



TOWN OF PORTOLA VALLEY

1:00 PM – Special Meeting of the Town Council
Tuesday, December 15, 2020

**THIS SPECIAL MEETING IS BEING HELD VIA
TELECONFERENCE ONLY**

SPECIAL MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N-29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to jdennis@portolavalley.net by 11:00 AM on the day of the meeting. All received questions and comments will be read by the Mayor and addressed at the meeting, and included in the public record.

Additionally, the Town Council will take questions using the Q&A button for those who attend the meeting online or on the App.

Finally, if you call in, and you did not send in questions and comments ahead of time, you can press *9 on your phone to "raise your hand" and *6 to mute/unmute yourself. The town council will call on people to speak by the phone number that is calling in.

We encourage anyone who has the ability to join the meeting online to do so. You will have access to any presentations that will be shown on your screen and can easily ask questions using the "raise your hand" feature when the Chair calls for them.

Below are instructions on how to join and participate in a Zoom meeting.

To access the meeting by computer

<https://zoom.us/j/97443470397?pwd=ZU40OUlhMnM0bURjN1JkcElJekFidz09>

Meeting ID:

974 4347 0397

Passcode:

059844

To access the meeting by phone:

Dial 1-669-900-6833 or

1-877-853-5247 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

1:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Aalfs, Councilmember Wernikoff, Councilmember Richards, Vice Mayor Hughes, Mayor Derwin.

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.

1. **ASCC COMMISSIONER INTERVIEWS AND APPOINTMENTS** (Three Open Seats)

- (1) 1:00 - Cheung, Kenny
- (2) 1:15 - Crenshaw, Colin
- (3) 1:30 - Megan, Michael
- (4) 1:45 - Parker, Tom
- (5) 2:00 - Ross, Dave
- (6) 2:15 - Sill, Al

2. **PLANNING COMMISSIONER INTERVIEWS AND APPOINTMENTS** (Three Open Seats)

- (1) 2:45 - Corley, Kristi
- (2) 3:00 - Goulden, Jon
- (3) 3:15 - Kopf-Sill, Anne
- (4) 3:30 - Raiche, Andre
- (5) 3:45 - Taylor, Craig
- (6) 4:00 - Wolter, Helen

ADJOURN

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).

From: kenny c
Sent: Monday, November 2, 2020 3:04 PM
To: Sharon Hanlon <shanlon@portolavalley.net>
Subject: ASCC application

Dear Town Council Members,

I am writing to apply for an ASCC position. I have enjoyed working on the BPTS committee for the past couple of years, but have found those typical meeting times to be challenging for my work schedule. I have noticed that the ASCC Meetings are typically at a very different time that works much better for me, acknowledging that it is a greater yearly commitment. If I were to get a position on the ASCC, my wife will apply for my position on the BPTS committee.

Regarding my qualifications, I have training and experience in architectural design, design guideline administration, and governmental ethics and policy enforcement. I have a professional architecture degree from Cornell University, and practiced professionally for short periods of time, including for a company that does tourism and site planning for the largest ski village operator on the continent (Design Workshop, for Vail Associates). Working from an office that they had in Vail, CO, at the time, on \$1-20M projects in the Vail and Aspen areas, I gained experience working under strict design guidelines as well as helping to write them for a small planned development. I am currently a federal employee, working as a research scientist for NASA, with administrative duties that include contracting, policy enforcement, and the associated need to resolve high financial stakes conflicts with clarity, precision, diplomacy, and professionalism.

Best
Kenneth (“Kenny”) C. Cheung
Wayside Rd

PS - I expect to have an upcoming conflict of interest on a project at my own home, from which I will recuse myself.

Town Council,

I appreciate your consideration of my application to join the Portola Valley ASCC. I have lived in Portola Valley for 3 years now and love it. Every time I return home from travelling the world, my commitment to the California lifestyle has been reaffirmed. I grew up in Huntington Beach surfing, went to college and worked in the Los Angeles area for over a decade, but after a holiday in the area, I realized this is where I wanted to raise my family. I love being so close to nature, the trails for outdoor recreation, and the opportunity to wake up and see a doe munching on my plants just outside my window. That really happened on our very first morning here!

When the pandemic shelter in place orders first came down, my time felt even more elusive than before. However, now that we are 6 months in, I am grateful to have the time to give back to the town. While sheltering in place and social distancing, I have had a lot of time to reflect on the ways I can contribute to the greater good and would love to support the town in this time of need by taking up the mantle of a previous ASCC member.

When I was in escrow on my home, I spent a fair amount of time reading the town's building codes and I realized what a great fit Portola Valley really was for me and my family. So many of our building codes reflect our appreciation for nature and the local environment, preserving the rural nature of the town, and that small-town feeling. My wife grew up in a small town on a ranch and we never thought we could find something that fit so many of our desires and so near our jobs until we found Portola Valley. We want our daughter to grow up where people know her and to see our neighbors wave as we drive by. We want her to appreciate all that our open spaces have to offer and for her to live an active outdoor lifestyle. In these ways, I think that my priorities align with the spirit of the town's codes and I would be a good arbiter on the ASCC.

As a user experience software engineer at Tesla, I am very tech savvy and would handle the remote work well for reviewing the plans and associated documents with each application. I also have professional experience with technical documents and design from the user interface elements of my day job. My father was a licensed general contractor and runs an architecturally oriented small business, so I grew up learning a lot about construction and design and helping on job sites. I believe these experiences would make my participation valuable to the town.

Thank you for your consideration of my application. If there is anything more I can address to help you in your decision-making, please do not hesitate to reach out.

Sincerely,

Colin Crenshaw

Skyline Blvd. Portola Valley, CA, 94028

Megan Michael
Golden Oak Drive
Portola Valley, CA 94028

Portola Valley Town Council
765 Portola Road
Portola Valley, California 94028

Re: ASCC Position

Dear Members of the Town Council,

I am writing to express my interest in serving on the Architectural Site Control Commission (ASCC).

My family and I have lived in Portola Valley since 2011 drawn by the town's focus on assuring that developments minimize the disturbance to natural terrain and preserves the area's natural beauty. It is that balance that makes Portola Valley a special place. My interest in serving is grounded in a desire to stay true to those goals while maintaining a thriving and healthy community.

As the proud owner of one of Portola Valley's older ranch homes, my family worked to restore and modernize the 1952 structure in a manner that respected both the character of the town and embraced the needs of our family. I worked diligently and collaboratively with the Town planning department to remodel the original structure and add an ADU and design studio. In addition to my experience working with the town and ASCC on personal projects, I served on the Master Plan Committee at Alpine Hills Tennis & Swim Club for the new clubhouse and historic Road House projects.

I also have extensive experience working with clients as the owner of Megan Michael Design, my interior design business. I bring my passion for architecture, interiors, and landscape design to help my clients realize their goals within their space and budget constraints. I would be thrilled for the opportunity to bring my passion and expertise to bear while working to serve and give back to the town that I have grown to love.

Thank you for your consideration.

Sincerely,

Megan Michael



Thomas L. Parker
Durazno Way,
Portola Valley, CA 94028

Portola Valley Town Council
Portola Valley, CA

RE: Architectural and Site Control Commission vacancies

To whom it may concern:

I am submitting this letter of interest and my resume for consideration for one of the three vacancies on the Architectural and Site Control Commission. My qualifications align very well for this position and I would be interested in serving our community in this capacity.

As listed on my resume, I have an architecture degree, I have been a Realtor and I have many years experience in the construction industry. I am also a licensed general contractor in California and my wife is a licensed Realtor in California. My family and I are new to Portola Valley, however we have been looking to move into Ladera for two years and were able to make that happen this past May. We previously lived in Mariposa County for many years and just before we moved to the Bay Area, I was appointed to the Historic District Design Review committee in Mariposa County. I would love to put my experience and training to use to help preserve Portola Valley as the community Laura and I were drawn to move into.

At your convenience, please contact me to schedule an interview.

Sincerely,

THOMAS L. PARKER

Thomas L. Parker



Thomas L. Parker
Durazno Way, Portola Valley, CA 94028

I have been in homebuilding, property and people management for 26 years. My degree, coupled with my knowledge of construction, estimating, purchasing, and field management has prepared me for managing all projects large and small. As an entrepreneur, and maybe more importantly as a father of five, critical thinking and self motivation have become two of my greatest strengths in management.

EXPERIENCE

Owner, TL Parker Construction - Menlo Park, CA General Contractor - CA License #1053990	May 2019 - present
Owner, TL Parker Properties - TX, TN, CA Property Manager - long and short term rentals	Dec 1994 - present
Realtor, Ebby Halliday Realtors - Dallas, TX Buyer and seller's agent	Dec 2013 - Dec 2015
Owner, Fairy Tale Manor - Frisco, TX Wedding and event venue	Nov 2008 - Dec 2013
Project Manager, Southern Land Company - McKinney, TX Semi-custom developer and homebuilder	Mar 2007 - Nov 2008
Purchasing Manager, The Jones Company - Nashville, TN Production developer and homebuilder	Dec 2001 - Jan 2007
Purchasing Manager, Continental Development - Nashville, TN Production developer and homebuilder	Nov 2000 - Dec 2001
Owner, The Estimate Shop - Nashville, TN Drafting and estimating outsource company	Jul 2000 - Nov 2000
Estimating Manager, David Weekley Homes - TX, TN Production and semi-custom homebuilder	Jun 1997 - Jun 2000
Estimator, Beazer Homes - Dallas, TX Production homebuilder	Sep 1995 - Jun 1997
Superintendent, Estimator, Drees Custom Homes, Dallas, TX Custom and semi-custom homebuilder	Jan 1995 - Aug 1996

EDUCATION

Texas A&M University, College Station, TX Bachelor of Environmental Design, Cum Laude	Aug 1990 - Dec 1994
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David Ross
Canyon Drive Portola
Valley, CA 94028

October 25, 2020

Portola Valley Town Council
c/o Sharon Hanlon, Town Clerk
via email

Re: ASCC letter of interest

Dear Mayor Aalfs and Council Members,

I appreciate my re-appointment to the Architectural and Site Control Commission four years ago. I have enjoyed serving the community.

Please consider this my request for re-appointment for the 2021-2024 term. I believe that I can continue to apply my skills and experience to the effort. For me, serving on the ASCC has been deeply satisfying, and I would like to continue serving for another four-year term if it suits the Council.

Regards,

Dave

Dave Ross

Alvin Sill
Minoca Rd
Portola Valley, CA 94028

October 7, 2020

I've lived in Portola Valley for 32 years.

Why am I interested in continuing to serve on the ASCC?

- I am interested in balancing smart development with maintaining the rural character of Portola Valley
- I enjoy acting as a voice for sustainability and wildfire preparedness issues as they relate to projects before the ASCC
- The ASCC plays a critical role in maintaining the character of Portola Valley. I feel like I am making a valuable contribution to the commission and I enjoy the work.

Background Info:

- Engineering degree from Duke University; MBA from University of Chicago.
- Worked for 30 years in the semiconductor industry in various engineering, finance, and management roles.
- Current member of ASCC; served on ASCC since 2015 including one year as chair
- Current member of Wildfire Preparedness Committee
- Served on the PV Water Conservation Committee (and ultimately the Sustainability Committee) from its inception in 2014 through 2019 including one year as chair.

I do not have any personal or financial interests that could be perceived as a conflict of interest relative to my service on the ASCC.

Kristi Corley

Date: November 2, 2020 at 3:37:40 PM PST

To: Jeff Aalfs <>, JohnRichards-DG <>, Craig Hughes < Ann Wengert >, MaryannMoise-DG

Subject: Planning Commission position

To The Portola Valley Town Council,

My name is Kristi Corley and I am interested in volunteering for the Portola Valley Planning Commission.

During the 25 years that our family has lived in Portola Valley, I've been impressed with our Town's unique character, our philosophy and perspective on responsible growth. Our family moved to Woodside Highlands in 1994 and we now live on Golden Oak Drive, so I'm keenly aware of the different areas in town and the particular construction/building, water, landslide, hill, ground water, fire, neighborhood watch issues over the years. While I've been connecting with the town and community leaders more frequently lately, I am passionate about the opportunities that Portola Valley has in our future. When our two children attended Ormondale and Corte Madera schools, I was extremely involved and therefore know many families in our community. I was deeply involved with various Committees to help with student education. I attended PVSD meetings to ensure coordinated vacations with the public high school and to maintain the Yosemite trip for students when it was on the cutting block. I was fortunate to receive the volunteer award from PVSD at that time. We are members of the Alpine Swim and Tennis Club and continue to be socially connected to the community.

Over the years, I have attended in person and now via Zoom, many of the PV Town and Committee meetings and have always joined the community events such as PV picnic, runs, farmers market and concerts. I feel that I can be a positive contributor to the Planning Commission and give back to the community. I'll be dedicated to learn more about the community, neighborhood's and residents while balancing the conflicting issues that face the Planning Commission. Recently I've communicated with my neighbors regarding neighborhood watch and fire issues, hosting meetings with the Sheriff as well as proactive outreach.

As a volunteer in the community, I was the Chairperson for the Special Olympics event and team parent for sports teams at Menlo School. I've met with many physicians, researchers and family members to better serve those afflicted with ALS/Lou Gehrig's disease and served on the California Golden Chapter caregiver committee for the ALS Association. Years ago, I retired from Apple and have a Bachelors and Masters degree.

I feel I can bring my skills of open communication, town knowledge and neighborhood warmth to the Planning Commission.

Thank you for your consideration, I look forward to talking with you soon!

Kristi Corley

TO: Portola Valley Town Council
FROM: Jon Goulden
DATE: October 20, 2020

Dear Town Council members,

Please accept my application for a second term on the Planning Commission.

The Planning Commission has been my first foray into local government volunteerism. I have found it to be both interesting and enlightening. It allows me to 'give back' to a wonderful community.

It can be challenging to balance the needs, wants and rights of an applicant, their neighbors and the overall community. It can also be challenging to balance the letter vs the intent of our various town guidance documents (local and state codes, PV General Plan and guidelines, etc.). I strive to produce a balance that is both legal and fair to all parties in my work on the commission.

Thank you for your consideration.

Sincerely,
Jon Goulden

October 13, 2020

Dear Town Council Members,

I am interested in being re-appointed to the Portola Valley Planning Commission when my term expires in December, 2020. I was appointed in April, 2018; I would like to use the expertise that I have developed over the past two years to continue to serve our Town.

During my tenure, the Planning Commission reviewed and updated the Town's ordinances for Accessory Dwelling Units (ADUs). Should we need to further review the ADU ordinances, I have developed an expertise and familiarity with both the previous and now-current rules and guidelines. I am able to digest large amounts of data quickly, synthesize the data into a cohesive package and to think through long-term and unintended consequences. I enjoy hearing from residents, my fellow Commissioners, the Town Staff and Council Members to come up with a plan that takes into account the input from all parties.

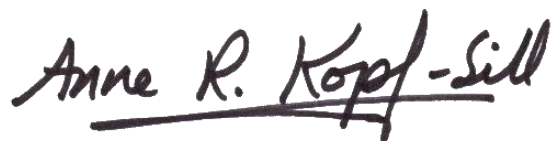
As I stated at the time of my original appointment, I believe that the Town needs to thoughtfully balance requests for change and regional housing shortages with the rural nature of the Town. As a 32-year resident, I appreciate and am familiar with the issues.

My previous volunteer work for the Town was on the Emergency Preparedness Committee including two terms as Chair. I was deeply involved with the Woodside High School Foundation, serving two terms as President and six as a board member and with the school's large-scale holiday gift drive, serving as Chair for several years.

In my professional life, I worked in the biotech industry, mostly at start-ups, in technical leadership and business development roles. I have a Ph.D. in Chemical Engineering from Stanford University.

Thank you for your consideration.

Best regards,

A handwritten signature in black ink that reads "Anne R. Kopf-Sill". The signature is written in a cursive style with a horizontal line underneath the name.

Anne R. Kopf-Sill

From: Andre Raiche
Sent: Monday, November 2, 2020 3:57 PM
To: Sharon Hanlon <shanlon@portolavalley.net>
Subject: Planning Commission Openings

Hello,

My name is Andre Raiche and I'm a resident of Shawnee Pass in Portola Valley. I am interested in the planning commission membership.

My family and I have lived in the town for twelve years. We have raised five boys in Portola Valley, all of them attending Ormondale, Corte Madera, and Woodside High. My oldest son is a high functioning autistic who, going through our local public schools, is now a freshman University of Arizona in Tucson. Our youngest is a sixth grader at Corte Madera now.

I believe I am well qualified for the job, and I have the time to commit to it. My background is in finance and real estate. I am the owner of several residential rental properties in the Bay Area. We have also updated and remodeled our house in 2013, and have made substantial addition in 2018, including a second residence. All of our interactions with planning staff and ASCC were cordial and positive. In fact my architect was asked to do more in the town at our last ASCC meeting.

My family and I have a profound love for this town. We would like to see it grow responsibly and to develop in a fair and equitable way, welcome to all, and to do those things in an aesthetically attractive way. Although all cities have constraints of various kinds, I believe all these things are possible in our town, and are congruent with compassionate and competent leadership.

I therefore respectfully submit my application for planning commission member. I will make myself available to you at your convenience. Please feel free to email at this address, or to call or text at the number below.

Thank you,
Andre Raiche
Shawnee Pass

From: Craig Taylor
Sent: Monday, November 2, 2020 1:44 PM
To: Sharon Hanlon <shanlon@portolavalley.net>
Subject: Planning Commission letter of interest

Dear Sharon,

Please submit my letter of interest to the Council. It has been a privilege to serve this past term. There are many important issues coming before the Commission this term and I would be honored to serve another term.

Regards, Craig

November 2, 2020

Mayor Aalfs and Town Council
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
Via email

Dear Mayor Aalfs and Town Council,

I am respectfully submitting my application for the Town of Portola Valley Planning Commission. I believe that my background would serve the town well in coming in years as we consider the new Regional Housing Number Allocation mandate that will soon be approved by ABAG, as well as how best to conserve the Town's character.

To give you a sense of my background, I have worked to conserve land on a volunteer basis as well as professionally. I have been fortunate enough to work on protecting land and creating more parks in multiple sites throughout the Bay Area. While serving on the Parks and Recreation Commission for the City of Mountain View, I worked diligently with staff and fellow commissioners to increase parklands in areas that were park deficient. We also successfully passed the Community Tree Master Plan which further protected heritage trees, and worked collaboratively with the Bicycle and Pedestrian Committee to update the Bicycle Transportation Plan to improve connectivity throughout the city.

Professionally, during my time at Green Foothills, I worked to increase conservation areas throughout San Mateo County including working with private partners and City of Burlingame officials to create a new park on the edge of the San Francisco Bay. I am now with MidPen Housing where I work to create affordable housing on various projects in the Bay Area by considering funding strategies as well as relationships that create best outcomes for our regional community. Many of the projects have been public private partnerships that are each unique and create positive outcomes for our region.

Additionally, I will be finishing a master's in urban planning in December which has broadened my understanding of zoning and land-use possibilities. (This is in addition to my Masters in Public Administration.) Lastly, as many of you know, I have been working on building an ADU in town. I am familiar with the challenges and realities around that process which will add to the town's long-term planning potential.

I believe that my conservation and development experience would be beneficial to Portola Valley in coming years as the Town plans for its future.

Thank you for your consideration.

Sincerely,
Helen Wolter