that people continue to feel involved and so that it is completely transparent.

Ms. Vertongen asked if the residents will be able to respond to the summary provided by staff. Mayor Richards said there will be follow-up meetings with the Planning Commission, as the ideas are vetted and sorted out, and also through the other involved committees, all providing opportunities for public comment.

Mayor Richards called for a five-minute break.

Agenda Item 11 was moved ahead of Item 10.

- (11) Recommendation by Town Manager – Adoption of Resolution Approving an Agreement Between the County of San Mateo and the Town of Portola Valley for Law Enforcement Services.
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving an Agreement for Law Enforcement Service for Fiscal Year 2018-19 Through Fiscal Year 2022-23 Between the Town of Portola Valley and the County of San Mateo (Ordinance No.2778-2018)

Town Manager Dennis presented the staff report regarding the agreement for law enforcement services. Staff recommended that the Town Council adopt a resolution approving the agreement and authorize the subcommittee and Town Attorney to negotiate final terms of the scope of services, if applicable.

Vice Mayor Wengert said the Council is happy to move forward with the Sheriff’s Department and the County, having been very pleased with their service, which was part of why they agreed to the significant rate increases in an effort to move back more toward a cost recovery model. She said the discussion with Sheriff Bolanos was particularly helpful. She was happy to see the additional services component reflected in the contract.

Councilmember Hughes said this is the first overhaul and modernization in perhaps nine years, syncing the actual services received with the contract specifications, and paying more appropriately for their services. He said staff, the Sheriff’s Office, and the subcommittee have put a lot of work into this contract, worked through it, and have come up with a good contract.

Town Manager Dennis acknowledged Police Commissioner Gary Nielsen for his assistance and Town Attorney Cara Silver, who played a considerable role in the conversations.

Lt. Christina Corpus thanked everyone for their patience. She said she and the Sheriff's Office are committed to always looking at ways to improve the level of services to the Town and residents. She said she is committed to working with Town Manager Dennis and Communications & Sustainability Management Analyst Taghavi in bringing more community programs about safety and awareness to community members and the children. She said she enjoys working with this community as do the other Deputies who work in Town.

In response to Councilmember Aalfs' question, Town Manager Dennis said the ALPR agreement is separate from Sheriff's Department contract.

Vice Mayor Wengert moved for Adoption of a Resolution Approving an Agreement for Law Enforcement Services for Fiscal Year 2018-19 through Fiscal Year 2022-23 Between the Town of Portola Valley and the County of San Mateo as presented. Seconded by Councilmember Aalfs; the motion carried 5-0.

Town Manager Dennis said it has been moving having the Director of the Library Services and Lt. Corpus here this evening, two people who represent some of the Town's best relationships with other bodies. He said in the time Lt. Corpus has been here the service level and communication has been outstanding and he has never been concerned that the Town would not be taken care of.

- (10) PUBLIC HEARING – Recommendation by Interim Planning Director – First Reading of Ordinance – Outdoor Lighting Ordinance; Amendments to Design Guidelines
- (a) First Reading, Waive Further Reading and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Title 18 [Zoning] of the Portola Valley Municipal Code Relative to Outdoor Lighting (Ordinance No.)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Amending the Portola Valley Lighting Design Guidelines (Resolution No.)

Interim Planning Director Cassidy presented the revised draft ordinance and design guidelines as directed by Council and as detailed in the staff report.

Mayor Richards invited questions from the Council.

Councilmember Hughes asked if the temporary 60-day exclusion would also cover café/festoon lighting. Interim Planning Director Cassidy said the Town would not likely want to get into a definition of holiday lighting, so when someone declares that their lighting is holiday lighting, it would trigger that exemption. Interim Planning Director Cassidy said someone putting up temporary lighting for a party or a wedding, for instance, would technically be a violation but if it was not objectionable and was taken down in a timely manner, that would not likely be enforced.

Councilmember Aalfs moved to Waive Reading and Introduce the Ordinance Amending Chapter 18.36.040 and Chapter 18.42.018; and moved to Adopt the Resolution Approving Amendments to the Design Guidelines relative to Outdoor Lighting; and moved to find the project exempt under the California Environmental Quality Act. Councilmember Derwin seconded; the motion carried 5-0.

Town Manager Dennis said six months ago he asked Interim Planning Director Cassidy to step into the role as Interim Planning Director, which will conclude at the end of this week. He said the Department is in a better place because of her and thanked her for her fantastic work in the last six months.

(12) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Mayor Richards – Attended Coffee with Assemblymember Marc Berman. He attended the Keeping Families Together event in Redwood City.

Vice Mayor Wengert – Attended the Bicycle and Pedestrian Committee meeting in San Mateo County. She also attended the Home For All meeting with Town Manager Dennis.

Councilmember Aalfs – Attended several PCE meetings. He said they tried up the net metering accounts in April and May and wrote 900 checks totally a little over \$400,000. The largest recipient was Recology in San Carlos who received \$30,000 for the excess energy they put on the grid. The second largest recipient was Woodside Priory School who received a check for \$13,000.

Councilmember Derwin – Attended the East Palo Alto Council of Cities with Mayor Richards, where they celebrated their 35th anniversary of incorporation and Portola Valley presented a framed proclamation. Attended two C/CAG related meetings. One of the meetings concerned the 101 Managed Lanes Project and who would be the owner operator – possibly MTC or VTA. She had a conference call regarding SB-828 and AB-1771. They discussed that rather than just opposing the bills, they should present suggestions to Wiener. This will be further discussed.

Councilmember Hughes – Attended Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed the Town Picnic and Bike Rodeo and the street resurfacing. He attended the Open Space Acquisition Committee meeting where they discussed the Conservation Committee's plans for maintaining the five most important bits of open space. They also discussed disposition of the smaller slivers of open space.

(13) Town Manager Report – Town Manager Dennis reported that Laura Russell starts Monday as the new Planning & Building Director. He said the new Finance Director, Doug Radke, has been on board a couple of weeks and is getting settled. Town Manager Dennis said they are planning a meeting for the fall to come meet the new Directors. He said at the Bicycle, Pedestrian & Traffic Safety Committee there was discussion around the traffic-pedestrian study and when it should be started. Town Manager Dennis said good data may not be available during the summer, so they may not start activities around that until September. He said Portola Valley was number one on SMCA alert.

WRITTEN COMMUNICATIONS

(14) Town Council Digest – June 28, 2018

#7 – Email from Resident re Traffic Safety Concern on Grove Drive. Town Manager Dennis will discuss a response with Councilmember Aalfs and/or Councilmember Hughes.

(15) Town Council Digest – July 5, 2018

None.

Mayor Richards announced that Marilyn Walters passed away on May 29 and Phil Eastman passed away on June 19.

ADJOURNMENT [9:49 p.m.]

Mayor Richards adjourned the meeting.

Mayor

Town Clerk