

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 972, AUGUST 8, 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; Mayor John Richards

Absent: Vice Mayor Wengert

Others: Howard Young, Public Works Director  
Arly Cassidy, Interim Planning Director  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

Craig Sander said he and Carol Grundfest sent a letter regarding the changes to the lighting ordinance. He said he was very involved when Portola Valley Ranch redid their lighting guidelines and participated in the study conducted prior to the changes. He said they were supportive of most of the Town's ordinance changes but asked the Council to consider three items prior to approval – 1) Lowering the upper limit for the lumens per fixture; 2) Using timers to turn lights both on and off; and 3) Increasing the time limit on motion sensors.

**CONSENT AGENDA**

- (1) Approval of Minutes – Town Council Regular Meeting of July 11, 2018. *[Removed from Consent Agenda.]*
- (2) Ratification of Warrant List – July 25, 2018, in the amount of \$375,361.77.
- (3) Approval of Warrant List – August 8, 2018, in the amount of \$123,729.48.
- (4) Appointment by Mayor – Member to the Bicycle, Pedestrian & Traffic Safety Committee.
- (5) Recommendation by Town Clerk – Declaring the Results of the General Municipal Election held on June 5, 2018
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Declaring Canvass of Returns and Results of General Municipal Election Held on June 5, 2018 (Resolution No. 2779-2018)
- (6) Recommendation by Finance Director – Local Agency Investment Fund ("LAIF") Authorization
  - (a) Adoption of Resolution of the Town Council of the Town of Portola Valley Authorizing Investment of Monies in the Local Agency Investment Fund (Resolution No. 2780-2018)
- (7) Recommendation by Associate Planner – Second Reading of Ordinance amending Chapter 18.36.040 [Accessory Uses Permitted in All Districts] and Chapter 18.42.018 [Accessory Structures] of the Portola Valley Municipal Code and Adopt a Finding that the Ordinance is Exempt from CEQA *[Removed from Consent Agenda.]*

- (a) Second Reading, Waive Further Reading and Adopt 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. 2018-424)
- (8) Recommendation by Public Works Director – Acceptance of the 2017/2018 Street Resurfacing Project – Surface Seals #2018-PW01
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept the Completed Town of Portola Valley 2017/2018 Street Resurfacing Project – Surface Seals #2018-PW01 and Authorizing Final Payment to O’Grady Paving, Inc. Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Ordinance No. 2781-2018)

Councilmember Aalfs moved to approve the Items 2, 3, 4, 5, 6, and 8, on the Consent Agenda. Seconded by Councilmember Derwin, the motion carried 4-0, by roll call vote.

- (1) Approval of Minutes – Town Council Regular Meeting of July 11, 2018. Councilmember Hughes moved to approve Item 1 as amended. Seconded by Councilmember Aalfs, the motion carried 4-0.
- (7) Recommendation by Associate Planner – Second Reading of Ordinance amending Chapter 18.36.040 [Accessory Uses Permitted in All Districts] and Chapter 18.42.018 [Accessory Structures] of the Portola Valley Municipal Code and Adopt a Finding that the Ordinance is Exempt from CEQA
  - (a) Second Reading, Waive Further Reading and Adopt 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. 2018-424)

Mayor Richards asked Associate Planner Cassidy if the items brought up by Mr. Sander were specifically discussed by the ASCC. Associate Planner Cassidy said those issues had been thoroughly discussed. She explained why the 1125 lumens maximum was chosen. She said in the previous design guidelines there was reference to a bulb no brighter than 75 watts, which is comparable to 1125 lumens. She pointed out that 1125 is the maximum lumens allowed, not necessarily the desired lumens. In response to Mayor Richards’ question, Mr. Sander said he looked at every single fixture already purchased at Portola Valley Ranch and others provided by typical vendors. He said you can buy 350, 750, and 1125 lumen fixtures. He said they had considered the lux question Councilmember Hughes mentioned; however, it is no longer specified by anyone. He said they set a lumen limit per linear foot in order to get around the lux question. He explained that the fixture manufacturers promote higher lumens per watt usage and people need to be encouraged to lower lumen output.

Associate Planner Cassidy said if the Council chose to amend the proposed ordinance, the item would need to come back again for a first reading.

Councilmember Derwin expressed concern about timers only being used to turn lights off which is not practical when someone is on vacation and cannot manually turn the lights on. Associate Planner Cassidy said the idea was that motion sensors would be a good replacement instead of timers that turn things on de facto when no one is using the area. Mr. Sander said they could not find a setup where it was compatible to use a wall switch and in parallel have a motion sensor drive the same set of lights. Mayor Richards said motion cells are becoming more available that use a manual on and automatically shut off in daylight.

Councilmember Derwin said it is a rule that is unenforceable. Associate Planner Cassidy said there was discussion about enforceability. She said the rule will not be retroactively applied to buildings already

approved and staff will not be driving around looking for violations. She said when an applicant comes in, the rules are laid out and most applicants want to follow the rules.

Associate Planner Cassidy said this issue can be monitored and if they learn that people are struggling with it during their project design, staff can bring it back for review.

Councilmember Hughes moved to approve Item 7, on the Consent Agenda. Seconded by Councilmember Derwin, the motion carried 4-0.

## **REGULAR AGENDA**

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

Councilmember Hughes – Attended a Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed stepped up patrolling with school starting and discussed events around the Town Picnic such as bike race and bike rodeo. Public Works Director Young said the Traffic and Pedestrian Safety Study will begin once traffic normalizes in the area, probably three weeks or so after school starts and after Labor Day. Councilmember Hughes attended an Airport Roundtable meeting for Vice Mayor Wengert. He said three people were there from the FAA answering questions that had been previously submitted by the Committee. He said the Legislative Subcommittee discussed having a prepared list of items they would like to see go into legislation, so they are ready as the opportunities arise. They heard a lot of news and updates from their technical consultant, including a NASA study that airframe noise may be reduced for arrivals by up to 70 percent with fairly minor modifications.

Councilmember Derwin – Attended C/CAG Legislative Committee meeting where they discussed Proposition 6, the repeal of SB-1, which is pulling about 50/50. She said the Town needs to encourage a no vote on Proposition 6 and explain the community projects that would be pulled if it passes. She said they also discussed 828 regarding RHNA numbers and 1771 regarding distribution of RHNA numbers and the appeal process. She attended the C/CAG meeting where they discussed the 101 Managed Lane Project. There was a presentation by two consultants called US 101 Managed Lanes Toll Operations, providing an overview of the project and discussing who would own and operate the toll lane. Supervisor Canepa was not supportive of it being a toll lane and there will be a special study session on the issue, because C/CAG must decide by October who will be the owner/operator. She attended a meeting on July 18 at a church in San Mateo regarding immigration where they heard several speakers and then broke up into discussion groups. She attended a Resources Management and Climate Protection meeting where they heard a speaker from Mynt Systems, who focus on making commercial buildings more energy efficient. They heard the update on the Energy and Water Strategy 2025 kick-off event. They heard a presentation by the Office of Rate Payer Advocates. Attended San Mateo Countywide Water Coordination Committee meeting where they discussed the staff advisory team meeting. She attended the HEART Board meeting. She said HEART received a \$296,000 grant from Bay Area Air Quality Management District to create four to eight design models of green-designed ADUs. She attended the Senator Jerry Hill Meet and Greet at Robert's on July 26. She said Tim Clark from the Ladera Church on Alpine said they have a one-half acre parcel in Portola Valley where they would like to build something like a six-unit affordable housing apartment building. She attended a Home for All meeting where they discussed a video they are preparing about ADUs. Councilmember Derwin was filmed for the video. She provided an opinion piece for Half Moon Bay Journal called about polluted beaches. She attended the July 18 and August 1 Planning Commission meetings. She met with the new Friends of the Library President, Jeanne Kunz.

Councilmember Aalfs – Attended a Peninsula Clean Energy Meeting where they discussed the CPUC ruling regarding the PCIA fee and SB237.

Mayor Richards – Attended the July 23 ASCC meeting. The ASCC was trying out a new process of combining the preliminary and final reviews to speed things up. They discussed the interpretation of the General Plan with regard to building within the Scenic Corridor. He attended the July 24 Conservation Committee meeting where they discussed the writing of reports on Town-owned properties.

Public Works Director Young said the Sheriff's Department reported that the ALPRs installed on August 1 were functional.

Sargent Todd Finato from the Sheriff's Office said the accident last night involved a 16-year-old male driver. The boy suffered no injuries but totaled his BMW. There was an attempted burglary at the Shell gas station by two gentlemen wearing masks trying to break the shatterproof glass with a hammer. The alarm went off and the gentlemen ran away. There was no vehicle description, but the Sheriff's Department pulled the ALPR licenses plates from a 90-minute timeframe and will be going through the 200 plates.

(10) Town Manager Report – None.

**WRITTEN COMMUNICATIONS**

(11) Town Council Digest – July 12, 2018

None.

(12) Town Council Digest – July 19, 2018

None.

(13) Town Council Digest – July 26, 2018.

#5 - Notice from San Mateo County Mosquito & Vector Control District – Revised Draft Programmatic Environmental Impact Report (PEIR) for potential environmental impacts resulting from implementation of updated vector control activities. Councilmember Derwin expressed support and asked staff to look into chemical control.

(14) Town Council Digest – August 2, 2018

None.

**ADJOURNMENT [8:24 p.m.]**

Mayor Richards adjourned the meeting.

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Mayor

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Town Clerk