

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 975, SEPTEMBER 11, 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 Maryann Derwin, Craig Hughes, John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: None

Others: Jeremy Dennis, Town Manager
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Annelise Connell, 56 Santa Maria. Ms. Connell showed the Policies and Procedures Handbook for Advisory Committees. She read a section regarding the role of a Council Liaison. She said the Woodside Highlands Road Maintenance District is not included in the list of advisory committees. She said the committee has been around for more than 45 years and oversees an account with a balance of more than \$300,000. She said there are approximately 110 properties in the district worth almost a billion dollars. She asked that a Councilmember be assigned to be a liaison to this committee. Ms. Connell said there was a committee meeting last night and the committee members indicated they were unaware of this handbook. She said last fall she applied to be on the committee but things became confusing and the rules weren't followed and the selection was put off until this year. She said currently there are three applications for consideration and the committee is required to have five members. She said the chair of the committee resigned last night. Mayor Wengert noted that a discussion regarding the Woodside Highlands Maintenance District is on an upcoming agenda.

Leslie Kriese, 1 Wintercreek. Ms. Kriese has lived in Portola Valley for approximately 17 years. She said she is concerned about the communication regarding activities around low-income housing in town. She said there are a lot of rumors and emails going around and the Town has poorly communicated about their activities. She said she attended one Town meeting where the agenda was given to them and there was no time for questions. She said those that did ask questions were shut down, some not very politely. She asked that the Town present a plan, not ad hoc little bits and pieces. She said if they had read her email today, they would have seen 15 different messages on what's required and 15 different answers. She said one of the answers was "go to the Town website and figure it out." She said it is not the resident's job to go to the Town's website and read multiple reports and figure it out. She said if the Town has a plan, it should be presented like a business plan – what it will cost the Town, details of the Town's plan, and the rationale. She said she understands that the Priory can manage their own housing and the Sequoias can manage their own, but bringing housing in that the Town has to manage creates a new staff position, creates something new for the town that the town hasn't done before, and she didn't see anywhere this issue had been addressed. She requested that the Town Council separate their emotions and beliefs about what should happen from what needs to happen. She said at the meeting she attended they got a lot of "this is the morally correct thing to do." She encouraged the Town to let each citizen make up their own mind about what is morally correct and just stick to what the law requires and what the best path forward is for this town, taking into account a diversity of opinions.

Richard Merk, 17 Brookside Drive. Mr. Merk has lived in Portola Valley for 59 years, served 32 years of volunteer service to the Town, including 13 years on the Planning Commission, and was elected to the Town Council four times. He said he has not been to a Town Council meeting in 10 years and is sorry that he feels the need to come to one now, but he is receiving phone calls from a lot of people asking him

what is going on. He said he is hearing there is a lack of political transparency and a lack of openness to communications. He said there is manipulation of the community's ability to give input, staged and controlled public meetings where unwanted feedback is stifled and controlled, a perceived undercurrent of secretive agendas, and what appears to be a total departure from the visions of the Town's founders and the years of volunteerism that have made this town what it is. He said there are 27 pictures of Councilmembers that came before any of the current Councilmembers and he said he didn't think a single one of them would approve of what's going on in this town now. He said he is embarrassed and ashamed. He said he recently heard that a member of the Town Council said the Councilmembers should be paid. Mr. Merk said he served for 32 years without pay and was glad to do it. He said the idea of the town changing over from the ideas that people like Bill Lane started in 1964 is frightening and he is very disappointed in what is going on.

Jon Silver, 355 Portola Road. Mr. Silver said he was referenced indirectly as someone whose photo is on the wall as a previous Councilmember. He said the assumption that he would disapprove of the current Council's actions is inaccurate. He said that is not his feeling at all. He said basing criticisms on what may be deeply held emotions but not real facts is a mistake. He said there will always be details of policy he will disagree on but what he has heard said tonight is not right. He said of course we should bring morality into decisions. He said in public health, safety, and welfare – we try to be decent to each other. He said morality is the basis of law. He said there are individual moral choices that are inscribed in law and we are allowed to make our own choices, but we should strive for governance out of a base of community caring and decency which is the basis of morality, and which always has a place in governance. He said it is very disturbing when criticisms are based on rumor and not grounded in fact. Mr. Silver said he has been in town since about 1954 and served many years in Town government. He said it never easy to make democracy work but he does not share the criticisms expressed tonight.

Randy True, 4860 Alpine. Mr. True said he believes there have been problems with process and open governance related to the housing issue, particularly the high-density subsidized housing on Town-owned property. He said being new to the town, and not having the pedigree of the prior two speakers, he looks at this with fresh eyes and has been disappointed with what he's seen. He said, with regard to the morality issue, one of the biggest things he was disappointed about was the June 1 meeting that ended with Councilmember Derwin calling it a humanitarian crisis. He said that is the point of morality that is being asked to be excluded because calling something a humanitarian crisis and using that to motivate seizing our parks and open spaces to build high-density subsidized housing doesn't leave room for open debate. It says you're beyond the pale if you disagree with this humanitarian crisis. He said that's the reason for the request to leave out the morale position, particularly to create a highly polarized environment around an issue. He asked the Mayor and Town Council to agendize the issue, which would allow discussion and give citizens the chance to engage. He said every meeting will not be derailed but there were very important issues raised. He said at the last ad hoc meeting, several committee members asked for guidance from the Town Council and that should happen in an open format. He said Councilmember Derwin asked what the purpose of the ad hoc committee was. Another Councilmember said they didn't even know the property was still being considered. He said there are problems and the place to address it is openly and at the higher level with the Town Council.

Mr. True asked if Agenda Items #9 and #10 could be moved up ahead of other items on the agenda.

Mr. True said at the last ad hoc meeting a viable and legal use of the \$3.4 million in lieu fund is for rent subsidies. He said that is much more effective, fair, and appropriate use of those funds and would benefit potentially hundreds of people instead of just a small handful. He said the cost of developing subsidized low-income unit is \$800,000 per unit, which is prohibitively expensive. He said the economics of this is what has caused this problem in the first place, because it was prohibitively expensive to build where those units were originally planned, up in Blue Oaks, at half an acre for four duplexes. He said the economics is a very important factor. He requested the Town Council and Mayor agendize that option as a higher-level issue to discuss.

Majda Jones, 8 Long Spur Street. Ms. Jones said she heard there will be a recommendation made to the Town Council that the volunteer committees will no longer have control over their own agendas. Mayor Wengert said this topic is Item #9 on the Agenda. Ms. Jones said she can't stay for the whole meeting and asked that Agenda Item #9 be moved up.

Mayor Wengert went through the Agenda items to see what could be reasonably reorganized. Town Manager Dennis said staff recommended pulling Item #8, the Study Session regarding Update Reach Code and Building Code. Mayor Wengert kept the agenda as is, with the exception of pulling Item #8.

CONSENT AGENDA

- (1) **Reconsideration of Approved Minutes** – July 10, 2019.
- (2) **Approval of Minutes** – August 14, 2019.
- (3) **Ratification of Warrant List** – August 28, 2019, in the amount of \$616,956.14.
- (4) **Approval of Warrant List** – September 11, 2019, in the amount of \$171,044.88. *[Pulled from the Consent Agenda.]*
- (5) **Recommendation by Town Clerk** – Second Reading and Adoption of an Ordinance to Exempt the Business License program for Vendors Staffing Memorial Services on Town Property
 - (a) Second Reading, Waive Further Reading and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Section 5.24.060 [Memorials] to Chapter 5.24 [Exempt Business and Organizations] of Title 5 [Business Taxes, Licenses and Regulations] of the Portola Valley Municipal Code (Ordinance No. 2019-433)

Councilmember Derwin moved to approve Items 1, 2, 3, and 5 of the Consent Agenda. Seconded by Councilmember Richards the motion carried 5-0, by roll call vote.

Councilmember Richards asked about the charge of \$13,900 from BW Construction for the retaining wall at 12 Santa Maria. Town Manager Dennis said he needs to check it and will get back to the Council. That item was pulled from the warrant list.

- (4) **Approval of Warrant List** – September 11, 2019, in the amount of \$171,044.88.

Councilmember Richards moved to approve Item 4 with Invoice #1946 for \$13,900 from BW Construction being removed. Seconded by Vice Mayor Aalfs the motion carried 5-0, by roll call vote.

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

- (6) **Update from Ad-Hoc Wildfire Preparedness Committee**

Michael Tomars, 5 Foxtail, Portola Valley Ranch, and Karen Vahtra, introduced themselves. Mr. Tomars is the Chair of the Wildfire Preparedness Committee. He said he is shepherding three subcommittees which have been very active over the past several months. He said the ideas he will describe are very preliminary, nothing has been crystallized, and there is fact gathering that needs to take place so they can make well-informed recommendations.

For the Home Hardening and Infrastructure subcommittee, the high level items being looked at are the development of a fire safety reach code for Portola Valley, including standards that would exceed those

from the State of California, including roof materials, siding materials, attic, crawl space vents, decks, fences, and other structures attached to residential dwellings, windows and skylights. He said it was felt that the insurance carriers should be brought into this process to understand the factors that influence the availability of fire insurance and the rates paid. He said they have had discussions with Marsh Insurance to identify ways to mitigate the risks they perceive in Portola Valley. He said they are also looking at revising design guidelines to be more responsive and consistent with current fire safety needs. He said this element is more of a long-term project that will require further vetting before forwarding to the Council. They are also looking at considering a funding mechanism to incentivize safety measures and how that would work. They would also like to share the information they've gathered with the residents so they can do things to improve their situation relative to this issue.

Mayor Wengert invited questions regarding the Home Hardening and Insurance subcommittee. There were none.

Mr. Tomars said the Vegetation Management/Defensible Space subcommittee is looking at the high-level issues such as preventing ignition. He said they've had multiple meetings with Woodside Fire, trying to identify high risk sources of ignition. As part of that, they feel Windy Hill should be a separate project plan for fuel reduction because it is a unique situation that requires special handling. They are also looking at addressing the right-of-way vegetation where there should be shaded fuel breaks that facilitate evacuation and enhancing evacuation routes through neighboring communities, such as Arastradero Road, which does not sit entirely within Portola Valley. He said they would like to direct a letter to MidPen from the Town Council putting them on notice that there should be augmented fuel reduction efforts in that area. He said they brainstormed on a collection of ideas, including a program similar to the Town of Woodside, to have a defensible space fund that residents can tap into for private cleanup of their particular lots. He said Woodside Fire also suggested restricting flammable plants and providing guidelines on what should and should not be grown in town. They also recommend a Zone 1 Ordinance, which would allow no ignition plants in the space between 0 and 5 feet from a residence.

Mayor Wengert asked if there is an existing ordinance about vegetation near a house. Mr. Tomars said he can't specifically say there is such an ordinance, but if there is one, no one is following it.

Mayor Wengert invited questions regarding the Vegetation Management/Defensible Space subcommittee. There were none.

Mr. Tomars said, with regard to preventing ignition, they would like this to firstly play in public land space, which is incredibly important in case of evacuation, so that the routes are clear.

Town Manager Dennis said the Council did appropriate an amount of money to utilize a member of the Woodside Fire Protection District for public right-of-way clearing opportunities.

Mr. Tomars said there are certain trees considered high risk. In discussing it with Woodside Fire, eucalyptus is at the top of the list. The list also included pine and acacia. He said they are trying to develop an appropriate, well-crafted guideline or policy to address the issue in a sensitive and caring manner.

An unidentified woman in the audience said they spoke with Chief Enea about the rows of pine trees in the public right of way, for example on Cervantes, which is an evacuation route. She said Chief Enea suggested that she and Public Works Director Young walk these key roads such as Westridge and Cervantes and identify them.

Mr. Tomars said Woodside Fire and agencies affiliated with them have adopted evacuation plans. He said Portola Valley has not yet adopted one and Communications, Outreach and Evacuation is looking at that, addressing the multiple facets that would entail. Town Manager Dennis said Woodside Fire drafted a plan a couple of years ago that was never formally adopted. He said in addition to adoption, it makes

sense to refresh it. Mr. Tomars said the committee identified that there are limited exit routes from Portola Valley, which is concerning. He said their emphasis, therefore, is on fire prevention and suppression. He said locked gates are a concern and they are investigating breakaway mechanisms that will allow gates to be released. He said not all educational institutions in town have evacuation plans, a situation which needs to be remedied. He said 55% of the residents are signed up for SMC alerts, which is great. They also looked at the reverse 911 system; however, that will only function with a traditional landline and there are issues with that if you have a cable modem or cordless phones. He said a question came up about what happens to cell towers and SMC alerts if PG&E cuts power. He said they propose there should be a minimum battery backup for cell towers of at least 36 hours. He said they hoped the Town could liaison with elected officials in Sacramento to at least voice that desire. He said they explored other options such as the Town's radio system and the idea of having emergency sirens.

Mr. Tomars said these are very preliminary and initial thoughts of people who are learning a lot about this issue quickly.

Ms. Vahtra said they just learned that a professor at University of Nevada Reno has developed a camera system for wildfires, with each camera costing \$2,600. She suggested the Town could work with MidPen and place cameras in Teague Hill, the Windy Hill power lines, and maybe one somewhere in Town, to have a way to monitor for fire.

Mayor Wengert invited questions from the Council. There were none.

Mayor Wengert said there is a lot of work. She asked if when they actually finish the work, they will assign priorities on a merged basis. Mr. Tomars said they hope to have concise short-, medium-, and long-term priorities.

Mayor Wengert asked if they will be available for follow-up committee work on these issues. Mr. Tomars said if the Council is as gracious as they are tonight, they will be available.

The Council thanked the committee and subcommittee who have done a tremendous amount of work with a tremendous amount of information.

Patricia McClung, 275 Willowbrook. She thanked the committee for their work and their communication. She said they have huge open space that belongs to the Sequoias with a lot of undergrown and fallen trees at their property line.

Chris Barresi, Skyline Area Superintendent, Midpeninsula Regional Open Space District. Mr. Barresi said he did not come with prepared remarks, only to hear the update from the ad hoc committee. He said the district has been doing a lot of work for the past year or so. He said internally the board has prioritized fire management and has created a Wildland Fire Resiliency program, multi-department within the agency, and they've been working on all these issues throughout their 63,000 acres in three counties and multiple fire jurisdictions and towns. He said they had a series of public meetings at the end of August, including Woodside, Half Moon Bay, and Los Gatos, to bring everyone up to date as to their status and to begin to gather public input.

Mayor Wengert invited further comments from the Council. There were none. Mayor Wengert thanked to the committee for all the work they've done.

STAFF REPORTS & RECOMMENDATIONS

(7) 2020 Census Update – Resolution Recognizing the Importance of the 2020 Census

Kari Chinn, Communications & Community Engagement Analyst explained that the County asked the Town to do some community outreach about the importance of the Census. She described the

background, discussion items, and community outreach, as detailed in the staff report. Staff recommended the Town Council adopt the resolution approving support of the 2020 census

Mayor Wengert invited questions from the Council.

Vice Mayor Aalfs asked how the 75% response rate compared locally and nationally to past response rates. Communications & Community Engagement Analyst Chinn said 75% is the hoped-for response rate for the online portion. She said Portola Valley has a very high response rate.

Mayor Wengert asked regarding the means for responding besides online. Communications & Community Engagement Analyst Chin said the first three weeks in April they are looking for online response. They will then send out postcard reminders. In the second three weeks they will begin mailing hard copies and then reminders. Failing that, they will go door-to-door. Mayor Wengert asked if there was a certain percentage threshold that would require door-to-door efforts. Communications & Community Engagement Analyst Chin said they will go door-to-door to anyone who has not responded. Mayor Wengert said since this community is hypersensitive to not having people come onto properties and some are inaccessible, so the residents need to be aware of this.

Councilmember Hughes said two census workers came to his house this week. He said they were investigating where houses are located and where some of the little streets, such as in the Highlands, are located.

Communications & Community Engagement Analyst Chinn said the Town should be sending out notices regarding this.

Mayor Wengert invited questions from members of the public. There were none.

Town Manager Dennis said if the Council was interested in staff developing additional outreach opportunities, they are happy to go back and develop other ideas if requested. Town Manager Dennis said there is a large population of people who don't live here but work here and may speak English as a second language and possibly not getting materials.

Councilmember Hughes asked if the state or county have any guidelines, because he would not want to put out messages that are not coordinated with the State and County level messages. He also noted that there may be a message that needs to be communicated here that may not apply to the rest of the County or State.

Councilmember Richards asked if the Town could be of any assistance in counting the people that come here to work that may not be counted in other communities.

Councilmember Derwin agreed with Councilmember Richards. She said there are people who work in this community that live in cars.

Vice Mayor Aalfs asked if the Census Bureau contacted the Town directly such as the online response rate so that the Town can assist, perhaps with Forum blasts. Communications & Community Engagement Analyst Chinn said staff does not normally hear until the end regarding the response rate but she can check with the County to see if they keep track of that earlier. Vice Mayor Aalfs suggested proactively sending out notices to try to increase the response rate.

Mayor Wengert asked what happens with the absentee owners. Councilmember Hughes said people are counted on where they are on the day of the count. Communications & Community Engagement Analyst Chinn said empty houses are one of the hard-to-count groups.

Mayor Wengert agreed that it makes sense to work with the County. She said it should be a high priority that the community needs to be made aware that the census workers are out and about.

Town Manager Dennis said the group the County has hired is quite robust. Town Manager Dennis said he previously managed the census activities for the County. He said there will be a variety of different activities they start promoting outreach that the Town can link to.

Vice Mayor Aalfs moved to approve the Recognizing the Importance of the 2020 Census. Seconded by Councilmember Hughes; the motion carried 5-0.

(8) **Study Session** – Update Reach Code and Building Code – **Pulled from Agenda**

(9) **Study Session** – Subcommittee Report on Committee Restructuring

Town Manager Dennis introduced the report and described the background, as detailed in the staff report.

Vice Mayor Aalfs described the history of committee structure and responsibility changes and reviewed the discussion items and proposed solutions, as detailed in the staff report.

Mayor Wengert noted that they received the most feedback on Recommendation #3, Realign Committee Support with Council Priorities, and Recommendation #7, Reduce Number of Committee Meetings. She said some of the comments received indicate there is a feeling in the community that the Council is trying to dictate what happens and making sure that the right issues come forward from the committees. She said none of their thinking was related to that at all. She said there were a couple of specific circumstances last year where there were very last-minute items presented by a couple of committees. She said the Council did not have time to look at the budget impact of some of those requests. She said if a committee has a very clear set of identified priorities, there should be adequate time to be sure the Council can review it before the following year's budgets are prepared. She said there are frequent significant requests from the committees and there is not enough money to spread across all of them. She said this recommendation is an effort to make sure the committees' priorities and the kinds of projects they bring to the Council are aligned with the period prior to the end of the year when the Council is able to consider those items in the budget. She said it is not an attempt to suppress any of the committees' activities. She said it makes sense to have an overlay of what is going to be available at the most global level of the entire committee structure in the next budget cycle.

Mayor Wengert said, with regard to Recommendation #7, there are committees that have been basically dormant or as-needed. She said the chair of Geological Safety Committee, Sheldon Breiner, agrees that that committee will not be active unless there is a specifically related issue or question, and they have been a great resource for questions. She said Mr. Breiner acknowledged that most of that committee's members are no longer active but if there is a geologic question they will be happy to assist the Town. Mayor Wengert said Nature and Science is down to three active members and is no longer really functioning as a committee.

Mayor Wengert said the etiology of this analysis was the fact that the Town used to have four or five major events a year that were community volunteer driven, including the December Volunteer Appreciation Party, the September Back to Blues and Barbecue, the June Town Picnic, and others. She said the volunteers did all the planning, execution, and clean-up, but the Town no longer has those volunteers.

Mayor Wengert said that the upcoming Picnic and Zots to Tots is the Town's main volunteer-driven event, done by Parks & Rec. She said it was through their extraordinary efforts that is still happening. She said staff is open to any ideas on how to recruit new volunteer committee members or even new committees. She said they are struggling with making sure the newer homeowners and residents in town know they are invited and encouraged to participate in the area that most interests them.

Mayor Wengert said Open Space, Conservation, and Trails, for example, would like more meeting time, if possible. She said there is no attempt by the Council to limit how often a committee meets.

Mayor Wengert invited questions from Council.

Councilmember Derwin asked for clarification on how to achieve realignment of committee support with Council priorities. Mayor Wengert said the committees report to the Council yearly, generally in April. She said that timing has created a problem because they come at the time when the Council is in the final stages of approving the overall Town budget. She said this year there was a significant dollar request at the last minute.

In response to Councilmember Hughes's question, Mayor Wengert said the Conservation Committee made a large request. Councilmember Hughes said he continues to dispute that that request came in at the last minute because it had been percolating for at least two years. Mayor Wengert said she agreed the committee had done the work and it was a reasonable request but it had not been formally put in the budget. Councilmember Derwin said she agrees with Councilmember Hughes and also understands the desire to get requests in early for the budget planning.

Councilmember Derwin said sometimes Council priorities are not relevant to a committee. For instance, she said she does not see how Nature and Science would align with a Council priority. She asked if there was flexibility there. Vice Mayor Aalfs said it's not so much the Council telling the committees what to do. He said what happened with Conservation was fine but the formal request should have happened in January as the budget was being prepared.

Councilmember Derwin asked if Recommendation #5, the Community Engagement Committee, is the same thing as the Community Events Committee. Councilmember Derwin said the Community Events Committee was great and they did all the events but they burned out. She said it's a great idea if we can solicit volunteers. She asked if the Event Support Team worked with the Community Engagement Committee. Vice Mayor Aalfs said they sounded like the same thing. Town Manager Dennis said he understood the difference to be that the Event Support Team are the people on-site setting up chairs, etc., whereas the Community Engagement Committee was more involved in planning.

Mayor Wengert said people didn't want to feel like they were pre-committing to something they could not follow through on. She said this week Parks & Rec was still looking for volunteers to help with Zots, the finish line, and other activities. She said it was a perfect opportunity for an Event Support Team to step in to help. Councilmember Derwin asked if it would be a deep bench of people on a list that could be called for help if available. Mayor Wengert confirmed that was the intent. She said if an event was coming up, there would be a blast to those on the list, possibly at the last minute.

Councilmember Derwin said Recommendation #6 is somewhat offensive. She said most people who sign up for a committee understand that and should not be lectured. She said that recommendation could be off-putting to someone considering joining a committee.

Councilmember Derwin said, with regard to Recommendation #7, it should be the committee's decision to decide their meeting schedule. She said she serves on the Sustainability Committee and they meet every other month. She said she has so many meetings to attend she welcomes not having to meet every month, but the tradeoff is a loss in continuity. Councilmember Derwin said she understands the burden on staff, but by getting rid of committees or reducing meetings because there is no staff support, we're losing something.

Councilmember Derwin asked if Recommendation #8, enrolling all committee members as disaster service workers, would be mandatory or optional. Mayor Wengert said that recommendation didn't show up as intended. She said it was meant to only apply to committees that provided physical assistance such as the Public Works Committee.

Councilmember Derwin agreed with deleting Cable and Underground Committee but did not want to delete Nature and Science, which she considers an iconic committee. She asked if there could be a refresh like has been done with other committees. Town Manager Dennis said Recommendation #2 (increased recruitment activity) fits in well with that. He said from a staff perspective they want to make sure committees are robust and they are happy to initiate a refresh. He said Nature and Science met seven times in 2017, four times in 2018, and one time in 2019.

Councilmember Derwin asked if there had always been liability issues for the Public Works Committee. Town Manager Dennis said there has been, but different attorneys had different interpretations. Mayor Wengert said the Public Works Committee is the eyes for the staff if there are issues on a weekend or after hours even if they cannot actually perform some of the physical activities.

Councilmember Hughes asked if the Public Works Committee members could sign liability waivers. Town Attorney Silver said they are researching this issue with the insurance company. Town Attorney Silver said one issue is concern about injuring a volunteer and another is the liability if the volunteer cuts down a tree that damages a house.

Councilmember Hughes agreed, regarding Recommendation #7 that leaving the number of meetings up to the individual committees makes sense.

Councilmember Hughes agrees with Councilmember Derwin regarding Recommendation #6, that the expectations are in the handbook already. He said requiring full participation in all the committee's activities is hard. He said there was a member in the Parks & Rec committee who could not physically participate in all of the activities, but she was a very valuable and contributing member of the committee. He said he understands the intent of Recommendation #6 but it should be rephrased so it is not so harsh and zealous.

Councilmember Hughes asked, with regard to Recommendation #3, what the suggested timing would be of when the committees submitted their annual reports so that it tied into priorities. He asked what would happen if a committee notices an important issue midyear that wasn't budgeted or if there was a process for them to come back to the Council to propose a project that would need a budget amendment or priorities adjustment.

Councilmember Hughes agreed that the Cable and Underground Committee is not necessary. He agreed with Councilmember Derwin that a reboot should be attempted for Nature and Science Committee. Town Manager Dennis said Nature and Science has primarily been associated with a couple of great events. He asked if the committee would be rebooted in relation to the events or in relation to where interested members would want to take it without the events being critical. Councilmember Hughes said they did organize those two events, but historically they did a lot of other smaller scale educational events where children would come and learn about rocks, do stream walks, working with schools, etc.

With no further questions from the Council, Mayor Wengert invited questions from the public, beginning with submitted speaker cards.

Nona Chiariello, 163 Brookside Drive. Ms. Chiariello chairs the Open Space Committee and is a member of the Conservation Committee. Ms. Chiariello previously responded to each recommendation in the draft by email to the Mayor and Vice Mayor. She thanked the subcommittee and commended them for the recommendation of cross-committee coordination, especially with respect to the scenic corridor. She said the scenic corridor is uniquely important as the psychological lifeline of the community. She said it is the only thing that every member of the community experiences on a regular basis. She said this year the Trails, Conservation, and Open Space Committees came together to resolve issues about the stretch of the scenic corridor where Spring Down has frontage on Portola Road, and it worked. She said it was quite ad hoc and made her realize that the scenic corridor can fall through the cracks between the different missions of the committees. She urged the Council to make the scenic corridor a primary focus of cross-

committee coordination or create a new committee specifically about the scenic corridor. She said the Communications Analyst would be great at achieving the cross-committee coordination needed on the scenic corridor.

Ms. Chiariello said she doesn't know if Recommendation #3 is misguided or misstated but she is strongly opposed to it. She said it undermines the ability of the committees to brainstorm and respond to ideas and concerns from the community. She said she has heard a lot of feedback and concern that Recommendation #3 is an attempted power grab by the Town Council. She said by definition it can't be a power grab because the committees have no power and are only advisory but that makes their ability to think freely and deeply all the more important and critical to making this a democratic process and good governance. She urged the Council to drop Recommendations #3 and #7.

Majda Jones, 8 Long Spur Street. Ms. Jones said an overarching suggestion would be for more analysis and less controlling language. She said there are at least two kinds of committees and they should be differentiated from each other when Council considers giving direction downward to constituents. She said the town citizens are eager to maintain democracy here. She said the town has always been very heavily dependent on committees. She said there are issues committees which have a lot of members, possibly wanting to meet more frequently or have subcommittees, such as Conservation and Trails. She said these committees have to do with town values and are critical to the nature of Portola Valley and why people move here. She said then there are events committees, which are a different type of committee that may require infusions of cash to support single events, but wouldn't have the kind of financial demands that an issues committee might have. Ms. Jones said she is a retired financial person, having spent years running financial planning groups. She said she does not know the Town's budget process, but normally when a corporation has to produce a budget, there is a prebudget that goes out with estimates, allowing plenty of time for discussion, revision, and balancing of priorities. She said timing of financial requests is critical. She said the Town Council putting out this report that sounds controlling is not a good recruitment tool to attract more volunteers. She said it does not motivate people who have ideas to come forth and get involved and share and develop their ideas. She said it doesn't sound like a creative kind of environment. She said it should be up to each committee to be self-governing as to the number of meetings, number of subcommittees, etc.

Helen Quinn, 10 Bear Paw. Ms. Quinn said she came thinking she wanted to speak to Recommendation #3. She said instead this issue has become another example of miscommunication. She said what is said and what is written are two completely different things. She said the subcommittee is saying they didn't mean they wanted to control the committees but this memo says they want to control the committees. She said they should have considered how this would be taken by the audience reading it and make sure it is saying what was meant to be said, which is that they need the budget information in time. That's obviously a condition the Town Council can place. That's part of a reasonable process. But saying volunteers don't know what they're doing and that the Town needs to set their priorities better sends the completely wrong message. She said these volunteers – and she's one of them, serving on the Trails Committee for 10 years, chairing it for about five years – are not volunteering for honor and glory but are doing it because they want to serve the Town, just like the Councilmembers. She said they are doing it because they love aspects of the community and want to contribute to it. So thinking of them as people who are causing trouble because they're asking for staff support is the wrong place to start. She said they are asking for staff support because the Council has forbidden them from doing things that they used to do as volunteers, like using chainsaws. She said the Trails Committee used to go clear the down trees but now Public Works Director Young has to do it because they're not allowed to. She agrees there can be problems, times have changed, and it's harder to get volunteers for any group these days. She said they need to think about how to make it work with today's community instead of the community that lived here 40 years ago. She said there is a need for review and revision, but the Council needs to think more carefully about the message their sending. She said it is important that the volunteers feel they are needed and respected and that is not clear in this memo. She said the Councilmembers are representatives of the community not the bosses of the community. She said that is the feeling the Council is projecting by how they're communicating and it is causing the kind of reactions their getting. She said the Council is saying, "Oh, the rumors are flying and people are saying things that aren't true."

Ms. Quinn said if people are mishearing, it's because the Council is miscommunicating. She said she does not think the motives are all that different but the messages are coming across very poorly. She said it should be rethought about what committees are needed and how to organize them and how to recruit volunteers but give the committees the control of their issues and let them be true advisory committees to the town. She said the Council should figure out the budget process so the committees can get the budget requests in on a timeline that works for the Town budget process. She said the Council must be careful to honor their volunteers just as the community honors them for volunteering.

Marianne Plunder, 35 Kiowa Court. Ms. Plunder said she was concerned about getting rid of the Public Works Committee. She said there were a number of emergency preparedness drills and the Public Works Committee had an extremely important role with these drills. She said they were trained in assessing and communicating and being a big part of the emergency preparedness staff on the weekends and helping the Emergency Preparedness Committee. Mayor Wengert said there has been a lot of attrition in that committee and there will be discussion about which committees should be rebooted.

Betsy Morgenthaler said she strongly supports the speakers heard tonight. She said she is biased in favor of all the committees, which have been populated by highly intelligent, productive, and dedicated volunteers. She said she was alarmed that in the report and solutions the Council is actively killing the golden goose of volunteerism in this town. She said the report is overly harsh and heavy handed. She asked the Council to consider eliminating Recommendations #3, #6, and #7. She asked if the staff member being assigned to Committees would supplant the Council liaison or be an additional person. Mayor Wengert said it would be an additional person.

Jon Silver, 355 Portola Road. Mr. Silver said because he did not read the report until after hearing Vice Mayor Aalfs describe what was behind the recommendations, he was not alarmed. With regard to Recommendation #7, Mr. Silver said he understands it to mean the Town is supportive if committees with willing members want to meet often. But if a committee has difficulty getting members to meet more than perhaps four times a year, the Town is supportive of that as well. He said there is nothing to stop any Town Committee, Commission, or the Town Council itself, from holding a special meeting as long as proper notice is given to comply with Brown Act requirements for advance notice of a public meeting. He said after hearing Ms. Chiariello's comments, he more closely read Recommendation #3 regarding "suggest revisions in cases of discussions that go beyond the purview of the Committee's mission statement/charter." He said this is probably rare, but if a committee is getting into something that clearly belongs to another committee or is not within their assignment, at least that would be discussed. He said the sentence, "Further review by the Council liaisons can strengthen the connection to Council priorities and ensure that Council liaisons are aware of upcoming discussions prior to the meeting," does not say an agenda must be reviewed by a Council liaison, but it should be clarified. If a Council liaison didn't want the Trails Committee to review an item about Trails because they just didn't like it, that kind of personal interference would be improper. He said that needs to be clarified. If that sentence was meant to imply that an agenda couldn't be approved without prior review by a Council liaison that would be a mistake. One of the strengths of the Town is the hands-on democracy that percolates up from the ground. He said he has been a Councilmember and a Council Liaison with many committees. He said a paid employee can be fired but a volunteer cannot. He said he has seen a lot of wonderful volunteers and a lot of volunteers that never complete their tasks. He said while serving as a liaison on certain committees, he had to try to encourage some individuals not to volunteer to do something because they were not reliable.

Nona Chiariello said the language she was particularly concerned about was the need for "high-level direction from the Council on the primary issues they wish a committee to be working on." She said that concerns her because the Council already has approval authority over the committee charters and applications to serve on the committees. She said the oversight is embodied in the committee from the outset and the charter defines what they do and what they think about. She said that to say that the committee goals need to be aligned with the Council goals is too much. She said she respects the guidance the Council provides. She said the committees she's served on have been very respectful and very responsive to the wishes of the Council. She said the Council asked them to do an overview of all the open space properties in town, which has taken years to do. She said that was put on top of other

things they thought were important, such as thinking about banning rodenticides, which is not guidance received from the Council but was a grassroots, homegrown kind of agenda.

Gary Morgenthaler, 4678 Alpine Road. Mr. Morgenthaler said he shared the views of the many wonderful community members who have spoken tonight. He said the stated goals of the Subcommittee on Committees report seemed very much in contradiction with the stated goals of the Councilmembers here this evening. He said all share a view that Portola Valley's volunteer spirit of both Committee Members and Town Councilmembers is one of the great glories of democracy in this town and part of what makes the town function so well. He said having served on 40 boards of directors and well over 100 committees over the last 30 years, he can state without question that giving a committee a clear charter and then putting in place strong leadership on the committee yields a better outcome than top-down direction from high levels of authority. He said if the goal is high functioning committees, then a clear statement of charter, what the committee's charter is, empowering the committee to achieve that charter, and then seeking out the best possible leadership to lead those committees to achieve that charter is the way to achieve that goal. To circumscribe what they can do, what they can put on the agenda, what topics they can discuss, or what suggestions they can make is antithetical to high-performance committees. He said to say you want high-performance committees and then to constrain and circumscribe what the committees can do, basically disempowering the people who serve on the committees, is fundamentally counterproductive to what the Council says it is trying to achieve. He encouraged the Council to think about their goals and to take the very goodwill of the Town's citizens, who want to be involved, who want to contribute just as the Councilmembers do, to empower them so they can make their maximum contributions to the Town.

With no further comments, Mayor Wengert brought the item back to the Council for discussion.

Councilmember Richards said he has been fortunate to be liaison for very great efficient committees for many years. He said things have changed over the years in a variety of ways, one being that some people are getting older and less physically able to do some things they've done before. He said some of the comments he hears are that some people used to enjoy committees more than they do now, probably due to the fact that the demands of the Town have changed. He said the Town now religiously follows Brown Act rules. He said the required reporting and agendaing is cumbersome to the members who miss how things were run in the past – sitting down with a beer to talk about things. He said perhaps the Events Support Team would not have to fill out meeting notes, have an agenda, or any kind of prescheduled or agendaed items. They could just get out and move tables and set things up and have that beer. He said that particular suggestion is great. He appreciates the spontaneity of the committee system and said there is no desire to circumscribe that at all. He said many people work too many hours and sometimes not enough people can attend the committee meetings to have a quorum. He said when he read the memo he did not interpret it as constraining; however, he does see how it can be read that way. He said that perception is unfortunate because there is no desire by the Council to control how a committee functions. He said this was created out of a desire to help committees function better in today's environment. He agreed that more effort should be made to look into some of the recommendations as to how they might be implemented, such as the Events Support Team. He said that is a critical committee so that people have the opportunity to participate where they don't have to deal with all the regular committee rules. He said he understands the intent of Recommendation #3 because the Council has been working on trying to establish more clarity on the Council's priorities. He said each year they try to define them better so that people understand what's happening. He said the intent here was that the Committee should understand the priorities better so they can participate as well and better support the Council. He said there was no intent to prescribe what things the Committees have to think about or discuss.

Councilmember Hughes said he was supportive of Recommendations #1 and #2. He said his first reaction to Recommendation #3 was similar to several speakers but, following the discussion, he better understands the intent now. He said there is bidirectional communication that needs to happen. He said the Council has a set of overall priorities and sometimes specific projects they would like the committees to take on, such as asking Open Space to survey properties, where the Council is asking the advisory

committees for advice. He said in the opposite direction, the committees come up with things at various times throughout the year. He said if someone on the Trails Committee notices a fire hazard and they bring it to the Council, he would never want to tell a committee that they cannot talk about it until January of the following year, after the Council has approved it. He said whatever future direction is pursued, it should be very clear that it is about aligning the budget process and having a mechanism for the Council to say, for example, over the coming year they would like the committee to work on this project in addition to whatever else is under their charter, setting a minimum expectation but not limiting them.

Councilmember Hughes said, with regard to Council Liaisons reviewing and approving agendas, reviewing and providing guidance is totally appropriate. For example, he said if a committee chair has a question about an agenda item and whether or not it fits into their charter, he has that communication channel open with them to discuss such questions. If something is on an agenda that staff questions, he and the committee chair will discuss it. He said it doesn't need to be anything stronger than that and he certainly would not want to be required to approve an agenda. He said it should be entirely up to the committees and the chairs of the committees to set their own agendas. He said it is the purpose of the liaison to help the chair and committee as they have questions about the relationship with the general Town and Council's direction to figure out how to set their agendas and do the work they need to do, but it's not an approval or control process. He said it is an advice process with the liaison acting as an advisor to the committee to help support them with the work they want to do.

Councilmember Hughes said he was supportive of Recommendation #4. He said he is also supportive of Recommendation #5 and interested in how that committee can be better supported in its activities. Town Manager Dennis said he provided some staff feedback on Recommendation #5 and thanked the subcommittee for including it in their report. He said they notice that the amount of staff time going toward event support has increased significantly, including setting things up, ensuring things have been promoted correctly, insurance requirements, etc. He said staff is happy to do it as long as the Council understands that it takes away from other duties that staff is also asked to accomplish. He said the alternative would be financial resource, and he would not recommend that the Town hire people to do these things. He said that at some point, however, the Public Works workers are not doing their regular work and are instead setting up for events. Councilmember Hughes suggested expanding the committee handbook to include what kind of insurance is needed, how budgets are put together, what needs to be approved, etc. He said there are things that committee members could do but just don't know how. He said he understands that staff has been documenting their staff processes so that staff can cover for each other. He said if some of that could migrate into the committee handbook the committee members may be able to take on some of those duties. Town Manager Dennis said he appreciated the guidance. He said some of these suggestions have been completed and some have been held over pending Council-level conversations.

Councilmember Hughes said he understood what Recommendation #6 was trying to say but also thought it could upset committee members. He said the bullet points are already covered in the volunteer handbook and it may be that there just needs to be a refresher class to make sure committee members understand the handbook. He said it should be done in a way that is more educational and less supervisory. He said most committee members do what they think is expected of them. If they do not, it is because they don't understand the expectations.

Councilmember Hughes said, with regard to Recommendation #7, he has no problem with chairs and liaisons continuing to decide how often they need to meet, just as they do now. Councilmember Hughes said, with regard to Recommendation #8, he wasn't clear if members would be required to be disaster service workers or just invited. He suggested inviting all committee members. He was supportive of Recommendation #9, modification of the fee schedule. With regard to Recommendation #10, he said Cable and Undergrounding has run its course and it is reasonable to shut it down. He said thinking about what Nature and Science used to do, he would like to see if that can be rebooted with new volunteers, possibly coordinating with the schools. Town Manager Dennis said there could also be a natural connection at the library. Councilmember Hughes said he appreciated the point about the liabilities of the Public Works Committee, and suggested perhaps a training program so the Town could indemnify them.

He said he didn't know if it would require a modification to the charter or to the requirements for membership of the committee where some sort of certification or training program is required. He suggested thinking creatively about how to overcome the liability issue instead of telling people they are prohibited to provide this valuable resource to the town. Town Attorney Silver said they will be having conversations with their insurance carriers and report back.

Councilmember Hughes said most of the committees are in pretty good shape. He said alignment with budget issues and ways to support them better makes sense, but the Council must be cautious about appearing to control what they do. He said the Committees should have the ability to set their own agendas and, as long as they are doing what is asked of them by the Council, they can take on whatever else they want to in an advisory capacity.

Councilmember Derwin thanked Mayor Wengert and Vice Mayor Aalfs for this report which demonstrated a lot of work. She understood that it was very well intended – trying to deal with fewer volunteers, reducing staff time, the transition time in town. She said she does agree with a lot of the speakers today. She said when she read it, the hair on her neck went up, and she knew that was not the intention. She said it was too much top-down. She said she agreed with Councilmember Hughes, with regard to Recommendation #3, that the committees should bring their budgets early and perhaps some minimum expectations should be set, unless it is a committee like Sustainability, where it takes its charge entirely from the Council. She said the committees should be allowed to be creative and come up with cool ideas. She said the County Resource Management Climate Protection Committee she chairs is a think tank and the seeds for PCE came out of that committee as did the seeds for the new Flood and Sea Level Rise Resiliency District. She said it is because people are allowed to think and just put it out there. She said it is a lot to ask people to volunteer and show up and follow an agenda. She said there has to be something in it for them and they have to feel like they're important and contributing and that they are valued. She said there should be less controlling in that area. She said the Council liaisons should not be required to review and approve agendas.

Councilmember Derwin was supportive of the Events Support Team and the Community Engagement Committee. She said, with regard to Recommendation #6, as stated earlier, the expectations should just be stated in the handbook and do not need to be called out. She said, with regard to Recommendation #7, the number of committee meetings should be completely up to the committees. With regard to Recommendation #8, she was supportive of inviting committee members to be disaster service workers if they want. She was supportive of Recommendation #9, the revised fee schedule. With regard to Recommendation #10, she agreed Cable and Underground could be deleted. She said Nature and Science needs a complete makeover and could be a really fun committee. She said she hopes a way can be found to keep the Public Works Committee.

Vice Mayor Aalfs thanked everyone for the feedback. He said everyone was supportive of Recommendations #1, #2, #4, #5, and #9. He said the intention of Recommendation #3 was not to quash things coming from the committees. He said the intention was communication and making sure that time being spent by volunteers was being spent productively. He said he didn't care at all about controlling committees. He said it would be good to have a communication channel, including budget communication, a little earlier, which was an issue earlier this year that prompted some of this. He said it is not about controlling the committees. He said he has no problem rewriting Recommendation #3 to make it clear that they just want communication. He agreed that Recommendation #6 is already in the handbook. He said they were just trying to say people should read the handbook because sometimes there is lack of participation by committee members. He said Recommendation #7 can be rephrased to provide flexibility for number of committee meetings. He said that was not meant to reduce all committee meetings across the board. He said some meet more than they need to and some meet less than they need to. He said Recommendation #8 can be amended to invite all community members to enroll as disaster service workers and make clear that it is not a requirement. He said, with regard to Recommendation #10, Cable and Underground will be disbanded, an attempt can be made to reboot Nature and Science, and Public Works can be better defined to see what is possible because they are a valuable committee.

Mayor Wengert said she agrees with almost everything Vice Mayor Aalfs said. She said she particularly liked Nona Chiariello's suggestion of a cross-committee coordination on the scenic corridor. She said Recommendation #3 did not come across at all the way they wanted it to. She said it was never intended to be a controlling mechanism, but was intended to align their process with the budget process and the committees. She said Council liaisons serve in an advisory role to the committees. She said there have been a number of current situations where, in her role as liaison, she has been contacted about agendas and she has never said they could not do something. She has said, "You, as the chair, have the option to set those agendas and I or the other liaisons are not going to overrule you." She said even for some difficult ones outside of their normal purview, that liaison role worked and has continued to work. She said the Recommendation can be rewritten to say the liaisons are always there to act in an advisory role to the committee chairs and will provide input if asked. She said it will interesting to see how the Event Support Team and Community Engagement Committee will work, because while they are all well-constructed ideas, unless people step up and want to do the work, it will be challenging. Mayor Wengert agreed Recommendation #6 is unnecessary. She said Recommendation #7 can be written to state the flexibility is there, not that the committees have to have fewer meetings. She also agreed that committee members would be invited to act as disaster service members and not required to do so. She welcomed any ideas on how to reboot the Nature and Science Committee.

Gary Morgenthaler said it sounds as if the subcommittee is considering a general rewrite of the document, which he thinks is warranted because the community that read it had a different interpretation than was intended. He said part of that revision might be a statement that the intent of the subcommittee is to help the committees themselves to become even higher functioning and that this is a core function of the town, that the volunteer spirit is what has made the community such a desirable place to live, and the Town Council is trying to build upon that and to help it improve. He said it should be stated that the Council's goal and desire is to coordinate with the committee chairmen to empower them such that they're better able to achieve their missions and charters and that the Town Council is better engaged with them toward that end. He said it's about tone and tenor because it comes across as a criticism of these committees and their function and work. He said it is all volunteer and it is not very empowering to be criticizing volunteers who are not being paid for these jobs. He said building upon the success and importance of these committees would be better. Mayor Wengert agreed that could be a good introduction.

Councilmember Hughes said if the subcommittee is going to rewrite this, it would be good to have the draft in the next meeting agenda packet in some form.

Town Manager Dennis said this document was not intended to be a sweeping document about volunteers, but was intended to provide very specific suggestions related to ensuring the committees continue to remain a robust and vital part of Town Government.

Vice Mayor Aalfs and Mayor Wengert will provide the rewritten recommendations for the next Town Council agenda on September 25, 2019.

Mayor Wengert thanked everyone for their participation and input.

Mayor Wengert called for a five-minute break.

(10) **Report by Town Manager** – Update on State/Regional/Local Housing Issues.

Town Manager Dennis presented updates on state, regional, and local housing issues.

Town Attorney Silver said SB-330, the Housing Crisis Act, passed in both houses on Friday and is expected to be signed by the Governor. She said the bill has changed significantly in the last four weeks. She said the bill declares a statewide housing emergency that goes into effect January 1 and will last until January 1, 2025. She said the bills provides for streamlining and encouraging housing developments and

includes procedural provisions that apply to all cities, including charter cities. She said two other provisions only apply to an “affected” city and county. She said an affected city and county has been designated by HCD as an urban cluster defined by the U.S. Census Bureau as an urban center of more than 5,000. She said she is still trying to determine if Portola Valley is an affected city. She said the large portion of Portola Valley is considered an urbanized area and there is also a rural area. Town Manager Dennis said some aspects of the bill do not appear to affect Portola Valley and other parts of the bill that are broader and do not use the term “affected cities” will affect Portola Valley. Town Attorney Silver said the Housing Accountability Act has a new section stating that any “ordinance, policy, or standard not in effect when an application is filed cannot be imposed on a new housing development project.” She said this would also apply to new impact fees and new processing fees. The bill imposes a five-hearing limit, which includes every advisory committee hearing, Planning Commission, ASCC, continued hearings, etc. Town Attorney Silver said this applies only to project-level hearings and there is an exception to legislative acts attached to a project, such as a zone change, which would not be in the count. In response to Mayor Wengert’s question, Town Attorney Silver said that our CEQA requirements are usually attached. For larger cities that have separate CEQA hearings, those hearings would be in the count.

Town Attorney Silver said there is a specific section of the bill dealing with historic determinations. She said local agencies are now required to determine whether the project site or building is historic at the time the application is deemed complete. She said staff will typically look at applications and then comment to determine if a project is complete, and it needs to be communicated by the staff reviewing the project if there is a historic building involved. In that interim period, the staff member will need to hire a historic consultant, bring it to the Council and ask for some direction so that determination can be made before the application is deemed complete.

Town Attorney Silver said if an applicant files a vesting tentative map, all of the development regulations are locked in that are in effect when the application is filed. She said the new legislation creates a vesting application for all entitlements. Once an application is filed, the laws are locked in and the Town can’t change any of those laws. She said that is a real game changer in development projects because the applicant has historically always been on notice that the cities can change their laws until the application is approved, which sometimes takes a couple of years. She said this only applies to housing development projects. She said they are calling it a preliminary application which is essentially the same as a vested tentative map. She said the definition of a housing project is the same as under the Housing Accountability Act. She said one definition is a project for residential developments (plural). She said a single-family home is not subject to this legislation but she questions whether a single-family home with an ADU would be subject. She said the second definition is mixed use projects that involve two-thirds of the square footage dedicated to housing. She said there won’t likely be many of those in Portola Valley. The third definition is support of housing and transitional housing. Town Attorney Silver said those regulations apply to all cities.

Town Attorney Silver said the regulations that apply to affected cities include that no moratoriums or building caps can be enacted until 2025, either City Council or voter initiated. There will be no down-zonings. The baseline for the down-zonings is retroactive to January 1, 2018. She said any rent-controlled units or deed-restricted units or any rental units that had low-income households within the past five years cannot be demolished by a housing development project unless there are some protections put in place.

Town Manager Dennis said SB-13 says that if a garage or carport is demolished, it does not need to be replaced with off-street parking. Applications for ADUs under 750 square feet must be acted on in 60 days.

Town Manager Dennis said AB-68 and AB-69 forbid imposing standards on ADUS that include requirements on lot coverage or minimum lot size. A maximum ADU size cannot be set that does not allow an ADU of at least 800 square feet. AB-1483 amped up how much data the State requires from the

Town. AB-670 prohibits HOAs from creating covenants to stop ADU production. It's not clear if that is for all existing covenants or future covenants.

Town Manager Dennis briefly reviewed other legislation and housing news. He said staff is continuing to analyze the new bills to understand their potential impact.

Town Manager Dennis said the Ad Hoc Housing on Town-Owned Property Committee met and discussed the three remaining properties on their to-do list: Ford Field, Town Center, and Los Trancos Road. Ford Field was not found suitable for housing. There was concern about the massing in the drawing Carter Warr prepared for the Town Center site and it will be revised and revisited. There was a key missing document related to the property across the street from Blue Oaks.

Town Manager Dennis said the RHNA process is beginning. He said the City of San Mateo has indicated they will not be voting for the creation of a sub-region. They have made it clear publicly and privately that they will not take anyone's units. He said they anticipate there will be a 25- to 30-percent increase in the number of units that need to be planned for in the next cycle.

Town Manager Dennis said the Priory is moving forward with their six-unit housing project. He said there was a conversation on the Forum about the Ad-Hoc Housing committee meeting. He said they've received emails from citizens who have been appreciative of the initial information. A few residents today told him they simply did not understand how complicated this was and appreciated there was a lot more nuance than what was being said on the Forum.

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

Councilmember Richards – Attended Emergency Preparedness meeting but there was no quorum. Attended the Conservation Committee meeting last month where they discussed the road remnant.

Councilmember Hughes – Attended two ASCC meetings, where they discussed screening plantings at the tennis courts at Town Center; a water feature at the Priory; setting up a meeting between ASCC, Planning Commissioners, and Building Inspectors to make sure communication is flowing; and reviewed and approved the Priory staff housing. Attended Trails Committee meeting where they spoke with applicants for the open spot on the committee; heard an update on the Shady Trail fire mitigations from Public Works Director Young; update on Coal Mine Ridge Nature Preserve system and how it connects to Blue Oaks and the new map; and committee size. He attended Bicycle, Pedestrian, & Traffic Safety Committee Meeting where they discussed a resident request to incorporate signage educating people about the 3 feet allowed for cyclists; the Sheriff's Office report about erroneously underreporting citations written; preparations for Zots to Tots; fire preparedness; and new subcommittee to design the scope of work for the next phase of the traffic report.

Councilmember Derwin – Attended Resource Management Climate Protection Committee meeting where they discussed the HomeIntel Residential Energy Efficient Program; OHM Connect; Reach Code update; and San Mateo County Plain Ground Water Sub-Basin Elevation Monitoring. Attended C/CAG Finance Meeting with Mayor Wengert. Councilmember Derwin recognized Town Clerk Sharon Hanlon for the incredible job she did for the Council of Cities event. Attended the Ad Hoc Housing on Town-Owned Property with Mayor Wengert. Attended Flood and Sea Level Rise Resiliency District Meeting where there was a presentation on Resilient by Design Financing; an update on the Flood Control District; and a possible resource bond.

Vice Mayor Aalfs – Attended Planning Commission meeting where they heard the Priory annual review and a resolution to modify the sign ordinance. Attended an Ad Hoc Wildfire subcommittee meeting. He and Town Manager Dennis met with Todd Scheuer, the new president of the Alpine Little League to discuss Ford Field. Mr. Scheuer wants to pursue fund raising to build a bathroom to tie into sewers there.

Mayor Wengert – Attended the BPAC Grant Applications tour. Attended C/CAG Finance Committee meeting where they discussed the reporting and comparing the returns between LAIF and the County Funds and mortgage-backed securities. Attended Santa Clara/Santa Cruz Roundtable meeting in San Jose where they discussed putting together a regional committee with meetings based at the airport. Attended the Housing on Town-Owned Property meeting. She attended Coffee with the Mayor. Attended Park & Rec where they discussed the Town Picnic.

(12) **TOWN MANAGER REPORT**

Town Manager Dennis reported that the Coffee with the Mayor held at Roberts was well attended. Town Manager Dennis attended a meeting today held by CalPERS to learn more about their OPED trust fund program and the pension prefund program. They will bring the information to the Finance Committee in the coming weeks. Town Manager Dennis chaired his first meeting as the head of the Operations Committee for the JPA for the Library this week. Will attend Firewise Committee meeting at the Ranch tomorrow.

WRITTEN COMMUNICATIONS

(13) **Town Council Digest** – August 15, 2019

None.

(14) **Town Council Digest** – August 22, 2019

None.

(15) **Town Council Digest** – August 29, 2109

None.

(16) **Town Council Digest** – September 5, 2019

None.

ADJOURN TO CLOSED SESSION [10:48 p.m.]

- (17) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** (Gov. Code Section 54956.8)
Property: APN: Agency Negotiator: Jeremy Dennis, Gregory J Rubens
Negotiating Parties: Goodstein Family Partners
Under negotiation Transfer of Property to Town Ownership

REPORT OUT OF CLOSED SESSION

ADJOURNMENT: 11:15 pm

Mayor Wengert adjourned the meeting.

Mayor

Town Clerk