



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council
 Wednesday, May 8, 2019
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

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 24, 2019 (3)
2. **Approval of Warrant List** – May 8, 2019 (11)
3. **Recommendation by Town Attorney** – Second Reading and Adoption of an Ordinance Requiring the Safe Storage of Firearms in Residence (23)
 - (a) Second Reading, Waive Further Reading and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 9.09 [Storage of Firearms] to Title 9 [Public Peace, Morals and Welfare] of the Portola Valley Municipal Code to require the Safe Storage of Firearms in a Residence (Ordinance No. __)

REGULAR AGENDA

STAFF REPORTS & RECOMMENDATIONS

4. **STUDY SESSION** – Future General Plan Update (29)
5. **Recommendation by Planning & Building Director** – Review the Housing Element Annual Progress Report (51) for 2018 and Authorize Submittal to the California Department of Housing and Community Development (HCD)
6. **Recommendation by Town Manager** - Appointment of Resident Members to the Ad-Hoc Wildfire (61) Preparedness Committee
7. **Recommendation by Town Manager** – FY 2019-'20 Council Priorities (73)
8. **Recommendation by Town Manager** – Formation of a Council Subcommittee, Website Refresh (78)
9. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (79)
 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** (80)

WRITTEN COMMUNICATIONS

11. **Town Council Digest** – April 25, 2019 (81)
12. **Town Council Digest** – May 2, 2019 (87)

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 REGULAR MEETING NO. 968, APRIL 24, 2019

CALL TO ORDER AND ROLL CALL

Mayor Wengert 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 Craig Hughes and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: Councilmember Maryann Derwin

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

ORAL COMMUNICATIONS

(1) Presentation – Retirement of Woodside Fire Protection District Chief, Dan Ghorso

Mayor Wengert announced that the Town was honoring Retiring Woodside Fire Protection Chief Dan Ghorso, who has been an integral part of the community for nearly 30 years. Mayor Wengert shared some of Chief Ghorso's impressive career accomplishments, as well as his personal accomplishments.

Each of the Councilmembers and some audience members shared personal stories and expressed gratitude and appreciation for Chief Ghorso's services to the Town.

Chief Ghorso thanked the Council. He said for his entire career he had enjoyed the wonderful relationship between the Fire District and the Town and he thanked the Town staff for that. He said Town Manager Dennis has been a breath of fresh air, they've accomplished a lot together, and he anticipates Town Manager Dennis will continue on that positive path.

Mayor Wengert read the Town's proclamation to Chief Ghorso.

CONSENT AGENDA

(2) Approval of Minutes – Town Council Regular Meeting of April 10, 2019.

(3) Approval of Warrant List – April 24, 2019, in the amount of \$377,224.46.

(4) Recommendation by Public Works Director – Adoption of a Resolution for the 2018/2019 Street Resurfacing Project – Surface Seals Project No. 2019-PW01

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2018/2019 Street Resurfacing Project Surface Seals No. 2019-PW01 (Resolution No. 2795-2019)

(5) Recommendation by Public Works Director – Adoption of a Resolution Relative to Senate Bill 1 (SB 1) Road Maintenance and Rehabilitation Account Funding and Submittal of a Proposed Project List

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting a Project List for Fiscal Year 2019-20 Funded by SB 1: The Road Repair and Accountability Act of 2017 (Resolution No. 2796-2019)

Vice Mayor Aalfs moved to approve the Consent Agenda. Seconded by Councilmember Richards, the motion carried 4-0, by roll call vote.

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

(6) Report by Conservation Committee – Annual Report to the Town Council

Judith Murphy presented the 2019 Conservation Committee Annual Report. She shared the mandate, the accomplishments in 2018-19, and the proposed activities for 2019-2020, as detailed in the staff report. The Committee requested guidance regarding altering criteria for heritage tree removal to consider solar and fire. They also requested specific and substantial financial support in the Public Works budget be earmarked in order to continue the maintenance and restoration of important Town-owned properties, also as detailed in the staff report.

Mayor Wengert invited questions from the Council and audience. Hearing none, she invited comments from the Council and audience.

Councilmember Richards said the Conservation Committee is very successful. He agrees the Town needs to step up as much as possible, given the financial constraints, to keep things going the way they have been going.

Councilmember Hughes said he appreciates the efforts the Conservation Committee has made to let the Town know the work that needs to be done. He said the Town now has the five-year Capital Improvement Program and it can be figured out how to pay for it effectively over time. He appreciated the very useful prioritization the Committee provided.

Mayor Wengert said she also appreciated the priorities list. She said fire prevention has moved into a higher priority slot over the last year and a half. She thanked Ms. Murphy for the presentation and expressed the Town's appreciation for their tremendous work.

STAFF REPORTS AND RECOMMENDATIONS

(7) Study Session – Pedestrian Safety Study Update and Initial Discussion on General Process

Public Works Director Young said Town Manager Dennis had sent out the link for the online study report and provided extra copies. He explained that tonight his presentation would include points of discussion regarding processes. He said the technical discussion will come back when the traffic consultant shares their presentation.

Public Works Director Young provided background of how this safety study came about. He said there were site meet-ups with parents to gather feedback, which resulted in a scope being approved by the Bicycle, Pedestrian & Traffic Safety Committee (BPTS) and a budget being approved by the Council to enter into a study. Krupka Consulting, a traffic engineering and planning consultant, was retained to conduct the study. Public Works Director Young said there was a lot of public outreach with very well noticed meetings. The report was posted on the Town's website, input was consistently solicited, and exhibits were posted at the Library.

He said that on April 22, 2019, the BPTS accepted the report and recommended it be forwarded to the Town Council for consideration. Staff requested input from the Council regarding next steps. Public Works Director Young asked the Council to consider if they envisioned additional public process during the study phase. He asked which Committee or Commission should be part of the process, what their roles would be, what level of involvement they should have, and how much inter-committee back-and-

forth feedback there should be. If approved, he asked if subcommittees or chairs should be assigned as liaisons in order to provide timely responses throughout the process.

Public Works Director Young said installation of signs can be controversial and they want to develop a full process that everyone around town is comfortable with. He said once the work is complete, a final report will go to the Town Council. If approved, the final program may consist of a plan within priority orders, funding in Capital Improvement Program, etc.

Public Works Director Young defined some of the unfamiliar nomenclature found in the report and shared photos of the different types of signs and markings. He explained the guidance and legal protection provided by the Caltrans Standards and the Manual of Uniform Traffic Control Devices approved by the Federal Highway Administration.

Public Works Director Young said they've received a lot of positive input on the Crossing Guard Pilot Program. Town Manager Dennis asked about the usage counts. Public Works Director Young said there were about 10 to 15 children and parents at the Priory, which was low compared to Alpine and Corte Madera, which was approximately 30 children. Town Manager Dennis said they anticipate that more people may choose to walk if they know there is a crossing guard. Councilmember Hughes said the car traffic has been better behaved since the crossing guard has been there.

Public Works Director Young said when they bring back the formal presentation, they will ask Council for guidance regarding short and long-term improvements and potential funding options for improvements.

Town Manager Dennis said tonight's goal is not to get into specifics of the study but to understand the Council's general approach on how to tackle the issues. He said Councilmember Hughes, who was Mayor at the time, and BPTS Chair Ed Holland, attended all of the pop-ups around Town. Town Manager Dennis emphasized the signs are required to match the Uniform Traffic Control Devices Standards.

Mayor Wengert invited questions from the Council.

Councilmember Hughes thanked the Council for agreeing to fund this proposal. He said the approach was to look comprehensively at a lot of different areas in Town. He said there is a lot of potentially low-hanging fruit that can be gotten to at less expense.

Councilmember Richards agreed that this is a great first step. He said if there are options to the signage, it makes sense to take it to ASCC, but if there are not any options, that would not be necessary. He said, as pointed out in the report, people need to pay more attention to their driving behaviors.

Mayor Wengert agreed there are a number of short-term fixes that are relatively easy to accommodate. She said there is quite a Capital Improvement budget that will need to be worked through this year, with an ever-growing list of funding requests. She said things like meeting Caltrans standards cannot be deferred and will likely be prioritized. She said it is a very comprehensive report and will be a prioritization exercise, which will be matched with funding.

Councilmember Richards said there is nothing extremely major in the report other than moving one crosswalk, which will include the signage and lights and likely an additional study about where to move it.

Councilmember Hughes said there is some flexibility in the Uniform Traffic Control Devices Standards with some options such as size, which flashing beacon. He said there are some choices the Town will want to standardize. He said it might be appropriate to have the ASCC approve a standard school crosswalk assembly, for instance. Mayor Wengert agreed and said in a situation where something is referred to ASCC, it will be with clear direction that there are limitations as to what they can prohibit. She said the Town has been reluctant to adapt to Caltrans standards because they are generally perceived as too urban and too visible for Portola Valley. Vice Mayor Aalfs said wherever appropriate, the discussions can consist of a Chair or a subcommittee as opposed to a full ASCC hearing process.

Town Manager Dennis said a while ago, then-Mayor Hughes indicated some interest in having an overall look at reducing the signage in Town. Town Manager Dennis said this may also be a good time to fold some of that work in.

Town Manager Dennis asked Council if the crossing guard needs to be reexamined as part of the budget discussion coming up in a month. He also asked Council for feedback related to the flashing beacons. He said that may feed into the immediate Capital Improvement Program for year one. He said he is interested in pursuing grants, but there may also be interest in doing something sooner than grants can be made available.

Mayor Wengert asked if there was ever any assistance coming from the school district for the cost of the crossing guard. Public Works Director Young said they've met with the school representatives and have decided on some cost-sharing methodology. Mayor Wengert asked if there was a willingness to continue that cost-sharing. Councilmember Hughes said historically the school district paid 100% of the crossing guard. He asked if the Woodside Patrol crossing guard costs are more or less than what they used to pay the crossing guard. Public Works Director Young said the Woodside Patrol costs more. Town Manager Dennis said the school district did make a very sincere attempt to find someone to do this and weren't able to do so. He said the risk going into the pilot program was that the Town may have to make an ongoing contribution. He said he is not aware if the other partners are willing to go into a longer-term agreement than this pilot program. Councilmember Hughes said the school district likely has some budget for a crossing guard.

Caroline Vertongen said the crossing light at Brookside should be a priority. Public Works Director Young explained that the repair required for that crossing light is very expensive and the Town was waiting for the study results so they do not go to that expense to repair it and then end up moving it. He said the study has advised moving the crosswalk or using rapid flashing beacons. He said at this point the crossing guard addresses the issue. Town Manager Dennis said the initial conversations that led to the Pedestrian Safety Study came from the community of people on Brookside and Corte Madera and their concern about that intersection and it has always been the focal point of this discussion. Councilmember Hughes added that the report has provided detailed suggestions for appropriate short- and long-term solutions.

Mayor Wengert asked if flashing beacons were required for any of the town locations. Town Manager Dennis said they were not required, but the consultant found that they were useful and a best practice. Councilmember Hughes said the report discusses that the goal is not just to be uniform with other towns and cities nationwide, so that people are familiar with the devices, but is also for uniformity throughout town. For example, if there is a school crosswalk in front of the Priory with one situation and completely different thing in Corte Madera, it may cause confusion. The strong recommendation is for uniformity. Councilmember Richards said most people hate the flashing lights, but they are very effective. He said if there are options such as varying brightness, height, speed of flashes, then those options should be reviewed before a choice is made. Public Works Director Young said that is understood and added that decisions are made looking through the lens of the rural character of the town. Councilmember Hughes pointed out that some installations may be relatively inexpensive and some may be more expensive and also involve waits for PG&E to run wire. Mayor Wengert said the driver will be the agreed upon uniform standard. Councilmember Hughes said the Town's General Plan talks about rural character but also says it should be balanced with safety.

The Council recommended that staff bring the study back to the Town Council so they can review the priorities and provide guidance.

Town Manager Dennis suggested July or August for staff to come to Council for feedback regarding uniform signage before taking it to the ASCC. Mayor Wengert suggested not focusing on the overall town at this point but limit the focus to what has been covered in this study.

Town Manager Dennis asked if flashing beacons should be brought back for part of the upcoming budget cycle. Councilmember Hughes said it would be worth assessing if, for example, at the Priory crosswalk it

would be relatively simple to install them because the power is already there. He said, given the timeline, bringing something to the ASCC over the summer, there may be some simple things that could be put in place before the start of the next school year. Vice Mayor Aalfs agreed and said it is worth getting the flashing beacon item on an agenda so people have a chance to weigh in.

Town Manager Dennis asked Public Works Director Young for a rough cost estimate for flashing beacons. Public Works Director Young said it could range anywhere from \$25,000 to \$50,000 per installation.

Public Works Director Young said the study itself is a planning document. He said once staff gets into it, there will be analysis and design required. It will also have to be bid out, equipment acquired, etc. In response to Town Manager Dennis's question, Public Works Director Young said the installation of a flashing beacon assembly should take a couple of weeks. In response to Mayor Wengert's question, Public Works Director Young said the solar powered beacons are totally self-contained but the issue would be locations where the sun would work. He said the public outreach is what will take time, notifying neighbors, then design, potential relocation of the crosswalk, pole installation, electricity, grinding out old crosswalks and legends, reinstalling thermoplastic markings, etc.

Mayor Wengert asked if there should be outreach to invite the public to the next Council discussion regarding this process. Town Manager Dennis said he can discuss this with Public Works Director Young and how that will work from a timing perspective if they want to install something prior to the school year. Councilmember Hughes said he could see that coming in stages with perhaps the signs first and the flashing beacons installed but not yet wired.

Town Manager Dennis said the renegotiated contract with the Sheriff's Office includes a broad set of responsibilities, including enforcement. He said the Town has a very good relationship with Capt. Corpus and she has been very responsive when they've requested increased enforcement, which is best done in waves. He said Capt. Corpus certainly has this on a high priority and deploys it effectively. Councilmember Hughes said a Sheriff's Deputy always comes to the BPTS meetings and makes adjustments based on that feedback.

(8) Report by Town Manager – Budget Book Format

Town Manager Dennis led a PowerPoint presentation and shared the budget book for Carmel by the Sea, showing selected portions of their presentation. He discussed the challenges of the Town's current budget book, some of the proposed changes, and next steps.

Town Manager Dennis explained the chart of accounts within the budget. He went through the annual road project and planning and building department as examples.

He said staff's goal is have a true department-level presentation with useful revenue and expense summaries. He said the Town's current chart of accounts needs to be entirely recreated. He said the Carmel by the Sea budget has become a favorite of the department heads. He described highlights from their budget that are particularly impressive.

Town Manager Dennis said staff is in the process of finalizing budgets with departments loading their budgets into the OpenGov system, which should be completed next week. They've started their Capital Improvement Program discussions. He said the big decision is whether the revised budget book format is possible this year or not.

Councilmember Richards asked how this will fit in with the Town's current software situation. Town Manager Dennis said it doesn't fit in as much as he'd like. He said the OpenGov system does allow adding a layer to convert the data from the current presentation to a new presentation. He said when they think more about software upgrades, they want to build on Accela and OpenGov.

Councilmember Hughes asked how far back staff plans to go in comparing historical data. He asked if this will make the comparisons more difficult to do. Town Manager Dennis said it is hard to do now because of how the data is preserved and presented. He said it will not be a system issue. He said the current budget book presents data for the previous three years plus the actual and proposed.

Councilmember Hughes said it is currently difficult to see at a glance which expenditures cost the Town versus being passed through, such as in Planning. Town Manager Dennis said that can be fixed. He said one of the misconceptions is that monies brought in for Planning and Building Department fees pay for the Planning and Building Department. He said that is not how it is structured here, where the fees go into the General Fund. He said the advantage is flexibility but the disadvantage is it makes it more difficult to tell a story about revenue. He said he is comfortable recommending that the monies collected by Planning and Building pay for Planning and Building, as is done in other places. He said that will also show a sizable General Fund support for the Department, which is not inappropriate and is typical for a Planning Department. Councilmember Hughes said that will help determine if the fees charged are appropriate. Vice Mayor Aalfs asked if that would be a supporting document for the fee schedule study. Town Manager Dennis said there is a relationship but it's separate.

Mayor Wengert said she would be concerned about adopting a new system and putting more time pressure on staff considering when we need to be moving forward on the budget. She said she feels confident that the Council understands enough about the current budget. She said the big potentially challenging issue this year will be the capital budget.

Town Manager Dennis said it is frustrating because he really wants to deliver this new budget book sooner rather than later because it will be useful for the Council and the residents, but he did appreciate the Council protecting staff's time constraints. He said he has allocated some time tomorrow to research how much time this budget book could take.

Vice Mayor Aalfs said he also likes Carmel's presentation. He said he supports making the changes if Town Manager Dennis thinks it can be done and is also okay if it needs to wait until next year.

(9) Recommendation by Town Attorney – Introduction of an Ordinance Requiring the Safe Storage of Firearms in Residence

- (a) First Reading, Waive Further Reading and Introduce an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 9.09 [Storage of Firearms] to Title 9 [Public Peace, Morals and Welfare] of the Portola Valley Municipal Code to require the Safe Storage of Firearms in a Residence (Ordinance No. __)

Town Manager Dennis said that last month the Mayor was contacted by Dave Pine and David Canepa of the Board of Supervisors, alerting the Town to them having adopted an ordinance requiring that all firearms in the home be safely stored using a safety device approved by the California Department of Justice. The Supervisors requested that municipalities in San Mateo County consider adopting a similar ordinance. In response to Mayor Wengert's question, Town Manager Dennis said this ordinance is on other municipalities' dockets.

Town Attorney Silver presented the background and discussion items regarding the proposed ordinance, as detailed in the staff report. Staff recommended the Town Council introduce and waive reading of an ordinance requiring the safe storage of firearms in a residence.

In response to Councilmember Hughes's question, Town Attorney Silver said the County fines are per violation and not per day whereas the Town phrased it as \$100 per day. She said to bring it more in line with the County that might be changed to \$100 per violation.

Councilmember Hughes said this ordinance is very much limited to the main house, and not garages, cars parked outside a home, accessory structures, etc. He said this leaves a lot of locations not covered by the ordinance and a lot of accessibility to children or unintended uses of the firearms. He asked if there

was any correlation with precedence or any reason the County limited it to just residences. Town Attorney Silver said there is a patchwork of state laws dealing with this and keeping firearms away from children in a house or on property. She said she thinks the County wants to do something that has already been ruled constitutional. Mayor Wengert said the primary intention of this was to address the issue of young children finding guns in the home and teen suicides, which was backed by substantial research. She said the County also did not want to be too far-reaching and viewed this as a first step.

Councilmember Hughes said the Town was giving people considerably longer than 30 days to come into compliance with the leaf blower ordinance. Town Attorney Silver said that would be a policy call. She said gun safes range from a couple hundred dollars to thousands, and trigger locks are cheaper.

Mayor Wengert said the unintended consequence could be for gun collectors. Town Manager Dennis said there was no specific outreach to the community regarding this particular item. Mayor Wengert said while

this is clearly well-intentioned, she is concerned about having something like this immediately imposed without understanding entirely what that would mean for some of the residents.

Councilmember Richards said he was supportive of approving the ordinance tonight.

Vice Mayor Aalfs was also supportive of approving the ordinance.

Councilmember Hughes said he was supportive of the ordinance but suggested allowing more than a month to come into compliance. Vice Mayor Aalfs said he did not think that would be an issue given the unlikelihood of any enforcement. Councilmember Hughes agreed to 30 days.

Town Manager Dennis asked if the Council wanted staff to make a specific statement about it, more than what is typically done. He noted that tomorrow, for the first time, he will be producing a Council summary for distribution through social media, PV Forum, and the like. Councilmember Hughes suggested it would be helpful to let people know and provide links to the state website that lists the safety devices.

Councilmember Richards moved to Introduce the Proposed Ordinance Requiring the Safe Storage of Firearms in Residence, with the changes to take affect after 30 days. Seconded by Vice Mayor Aalfs, the motion carried 4-0.

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

Councilmember Richards – Attended the Conservation Committee meeting. He attended the Cultural Arts Committee meeting where they approved a new member, focusing on the upcoming summer concert series. He attended the garbage company meeting. He attended the Planning Commission meeting where they discussed the Neely Wine proposal for a tasting room. He attended the County Emergency Services Council meeting where they discussed the approved budget. He said Kevin Rose is the new Director of OES.

Councilmember Hughes – Attended Bicycle, Pedestrian & Traffic Safety Committee meeting where they discussed tonight's report. He attended the Trails Committee meeting with the representatives from the Ranch talking about the Coal Mine Ridge Trails and signage. Met with the Mayor and staff for the subcommittee meeting on a purchasing policy.

Vice Mayor Aalfs – Met with Historic Resources on April 11 where they went over the budget and discussed a possible historic bus tour. He met with Town Manager Dennis, Planning & Building Director Russell and Jeff Klugman of the School Board and Maya Perkins of Facebook where they discussed teacher housing.

Mayor Wengert – None.

(11) Town Manager Report – Town Manager Dennis reported that staff continues to receive applications for the ad-hoc committee formed by the Council. He said many people have indicated interest but did not think they could provide the time. He said no small cell site applications have been received, which appears to be the case across many jurisdictions. He said the Town is working with the Priory on issues around notifying residents about their upcoming project which has led to a larger conversation about whether the current notification standards are adequate for projects that may have a wider footprint. He said Planning & Building Director Russell is developing a director-level policy that gives her discretion to implement a larger notification area up to 1,000 feet. He said he is working with Senator Hill’s office to get a working list of ongoing CASA Compact legislation. The Cities Association of

Santa Clara County published a position paper on housing, which was adopted by the Palo Alto City Council.

WRITTEN COMMUNICATIONS

(12) Town Council Digest – April 11, 2019

None.

(13) Town Council Digest – April 18, 2019

None.

ADJOURNMENT [9:50 p.m.]

Mayor Wengert adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 1

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

ACCUITEMPS	Temp/Clerical/Acctg Support	20853	05/08/2019	
A Robert Half Company	Week ended 4/19/2019		05/08/2019	
P.O. BOX 743295	0884		05/08/2019	0.00
LOS ANGELES	BOA	53708	05/08/2019	0.00
CA 90074-3295	53312214			672.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4058	Temp Clerical/Admin	672.00	0.00

ACCUITEMPS	Temp/Clerical/Acctg Support	20854	05/08/2019	
A Robert Half Company	Week ended 4/26/2019		05/08/2019	
P.O. BOX 743295	0884		05/08/2019	0.00
LOS ANGELES	BOA	53708	05/08/2019	0.00
CA 90074-3295	53353242			1,428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4058	Temp Clerical/Admin	1,428.00	0.00

Check No.	53708	Total:	2,100.00
Total for	ACCUITEMPS		2,100.00

ART LUXURY HOME BUILDERS	Refund Deposit, 80 Hayfields	20855	05/08/2019	
	Prorated		05/08/2019	
24930 LA LOMA CT	0897		05/08/2019	0.00
LOS ALTOS HILLS	BOA	53709	05/08/2019	0.00
CA 94022				946.67

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	946.67	0.00

Check No.	53709	Total:	946.67
Total for	ART LUXURY HOME BUILDERS		946.67

CITY OF REDWOOD CITY (IT)	March IT Support	20883	05/08/2019	
			05/08/2019	
P.O. BOX 3629	586		05/08/2019	0.00
REDWOOD CITY	BOA	53710	05/08/2019	0.00
CA 94064	BR51594			2,317.90

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,317.90	0.00

Check No.	53710	Total:	2,317.90
Total for	CITY OF REDWOOD CITY (IT)		2,317.90

COMCAST	WiFi, 4/21/19 - 5/20/19	20879	05/08/2019	
			05/08/2019	
P.O. BOX 34744	0045		05/08/2019	0.00
CITY OF INDUSTRY	BOA	53711	05/08/2019	0.00
CA 91716-0533				129.32

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	129.32	0.00

Check No.	53711	Total:	129.32
-----------	-------	--------	--------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 2

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

Total for COMCAST 129.32

COTTON SHIRES & ASSOC. INC.	March Applicant Charges	20857	05/08/2019	
			05/08/2019	
330 VILLAGE LANE	0047		05/08/2019	0.00
LOS GATOS	BOA	53712	05/08/2019	0.00
CA 95030-7218				10,719.32

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	10,719.32	0.00

COTTON SHIRES & ASSOC. INC.	Applic Chgs 9/14/18 - 11/14/18	20866	05/08/2019	
	Klein, 11 Buck Meadow		05/08/2019	
330 VILLAGE LANE	0047		05/08/2019	0.00
LOS GATOS	BOA	53712	05/08/2019	0.00
CA 95030-7218	113542R			2,500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	2,500.00	0.00

Check No. 53712 Total: 13,219.32

Total for COTTON SHIRES & ASSOC. INC. 13,219.32

HARRY COUNCELL	Carriage Rides, PV Horse Fair	20858	05/08/2019	
		00006614	05/08/2019	
10300 NEW AVENUE	2158		05/08/2019	0.00
GILROY	BOA	53713	05/08/2019	0.00
CA 95020	754			1,328.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	1,328.00	1,328.00

Check No. 53713 Total: 1,328.00

Total for HARRY COUNCELL 1,328.00

CSG CONSULTANTS INC	Bldg Inspection Services, 12/1/18 - 12/28/18	20901	05/08/2019	
			05/08/2019	
550 PILGRIM DRIVE	622		05/08/2019	0.00
FOSTER CITY	BOA	53714	05/08/2019	0.00
CA 94404	22762			7,840.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	7,840.00	0.00

Check No. 53714 Total: 7,840.00

Total for CSG CONSULTANTS INC 7,840.00

ECS IMAGING	Scanning Project - Planning	20859	05/08/2019	
			05/08/2019	
5905 BROCKTON AVE	1466		05/08/2019	0.00
RIVERSIDE	BOA	53715	05/08/2019	0.00
CA 92506	13992			4,397.20

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4309	Scanning - Planning	4,397.20	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 3

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

Check No. 53715 Total: 4,397.20

ECS IMAGING	Annual Imaging Renewal, 05/27/19 - 05/26/19	20860	05/08/2019	
			05/08/2019	
5905 BROCKTON AVE	1466		05/08/2019	0.00
RIVERSIDE	BOA	53716	05/08/2019	0.00
CA 92506	13998			4,003.00

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

Check No. 53716 Total: 4,003.00

Total for ECS IMAGING 8,400.20

LYNN EISBERG	Deposit Refund, Event 3/16/19	20880	05/08/2019	
			05/08/2019	
233 WYNDHAM DRIVE	0694		05/08/2019	0.00
PORTOLA VALLEY	BOA	53717	05/08/2019	0.00
CA 94028				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2561	Community Hall Deposits	500.00	0.00

Check No. 53717 Total: 500.00

Total for LYNN EISBERG 500.00

EXCEL LD	April LD Telephone Service	20862	05/08/2019	
			05/08/2019	
PO BOX 660343	0806		05/08/2019	0.00
DALLAS	BOA	53718	05/08/2019	0.00
TX 75266	1177658202			16.82

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	16.82	0.00

Check No. 53718 Total: 16.82

Total for EXCEL LD 16.82

FRIENDLY PONY PARTIES	Large Petting Zoo and Ponies	20863	05/08/2019	
	Horse Fair Event, 5/11/19	00006613	05/08/2019	
P. O. BOX 637	2168		05/08/2019	0.00
HALF MOON BAY	BOA	53719	05/08/2019	0.00
CA 94019				1,500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	1,500.00	1,500.00

Check No. 53719 Total: 1,500.00

Total for FRIENDLY PONY PARTIES 1,500.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 4

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

GRANITE ROCK COMPANY	Asphalt Patch	20892	05/08/2019	
			05/08/2019	
P.O. BOX 50001	0322		05/08/2019	0.00
WATSONVILLE	BOA	53720	05/08/2019	0.00
CA 95077-5001	1165832			380.63

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	380.63	0.00

Check No.	53720	Total:	380.63
Total for	GRANITE ROCK COMPANY		380.63

HORIZON	String Trimmer	20893	05/08/2019	
			05/08/2019	
P.O. BOX 52758	0289		05/08/2019	0.00
PHOENIX	BOA	53721	05/08/2019	0.00
AZ 85072-2758	1N378782			434.99

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	434.99	0.00

HORIZON	Irrigation Heads/Riser	20899	05/08/2019	
			05/08/2019	
P.O. BOX 52758	0289		05/08/2019	0.00
PHOENIX	BOA	53721	05/08/2019	0.00
AZ 85072-2758	1N377628			458.05

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	458.05	0.00

Check No.	53721	Total:	893.04
Total for	HORIZON		893.04

REED HUNDT	Refund Deposit, 185 Cherokee prorated	20864	05/08/2019	
			05/08/2019	
185 CHEROKEE WAY	0849		05/08/2019	0.00
PORTOLA VALLEY	BOA	53722	05/08/2019	0.00
CA 94028				946.67

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	946.67	0.00

Check No.	53722	Total:	946.67
Total for	REED HUNDT		946.67

ICMA	Annual Member Renewal FY 19-20	20865	05/08/2019	
Membership Renewals	Member #903850		05/08/2019	
PO BOX 79403	1123		05/08/2019	0.00
BALTIMORE	BOA	53723	05/08/2019	0.00
MD 21279-0403				1,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	1,400.00	0.00

Check No.	53723	Total:	1,400.00
Total for	ICMA		1,400.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 5

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

KAISER PERMANENTE CALIFORNIA	May Health Prem. - T. Bowerman	20867	05/08/2019	
BAY AREA			05/08/2019	
MEMBER SERVICES	0895		05/08/2019	0.00
PASADENA	BOA	53707	04/24/2019	0.00
CA 91109-7141				1,536.50

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	1,536.50	0.00

Check No.	53707	Total:	1,536.50 H
Total for	KAISER PERMANENTE CALIFORN		1,536.50

EMILY KAPUR	Deposit Refund, Event: 3/10/19	20868	05/08/2019	
			05/08/2019	
16 TYNAN WAY	0898		05/08/2019	0.00
PORTOLA VALLEY	BOA	53724	05/08/2019	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	53724	Total:	100.00
Total for	EMILY KAPUR		100.00

KUTZMANN & ASSOCIATES	April Plan Checks	20881	05/08/2019	
			05/08/2019	
39355 CALIFORNIA STREET	0090		05/08/2019	0.00
FREMONT	BOA	53725	05/08/2019	0.00
CA 94538	PV-190430			7,193.38

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	7,193.38	0.00

Check No.	53725	Total:	7,193.38
Total for	KUTZMANN & ASSOCIATES		7,193.38

ADAM LAUTNER	Deposit Refund, Event: 4/28/19	20869	05/08/2019	
			05/08/2019	
30 POSSUM LANE	1461		05/08/2019	0.00
PORTOLA VALLEY	BOA	53726	05/08/2019	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	53726	Total:	100.00
Total for	ADAM LAUTNER		100.00

MUNICIPAL RESOURCE GROUP, LLC	TM Evaluation Proj Jan-Mar '19	20871	05/08/2019	
			05/08/2019	
675 HARTZ AVENUE, SUITE 300	0661		05/08/2019	0.00
DANVILLE	BOA	53727	05/08/2019	0.00
CA 94526	03-19-160			3,400.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 6

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

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4214	Miscellaneous Consultants	3,400.00	0.00	

Check No.	53727	Total:	3,400.00
Total for	MUNICIPAL RESOURCE GROUP, I		3,400.00

KERI NG	Deposit Refund, Event: 4/20/19	20872	05/08/2019	
			05/08/2019	
3776 RED OAK WAY	0899		05/08/2019	0.00
REDWOOD CITY	BOA	53728	05/08/2019	0.00
CA 94061				100.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2562	Field Deposits	100.00	0.00	

Check No.	53728	Total:	100.00
Total for	KERI NG		100.00

NOLTE ASSOCIATES, INC. NV5	February Applicant Charges	20873	05/08/2019	
			05/08/2019	
P.O. BOX 74008680	0104		05/08/2019	0.00
CHICAGO	BOA	53729	05/08/2019	0.00
IL 89193-3243				8,301.39

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4194	Engineer - Charges to Appls	8,301.39	0.00	

Check No.	53729	Total:	8,301.39
Total for	NOLTE ASSOCIATES, INC. NV5		8,301.39

R.P. OLIVER	Deposit Refund, Event: 4/20/19	20874	05/08/2019	
			05/08/2019	
25 HOLDEN CT	0900		05/08/2019	0.00
PORTOLA VALLEY	BOA	53730	05/08/2019	0.00
CA 94028				500.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2561	Community Hall Deposits	500.00	0.00	

Check No.	53730	Total:	500.00
Total for	R.P. OLIVER		500.00

CHRISTINE PAYNE	Deposit Refund, Event: 4/13/19	20870	05/08/2019	
			05/08/2019	
60 HAYFIELDS ROAD	0720		05/08/2019	0.00
PORTOLA VALLEY	BOA	53731	05/08/2019	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-00-2562	Field Deposits	100.00	0.00	

Check No.	53731	Total:	100.00
Total for	CHRISTINE PAYNE		100.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 7

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

PENINSULA PARTY RENTALS	PV Horse Fair: Canopies/Tables	20875	05/08/2019	
		00006612	05/08/2019	
936 INDUSTRIAL AVENUE	0896		05/08/2019	0.00
PALO ALTO	BOA	53732	05/08/2019	0.00
CA 94303	Quote # 6429			929.55

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	929.55	929.55

Check No.	53732	Total:	929.55
Total for	PENINSULA PARTY RENTALS		929.55

PERMIT SERVICES, INC.	Refund Deposit, 75 Golden Oak	20876	05/08/2019	
			05/08/2019	
980 HOPPER AVENUE	0846		05/08/2019	0.00
SANTA ROSA	BOA	53733	05/08/2019	0.00
CA 95403				1,000.00

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

Check No.	53733	Total:	1,000.00
Total for	PERMIT SERVICES, INC.		1,000.00

PINNACLE BUILDING & DESIGN	Refund Deposit, 501 Portola,	20877	05/08/2019	
	13K		05/08/2019	
5157 ABBEY DRIVE	1617		05/08/2019	0.00
FAIRFIELD	BOA	53734	05/08/2019	0.00
CA 94534				1,000.00

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

Check No.	53734	Total:	1,000.00
Total for	PINNACLE BUILDING & DESIGN		1,000.00

PITNEY BOWES INC.	Postage Meter Replenish	20878	05/08/2019	
			05/08/2019	
PO BOX 371896	0754		05/08/2019	0.00
PITTSBURGH	BOA	53735	05/08/2019	0.00
PA 15250-7896				39.98

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	39.98	0.00

Check No.	53735	Total:	39.98
Total for	PITNEY BOWES INC.		39.98

PLATINUM FACILITY SERVICES	April Janitorial	20894	05/08/2019	
			05/08/2019	
1530 OAKLAND RD., #150	402		05/08/2019	0.00
SAN JOSE	BOA	53736	05/08/2019	0.00
CA 95112	34980			4,903.13

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 8

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

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.	53736	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

RAHI SYSTEMS	Server Rack Enclosure Cabinet	20882	05/08/2019	
		00006616	05/08/2019	
48303 FREMONT BLVD.	0901		05/08/2019	0.00
FREMONT	BOA	53737	05/08/2019	0.00
CA 94538				1,685.63

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,685.63	1,685.63

Check No.	53737	Total:	1,685.63
Total for	RAHI SYSTEMS		1,685.63

RAMONA'S SECRETARIAL SERVICES	Transcription Svcs., April '19	20900	05/08/2019	
			05/08/2019	
18403 WATTERS DRIVE	1370		05/08/2019	0.00
CASTRO VALLEY	BOA	53738	05/08/2019	0.00
CA 94546	6034			1,068.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,068.00	0.00

Check No.	53738	Total:	1,068.00
Total for	RAMONA'S SECRETARIAL SERVIC		1,068.00

CYNTHIA RICHARDSON	Planning Consultant Services,	20902	05/08/2019	
dba Richardson Consulting	April 2019		05/08/2019	
24 CAMPBELL LANE	1250		05/08/2019	0.00
MENLO PARK	BOA	53739	05/08/2019	0.00
CA 94025				9,555.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4196	Planner	1,522.50	0.00
96-54-4198	Planner - Charges to Appls	8,032.50	0.00

Check No.	53739	Total:	9,555.00
Total for	CYNTHIA RICHARDSON		9,555.00

CHRIS ROMANO	PV Annual Horse Fair -	20884	05/08/2019	
	Cartoonist, 3 hours		05/08/2019	
521 ROCKY WAY	0780		05/08/2019	0.00
WOODSIDE	BOA	53740	05/08/2019	0.00
CA 94062				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4167	Trails & Paths Committee	100.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 9

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

Check No.	53740	Total:	100.00
Total for	CHRIS ROMANO		100.00

RON RAMIES AUTOMOTIVE, INC.	March Fuel Statement	20895	05/08/2019	
			05/08/2019	
115 PORTOLA ROAD	422		05/08/2019	0.00
PORTOLA VALLEY	BOA	53741	05/08/2019	0.00
CA 94028				545.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	545.02	0.00

RON RAMIES AUTOMOTIVE, INC.	Door Repair, Smog, Oil Change	20896	05/08/2019	
		00006609	05/08/2019	
115 PORTOLA ROAD	422		05/08/2019	0.00
PORTOLA VALLEY	BOA	53741	05/08/2019	0.00
CA 94028	61191			1,129.15

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	1,129.15	1,129.15

RON RAMIES AUTOMOTIVE, INC.	Engine chk, Smog, Oil Change	20897	05/08/2019	
		00006608	05/08/2019	
115 PORTOLA ROAD	422		05/08/2019	0.00
PORTOLA VALLEY	BOA	53741	05/08/2019	0.00
CA 94028	61342			910.59

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	910.59	910.59

Check No.	53741	Total:	2,584.76
Total for	RON RAMIES AUTOMOTIVE, INC.		2,584.76

SHARP BUSINESS SYSTEMS	March Copies	20885	05/08/2019	
			05/08/2019	
DEPT. LA 21510	0199		05/08/2019	0.00
PASADENA	BOA	53742	05/08/2019	0.00
CA 91185-1510	9001849888			636.69

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	636.69	0.00

Check No.	53742	Total:	636.69
Total for	SHARP BUSINESS SYSTEMS		636.69

SLOAN, VAZQUEZ, MCAFEE	Garbage Franchise Consultant -	20886	05/08/2019	
Municipal Solid Waste Advisors	Task 2, Negotiation		05/08/2019	
3002 DOW AVE. #116	0790		05/08/2019	0.00
TUSTIN	BOA	53743	05/08/2019	0.00
CA 92780	PV-007			3,222.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	3,222.00	0.00

Check No.	53743	Total:	3,222.00
Total for	SLOAN, VAZQUEZ, MCAFEE		3,222.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 10

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

STANDARD INSURANCE CO.	LTD/Life Premium	20887	05/08/2019	
			05/08/2019	
PO BOX 5676	0469		05/08/2019	0.00
PORTLAND	BOA	53744	05/08/2019	0.00
OR 97228				532.63

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	532.63	0.00

Check No.	53744	Total:	532.63
Total for	STANDARD INSURANCE CO.		532.63

STATE COMP INSURANCE FUND	May Premium	20888	05/08/2019	
			05/08/2019	
PO BOX 7441	0122		05/08/2019	0.00
SAN FRANCISCO	BOA	53745	05/08/2019	0.00
CA 94120-7441				3,006.33

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	3,006.33	0.00

Check No.	53745	Total:	3,006.33
Total for	STATE COMP INSURANCE FUND		3,006.33

STATE CONTROLLER'S OFFICE	Annual Street Report, FY 17-18	20889	05/08/2019	
			05/08/2019	
DEPARTMENTAL ACCTG OFC	0218		05/08/2019	0.00
SACRAMENTO	BOA	53746	05/08/2019	0.00
CA 94250-5877	FAUD-00001783			1,597.58

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	1,597.58	0.00

Check No.	53746	Total:	1,597.58
Total for	STATE CONTROLLER'S OFFICE		1,597.58

THERMAL MECHANICAL, INC	Reset/Adjust Boiler Town Hall	20898	05/08/2019	
			05/08/2019	
425 ALDO AVENUE	955		05/08/2019	0.00
SANTA CLARA	BOA	53747	05/08/2019	0.00
CA 95054	75968			1,050.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,050.00	0.00

Check No.	53747	Total:	1,050.00
Total for	THERMAL MECHANICAL, INC		1,050.00

WOODSIDE FIRE PROTECTION DISTR	CERPP Coordinator, Apr-June 19	20890	05/08/2019	
			05/08/2019	
3111 WOODSIDE ROAD	886		05/08/2019	0.00
WOODSIDE	BOA	53748	05/08/2019	0.00
CA 94062	119_PV			3,819.54

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/08/2019

Date: 05/02/2019

Time: 10:40 am

Page: 11

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

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	3,819.54	0.00

Check No.	53748	Total:	3,819.54
Total for	WOODSIDE FIRE PROTECTION DI		3,819.54

SUSAN WORLEY	PV Annual Horse Fair, 5/11/19	20891	05/08/2019	
	Face Painting/Crafts Artist		05/08/2019	
2249 COLUMBIA STREET	0782		05/08/2019	0.00
PALO ALTO	BOA	53749	05/08/2019	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.	53749	Total:	300.00
Total for	SUSAN WORLEY		300.00

Total Invoices:	48	Grand Total:	100,280.66
		Less Credit Memos:	0.00
		Net Total:	100,280.66
		Less Hand Check Total:	1,536.50
		Outstanding Invoice Total:	98,744.16

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 8, 2019

Claims totaling \$100,280.66 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

TO: Mayor and Members of the Town Council

FROM: Cara Silver, Town Attorney

DATE: May 8, 2019

RE: Second Reading and Adoption of an Ordinance requiring the Safe Storage of Firearms in Residence

RECOMMENDATION

Staff recommends that the Town Council waive the full reading and adopt an ordinance requiring the safe storage of firearms in a residence (Attachment 1).

BACKGROUND

The County of San Mateo has developed a uniform ordinance for addressing concerns of safe storage of firearms. The County adopted this ordinance in February 2019 but it only applies to homes located in the unincorporated County. The County is encouraging all San Mateo County cities to adopt similar ordinances.

Applying trigger locks or using lock boxes when storing firearms in the home reduces the risk of firearm injury and death. Keeping a firearm locked when it is not being carried ensures that it cannot be accessed and used by others without the owner's knowledge or permission. This simple measure significantly decreases the risk that the gun will be used to commit suicide, homicide, or inflict injury, whether intentionally or unintentionally. Safe storage measures have a demonstrated protective effect in homes with children and teenagers where guns are stored.

The ordinance requires that no person shall keep a Firearm in any Residence unless the Firearm is stored in a Locked Container or is disabled with a Trigger Lock. The ordinance contains an exception for firearms carried on a person inside the house.

A violation of the ordinance would be subject to enforcement through criminal prosecution and/or civil penalties.

The County's safe storage ordinance is consistent with, and builds upon, existing state law which requires that safety devices such as safes or trigger locks accompany a firearm purchased or transferred by a licensed dealer. The County ordinance goes further than state law by requiring gun owners to actually use those safety devices when storing a firearm at home. The ordinance fills an important gap in existing law.

The San Mateo County Board of Supervisors has requested that all 20 cities in San Mateo County adopt an ordinance identical to the attached to allow for a uniform gun storage policy throughout the County. The Board of Supervisors has a successful record of developing ordinances that are then adopted by cities throughout the County (e.g. plastic bag ban, anti-smoking measures, etc.).

Fourteen other California jurisdictions have adopted similar safe storage ordinances, including Sunnyvale, Santa Cruz, Saratoga, San Jose, Oakland, and San Francisco. The County of San Mateo adopted the attached version on February 26, 2019.

DISCUSSION

On April 24, 2019, the Town Council introduced the attached ordinance on a 4-0 vote with one councilmember absent. Some council members expressed concern about the outreach plans for the ordinance. The Council encouraged staff to do some form of outreach to better encourage voluntary compliance. The Council noted that there were a number of firearms collectors in Town and that such collectors were most likely currently storing their firearms in a safe manner.

FISCAL IMPACT

There is no fiscal impact associated with the approval of this ordinance.

ENVIRONMENTAL IMPACT

This ordinance is not a project for purposes of the California Environmental Quality Act.

ATTACHMENTS:

1. Ordinance

APPROVED BY: Jeremy Dennis, Town Manager



ORDINANCE NO. _____

ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADDING CHAPTER 9.09 [STORAGE OF FIREARMS] TO TITLE 9 [PUBLIC PEACE, MORALS AND WELFARE] OF THE PORTOLA VALLEY MUNICIPAL CODE TO REQUIRE THE SAFE STORAGE OF FIREARMS IN A RESIDENCE

WHEREAS, the Town of Portola Valley (“Town”) is concerned that having a loaded or unlocked gun in the home is associated with an increased risk of gun-related injury and death. According to a 2008 report published in the New England Journal of Medicine, living in a home where guns are kept increased an individual’s risk of death by homicide by between 40% and 170%. Similarly, a 2004 national study determined that the presence of guns in the home increased an individual’s risk of death by homicide by 90%; and

WHEREAS, firearm injuries have a significant public health impact. According to a 2015 study, researchers conservatively estimate that gun violence costs the American economy at least \$229 billion every year, including \$8.6 billion in direct expenses such as those for emergency and medical care. In California, the direct costs of hospital use for firearm assault injuries alone was estimated at \$87.4 million in 2010. 65% of these costs were borne by taxpayers; and

WHEREAS, the Town is concerned that children are particularly at risk of injury and death from firearms when firearms are not safely secured in their own homes or in homes they visit. According to national data, children and young adults (24 years of age and under) constitute 38% of all firearm deaths and non-fatal injuries. More than 75% of guns used in suicide attempts and unintentional injuries of children and young adults (0-19 years of age) were stored in the residence of the victim, a relative, or a friend. 89% of accidental shooting deaths among children occur in the home, and most of these deaths occur when children are playing with an unsecured loaded gun in their parents’ absence; and

WHEREAS, applying trigger locks or using lock boxes when storing firearms in the home reduces the risk of firearm injury and death. Keeping a firearm locked when it is not being carried ensures that it cannot be accessed and used by others without the owner’s knowledge or permission. This simply measure significantly decreases the risk that the gun will be used to commit suicide, homicide, or inflict injury, whether intentionally or unintentionally. Safe storage measures have a demonstrated protective effect in homes with children and teenagers where guns are stored; and

WHEREAS, more local community action is needed to prevent gun violence. In San Mateo County, there have been 301 gun-related deaths over the past 10 years. According to data collected in 2018 by the Citizens for a San Mateo County Gun Buy Back from participants at two separate gun buy back events, a majority of respondents

reported “hiding [the gun] in a discrete location” and/or “keeping it unloaded” as a safety measure, even though these methods are not generally considered safe storage. A large number of respondents (27% in May 2018 and 60% in December 2018) reported that they surrendered the firearms for “safety reasons,” and nearly half of respondents indicated that they did not know how to properly store an inherited firearm.

WHEREAS, the Town desires to add Chapter 9.09 to Title 9 of the Portola Valley Municipal Code to require the safe storage of firearms in a residence.

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

1. ADDITION OF CODE. A new Chapter 9.09 [Storage of Firearms] is hereby added to Title 9 [Public Health, Morals and Safety] of the Portola Valley Municipal Code to be numbered and entitled and to read in its entirety as follows:

Chapter 9.09

STORAGE OF FIREARMS

Sections:

- 9.09.010 Definitions
- 9.09.020 Safe storage of firearms in a residence required
- 9.09.030 Penalty

9.09.010 Definitions

- (a) For the purpose of this Chapter, “Firearm” means a firearm as defined in California Penal Code, Section 16520.
- (b) “Locked Container” means a Locked Container, as defined in California Penal Code, Section 16850, listed on the California Department of Justice Bureau of Firearms roster of approved firearm safety devices. For purposes of this chapter, a Locked Container does not include a bag or other container made of fabric or other penetrable material, such as a regular purse, backpack, or gym bag.
- (c) “Residence” means any structure intended or used for human habitation, including, but not limited to houses, condominiums, rooms, accessory dwelling units, motels, hotels, SRO’s, time shares, recreational vehicles, and other vehicles where human habitation occurs.
- (d) “Trigger lock” means a trigger lock that is listed on the California Department of Justice’s roster of approved firearms safety devices and that is identified as appropriate for that firearm by reference to either the manufacturer and model

of the firearm or to the physical characteristics of the firearm that match those listed on the roster for use with the device under Penal Code section 23635.

9.09.020 Safe storage of firearms in a residence required

For the purposes of this Chapter, the following words and phrases shall have the meanings ascribed to them in this Section:

- (a) Except when carried on the person, no person shall keep a Firearm in any Residence unless the Firearm is stored in a Locked Container or is disabled with a Trigger Lock.
- (b) To encourage reporting of lost or stolen Firearms, a person who complies with California Penal Code section 25250 by reporting the loss or theft of a Firearm they own or possess to a local law enforcement agency within five days from the time they knew or reasonably should have known the Firearm had been lost or stolen shall not be prosecuted for violation of subsection (a).

9.09.030 Penalty

A violation of this section shall be subject to enforcement through criminal prosecution and/or civil penalties, as provided herein.

- (a) Violation a Misdemeanor. A person who violates this chapter shall be guilty of a misdemeanor punishable by imprisonment in the county jail not exceeding six months or by fine not exceeding one thousand dollars (\$1,000.00), or by both.
- (b) Civil Penalties. The Town may assess administrative penalties in an amount not to exceed \$100 per day or as adopted by Town Council resolution, whichever amount is greater.
- (c) Each violation shall be deemed a distinct and separate offense.

2. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION. The Town Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly.

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. EFFECTIVE DATE AND 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.

INTRODUCTED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST

APPROVED

Town Clerk

Mayor Wengert

APPROVED AS TO FORM

Town Attorney



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Laura C. Russell, Planning and Building Director

DATE: May 8, 2019

RE: Study Session – Future General Plan Update

RECOMMENDATION

Staff recommends receiving information on an initial phase of work to prepare for a General Plan update and provide direction on next steps.

BACKGROUND

Every city/town in California is required by State law to have a General Plan, which is the local government's long-term blueprint or "constitution" for future development. The General Plan represents the community's view of its future and expresses the community's goals. The purpose of a general plan is to guide land use planning decisions and articulate the community's land use, circulation, environmental, economic, and social policies as they relate to future development. It is comprised of text, diagrams, and maps to effectively communicate how the document will be implemented. The plan is a basis for land use decision-making by bodies such as the ASCC, Planning Commission and the Town Council. Typically, a General Plan is designed to address the issues facing the city/town for the next 15 to 25 years

Portola Valley's original General Plan was prepared prior to incorporation of the Town with input from the Portola Valley Advisory Planning Committee. Bill Lane and Sam Halsted were members of that Committee and went on to be among the first Councilmembers when the Town incorporated. The current Plan still includes the fundamental goals of that original plan: preserve the beauty of the land, foster low-density housing, keep government costs low through service of volunteers, and to limit services to those necessary for local residents. The current General Plan includes Major Community Goals that are directly connected to the goals of the founders of the Town. Attachment 1 includes the Introduction and Community Goals portion of the General Plan where these goals are outlined.

Since incorporation, the approach of the Town has been to periodically review the General Plan and update sections as needed. Significant amendments were undertaken in 1977 and 1998 where multiple elements were amended at the same time. Attachment 1 includes a narrative of past amendments and a table with a summary through 2011. In 2015, the Town adopted the Portola Road Corridor Plan and made minor amendments to the Land Use, Open Space, Circulation, and Scenic Roads & Highways Elements to ensure consistency with the new Corridor Plan. The Housing Element is required to be updated on a separate schedule per State law.

There are a number of reasons to undertake a comprehensive update at this time:

- Significant time has passed since the original adoption and later amendments; the 1998 amendments are now 20 years old. The General Plan itself says that the proposals would be carried out in approximately 15-20 years.
- It is desirable for the Town to reflect on goals and priorities with a long-term perspective.
- The Town should ensure the best planning tools are being used to achieve the Town's goals and protect its values.
- New opportunities and challenges have arisen in the region.
- Fire safety and climate change have become significant concerns for the community and best practices in these areas have evolved.
- The Town has been a leader in sustainability and integration of the latest practices will reinforce this value.
- New laws have passed that affect general plans and new planning strategies have been developed.
- State law requires that the General Plan and Zoning Code be consistent; there are currently areas where the two are not perfectly aligned and these issues are best resolved through consideration of the General Plan first, and Zoning second.
- The document should reflect changing demographics.
- Users of the document would benefit from reorganization and updated formatting.
- Policies could be more directly tied to current projects and decision making; the Plan could feel more current and be used more frequently.
- The maps would be more useful if they were updated according to current best practices.

The adopted 2018-19 Council Priorities identify "Town Strategic Planning" as a priority and *preparation for a General Plan update* as part of the work plan. The FY2018-19 budget includes \$25,000 for this initiative.

DISCUSSION

The process for the General Plan update should begin in the form of a research and investigation phase. This is an opportunity to ask "big picture" questions such as:

- What are other small and/or rural communities doing that has worked?

- What would the public outreach plan for a comprehensive update be?
- How can the document and maps be modernized to make them more useful?
- How can the community and staff work with a consultant to complete an update in a cost-effective manner?
- What is missing from the current General Plan?
- What are some of the planning tools that the community might use to reach its goals?

Staff recommends that this initial work be performed by a consultant in close collaboration with staff. This work would lay the foundation for the overall update process. At the conclusion of the research phase, staff would return to Council with updates and to seek direction on next steps.

To begin this research phase, staff proposes that the Council appointment a Subcommittee of two members to participate with staff in the development of a Request for Proposals (RFP) for consultant services and selection of a consultant. Staff anticipates issuing one RFP for two discrete phases: 1) the research phase described above, and 2) the complete update process. The two phases would be severable, so that the Town would have the option of proceeding with the same consultant for the complete update or not. The research phase would be covered by the \$25,000 currently budgeted. Staff is currently researching the expected cost of the complete update and will bring additional information forward as part of the annual budget process.

ENVIRONMENTAL REVIEW

Beginning the research phase of the General Plan update does not require review under the California Environmental Quality Act (CEQA). The upcoming comprehensive update to the General Plan will require appropriate review.

FISCAL IMPACT

The FY2018-19 budget includes \$25,000 for preparations for a General Plan update. The first phase will take the form of research and will be covered by the currently budgeted amount. The upcoming comprehensive update to the General Plan will require additional financial resources. Staff will bring additional information forward as part of the annual budget process.

ATTACHMENTS

1. Town of Portola Valley General Plan Introduction and Community Goals

Approved by: Jeremy Dennis, Town Manager

Town of Portola Valley General Plan

Introduction and Community Goals

Table of Contents

The Planning Area and the Region.....	3
Assumptions.....	6
Major Community Goals.....	7
Functional Organization of the Planning Area.....	9
Use of the Plan.....	10

Introduction and Community Goals

- 0001 This document, Sections 1000 – 6300, constitutes the general plan of the Town of Portola Valley, California. The plan has been developed pursuant to the state law governing local planning as found in Chapter 3, Title 7 of the Government Code. The planning area includes the town and lands outside its boundaries bearing relation to its planning.
- 0002 Part 1 of the plan includes the most general policies pertaining to the entire planning area. Parts 2 - 4 describe more specific policies of significance to the planning area. Part 5, the comprehensive plan diagram, graphically illustrates many of the proposals contained in Parts 1 - 4. Part 6 deals in greater detail with specific parts of the planning area. Thus, to find the range of policy statements relevant to a particular subject, the user may need to refer to several parts of the plan.
- 0003 The appendices provide background information, statistical data derived from the plan, illustrations of plan concepts, and proposals for implementation. The appendices are supplementary information and are not a part of the general plan unless specifically included in the plan by reference in Sections 1000 - 6300.
- 0004 In order to meet changing conditions, incorporate results of more detailed studies and show more precisely what can now be foreseen only approximately, the plan is organized in sections so that amendment, when shown to be necessary, can be accomplished in an orderly manner. For convenient reference each paragraph is numbered.
- 0005 The plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. It is intended that the majority of the proposals included in the plan be carried out over a span of approximately 15 to 20 years. Some parts of the plan will need to be executed rather soon, while others can not be expected to be realized until later in the planning period.

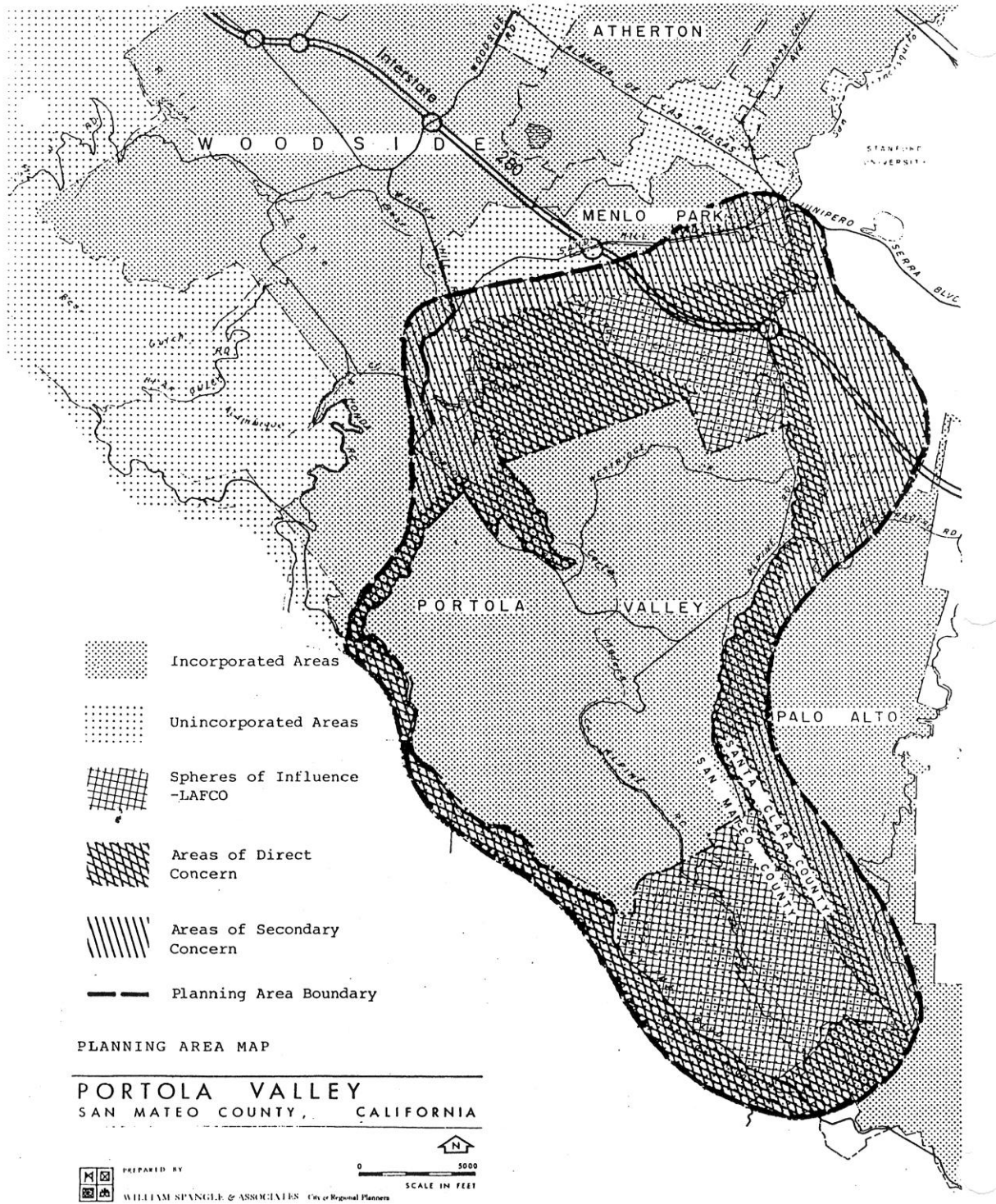
- 0006 The plan is comprehensive in that it deals with all of the land uses, services and facilities needed to make Portola Valley a functioning component of the Midpeninsula and the San Francisco Bay Area. Space has been allotted for all presently foreseen uses of land needed within the planning area to achieve the goals of the residents. These land uses and the necessary circulation facilities have been considered one in relation to the other in order to form a balanced and complete whole.
- 0007 This plan includes the seven general plan elements required by state law: land use, open space, housing, circulation, safety, conservation and noise. The plan also includes, as permitted by state law, a recreation element, a historic element, a scenic roads and highways element and a trails and paths element. The foregoing portions of the general plan pertain to the entire planning area. In addition, the plan includes three portions of the plan that pertain to sub-areas of the town: the Nathorst Triangle area plan, the Alpine scenic corridor plan, and the town center area plan.
- 0008 The plan is general in nature and therefore does not indicate precise locations for land use and circulation facilities. Neither is each individual land use shown separately, but rather uses are indicated in general categories based on common characteristics. The degree of precision in the plan is geared to that needed to set forth major and critical relationships within the area and between the area and the rest of the Midpeninsula.
- 0009 The general plan should be evaluated annually to determine whether it continues to reflect the aims of the citizens and to provide a realistic guide for physical development. The plan should also be subjected to thorough review and updated at intervals of not greater than five years, so that it continues to cover a 15 to 20 year time-span. In this manner, although all proposals of the plan will not be fully achieved at any given time, it will continue to provide a long-range guide.
- 0010 General plans for sub-areas of the planning area, when developed and adopted, shall become parts of the general plan.
- 0011 This plan is based on studies of natural physical conditions, land use, population growth and characteristics, trends in economic activities, traffic, governmental services and service areas, public facilities and related matters. The initial studies were presented in the "Basic Data Report: Portola Valley General Plan Studies," 1964. This report and unpublished information in the town and county planning commission files provide the factual basis for the plan. A summary of major findings from the above-mentioned report is included in Appendix I of "General Plan Proposal, Portola Valley Area, 1964," adopted by the town in 1965. More recent studies are described or referenced elsewhere in this document.

- 0012 A broad range of programs for implementation are included in Appendix 5 of "General Plan Proposal, Portola Valley Area, 1964" adopted by the town in 1965. Most of these programs have been put into effect. Appendices in this general plan describe current implementation programs.

The Planning Area and the Region

- 1000 The planning area includes some 12,000 acres of mountainous and hilly land in the southern bayside portion of San Mateo County and northern Santa Clara County as shown on the following map. The Town of Portola Valley occupies approximately 5,785 acres of this area. The planning area consists largely of a naturally beautiful valley with steep, rugged tree-covered and open mountains on the west and lower more gently rolling hills on the east. Tree cover consists primarily of native oaks, with stands of coast redwoods in more shaded locations, especially on the western slopes. The San Andreas Rift Zone, an area of past and probable future earth movement, follows the floor of the valley. Much of the land southwest of the San Andreas Rift Zone consists of active or geologically recent landslides.
- 1001 The planning area includes considerable area outside the incorporated boundary of the Town of Portola Valley. This external area has been included because of its relevance to the planning for the town. Inclusion of this area does not imply that the town does or will ever have direct governmental control over all or any part of the area. It does imply, however, that existing and future land uses and circulation facilities in this area are of concern to the town. In some instances, the uses and facilities designated in the plan are a reflection of other jurisdictions' policies which the town recognizes as given and assumes will continue to exist. In other instances, the uses and facilities represent only the town's position as to their appropriateness.
- 1002 In addition to the Town of Portola Valley, the planning area includes the unincorporated communities of Ladera, Los Trancos Woods-Vista Verde and large undeveloped open and wooded areas in unincorporated portions of San Mateo County. Portions of the Town of Woodside, the City of Menlo Park, the City of Palo Alto and unincorporated areas in Santa Clara County have also been included because these areas are either functionally or visually related to Portola Valley and bear directly on its planning.

On the map of the planning area, three categories of areas outside the town boundaries are indicated: spheres of influence, areas of direct concern, and areas of secondary concern. Each category is discussed below under a separate heading.



- 1003 **Spheres of Influence.** These are unincorporated areas designated by the San Mateo County Local Agency Formation Commission (LAFCO) as being within the Sphere of Influence of Portola Valley. LAFCO will permit lands within these spheres to be annexed only to the Town of Portola Valley. The general plan expresses firm town policy for future development of these areas and provides the basis for rezoning and other effectuation measures required to carry out the general plan.
- 1004 **Areas of Direct Concern.** These are incorporated and unincorporated areas which are of direct concern to Portola Valley. For these areas, the general plan expresses town policy in order to provide a basis for collaborative programs or negotiations with the cities or counties having primary jurisdiction over these lands.
- 1005 **Areas of Secondary Concern.** These are incorporated and unincorporated areas of concern to Portola Valley, but to a lesser extent than "Areas of Direct Concern." Statements in the plan pertaining to these areas express Portola Valley's interests in them and indicate the town's desires regarding their general character and quality.
- 1006 The limits of the planning area largely conform to recognizable physical features such as major thoroughfares, large non-residential areas, and natural topographic features. The Skyline Boulevard ridge forms the western boundary of the planning area and divides it from western slopes leading down to the Pacific Ocean.
- 1007 Portola Valley is closely tied to other parts of the San Francisco Bay Area. Residents of Portola Valley draw on other parts of the Bay Area for a wide range of cultural, commercial, and recreation facilities. Employment centers throughout much of the Bay Area are within the reach of residents of the planning area. On the other hand, Portola Valley is a rather unique part of the Bay Area. It is an area of great natural beauty which is relatively close to major activity centers of the Bay Area. Hence it is attractive for those seeking a natural environment in which to make their home. Junipero Serra Freeway (Interstate 280), Sand Hill Road and Skyline Boulevard provide the primary links to other parts of the Bay Area.
- 1008 Portola Valley is also part of a recognized sub-unit of the Bay Area, known as the Midpeninsula. Palo Alto serves as the hub of this area. Major shopping and service facilities in downtown Palo Alto and the Stanford Shopping Center, the Stanford-Palo Alto Hospital Center and Stanford University form an important cluster of district serving activities. Major employment centers in the Midpeninsula are accessible to Portola Valley by car and limited public transportation. As a part of the Midpeninsula, Portola Valley is important as a low-density residential area set in a natural environment, as a large natural scenic area to balance the intensively developed urban areas to the north and as a resource for residents of nearby areas seeking a brief outing. Within the planning area, opportunities exist for varied recreational activities.

Assumptions

- 1009 The general plan is based on certain general assumptions that recognize forces over which there is little or no local control. The assumptions include generally accepted forecasts; however, they are set forth here in the form of assumptions inasmuch as they cannot now be proven to be correct.
1. Population and employment growth in the Bay Area, while less than from 1960 to 1990, will be substantial from 1990 to 2020 and will result in increasing pressures for development which will be felt on the Peninsula, including Portola Valley.
 2. Residents of the Peninsula and Bay Area will continue to pursue healthy outdoor activities and will exert continuing and increasing pressure on the open space and recreational resources of the town.
 3. Portola Valley will continue to attract a population that can afford to live in a low density residential community that enjoys and supplies extensive open space.
 4. Population characteristics of the town will continue to change with older residents either seeking alternative housing within the community or moving out, and younger families moving in and thereby putting increasing pressure on the schools and local public facilities.
 5. The rising cost and scarcity of undeveloped land will result in increasing pressure by developers and property owners for maximum development of their properties, both in terms of the size of buildings and multiplicity of uses.
 6. Water shortages will continue and increase in California and the Bay Area thereby putting increasing pressure on the town to limit its use of water.
 7. Pressures will increase for reducing the waste stream, conserving air quality, reducing water pollution and preserving natural features such as streams and native tree cover.
 8. The use of computers and electronic means of communication will greatly increase, resulting in changes in life style such as allowing more residents to work in and shop from their homes.
 9. Major outlets and facilities will continue to be available in other parts of the Peninsula and the Bay Area to meet the special needs of town residents while convenience goods and services will continue to be available within the town.
 10. The automobile will continue to be the primary means of transportation for residents of the town because of the town's relative isolation, low density of population, and travel patterns of residents.

11. Employers on the Peninsula will put increasing pressure on employees to reduce the use of the private automobile in traveling from home to work.

Major Community Goals

1010 The goals included below are general in nature and basic to the entire general plan. Goals related to specific aspects of the plan are stated in other appropriate sections. The plan is designed and intended to assist in achieving these major local goals:

1. To preserve and enhance the natural features and open space of the planning area because they are unusual and valuable assets for the planning area, the Peninsula and the entire Bay Area.
2. To allow use of the planning area by residents and others but to limit that use so that the natural attributes of the planning area can be sustained over time.
3. To conserve the rural quality of Portola Valley and maintain the town as an attractive, tranquil, family-oriented residential community for all generations compatible with the many physical constraints and natural features of the area. Rural quality as used in this plan includes the following attributes:
 - a. Minimal lighting so that the presence of development at night is difficult to determine, so that the subtle changes between day and night are easily discernible and so that the stars may be readily seen at night.
 - b. Minimal man-made noise so that the prevailing sense tends to be one of quiet except for the sounds of nature.
 - c. Man-made features which blend in with the natural environment in terms of scale, materials, form and color.
 - d. An overall impression of open space, natural terrain and vegetation, interrupted minimally by the works of people.
 - e. Narrow roads bordered by natural terrain and native vegetation.
 - f. Unobtrusive entrances to properties, primarily designed to identify addresses and provide safe access.
 - g. Minimal use of fencing except when necessary to control animals and children on properties and then of a design which is minimally visible from off-site.
 - h. The ability to maintain horses on private properties and to enjoy a trail system throughout the town.
 - i. Paths and trails that allow for easy access throughout the town.
 - j. Agricultural pursuits in appropriate locations.

4. To guide the location, design and construction of all development so as to:
 - a. Minimize disturbances to natural surroundings and scenic vistas.
 - b. Reduce the exposure of people and improvements to physical hazards such as earthquakes, landslides, fire, floods, traffic accidents and to provide evacuation routes for emergencies.
 - c. Protect the watershed of the planning area.
 - d. Ensure that projects complement and are subordinate to their natural surroundings.
 - e. Minimize the use of non-renewable energy resources, conserve water, and encourage energy conservation and the use of renewable energy sources.
5. To protect, encourage and extend the use of native plant communities, grasses and trees, especially oak woodlands, because they reduce water usage and preserve the natural habitats and biodiversity.
6. To ensure that growth and development within the planning area is evaluated against required regional environmental standards.
7. To subject new developments with potential for adverse fiscal and other effects on the delivery of essential public services to an impact analysis to avoid unreasonable financial burdens on the town and other affected local governmental agencies and ensure the continued availability of essential public services.
8. To provide civic and recreation facilities and activities that are supported by the local citizenry and that encourage the interaction of residents in the pursuit of common interests and result in a strong sense of community identity.
9. To provide scenic roads, trails and paths to enhance enjoyment of the planning area and to increase convenience and safety.
10. To encourage the increased availability and use of public transportation and shared private transportation in connecting the town to regional shopping, employment and recreational areas and to the regional transportation network.
11. To provide for those commercial and institutional uses which are needed by the residents of Portola Valley and its spheres of influence on a frequently recurring basis and which are scaled to meeting primarily the needs of such residents. Commercial and institutional uses that meet the frequently recurring needs range from those that most residents of the town and its spheres of influence could be expected to use frequently, typically daily or weekly, to those that, while not frequented so often by most residents, still

could be expected to be used primarily by residents of the town and its spheres of influence. Those uses that meet the more frequently recurring rather than occasional needs of the residents are preferred.

12. To limit growth in order to minimize the need for additional governmental services and thereby maintain and preserve the town's predominately volunteer local government, a government which fosters a sense of community.
13. To work with neighboring communities, when appropriate, to identify and develop solutions to interjurisdictional problems.
14. To ensure that development will produce a maximum of order, convenience and economy for local residents consistent with other stated goals and objectives.
15. To foster appreciation of the heritage of the planning area by encouraging the recognition and preservation of important historic resources.
16. To control the size, siting and design of buildings so that they, individually and collectively, tend to be subservient to the natural setting and serve to retain and enhance the rural qualities of the town.

Functional Organization of the Planning Area

- 1011 The major land use and circulation features of the general plan are briefly described in the following paragraphs to provide an overview of the plan. These and other features are graphically illustrated on the comprehensive plan diagram, found separately in this document.
- 1012 The land use and circulation system proposed in the general plan derive from and recognize the location and role of Portola Valley in the San Francisco Bay Area and the Midpeninsula. These proposals are also determined and conditioned by the shape of the valley, and the rugged topography and natural beauty of the area. Within the planning area, the proposals for land use and circulation recognize the existing development as setting the general framework for further development.
- 1013 The spectrum of land use and circulation proposals conforms to the concept of Portola Valley as a major open space within the larger urbanized region. Thus, the intensity of land uses, the distribution of land uses, and the standards for development all reflect the recognition that the natural beauty of the area is its prime asset, important both to local residents and to the Midpeninsula and Bay Area.
- 1014 Commercial and institutional uses serving all or most of Portola Valley are grouped in areas on the floor of the valley along Portola and Alpine roads. Residential land

use intensities tend to be highest on the more level lands near commercial and institutional uses and decrease outward as terrain becomes more difficult for development and distances from community facilities and major thoroughfares increase. Ladera contains another concentration of commercial and institutional uses that serve the local population.

- 1015 Employment areas along Sand Hill Road in the northern portion of the planning area (areas of "secondary concern") are close to more intensively developed areas to the east and are well served by major thoroughfares.
- 1016 The important skyline ridge on the western side of the planning area is proposed to be developed as a scenic corridor in which the existing character of the terrain and natural vegetation would be retained. Elsewhere in the planning area, major creeks are to be retained and enhanced as important natural features. Major emphasis is placed on the retention of natural land forms and vegetation in all development proposals for the planning area.
- 1017 Two major thoroughfares provide for the primary movement into and out of the planning area: Sand Hill Road and Alpine Road. The Junipero Serra Freeway (Route 280) provides for movement by motor vehicle connecting the planning area with parts of the Bay Area to the north and south, and indirectly to the east.
- 1018 Skyline Boulevard, La Honda Road and Alpine Road west of Skyline Boulevard provide access from the area to the more western parts of San Mateo County, the recreation areas in Santa Cruz County, and the western part of Santa Clara County.
- 1019 Within the planning area, a system of arterials, major collectors and minor collectors link the various parts of the area and provide access to community facilities and services. A system of trails and paths provide for movement on foot, horseback or bicycle.

Use of the Plan

- 1020 The general plan is a complex document which has been carefully prepared to provide an internally consistent set of policy statements to guide the growth and development of Portola Valley. By and large, policy statements are not repeated in the plan, and in some cases the user may need to refer to several parts of the plan to find the range of policy statements relevant to a particular subject. In all instances, the more detailed policies with respect to a specific topic take precedence over more general policies.

Introduction and Community Goals Appendix 1: Chronology of Amendments to the General Plan, Summary of Major Revision Programs and CEQA Compliance

The table at the end of this section lists all planning commission and town council resolutions which adopted (A) or amended (Am) elements of the general plan. The table indicates only those elements substantively affected by the resolutions. All background reports and studies pertinent to the initial adoption and amendment of elements listed continue to constitute a part of the record for the general plan. The method of establishing compliance with the California Environmental Quality Act is also indicated on the table.

Brief summaries of the work leading up to the 1964 general plan and major general plan revision programs are described below. Also included are references to major zoning ordinance amendments that affected the permitted density of housing.

1964 General Plan

The 1964 general plan was prepared prior to incorporation of the town. Upon incorporation, the town then adopted this new general plan. The plan had been prepared by William Spangle and Associates under contract with San Mateo. The consultants worked with the “Portola Valley Advisory Planning Committee” which was appointed by the San Mateo County Planning Commission. Since the original plan covered all of what became Portola Valley as well as part of Woodside and unincorporated areas in San Mateo County, including Ladera, Los Trancos Woods and Vista Verde and Woodside High, the committee included representatives from these areas as follows:

L.W. Lane, Portola Valley
 Horton Whipple, Portola Valley
 S.H. Halsted, Portola Valley
 Myron Alexander, Portola Valley
 R.L. Boothroyd, Woodside
 D.S. Bushnell, Ladera
 Mrs. Richard Hayes, Ladera
 Robert W. Gates, Los Trancos Woods
 Ryland Kelly, Hare, Brewer and Kelly, developer
 Guilford Snyder, Portola Valley
 Mrs. Morgan Stedman, Woodside

The committee and consultants worked on the plan during parts of 1963 and 1964. The current plan still includes the fundamental objectives of the originally adopted plan. One of the major tasks of the committee was to establish zoning density standards that represented the opinions of the committee. Thus, the original general plan included two slope-density standards, a

relatively new concept at the time. The standards included: a “low” intensity standard to be applied to relatively accessible lands ranging from 1 acre per housing unit to 9 acres per housing unit for lands with slopes 50% or greater and an “open-residential” category to be assigned to relatively inaccessible lands ranging from 2 acres per housing unit to 9 acres per housing unit on slopes in excess of 50%.

1969-1973 General Plan Amendments

Amendments during this period generally added elements which more fully developed general policies already in the general plan or added elements newly required by state law. The amendments did not greatly affect fundamental aspects of the plan.

1977 General Plan Amendments

The 1977 revision resulted in a major reorganization of the general plan and major substantive changes. The 1977 revisions commenced with the formation of a General Plan Review Committee (GPRC) at a joint planning commission-town council meeting on November 20, 1974. The committee consisted of no more than two persons from each of the following: town council, planning commission, architectural and site control commission, conservation committee, and parks and recreation committee. This committee met periodically and reviewed the general plan to determine what amendments and revisions were needed. On May 28, 1975, the town council received the GPRC's report, which had been reviewed by the planning commission, and declared its intention to proceed with certain revisions. The amendments subsequently carried out were the preparation of the safety element, noise element, and scenic roads and highways element, all of which were adopted in 1975. The committee then undertook a review of the existing general plan to determine those portions of the plan in need of modification. Based on the recommendation of the committee, a consultant proposal was submitted and approved by the town council on August 12, 1975.

The consultant worked with the GPRC through April of 1976. The meetings of the GPRC during this period as well as since its inception were open to the public and public input was solicited. The major changes considered by the GPRC during this period included land use modifications in response to data and policies contained in the safety element, changes in the circulation system to reflect changes in town policy over the years and modifications to better tailor the plan to the town's planning area since the plan had previously been prepared for a larger planning area. Of particular importance was the addition of a new residential land use category, “Conservation-Residential.” The results of the GPRC were subsequently presented to the planning commission at its meeting of March 17, 1976. The Commission then recommended that the town council authorize the consultant to undertake the next step, which was the preparation of the proposed revised general plan.

During the review and revision of the general plan, numerous background materials were used, most of which are mentioned elsewhere in the appendices. Several maps not mentioned elsewhere and which were important inputs in the revision of the land use element in particular were:

“Property Ownership 1975, Town of Portola Valley, Developable Areas as Delineated on Stability Map, 1” = 500’, 12/3/75, revised 12/5/75”

“Slope of the Land, Town of Portola Valley, 1” = 1,000’, June 1972”

“Major Property Ownership 1975, Town of Portola Valley, 1” = 1,000’ ”

1980 General Plan and Zoning Ordinance Amendments

On June 13, 1979, the town council decided that with the experience to date, it was time to review the general plan. The council established a General Plan Review Committee composed of members of town committees as follows:

Jane Ames
 John Ames
 Sue Crane
 Jay Foss
 Betty Hone
 Don Moore
 Kent Mitchell

The committee held a number of meetings and concluded its deliberations on August 13, 1979 with recommendations to the planning commission. The planning commission and town council held numerous public hearings between August 1979 and May 28, 1980 at which time the council adopted a set of revisions to the general plan. A major change to the plan was to change the slope-density standard for the Conservation-Residential category from 1 ac. – 9 ac. to 2 ac. – 9 ac.

Subsequently, the town council amended the zoning ordinance by establishing a new SD-2 zoning district with parcel area requirements starting at 2 acres on level land up to 9 acres on slopes over 50%. This combining district was applied to the Stanford Wedge and the land between Alpine Road and Los Trancos Creek from Arastradero Road to the northerly town limits. In addition, the then existing SD-2 category which starts at 3 acres and extends to 18 acres was renamed as SD – 3. (Ord. 1981-181)

In addition, a new slope-density combining district, SD-1a, was established that starts at 1 acre at 15% slope and increases to 9 acres at 50% slope. This new combining district was applied to the Alpine Hills Subdivision. (Ord. 1981-182)

These amendments set forth specific requirements as follows: SD – 1 where land area per dwelling unit ranges from 1 acre on level land to 9 acres on slopes in excess of 50% slope and SD-2 where land area per dwelling unit ranges from 3 acres on level land to 18 acres on slopes in excess of 50%. (Ord. 1979-166)

1989 Zoning Amendments

On September 6, 1989, the town council, based on recommendations from the planning commission, established new slope-density standards in the zoning ordinance and applied them to existing subdivisions. While the subdivisions existed, the new regulations established standards that would limit the potential for resubdivisions of existing parcels or the combination of parcels to form additional parcels. The intent was to discourage overdevelopment of existing subdivisions. The added standards were SD-1a and SD-2.5. Recognizing the pattern of existing subdivided areas, the standards start at 15% slope rather than 1% slope that is the beginning standard applied to unsubdivided areas. The following subdivisions had the SD-1a standard applied: Arrowhead Meadows, Coombsville, Corte Madera Acres, Nathhorst, Oak Hills, Pine Ridge, Stonegate, and Willowbrook. The SD-2.5 standard was applied to the Westridge subdivision. (Ord. 1989-246)

1998 General Plan Amendments

On August 24, 1994, the town council established a General Plan Review Committee to review the general plan to determine if it adequately reflected the current goals of the community and to make general recommendations to the planning commission and town council as to the nature of the changes that should be considered by the town. The committee included the following:

Kathleen Bennett

Jonathan C. Dickey

Jean Y. Eastman

Steve Harrison

Marcia E. Keimer

Jon Silver

Marilyn Walter

Non-voting Members

Bud Eisberg, ASCC Liaison

Annaloy Nickum, President, Los Trancos Woods Community Association

Robert Zimmerman, Vista Verde Homeowners' Association

Town Council and Planning Commission members were also invited

The town planner attended all meetings.

The committee found that in most respects the plan was as relevant and useful as when it was first written. The committee did, however, recommend reducing the development potential on the western hillsides because of heightened awareness of major problems including access, geologic instability, fire protection, traffic and the need to preserve natural vegetation and water resources. The purpose of the change was to result in a more logical location of future homes. In addition, the committee addressed concerns including: senior housing, fire

protection, and the pressure for larger homes to accommodate today's family needs. Also of concern was the potential destruction of natural resources that accompanies a rapidly increasing usage of town roads and open space by visitors from all over the Bay Area. The committee proposed changes to better deal with these perceived problems.

The planning commission considered the committee's recommendations at ten meetings from May 1996 through April 1997. The commission agreed with many of the recommendations of the committee and, in addition, provided increased attention to protection of natural biological resource areas, including riparian corridors. The commission agreed with the committee's recommendation to help ensure that development is in the most logical areas. To this end, the commission recommended designation of specific residential cluster areas for the large undeveloped parcels in the town. The commission recommended reduction in densities in order to achieve this goal.

The town council then considered the proposed amendments at fourteen noticed public hearings from May 14, 1997 to April 22, 1998. The council decided to approve all proposed amendments except those relating to a reduction of residential densities on the western hillsides, the modification of cluster designs on two properties on the western hillsides and the addition of two cluster designs in other locations. The council directed that additional study be given to proposed density reductions and cluster designs and that these matters be brought to the council at a future date. These matters would then have to be set for public hearing.

Chronology of Adoption and Amendments to the General Plan and Index to CEQA Compliance

General Plan Elements

A = Adoption
Am = Amendment

Planning Commission		Town Council		Land Use	Circulation	Housing	Historic	Conservation	Open Space	Noise	Scenic Roads and Highways	Safety	Recreation	Alpine Scenic Corridor	Northern Sphere of Influence (1)	Nathorst Triangle Area	Trails and Paths	Town Center Area	Sustainability	CEQA Compliance (2)
Date	Resol. #	Date	Resol. #																	
05/19/65	1965-17	07/08/65	1965-48	A	A				A											
08/20/69	1969-82	10/08/69	259-1969			A														
07/15/70	1970-93	09/09/70	302-1970										A							
07/15/70	1970-93	10/14/70	306-1970														A			
02/17/71	1971-97	05/12/71	329-1971											A						
04/21/71	1971-100	08/11/71	344-1971												A					
04/04/73	1973-126	05/23/73	422-1973													A				
05/16/73	1973-128	06/13/73	424-1973					A	Am											CE
07/30/75	1975-147	08/13/75	572-1975							A	A	A								ND
12/03/75	1975-152	01/14/76	602-1976													Am				ND
03/02/77	1977-169	08/24/77	701-1977	Am	Am	Am		Am	Am			Am	Am	Am	Am	Am	Am	Am		ND
03/05/80	1980-199	03/26/80	834-1980														Am			ND
02/06/80	1980-198	05/28/80	845-1980	Am		Am						Am		Am						ND
11/05/80	1980-212	11/02/80	867-1980	Am																ND
09/15/82	1982-241	10/13/82	1007-1982						Am				Am				Am			CE
09/15/82	1982-239	11/10/82	1009-1982			Am														ND
11/27/84	1984-263	03/27/85	1104-1985			Am														ND
11/28/88	1988-287	03/09/88	1239-1988	Am																ND
02/03/88	1988-289	03/23/88	1244-1988													Am				ND
03/07/90	1990-313	03/14/90	1324-1990	Am					Am				Am							ND
03/07/90	1990-314	03/28/90	1329-1990													Am				ND
12/05/90		12/19/90	1361-1990			Am														ND
11/04/92	1992-336	12/09/92	1421-1992													Am		A		ND

A = Adoption
Am = Amendment

Planning Commission		Town Council		Land Use	Circulation	Housing	Historic	Conservation	Open Space	Noise	Scenic Roads and Highways	Safety	Recreation	Alpine Scenic Corridor	Northern Sphere of Influence (1)	Nathorst Triangle Area	Trails and Paths	Town Center Area	Sustainability	CEQA Compliance (2)
Date	Resol. #	Date	Resol. #																	
12/01/93	1993-340	1/12/94	(3)				A													ND
07/19/95	1995-359	6/12/96	1537-1996	Am																EIR
9/3/97	1997-369	3/26/98	1630-1998	Am																EIR
4/2/97		4/22/98	1638-1998	Am	Am		Am	Am	Am		Am	Am	Am	Am		Am	Am	Am		ND
11/5/97		12/10/97	1618-1997													Am				ND
5/6/98	1998-383	6/10/98	1642-1998	Am																ND
3/21/01	2001-399	4/25/01	1891-2001											Am						
11/5/02		1/8/03	2035-2003														Am			ND
12/17/08		1/28/09	2429-2009																A	ND
1/21/09		3/25/09	2441-2009							Am										ND
11/18/09		12/9/09	2469-2009			Am														ND
		1/27/10	2472-2010	(4)	(4)		(4)							(4)		(4)	(4)	(4)		CE
6/2/10		7/28/10	2501-2010									Am								ND
4/6/11	(3)	5/25/11	2523-2011					Am	Am				Am							ND

- (1) In the 1977 revision (Ordinance 701-1977), the material in the Northern Sphere of Influence Element was distributed to the other elements and the Element was deleted from the plan.
- (2) This column indicates how the adoption and/or amendment was reviewed with respect to the California Environmental Quality Act. The documents referred to are on file at Portola Valley Town Hall. (CE) – Categorical Exemption (ND) – Negative Declaration (EIR) - Environmental Impact Report
- (3) Recorded in minutes but no resolution number.
- (4) In the 2010 revision (Ordinance 2472-2010), all general plan diagrams were converted to a Geographic Information System (GIS).



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Laura Russell, Planning & Building Director

DATE: May 8, 2019

RE: Annual Housing Element Progress Report for 2018

RECOMMENDATION

Staff recommends reviewing the report and authorizing staff to forward it to the California Department of Housing and Community Development.

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. This year, HCD updated the reporting forms to reflect changes in State law. The form provides numbers of housing units that received entitlements, building permits, and certificates of occupancy (final inspections) in 2018. The Town's progress towards meeting its Regional Needs Allocation Process (RHNA) goals is tracked through issued building permits in the calendar year.

The form also includes 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.

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 was therefore reviewed by the Planning Commission on May 1, 2019 before being forwarded to the Town Council.

DISCUSSION

The Town of Portola Valley's RHNA is 64 net new units for the time period from 2014 until 2022. From 2014-2017, the Town issued building permits for 61 net new units. In 2018, eight more building permits were issued for housing units, so the Town has now exceeded the total number of units assigned to the Town through the RHNA process. The units are distributed across income categories as described in the table below:

Town's Progress in Meeting RHNA Goals

Income Category	RHNA	2018 Units (permits issued)	Total Units to Date	Remaining RHNA
Very Low	21	4	27	-6
Low	15	1	5	10
Moderate	15	1	7	8
Above Moderate	13	2	30	-17
Total	64	8	69	-5

Program 1: Inclusionary Housing

The Town Council adopted the Housing Strategic Plan in 2016 and the implementation is ongoing. At that time, Council postponed additional work on the inclusionary housing program to ensure the approach was comprehensive in light of other housing efforts. In late 2018, Council formed a Subcommittee to discuss the potential changes to the Inclusionary Housing Program and how to use the existing funds.

Program 2: Affiliated Housing

In 2018, progress was made with all three existing program partners (The Sequoias, Woodside Priory School, and Stanford University). The Priory School began the process to apply in 2018 and formally submitted an application in early 2019 for six units of housing. Stanford expressed interest in moving forward with a housing project at the "Wedge Property." Staff had communications with The Sequoias about the potential for Affiliated housing at the site. The Town Council also discussed the potential for expanding the Affiliated Housing Program to additional partners and appointed a Subcommittee to study it further. Staff will continue to work closely with the Affiliated Housing partners to ensure the units are built as soon as possible.

Program 3: Second Units / Accessory Dwelling Units (ADUs)

The Housing Element called for an initial round of zoning code amendments to encourage ADUs, which were completed in 2015. When State law was changed, the Town adopted additional amendments to ensure compliance. In 2017, the Town received a grant from Home for All to conduct community workshops on housing topics, which were held in 2018. ADUs received strong community support and became a focus of the Town's housing efforts. In fall of 2018, additional zoning code amendments were considered to further encourage ADUs and allow ADUs in all zoning districts. The ordinance was adopted in early 2019.

In 2018, the Town issued seven building permits for ADUs, both on lots with existing homes and in conjunction with the construction of a new home. This is a slight decrease in ADU permits compared to recent years. As seen during the ADU amendment process, the number of applications tends to decrease while the Town considers policy changes, then increases after the changes are adopted; staff expect this pattern to repeat in 2019.

Even with this slight decrease in 2018, the Town exceeded its annual goal of an average of 6.5 ADUs as stipulated by the Housing Element.

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. 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. During 2018, staff provided information on Fair Housing to the Planning Commission.

Program 6: Energy Conservation and Sustainability

Town Council approved the Green Building Ordinance in 2017 and staff has been reviewing applications for compliance since it went into effect. The Town's Sustainability Committee is proactively considering new policies as the Town prepares for the next code cycle.

Program 7: Explore Future Housing Needs

The Town Council identified housing as a significant priority three years in a row and implementation of the Housing Strategic Plan is ongoing. In 2018, the Ad Hoc Housing on Town-Owned Property Committee met to review properties owned by the Town that may be suitable for housing. The Council appointed members to Subcommittees on housing topics to further advance their priorities. Additionally, the Town has increased communications with residents on housing topics.

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. Annual Housing Element Progress Report 2018

Approved by: Jeremy Dennis, Town Manager



Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed U

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entit					
1					2	3	4					
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted
y Row: Start Data Entry Below								2				1
	080-500-030	7 BAYBERRY ST		BLDR0257-2017	SFD	O						
	077-070-110	200 GOYA RD		BLDR0286-2017	ADU	R						
	079-102-070	345 GOLDEN OAK DR		BLDR0303-2017	ADU	R						
	077-273-010	207 WESTRIDGE DR		BLDR0076-2018	ADU	R		1				
	077-252-040	479 WESTRIDGE DR		BLDR0256-2017	ADU	R						
	077-261-080	138 BOLIVAR LN		BLDR0037-2018	ADU	R						
	077-271-090	228 WESTRIDGE DR		BLDR0126-2017	ADU	R						
	079-051-120	195 GEORGIA LN		BLDR0008-2018	ADU	R						
	080-241-450	18 REDBERRY RIDGE		BLDR0151-2018	SFD	O						
	077-032-010	135 SHAWNEE PASS		BLDR0006-2016	ADU	R						
	077-271-180	3330 ALPINE RD		BLDR0096-2017	ADU	R						
	077-310-170	410 CERVANTES RD		BLDR0096-2018	ADU	R						
	080-241-450	18 REDBERRY RIDGE		BLDR0152-2018	ADU	R						
	077-310-040	40 SIOUX WAY			ADU	R		1				
	080-020-080	5588 ALPINE RD			SFD	O						
	077-262-010	425 CERVANTES RD			ADU	R						1
	077-242-110	25 KIOWA CT			ADU	R						

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Portola Valley	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
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.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Inclusionary Housing	Amend the inclusionary housing program to make it more effective	2016	The Town Council adopted the Housing Strategic Plan in 2016 and the implementation is ongoing. At that time, Council postponed additional work on the inclusionary housing program to ensure the approach was comprehensive in light of other housing efforts. In late 2018, Council formed a Subcommittee to discuss the potential changes to the Inclusionary Housing Program and how to use the existing funds.
Affiliated Housing	Work with owners of the three properties to encourage housing to be built	Ongoing	In 2018, progress was made with all three existing program partners. Priory School began the process to apply for six units of housing. Stanford expressed interest in moving forward with a housing project at the Wedge Property. Staff had communications with The Sequoias about the potential for Affiliated housing at the site. The Town Council also discussed the potential for expanding the Affiliated Housing Program to additional partners and appointed a Subcommittee to study it further.
Second Units (Accessory Dwelling Units)	Amend the zoning ordinance to encourage second units. Monitor the program and take additional steps to increase second unit production if necessary.	Initial amendments completed in 2015. Continuing updates.	Town Council approved the amendments outlined in the Housing Element in 2015. Additional amendments were adopted in compliance with 2017 State law changes. In 2017, the Town received a grant from Home for All to conduct community workshops on housing topics, which were held in 2018. Accessory Dwelling Units became a focus of that effort. In fall of 2018, additional zoning code amendments were considered to further encourage ADUs and allow ADUs in all zoning districts. The ordinance was adopted in early 2019.
Shared Housing	Continue to work with HIP Housing to improve publicity of its home-sharing program to residents and employees	Ongoing	HIP has attended the Farmer's Market. Staff shares publicity materials through the website and online forum. Staff plans to include HIP in upcoming events related to housing.
Fair Housing	Continue to publicize County-wide program	Ongoing	Staff continues to ensure information on Project Sentinel is readily available on the website. During 2018, staff provided informational materials on Fair Housing to the Planning Commission.
Energy Conservation and Sustainability	Continue green and energy conservation measures, revising them and developing new ones as necessary	Ongoing	Town Council approved the Green Building Ordinance in 2017 and staff has been reviewing applications for compliance since it went into effect. The Town's Sustainability Committee is proactively considering new policies as the Town prepares for the next code cycle.
Explore Future Housing Needs and Potential Housing Programs	Analyze housing needs and trends and explore potential programs to meet future housing needs	Ongoing	Council identified housing as a significant priority three years in a row. In 2018, the Ad Hoc Housing on Town-Owned Property Committee met to review properties owned by the Town that may be suitable for housing. Council appointed members to Subcommittees on housing topics. Communications with residents on housing topics increased during 2018.
Transitional & Supportive Housing Ordinance Amendment	Amend the zoning ordinance to fully comply with State law relative to transitional and supportive housing	2015	The amendments were delayed but staff anticipates completing the update before the end of the Housing Element Cycle.

Jurisdiction	Portola Valley	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Entitled Units Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	2
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		2
Total Units		5

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

Submitted Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: May 8, 2019

RE: Resident Appointments to the Ad Hoc Wildfire Preparedness Committee

RECOMMENDATION

Staff recommends that the Town Council appoint five resident members to the Ad Hoc Wildfire Preparedness Committee.

BACKGROUND

On March 27, 2019, the Town Council held a study session on wildfire preparation efforts in Portola Valley. The Council recommended the creation of an ad hoc committee to study wildfire preparation issues, and make recommendations over the remainder of the calendar year. The Council also appointed Vice Mayor Aalfs as their representative on the committee.

The Council further refine the ad hoc committee's purpose and charter (Attachment 1), and formally approved the creation of the committee, at their April 10th meeting.

The Town has received five applications for the five "public at large", or resident members (Attachment 2); the Emergency Preparedness Committee and Conservation Committee have appointed their members, and the ASCC will be appointing their member later this month.

DISCUSSION

Staff recommends reviewing the applications from the five interested residents and appoint members of the committee.

ATTACHMENT

1. Ad Hoc Wildfire Preparedness Committee Charter
2. Resident Applications

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over the printed name.

Ad Hoc Committee on Wildfire Preparedness Charter

MISSION

Given the inherent risk of wildfire in Portola Valley and the changing character of wildfires due to climate change, the Ad Hoc Committee on Wildfire Preparedness shall advise the Town Council, on a limited duration basis, on ways to reduce wildfire danger, and increase resident resiliency in a wildfire emergency

DUTIES & FUNCTION

To provide the Town Council with short-, medium-and long term recommendations to:

1. Ensure residents have the tools to understand what to do in a wildfire emergency, including expectations on how communications before, during, and after a wildfire;
2. Prepare residents for evacuation due to a wildfire, and the information needed to maximize success in an emergency;
3. Advise on the most effective and appropriate vegetation management practices to reduce wildfire danger;
4. Suggest opportunities to harden existing homes from wildfires, and regulations for future construction;
5. Determine potential sources of funding to implement any programs adopted by the Town Council;
6. Advise on new or more effective ways to coordinate efforts between partner agencies, volunteer groups and state work;
7. Seek out any and all additional issues to resolve related wildfire preparation.

RESPONSIBLE TO

Town Council

COORDINATION

Staff Liaison – Town Manager and Assistant to the Town Manager

MEMBERSHIP

The membership of this Committee shall consist of nine (9) members appointed by the Town Council in concurrence with the Town Council. Five (5) members shall be from the public at large, and four (4) members shall be from the Town Council, the ASCC, the Emergency Preparedness Committee, and the Conservation Committee respectively. In addition, a technical advisory committee made up of experts from Town partners, agencies, and issue-area specialists shall be created and participate as needed.

MEETINGS

To be determined, but with a frequency dictated by the need to implement recommendations in an expedited manner.

REPORTS

The Committee will work with their staff liaisons to determine how frequently it will make reports to the Town Council

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

Form Name: Committee Application
Date & Time: 04/16/2019 2:00 PM
Response #: 72
Submitter ID: 4471
IP address:
Time to complete: 10 min. , 13 sec.

Survey Details

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.

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

(o) Ad Hoc Committee on Wildfire Preparedness

Applicant Information

Full Name Lynne Davis
Email Address
Street Address
City/Zip Portola Valley, CA 94028
Number of years in Portola Valley 29
Cell Phone
Home Phone
Other Phone Not answered
Emergency Preparedness Not answered

Preferred Phone Contact Number

(o) Home

I prefer to receive Town communications via

(o) 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 now live at the Sequoias (right next to Windy Hill). We are concerned not only about a possible wildfire but, equally as important, how to exit this area in case of an emergency. We have also lived both in Westridge and in the Ranch and each of those areas has its own issues. I've had considerable experience on the Trails Committee and will be taking CERP training next month.

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.

Not answered

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.

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

Form Name: Committee Application
Date & Time: 04/22/2019 10:16 AM
Response #: 73
Submitter ID: 4473
IP address:
Time to complete: 7 min. , 49 sec.

Survey Details

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.

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

(o) Ad Hoc Committee on Wildfire Preparedness

Applicant Information

Full Name	Lorraine R Duval
Email Address	
Street Address	
City/Zip	Portola Valley
Number of years in Portola Valley	30
Cell Phone	
Home Phone	
Other Phone	Not answered
Emergency Preparedness	Ad hoc committee on wildfire prep

Preferred Phone Contact Number

(o) Home

I prefer to receive Town communications via

(o) 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 am extremely interested in participating in the Ad Hoc Committee on Wildfire Preparedness to leverage the heightened awareness among my fellow residents of our community's location in the wildland-urban interface (WUI). Emergency preparedness education is a tricky communication challenge that I would like to help take on for our Town.

I've worked on the CERPP program since its inception as a neighborhood leader and back-up division leader, running earthquake exercises in my area and one wildfire evacuation exercise in May 2016. For that evacuation exercise, a neighbor and I planned and promoted the opportunity to the residents of 280 homes in Alpine Hills CERPP Division 7 in coordination with Woodside Fire's annual multi-agency wildland fire exercise and with support from WFPD's Selena Brown. Despite our efforts to encourage participation in something I consider of vital importance for my fellow residents, only twelve neighbors went through the evacuation procedure, arriving at the Town Community Hall for the debrief session with Woodside Fire. This was indeed discouraging.

The horrific fires in Northern and Southern California in the past two years have had an impact on my fellow residents. I would like to leverage our community's increased interest in wildfire preparedness and try, once again and with the full support of a tactical, focused Town effort, to prepare for an emergency evacuation.

As an early CERPP board member, I led the public education committee that promoted our district's emergency preparedness programs to residents of the fire district. As an early board member for the Woodside-Portola Valley Fire Protection Foundation, I ran the annual campaign, developing a website (firedistrictfoundation.org) and collateral to encourage residents and businesses to provide financial support to supplement the district budget. Through these efforts and my more recent local work in developing Neighborhood Watch teams in Portola Valley, I have developed a solid set of contacts throughout the Town, as well as in the unincorporated areas of the fire district and in the Town of Woodside. My network includes most of the staff of Woodside Fire Protection District, whom I have taken the opportunity of observing in action in the field and at the EOC during its annual wildland fire exercises and worked with on various programs.

I've spent the past two-plus decades working on emergency preparedness in our community, taking (and promoting to my neighbors and fellow residents) classes of various kinds from WFPD and the Towns of Portola Valley and Woodside, including the CERT program, advanced first responder, various CPR/first aid/AED courses, individual sessions on fire science, PGE safety, shelter management, and vegetation management for fire safety. I firmly believe each resident has a responsibility to be prepared. As the fire chief says, "Everyone has a role to play in an emergency."

As a third-generation native Californian, I've watched a part of my state burn every year over the last six decades. When I moved to Portola Valley in 1988, it was clear that our home was not only a short distance from the San Andreas Fault, but also in the middle of the WUI, a beautiful but risky location.

My flexible schedule can easily accommodate multiple meetings and projects over the next six to nine months. To date, I have two trips booked this summer – 5-16 July and most likely, the first three and a half weeks of September.

Thank you for your consideration,
Lorrie Duval

References: Fire Chief Dan Ghorso, Woodside Fire Protection District, 650-851-1594

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.

No.

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

Form Name: Committee Application
Date & Time: 04/22/2019 4:54 PM
Response #: 74
Submitter ID: 4474
IP address:
Time to complete: 43 min. , 9 sec.

Survey Details

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.

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

Ad Hoc Committee on Wildfire Preparedness

Applicant Information

Full Name Alvin Sill
Email Address
Street Address
City/Zip Portola Valley, CA 94028
Number of years in 31
Portola Valley
Cell Phone
Home Phone
Other Phone Not answered
Emergency Preparedness Not answered

Preferred Phone Contact Number

Home

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.

My interest is in preserving the wonderful people, community, and environment that we have in Portola Valley. I have a second home in the foothills near Murphys and have seen the impact that a serious wildfire can have. We need to prevent that here.

I currently serve on the Sustainability Committee and on the ASCC. There are many ties between sustainability ideas and wildfire preparedness (some supportive, others less so):

- the least sustainable house is one that burns down and must be completely rebuilt
- landscape design, plant selection, and water application are areas that impact sustainability and wildfire preparedness

My experience on the ASCC should help to provide insight as to how new building projects get approved. Also, some of the output of this task force will probably ultimately drive changes in the requirements for new projects. Having a linkage to the ASCC could prove valuable.

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.

No areas of financial interest that could be perceived as a conflict of interest. The only personal item to note is that my wife serves on the town's Emergency Preparedness Committee. But I do not view that as a conflict.

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.

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

Form Name: Committee Application
Date & Time: 04/29/2019 8:37 PM
Response #: 76
Submitter ID: 4477
IP address:
Time to complete: 27 min. , 59 sec.

Survey Details

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.

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

Ad Hoc Committee on Wildfire Preparedness

Applicant Information

Full Name Michael Tomars
Email Address
Street Address
City/Zip Portola Valley, CA 94028
Number of years in 35
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.

As a longtime resident of Portola Valley, I have a keen interest in promoting the general health and welfare of our community. All residents of our town are directly impacted by set of circumstances that subjects our community to an elevated fire risk, a state that some have described as the "new norm." Unfortunately, insurance companies have instituted tactics to mitigate their associated risk, including increases in premiums and notices of non-renewal. I would like to implement effective controls designed to mitigate and improve our town's "Fire Risk Severity Zone" rating. My work experience provides a solid

foundation for developing and implementing controls responsive to threats of various kinds. During my 16 year career with the Pacific Stock Exchange, I directed the operations of five departments, and drove multiple strategic initiatives, including a plan of demutualization. In connection with all of the initiatives under my direction, I was tasked with crossing lines of division to forge collaborative groups having a common purpose. Since each initiative had an array of deliverables, I developed and monitored project plans to ensure the completion of milestones. For the last 14 years, I've supported the regulatory mission of the Securities and Exchange Commission. In a management role, I oversee compliance audits of various types of investment advisory firms, including advisers to hedge funds, private equity funds, and venture capital funds. In this role, I employ a detail-oriented methodology in connection with the evaluation of systematic and idiosyncratic risks. I also serve as an officer of a homeowners association in San Francisco, and have represented our association in dealing with SF's Planning Commission. Through the collective of these experiences, I can offer various perspectives on a variety of issues. I'm quite familiar with the meaning of public service and would like to offer my support for addressing our town's strategy relative to wildfire preparedness, which I consider a priority requiring a multidisciplinary approach.

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 do not believe that I have any actual or potential conflicts of interest relative to my service on this committee. Since my participation on this committee will be deemed as a reportable outside activity, I will request the appropriate approvals from the SEC's Ethics Department.

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.

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

Form Name: Committee Application
Date & Time: 04/25/2019 7:56 AM
Response #: 75
Submitter ID: 4475
IP address:
Time to complete: 49 min. , 13 sec.

Survey Details

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.

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

Ad Hoc Committee on Wildfire Preparedness

Applicant Information

Full Name	Karen Vahtra
Email Address	
Street Address	
City/Zip	Portola Valley, CA 94028
Number of years in Portola Valley	17
Cell Phone	Not answered
Home Phone	
Other Phone	Not answered
Emergency Preparedness	Not answered

Preferred Phone Contact Number

Home

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 think wildfire is the most dangerous threat to Portola Valley in the era of climate change.

I'm a generalist and an idea person that knows a fair amount about a lot of subjects, am willing to dive in and understand detailed issues, but I do not claim to be an expert. I have worked with some of my neighbors to develop a series of potential ways we can mitigate the wildfire threat including having a neighborhood meeting with the fire officials. I am familiar with building codes as I built my own home here

in Portola Valley, and was involved in the garden club for 10 years.

I worked with several folks in town in a non-official capacity on a technology crime committee. Through our efforts at minimum 100 residents added cameras of various brands. I also proposed the idea that we change our regulations to encourage not discourage motion detectors, and this law passed two years later.

If my skills would be of use to the committee, I'll be happy to serve.

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.

No.

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.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: May 8, 2019

RE: FY 2019-20 Council Priorities

RECOMMENDATION

It is recommended that the Town Council adopt Council Priorities for Fiscal Years 2019-20.

BACKGROUND

For the past three years, the Town Council has adopted “Council Priorities” that are used, in part, to develop the budget.

On March 13th, 2019, the Council held a study session on draft FY 2019-20 Priorities, and provided staff with feedback (Attachment 1).

DISCUSSION

Based on input from the March 13th meeting, and subsequent staff discussions, the following list represents a draft of the FY 2019-20 Council Priorities:

1. Sustainability
 - a. Climate Action Plan – develop the 2030 plan
 - b. Zero Net Energy Facility planning for Town Center
 - c. Create plan for efficient end-of-life replacement for aging Town Center equipment
 - d. Review and update Green Building Ordinance in response to state Building Code update and regional reach code efforts
 - e. Implement leaf blower incentive and education program
 - f. Finalize and implement new garbage franchise

- g. Capitalize on BayRen and Peninsula Clean Energy programs focused on building efficiency, electrification and EV charging stations
 - h. Explore additional EV charging stations at Town Center and other Town facilities
 - i. Research and develop potential program related to connection and opportunities amongst energy efficiency, EV charging, battery backup and emergency preparedness
 - j. Continue work on Smart Water Meter implementation through CPUC rate case
2. Strategic Housing Plan Implementation
- a. Develop and refine proposals related to Affiliated Housing and Town-Owned Properties
 - b. Expansion of the Affiliated Housing Program
 - c. Determination of Expenditures for Inclusionary Housing Funds
3. Continuation of Resident Resiliency
- a. Wildfire emergency preparedness
 - i. Egress/evacuation planning
 - ii. Building code changes to reduce flammable materials
 - iii. Increased vegetation management work
 - iv. Linkage to state efforts and Town's General Plan
 - b. Expansion of the linkages between residents and communications tools
 - c. Neighborhood watch program support continued
 - d. Town Committee Revitalization
 - i. Use of new Communication position to support Town Committees
 - ii. Continued focus on Town Committee support/recruitment
 - iii. Implementation of efforts of the Council "Subcommittee on Committees"
 - e. Explore with Emergency Preparedness Committee viability of Town Center Facilities in emergency scenarios and how Town can support community (i.e., smoke, heat events, power outages)
 - f. Support exploration of nexus between wildfire preparation, conservation and sustainability amongst Town committees
4. Communications and Community Engagement
- a. Website update including utilization of new accessibility tool
 - b. Newsletter
 - c. PV Connect support
5. Health of Town Resources
- a. Recruitment for the next generation – Generation Y and Millennials
 - b. Develop long-term staffing plan with goal of providing excellent and timely customer service and succession planning
 - c. OPEB and Pension Trust Fund

- d. Increased support for Town facilities
 - e. Creation of new budget book.
 - f. Town Center Facility maintenance schedule
 - g. Internal process upgrades
6. Strategic Planning Efforts
- a. General Plan – public outreach kickoff
 - b. Trails – Implementation of Trail system review
 - c. Implementation of the Pedestrian Safety Plan

Staff recognizes the above priorities represent an ambitious undertaking, and appreciates previous Council recognition of this point.

After receiving final input from the Council, staff will include the recommended FY 2019-20 Council Priorities in the FY 2019-20 budget.

FISCAL IMPACT

There is a significant financial impact associated with adopting these priorities, as specific programs and initiatives will be funded in the FY 2019-20 budget to support them. The draft budget will be presented to the Town Council on June 12th.

ATTACHMENT

- 1. March 13, 2019 Town Council meeting notes

Approved by: Jeremy Dennis, Town Manager



Town Attorney Silver said the rationale behind the State law assumes that with an existing structure you are going to be able to fit in a certain number of people with a certain number of cars and that parking is taken care of with the main house and by converting a portion of the main house into an ADU you will not be increasing the parking demand. There are other opinions about that, but that is the view of the State.

Mayor Wengert asked staff if they'd be comfortable with no additional findings to make a determination about an applicant who requested an internal ADU greater than 1,200 square feet in an existing building. Planning & Building Director Russell said the finding regarding minimizing impacts toward adjacent properties could have some value. She said although additional parking cannot be required, the Town may require something to be reconfigured on the site or screening, some way to block lights from the neighbors, a different way to pull in to the property, etc. She said staff would also have the benefit of the site inspection and an ASCC member participating in the review, so there could be some good ideas about door placement, lighting, etc., that may mitigate some of the other impacts. She said she does not see a solution for specifically addressing parking.

Councilmember Hughes said he was still somewhat uncomfortable with it and preferred an incremental approach. He said he was concerned there will potentially be some project on the worst possible narrow road with fire safety issues and no sidewalks, where there is a 1,600-square-foot unit with two or three additional cars that are now parked full-time on Corte Madera Road. He said nothing can be done if it's a 1,200-square-foot ADU, but that difference of 400 square feet is potentially an extra car or two and a lot bigger burden. Mayor Wengert said she comes back to the global view that people are going to do what they're going to do with their homes and there is no way to control all of it. Councilmember Richards said in the worst case the Town may have to start looking at parking restrictions on the streets.

- Programs

Per Town Manager Dennis's request, the Council agreed they had nothing to add to the three programs described – Pre-Approval/Alternative Building Materials; Coordinating with HOAs and PUDs to Support ADUs; and, Sewer Connection & Cost.

Councilmember Richards moved to approve First Reading of Ordinance as Amended to include 1) The formula to determine the size of an external ADU is 1,200 square feet or 50% of the main house, whichever is lower; 2) 1,700-square-foot limit on internal ADUs; 3) For lots over 3½ acres, maintain the 1,500-square-foot maximum size; 3) Retain the Owner/Occupancy requirement; and 4) Remove the 2 acre requirement for second driveways. Seconded by Councilmember Hughes; the motion carried 5-0.

Councilmember Richards moved to find the project exempt under CEQA. Seconded by Councilmember Hughes; the motion carried 5-0.

The Second Reading of the Ordinance is scheduled for the March 27, 2019 Town Council meeting.

STAFF REPORTS AND RECOMMENDATIONS

(5) Recommendation by Town Manager – Council Priorities Study Session, FY 2019-20

Town Manager Dennis presented the Council Priorities report as detailed in the staff report. Staff recommended that the Town Council accept a status update on the current Council Priorities and provide initial feedback on their priorities for Fiscal Year 2019-20.

In response to Mayor Wengert's question, Town Manager Dennis said he felt roads, prefab units, and long-range fiscal planning efforts should be added based on previous Council input and subsequent conversations with staff.

Mayor Wengert invited questions or comments from the Council.

Councilmember Derwin asked Town Manager Dennis if the list was too much for staff to handle. Town Manager Dennis said they are currently short-staffed with 13 full-time staff members, down three. He said the list is ambitious but it always has been ambitious.

Councilmember Hughes said it's become increasingly clear that the climate is heading in a bad direction and a lot of work has to be done. He said he is not proposing adding things to the list, but said he would support symbolically moving sustainability up to the top of the list. He said there is a measurable chance that most 20-year-olds today will eventually die of starvation. Town Manager Dennis said they can move it up the list. He said Assistant to the Town Manager de Garmeaux is a champion of sustainability issues and has an aggressive set of activities she would like to undertake based on the Town. Once she has been freed of some of her recently undertaken duties, he is confident she will come up with a lot of ideas that can be implemented. He said staff can fashion the list in a way to give it a highlight. Vice Mayor Aalfs said there are several initiatives that can provide resources.

Town Manager Dennis asked the Council to point out any items on the list that could or should be removed. Mayor Wengert asked if something was precipitating Item 4(g), Health of Town Resources, Review Town contracts and insurance requirements. Councilmember Derwin asked about Item 4(f), Review and recommend updates to Town Center Use Policies and Applications. Town Manager Dennis said staff has been doing this in incremental steps as they respond to new situations and open up old projects. He said it may not need to be on the list because it will continue regardless. In response to Councilmember Hughes' question, Town Manager Dennis said Item 4 includes staff-related issues, fiscal-related issues, building related issues, etc. He discussed the importance of 4(a), Recruitment for the Next Generation – Generation & Millennials, for future staffing.

Mayor Wengert suggested Item 1(a) be expanded from "Review of potential housing" to "Develop and refine proposals related to affiliated and Town-owned programs." Town Manager Dennis agreed.

Mayor Wengert thanked the senior staff and expressed appreciation and pride for all the great work they do.

A final copy will return to the Council as part of the 2019-20 FY Budget.

- (6) Recommendation by Town Manager – Consideration of the Letter of Support for House Resolution 530 – Local Control and Small Cell Sites

Town Manager Dennis described the background discussion items regarding the Town Council's January 9 approval of an urgency ordinance to provide for expediting permitting for small cell sites in order to comply with Federal Law, as detailed in the staff report. Staff recommended the Council authorize the Mayor to sign a letter of support for HR 530 (Eschoo).

Vice Mayor Aalfs moved to authorize the Mayor to sign a letter of support for HR 530. Seconded by Councilmember Hughes; the motion carried 5-0.

- (7) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Richards – None to report.

Councilmember Hughes – Attended Bicycle, Pedestrian & Traffic Safety Committee meeting, where they updated on the Pedestrian Study. He reported that a car hit a bicycle that was crossing a driveway at the Priory. There were no serious injuries and the driver was not cited because the Deputy dispatched to the



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Jeremy Dennis, Town Manager
DATE: May 8, 2019
RE: Council Subcommittee, Website Refresh

RECOMMENDATION

Staff recommends that the Town Council create a subcommittee to support the upcoming website refresh.

BACKGROUND

The Town’s current website was created in 2009. Since that time, there has not been a substantial refresh of the “look” of the site. Granicus currently maintains the website, and purchased the town’s previous website maintenance company Vision Internet in 2018. Granicus now offers new templates and capabilities.

As part of the broader efforts of the Communications and Engagement Manager, the website refresh is an important component of ensuring that residents have access to easily-obtainable and timely information.

DISCUSSION

Staff requests that the Council create a subcommittee of two councilmembers to work with staff during the website refresh.

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', written over a white background.

#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 25, 2019

1. Monthly Meeting Schedule – May, 2019
2. Agenda – Bicycle, Pedestrian and Traffic Safety Committee – Wednesday, May 1, 2019
3. Agenda – Planning Commission – Wednesday, May 1, 2019
4. Memo – Assisted Listening Device is now available in the Historic Schoolhouse

Attached Separates (Council Only)
(placed in your town hall mailbox)

1. None

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

MAY 2019 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 2nd & 4th Wednesdays)

Wednesday, May 8, 2019

Wednesday, May 22, 2019

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

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

Wednesday, May 1, 2019

Wednesday, May 15, 2019

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

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

Monday, May 13, 2019

Monday, May 27, 2019 – **CANCELED MEETING**

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

Council Liaison – Craig Hughes

Wednesday, May 1, 2019

CABLE & UTILITIES UNDERGROUNDING COMMITTEE

Council Liaison – Craig Hughes

As announced

CONSERVATION COMMITTEE – 7:30 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, May 28, 2019 – **SPECIAL MEETING / 9:00 AM Start Time**

CULTURAL ARTS COMMITTEE – (Meets 2nd Thursday of every month)

Council Liaison – John Richards

Thursday, May 9, 2019

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 1st Thursday of every month)
in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, May 2, 2019

FINANCE COMMITTEE

Council Liaison – Ann Wengert
As announced

FIREWISE PREPAREDNESS AD-HOC COMMITTEE

TBD

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Jeff Aalfs
As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs
As announced

HOUSING ON TOWN OWNED PROPERTY AD-HOC COMMITTEE

As announced

NATURE AND SCIENCE COMMITTEE – 5:00 PM (Meets 2nd 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 6, 2019 – **SPECIAL MEETING / 6:00 pm Start Time**

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs
As announced

SUSTAINABILITY COMMITTEE – 10:30 AM (Meets 3rd Monday of every month) in the

EOC/Conference Room at Town Hall
Council Liaison – Ann Wengert
Monday, May 20, 2019

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

Council Liaison – Craig Hughes
Tuesday, May 21, 2019 – 8:15 AM



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, May 1, 2019 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order / Roll Call
2. Oral Communications – Public Comment/Open Floor
3. Approve Minutes from the April 11, 2019 special meeting
4. Sheriff's Report:
 - a. Accidents and Citations
 - b. Updated requests for Law enforcement presence, as required
5. Public Works Report:
6. Ongoing Committee Business for 2019
 - a. Pedestrian and Traffic Safety Study next steps – Coordination with Commissions and Committees
 - b. Windy Hill parking monitor
7. 2019 Outreach
 - a. Bike to/from Work Day, Ladera Church – May 9th
8. Matters Arising:
9. Time and Date for June 2019 meeting:
 - a. Proposed 8:15 am, June 5th
10. Adjournment



TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission
 Wednesday, May 1, 2019
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

Persons wishing to address the Planning Commission on any subject not on the agenda 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. Annual Housing Element Progress Report

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Reports
4. News Digest: Planning Issues of the Day

APPROVAL OF MINUTES

5. Planning Commission Meeting of March 17, 2019

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).



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: April 22, 2019

RE: Assisted Listening Device is now available in the Historic Schoolhouse

I'm pleased to announce an assisted listening device system is now available in the Historic Schoolhouse to accommodate the hearing impaired.

The system is equipped with a T-Coil assisted listening loop and portable assisted listening devices. An audience member can pick up one of four audio receivers and either earbuds or a neck loop that is designed to work with hearing aids.

When the audio system is turned on, the digital transmitter automatically sends a signal to the receivers. Volume controls on the receiver allow individuals to adjust the volume to their needs.

Persons requesting use of a personal listening device will be asked to leave a car key with the Town Clerk in exchange for the use of a device. This exchange helps to guarantee the return of the device.

A notice of the availability of the system will be located in the back of the Schoolhouse.

TOWN COUNCIL WEEKLY DIGEST

Thursday – May 2, 2019

1. Agenda (Special) – Parks & Recreation Committee – Monday, May 6, 2019
2. Agenda – Cultural Arts Committee – Wednesday, May 9, 2019

Attached Separates (Council Only) *(placed in your town hall mailbox)*

1. None



**Town of Portola Valley
Special Parks & Recreation Committee Meeting
Monday, May 6, 2019 – 6:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA**

SPECIAL MEETING 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 25, 2019
4. General Check-in & Updates
5. Go no-go decision on Tots (Lindsay to present)
6. Review of 2018 vendor interest in participating in 2019 (Shruti to present)
7. Picnic budget review prior to submission to the town
8. Charter amendment – proposed permanent change to meeting start time
9. Adjournment

Next Meeting – June 3, 2019



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, May 9, 2019 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approval of April 11, 2019 Minutes
4. New May Business:
 - Determine Speaker Series next Speaker, their availability for MAY dates, and CAC Project Manager
 - Determine which CAC member can project manage the “Sock Hop” (Oct/Nov) (or postpone)
 - Concert Series – All is set for the Series (possible Bike Valet offered to encourage “bike-to the event” theme (free)
 - Holiday Faire: Awaiting update from Woodside Cultural Arts Chair (via email response) + PB confirming when – Community Hall “selling restrictions” are lifted
5. Adjournment