



# TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council  
Wednesday, January 27, 2021

**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](mailto:jdennis@portolavalley.net) by 5:00 PM 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**

Please click the link below to join the webinar:

<https://zoom.us/j/97511883440?pwd=WmJ5cGRSNXVmOUVkMmtDaXJnTmNDUT09>

### **Webinar ID:**

975 1188 3440

### **Passcode:**

920502

### **To access the meeting by phone:**

Dial 1-669-900-6833 or

1-888-788-0099 (toll-free)

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

## **7:00 PM - CALL TO ORDER AND ROLL CALL**

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

## **ORAL COMMUNICATIONS**

Persons wishing to address the Town Council on any subject may do so now. Please note, however, that the Council is not able to undertake extended discussion or action tonight on items, not on the agenda.

*Speakers' time is limited to three minutes.*

## CONSENT AGENDA

The following items are voted on at once by the body, unless a member of the body requests an item be considered separately. Members of the public are permitted to comment on any item on the consent calendar before the body votes on the consent agenda.

1. **Approval of Minutes** – January 13, 2021 (4)
2. **Approval of Warrant List** – January 27, 2021 (23)
3. **Parks & Recreation Committee** – Recommendation to Paint Pickleball Lines on the Second Tennis Court (29)
4. **Ad-Hoc Wildfire Preparedness Committee Recommendations** – Quarterly Report 3 (31)
5. **Colleagues Memo** – Amendments to Leaf Blower Trade-in Program (34)
6. **Vice Mayor Hughes and Councilmember Wernikoff** – Formation of a Council Subcommittee to work with Staff on OpenGov Financial Software (35)
7. **Appointment by Mayor** – Commissions and Committees Membership Appointment for 2021 (37)
8. **Appointment by Mayor** – Member to the Open Space Acquisition Advisory Committee (40)
9. **Appointment by Mayor** – Woodside Highlands Road Maintenance District Residents' Advisory Committee Member Recommendations (41)

## REGULAR AGENDA

10. **Council/Committee and Commission Workshop** (43)
11. **PV Donates** – Donation Program for Small-Scale Town Projects (formerly PV Donates) (45)\_
12. **Appointment by Mayor** – Council Liaison Appointments for 2021 (48)
13. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (50)  
Oral reports arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*
14. **TOWN MANAGER REPORT** (51)

## WRITTEN COMMUNICATIONS

15. **Town Council Digest** – January 14, 2021 (52)
16. **Town Council Digest** – January 21, 2021 (65)

## ADJOURN TO CLOSED SESSION

17. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** (Gov. Code Section 54956.8)  
Property: APN: 076280130, 725 Portola Road  
Agency Negotiator: Jeremy Dennis, Gregory J Rubens  
Negotiating Parties: Goodstein Family Partners

## REPORT OUT OF CLOSED SESSION

### ADJOURNMENT

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

#### **AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

**PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 1003, JANUARY 13, 2021**

**CALL TO ORDER AND ROLL CALL**

Mayor Derwin called the Town Council's Regular meeting to order at 7:00 p.m. Ms. Hanlon called the roll.

Present: Councilmembers John Aalfs, John Richards, and Wernikoff; Vice Mayor Craig Hughes; Mayor Maryann Derwin.

Absent: None.

Others: Jeremy Dennis, Town Manager  
Cara Silver, Town Attorney  
Dylan Parker, Assistant Planner  
Laura Russell, Planning & Building Director  
Sharon Hanlon, Town Clerk

Attendees: Betsy Morgenthaler  
Caroline Vertongen  
David Spiegel  
Gil Kliman  
Jane Wilson  
Kathy Fitzgerald  
Karen Vahtra  
Kristi Corley  
L Kim  
Mary Hufty  
Monika Cheney  
Nan Shostak  
Nicholas Hargis  
Rita Comes  
Robert Younge  
Rusty Day  
Teresa Godfrey

**ORAL COMMUNICATIONS**

Nan Shostak, 25 Larguita Lane. Ms. Shostak said she is a long-time resident, is a geologist, and understands the geology of the area. She said she recently learned that the Geologic Safety Committee has not been active for at least three years, with their last meeting being in 2017. She said a couple of the members are in their 90s and one died. She said it is important to reactivate this committee. She said when the Town was founded this important committee provided information about the geologic safety of building in town. She said it will be important, especially with a lot of new building in town, to look carefully at the geological safety of building sites. She volunteered to be a member of the committee and said she will submit her application soon.

**CONSENT AGENDA**

- (1) **Approval of Minutes** – Town Council Special Meeting of December 9, 2020.
- (2) **Approval of Minutes** – Town Council Special Meeting of December 15, 2020.
- (3) **Ratification of Warrant List** – December 23, 2020, in the amount of \$409,804.25.

- (4) **Approval of Warrant List** – January 13, 2021, in the amount of \$370,518.05.
- (5) **Recommendation by Town Manager** – Response to San Mateo County Grand Jury, Second Unite: Adding New Housing in the Neighborhoods
- (6) **Recommendation by Planning and Building Director** – Contract Amendment with Lamphier Gregory for Environmental Review Services for Stanford Wedge Housing Project *[Pulled from the Consent Agenda.]*
- (7) **Recommendation by Town Attorney** – Second Reading and Adoption of Ordinance of Amended Municipal Code to Restrict Activity on High Fire Danger days
  - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Adding Chapter 8.34 [Red Flag Warning and Spare the Air Days] of Title 8 [Health and Safety] of the Portola Valley Municipal Code (Ordinance No. 2021-437)

Betsy Morgenthaler asked to pull Item 5. Kristi Corley and Rusty Day asked to pull Item 6. Mayor Derwin noted that while the public is welcome to request that items be pulled from the Consent Agenda, only Councilmembers can actually pull them. Mayor Derwin pulled Item #6 and no one pulled item #5.

Mr. Day said the minutes in this agenda include a statement regarding the policy for Consent Agenda items and it is unclear whether or not the public can address those items and when they can unless they are pulled.

Town Attorney Silver advised that when the Mayor calls for public comment on the Consent Calendar, any member of the public can comment on any item on the Consent Calendar. Based on those comments, the Council can then decide whether to pull an item or not. Once the item is pulled, the Council will have further discussion on that item and proceed to a vote.

Mr. Day noted that prior practice did not include a period of public comment on Consent Agenda items but if that will occur and there is now public comment allowed, that's great.

- (6) **Recommendation by Planning and Building Director** – Contract Amendment with Lamphier Gregory for Environmental Review Services for Stanford Wedge Housing Project

Mr. Day said Item 6 is a proposal to amend the contract for the consultant working on the EIR for the Stanford project, to add additional money for some items. He said it is odd that this is coming before the Town Council because he believes it's the jurisdiction of the Planning Commission to supervise the EIR. He said it was the Planning Commission that held the public hearing on the scope of the EIR and it seems it is the Planning Commission that should be first considering if there are any changes needed and making a recommendation, if necessary, to the Town Council to approve funding. His understanding is that this was not taken to the Planning Commission and they have not considered it. He said it should go the Planning Commission with a public hearing.

Kristi Corley said there is \$20,000 put in excess for possible other studies. She asked if that amount was appropriate and asked how it could be adjusted in the future. Town Manager Dennis said staff feels this is an appropriate amount based on the remaining work. If additional funds are necessary, they will bring back an amendment to the contract, as is being done tonight.

Mary Hufty said it has been very difficult to get the attention of the EIR, including people who have tried to bring things to the attention of the Council and staff and have not been able to get through. She said it's probably COVID obscurity on the part of trying to get information in to the EIR process. She said it needs to be respected that the citizens are also working with a handicap. She said the organizations that defend wildlife and watersheds and archeological resources are also experiencing a considerable amount of

slowdown in their ability to reach out and communicate. She said the receptiveness to that needs to be cleaned up in order to be able to get the best possible for the Town and this piece of land. She said this number grossly underestimates the need for in depth archeological, ecological, and environmental studies. She said there are other areas of great importance to everyone, such as the fact that no subsurface investigation has been done at all archeologically. She said a project of this nature should have visualization of the subsurface archeological sites that are present. She said that is only one of a variety of problems that will be costly to Stanford and are a real part of making this project a success for the Town and for the things that the community holds dear. She said this is a gross underestimation of the cost.

Caroline Vertongen said she attended the traffic meeting last week and it was not clear if the traffic study had been already done and if this is included in the 2019 traffic study that was done or if there was a different study done and who did the study. She said when a citizen files an application with Planning, they pay up front and she asked if Stanford did the same. Planning & Building Director Russell said Stanford paid a significant amount of the money up front and the Town has collected the majority of the money for the EIR before it started and they then collect additional funds as necessary, as is done with other applications.

Caroline Vertongen asked to pull the December 9, 2020, minutes. Mayor Derwin pulled Item #1 from the Consent Agenda.

Betsy Morgenthaler commented regarding Item #5, the draft letter response to the Grand Jury. She said Item R2, the second bullet point, asks cities to address a perceived contractor shortage. She said that whether or not that is true, the means of addressing it they specifically call out as including the feasibility of allowing contractors to engage non-licensed handymen in lieu of subcontractors. She said that caused her concern because second homes aren't so different from first homes and if handymen are allowed to be subs, she questioned why some of the housing would be singled out and not all of the housing, because the risk factors would likely be the same. She said the draft response allows for exploring second unit construction aspects. She said since the safety and integrity reasons for construction are the same, she urged the Council to consider a more cautionary response. She said it is warranted because Portola Valley's letter may be a signal to other cities to be cautious here.

Mayor Derwin asked if any of members of the Council wished to pull Item #5 to make any changes. None did.

Mayor Derwin pulled Item #1. She said that at the last meeting, Caroline Vertongen was not listed as an attendee because she called in and the clerk cannot see the names of phone-in attendees. She asked that if residents call in and would like to be listed as an attendee, they should send the clerk an email the following day with their name and phone number.

Rita Comes said that when she signs on she needs to put her name and email so they should have a full list of the attendees and all of their emails. She said she sent a message earlier today to Town Manager Dennis regarding Item #7. She said he answered one of her questions and she had a second question regarding the exception of emergency for the red flag ordinance. She said that sometimes people misuse that word regarding an emergency so they can still use gas-powered lawn equipment. She said Town Manager Dennis said the exception would be for something like a life-threatening emergency but the ordinance does not specify that. She said if there is a chance for exceptions, people will ask for them. She said in a life-threatening emergency, nobody would be asking for a permit for an exception. She asked that this be clarified that the emergency must be life threatening.

Mayor Derwin asked if anyone on the Council wanted to pull Item #7 to make that clarification. None did.

In response to Kristi Corley's question about the December 2020 report of number of ADUs in Portola Valley ADUs for the RHNA period of 2015-2023, Planning & Building Director Russell said the most recent number is 69.

Councilmember Aalfs moved to approve the Consent Agenda. Seconded by Vice-Mayor Hughes, the motion carried 5-0, by roll call vote.

## **REGULAR AGENDA**

### **PUBLIC HEARING**

(8) **Discussion and Council Action** – Consideration of an Appeal of the Planning Commission Decision to Deny an Appeal and Uphold the Decision of the Architectural & Site Control Commission to Approve an Architectural Review and Site Development Permit to Construct a New Residence with Basement and Pool at 138 Goya Road

(a) A Resolution of the Town Council of the Town of Portola Valley Approving and Architectural and Site Development Permit for New Residence with Basement and Pool - 138 Goya Road, File #PLN\_ARCH 6-2020 APN # 077-070-140 (Resolution No. \_\_)

Councilmember Wernikoff recused herself from this item in an abundance of caution because the tenant at 148 Goya is a close personal friend of hers.

The Council agreed to limit public comment to three minutes per speaker. Staff has asked the applicant and appellant to limit their presentations to 15 minutes and closing remarks/rebuttals to three minutes, the same practice employed at the October Planning Commission hearing.

Mayor Derwin explained the meeting structure. Staff will provide a presentation, followed by Council questions. The applicant will give a presentation, followed by Council questions. The appellant will give a presentation, followed by Council questions. The public hearing will then be open for comments and questions. The public hearing will then be closed. The applicant will have an opportunity for rebuttal/closing remarks following by the appellant's rebuttal/closing remarks. The Council will then discuss and make a decision.

Planning & Building Director Russell and Project Planner Parker provided an overview of the relevant information related to the appeal for this project. The detailed information was included in the staff report. Detailed information is also an administrative record on the Town's website and linked to the staff report. The administrative record includes all of the relevant background information from the reviews already conducted by the ASCC and Planning Commission.

The ASCC's final review of the project on August 24 resulted in a 4-1 vote to approve the project with Chair Breen voting against. The Planning Commission's October 21, 2020, appeal hearing resulted in a 4-0 vote for denial of the appeal, with Commissioner Taylor absent.

Staff presented the findings of conformance to the General Plan, Zoning Code, Design Guidelines, including View Preservation, as detailed in the complete analysis in the staff report.

Staff recommended that the Council consider whether or not the project complies with the majority of the view principals within the Design Guidelines, referring to the provided diagrams as well as the site visits earlier today.

Staff provided public notice of tonight's hearing in accordance with Town's Code. Public comments received prior to publication of the staff report were included as Attachment 7 to staff's report. The majority of letters received were continued support of the project for neighbors. A few letters received expressed concerns related to view impacts. A few letters received after publication of staff's report have been forwarded to the Council for consideration.

The Planning Commission and staff found that the project conforms to the General Plan, the Zoning Code, the Design Guidelines, and is exempt from further CEQA review. Staff recommended the Town

Council deny the appeal and uphold the Planning Commission's decision, subject to the recommended conditions of approval as detailed in the draft Resolution.

Vice-Mayor Hughes said it is his understanding that while the Design Guidelines are referenced in the Municipal Code, they are guidelines and not Code requirements, elements that should be considered in the ASCC's review but not hard and fast rules. Town Attorney Silver explained the General Plan principles and Zoning Code requirements, including the subjective elements addressing design issues. She said when the Zoning Code has those types of criteria, it is standard to have the requirement to make particular findings as specified in the Zoning Code. She said Portola Valley has a set of discretionary design criteria that requires the decision-making body to make particular findings that those particular criteria can be met. She said the other level of design criteria are typically called Design Guidelines, which are applied generally when a city or town has an architectural review board, such as the ASCC. Design Guidelines are a set of discretionary criteria applied on a case-by-case basis, helping to inform the design review committee and the decisionmakers about how to judge a project, to be used as a reference tool without the requirement to meet all of the guidelines for each project.

Councilmember Richards said he was one of the people in the original ASCC group that created the first Design Guidelines. He said these are flexible guidelines, with the original intent being to develop a balance between hard and fast numbers, trying to come at it from a more subjective viewpoint in order to maintain the rural atmosphere of the town.

Councilmember Aalfs asked when, if ever, a residential single-family project was found not exempt from CEQA. Planning & Building Director Russell said she does not know of any time that has occurred.

With no other questions from the Council, Mayor Derwin invited the applicant's presentation.

Applicant Aruna Gambhir said she has lived in Portola Valley for 17 years and has been quite involved with the schools and the community in general. She said she and her husband started this project a year and a half ago, selecting Dan Spiegel as their architect as they had worked with Mr. Spiegel previously on their Golden Hills home. She said the first pre-application meeting with the Town was in November 2019 and the plans were formally submitted a year ago. She said at the outset she reached out to the neighbors for feedback and support including the tenant at 148 Goya, Dr. Lucy Kim. Dr. Kim emailed Mrs. Gambhir on January 5 that she would forward the plans to the Kahngs but was not comfortable providing their direct contact information. Every other adjacent neighbor and neighbors on Goya provided Mrs. Gambhir with written support of the project prior to submission of the application package.

Mrs. Gambhir said many of her friends who have built homes in Portola Valley advised her that the process was a little bit of a pain but she would get through it. She said frankly this process has been extremely long, very time consuming and expensive, draining, and quite painful. She said she never expected to go through this. She said she believes the point of appeal after appeal is to wear her down but she is determined to not let that happen and intends to build this house.

Mrs. Gambhir pointed out that there has not been an appeal to the Planning Commission in the last 15 years, let alone an appeal to the Town Council. She said they considered the Town's strict zoning and rules and designed their home keeping well within those rules, clearly following the design guidelines, within all the prescribed setbacks and well below the maximum heights and square footage allowed. She said once they heard the objection from the Kahngs, Mr. Spiegel met with them, a year ago, to offer mitigation strategies. The Kahngs insisted repeatedly that the project be completely redesigned to be single-story or they would continue to object and obstruct.

Mrs. Gambhir said it is her understanding that no single resident has the authority to override the Zoning rules or unilaterally veto a project. Mrs. Gambhir has been thus far subjected to three public hearings, this being the fourth. She said they have broad community support as evidenced by the support letters. There have been three separate recommendations to approve from the Planning Department staff, a 4-1 vote from the ASCC, and a 4-0 vote to uphold approval from the Planning Commission. She said they have followed the rules and respected the process, which has been demonstrated repeatedly. She said enough



is enough and she pleaded with the Town Council to uphold their approval and allow her to move forward with her project.

Dan Spiegel introduced himself as a principal at SAW, a hybrid design firm in San Francisco, and the architects and landscape architects for the Gambhir residence. He said he has known and worked with the Gambhirs on various projects over the last six years. He noted that he grew up in Menlo Park, took piano lessons in Ladera, learned to swim at Alpine Hills, played soccer outside of Zots, and attended college at Stanford. He said while he lives and works in San Francisco, Portola Valley has been a huge part of his life and specifically the unique connection between the landscape and community has had an important impact on their practice and how they approach their work.

Mr. Spiegel described the topography of 138 Goya with an existing house perched toward the edge of a hill with a steep slope, making most of the land effectively unbuildable. He said the existing two-story house is idiosyncratic and adventurous but outmoded and in disrepair, although they admire the materials palette and integration of interior and exterior, planning to reuse as much of the redwood siding as possible. He shared photographs showing Portola Valley's rich history of architectural and vernacular forms using simple shapes and vertical moves to engage the landscape.

Mr. Spiegel said they set out to design a house emphasizing the horizon using natural materials such as cedar and redwood and natural textures to integrate the design with nature. They carefully studied the siting, massing, and materials through drawings, models, and 3-D simulations. He said that in the end they developed a design that was approved enthusiastically by the ASCC, a design that is well below the allowable floor areas and allowable maximum height provided in the zoning ordinance. The largest element of the house is one story, oriented along the slope of the hill, with a second story that twists to align roughly with the existing residence and responds to the path of the sun. The second floor represents only 24% of the total square footage of the proposed residence. The rotated volumes also ensure there are no continuous two-story walls anywhere on the residence. He said there is a popular walking path with an easement toward the bottom of the property and the Gambhirs have gone to great lengths to improve the condition of this area.

Mr. Spiegel shared drawings of the proposed location of the house, which coincides with the existing residence but pulls back from the edge to defer to the views below. He said the massing was also studied carefully to respect the views of all of the existing adjacent structures. He said a harmonious blending of new and existing trees further integrates new and old building and landscape. He shared a rendering of the proposed view from the street, with the existing driveway being re-used. He said the small low guest house greets you first upon entry to the property, also providing the opportunity for a firetruck turnaround. Further along the approach to the house, native trees frame the path and the overhangs provide shade. He said for environmental performance there is a grove of trees and a statue of the Gambhirs' son, Milan, who passed away several years ago. He said as the materials age, the wood slats will silver, blending in further with the oak trees.

Mr. Spiegel said that from the valley floor the project is imperceptible, largely due to the shift backwards. He said many of the rooms are defined by introspective, contemplative, and memorial spaces, a critical driver for the project. The material palette was selected to blend with the site and repurpose as much as possible from the existing structure. Landscape softens the edges and blends the transitions, organizing around the series of inward-facing courtyards and additional screening for privacy.

Mr. Spiegel said the Gambhirs have done extensive neighborhood outreach early in the project, receiving written support from five of the six adjacent neighbors, as well as many others in the community in support of the project in the past three public hearings. He said there are additional letters of support that have been received. He said the neighbors have shown up again and again at the public hearings to express their support of the project.

Mr. Spiegel said although there is one neighbor who does not support the project, that does not mean the applicants have not considered that neighbor's perspective or their property. He said they carefully considered view corridors, including the Kahngs', in the design of the project, studying in particular the

potential impacts of the project and their primary living spaces. He said it is also important to note that the two sites are different. He said the floor level of 148 Goya is a full 20 feet higher than the existing and proposed floor level of the Gambhir's property. He shared an unedited panorama view from just in front of the primary living space at 148 Goya, with the story poles up and prior to the removal of the trees.

Mr. Spiegel said their proposal closely incorporates the prescribed relationships between the buildings, especially when considering the orientation of the existing house and the presence of a large protected oak tree on the 148 property. Mr. Spiegel said the Kahngs' story has changed quite a bit over time and it has been a struggle to adapt to a rotating cast of characters and moving targets. He said Mr. Kahng's last presentation was about his future final home. Mr. Spiegel said the property owners at 148 have depicted the center line of the view corridor as somehow being skewed to the house orientation. He said the center line of the so-called primary view feature misses the fact there is a large protected oak tree directly in the middle of this view.

Mr. Spiegel said the two properties are adjacent and they are not implying that there is no visual impact on one another. He said, however, when not zoomed in, distorted, and taken from cherry-picked vantage points, the impact on the view is minimal and a vast view remains intact.

Mr. Spiegel said the applicants stated the view from their pool would be most severely impacted, despite the fact this would not likely be considered the primary view. Mr. Spiegel also pointed out that the entire pool area is surrounded by a Code-required 5-foot-tall safety fence.

Mr. Spiegel said the Kahngs say they had attempted to compromise in August, just days before the second ASCC hearing, but fail to mention there were months of intransigence that preceded that. Mr. Spiegel said he met with the Kahngs and Mr. Stotler on February 6, at which point they demanded a complete redesign and advised they would only consider a single-story proposal. They repeated this demand in writing several times and held to this unreasonable demand for 159 days. The Kahngs have alleged the delay was due to the pandemic. Mr. Spiegel acknowledged that the pandemic has placed an immense burden on everyone; however, the Town was closed only one month, with staff working hard to keep the Planning Department moving. With the team of hired consultants and the flurry of appeals, the Kahngs have shown they can move quite quickly when they want to. He said it is clear they did not want to, as evidenced by their repeated ultimatum to redesign the house to a single story.

Mr. Spiegel said that after the ASCC meeting of July 13, 2020, with the favorable results, he reached out to the Kahngs and their team to invite discussion of mitigation strategies raised in the hearing. He said because the Kahngs did not respond at all for more than two weeks, with the blessing of the Planning staff, the project was resubmitted with some modifications for approval at the August 24 ASCC hearing. Mr. Spiegel said that only then did the Kahngs imply that they would be willing to talk. Mr. Spiegel said even in the 11<sup>th</sup> hour they have taken all requested meetings, spending nearly 100 hours reviewing and responding to the Kahngs' hasty and conflicting suggestions, producing models, diagrams, and drawings, with no clear solution.

Mr. Spiegel said the standard was impossible to meet as the Kahngs' stated objective constantly changed, united only by the goal of derailing the project. Initially the critical view to protect was the Hoover Tower, which eventually morphed into the Dumbarton Bridge. He said the Kahngs have waffled back and forth about whether their concern was for the impact on the pool area, the house area, or some abstract notion of a future house that appears occasionally in their documentation. Mr. Spiegel said that all of these shifting points make it very difficult to reach a satisfactory result.

Mr. Spiegel said that Mr. Pahl's position letter submitted with the previous appeal alleges that the applicants were unwilling to cooperate. He shared the August email from Peter Kahng that acknowledges the applicant's extensive efforts and declines to accept any of the proposed mediation strategies.

Mr. Spiegel said they have submitted a written response to Mr. Pahl's appeal position statement, specifically regarding misstatements of the facts in the case. He said this is not included in the presentation tonight but they are happy to discuss these issues further. Mr. Spiegel said there is no

question this project complies with the specific requirements of the Zoning Ordinance by a significant margin. The finding made by three different bodies – the Planning Department, the ASCC, and the Planning Commission – is that the project satisfies the Town’s Design Guidelines. There is no claim made of errors or omissions of important facts or that the ASCC or Planning Commission lacked the necessary information to review the project thoroughly or were unable to do so for any other reason. He said the appellant is asking the Town Council to look at the same information and come to a different conclusion. The claim that this project is not CEQA exempt has been refuted multiple times during this process. Even if an EIR were somehow required, he questioned how it would result in a finding of significant environmental impact. Mr. Spiegel said that using this argument as a cornerstone of this appeal exposes the cynical nature of the entire exercise.

Mr. Spiegel said this appeal is an attempt to stall and pressure Mrs. Gambhir by protracting a costly and painful process on weak claims. He said the appeal makes no mention of the findings made by the Commissioners in the two hearings. Mr. Spiegel noted that the ASCC unanimously supported the aesthetics and content of the design and they overwhelmingly supported the project as a whole. The Planning Commission subsequently unanimously upheld the approval of the project. Mr. Spiegel said although they did not find a cooperative partner in the owners of 148 Goya, they made a series of concessions in the project between the first ASCC meeting and the approval meeting on August 24, including reducing the overall height by 1 foot. Mr. Spiegel said that through sensitive site massing, context-driven forum, robust community process, and integration with the landscape, Mrs. Gambhir’s new home will provide her with an even deeper connection with this place and this community. Mr. Spiegel said this was the finding of the Planning Department, who reviewed the project multiple times, each time recommending approval. This was the overwhelming finding of the community, who have made their voices heard in public hearings and beyond, and was the finding of the ASCC, who reviewed the project twice in public hearings and voted 4-1 to approve the proposal, and critically was the finding of the Planning Commission who voted 4-0 to uphold the approval of the project.

Mr. Spiegel said they are saddened by the protracted and contentious process but they understand and respect the rules. The Town guidelines have been met and must be enforced. The applicants ask that the Council reaffirms, once again, the approval of their project and allow Mrs. Gambhir to finally move on with construction of her home.

Mayor Derwin invited questions from the Council. Hearing none, Mayor Derwin invited the appellants to make their presentation.

Stephen Kahng, owner of 128 Goya, thanked the Councilmembers for considering his concerns. He said he purchased his home solely because of the view and there is nothing like it. He said he was amazed that he could see the Stanford University campus, which his son attended, and where he has served as a board member for the past 20 years. He said he can see downtown Palo Alto and the Bay Area, all the way to the East Bay, and also the landmarks he was associated with since he moved here in 1990. He said he intends to build a home at 148 Goya to pass on to his son, Peter. He said now the plans and hopes for their family are being crushed.

Mr. Kahng said when he saw the design and story poles, he thought they would probably not be allowed because of the rules against blocking views like this. He said in his first meeting with Mr. Spiegel and the Westridge Architectural Committee, Mr. Spiegel said the design was too far along to make any changes but Mr. Siegel said he would see what he could do. Mr. Kahng said the plans were filed within a week, with no changes. Mr. Kahng said it was clear that Mr. Spiegel did not feel he had to do anything to compromise.

Mr. Kahng said it has been questioned how he can complain about their view when their house design is not completed. He said there is an existing nice house there now with a doctor’s family living there. Her family and friends have sent emails supporting Mr. Kahng’s concerns. He said his new design will have a very similar footprint and view corridor as the existing house. He said that Mr. Spiegel managed to convince the ASCC that the Kahngs’ view corridor should be shifted, effectively dictating their site planning, all the while using the similar view corridor as more of theirs to maximize for their lot. He asked

why the applicants could not shift their view corridor instead. Mr. Kahng said their main issue is that the proposed plan blocks several prominent sites from this property – the Dumbarton Bridge, downtown Palo Alto, Mt. Diablo, and the Stanford campus. He said staff made recommendations to approve the plan without visiting the site, based solely on Mr. Spiegel's presentation. He said Assistant Planner Parker never visited the site until last week.

Mr. Kahng said that Assistant Planner Parker and Mr. Spiegel allege that the Kahngs' only concern was the view of Hoover Tower, but that has never been the case. He said an oblique reference of him being affiliated with Hoover was interpreted as the only view on the property that needed to be preserved.

Mr. Kahng said that Assistant Planner Parker and Mrs. Gambhir blame him for delaying the project. He said he is merely exercising his own rights. Mr. Kahng said that because of words taken out of context, community members are being misguided. He said their goal today is to preserve as much of their view as possible, as dictated by the Design Guidelines.

Mr. Kahng said that one of the issues stems from the characterization of the existing structure as two stories. He said the existing structure includes a less-than-250-square-foot loft that reaches a maximum height of 20 feet and features a sloped roof. The applicant is using this to justify an expansion to a 2,800-square-foot second floor with very dramatic ceiling heights. Mr. Kahng said he would characterize the existing house as 1-1/2 stories, without a full second floor and with the walls of the second floor not coming up to full height peak. He said the Town should examine this definition to determine an appropriate expansion of the current site. Mr. Kahng said the reason for the second floor in the proposed design is to fully take advantage of the valley views, which are also visible from the first floor. He said they understand why this is desired but they are taking those views away from the Kahngs, which is why they are protesting and appealing.

Mr. Kahng acknowledged that Mr. Spiegel has suggested making modifications by reducing the height by 1 to 2 feet and shifting the house 5 to 8 feet to the right. He said while this is a step in the right direction, it is not sufficient. He said in the final plan, the height was lowered by only 1 foot with no shift to the right. Mr. Kahng said that upon examination of the plans, they have found many design guideline violations, which will set a dangerous precedent for the Town if approved. Mr. Kahng said they have spent considerable time, effort, and expense to come up with alternative solutions to mitigate the view impact, first with architect Scott Stotler, who designed his houses in Los Altos Hills and also in Portola Valley, and later with the local architect Carter Warr. Mr. Kahng said this has been done at great expense, along with approximately \$30,000 levied by the Town for this process. He said Mrs. Gambhir complained about the cost of maintaining the story poles. He said that on August 7, 2020, Mr. Stotler made a suggestion to lower and shift the existing design in its entirety by re-grading the site, which would result in a larger building pad while preserving all of the design features of the original plan. He said this would have increased the building pad to allow for a 30-foot shift to the right and lower the house by several feet. Mr. Kahng said the existing structure has a raised pad that is visible. He said the natural is pad approximately 2 to 3 feet lower.

Mr. Kahng said that Mr. Warr suggested to Mr. Spiegel to switch the bedroom with the interior courtyard on the left side of the second floor. While not completely eliminating the view obstruction, it would largely mitigate the issue and allow them to recapture many of their cherished sites. Mr. Kahng said that although Mr. Spiegel alleges the Kahngs are not willing to compromise, they have offered a very reasonable compromise with Mr. Spiegel declined. Mr. Spiegel says that Mr. Warr's suggestions are not possible but Mr. Warr says this small modification would keep all the features of the new house and result in a better design overall.

Mr. Kahng said they previously pointed out the many Design Guideline violations that were missed by the ASCC. He said the staff report's characterizations and defenses were misguided and, in some cases, flatly untrue. He said because the ASCC made decisions based on the staff report, the Kahngs appeal to the Council to reevaluate the project with additional information to better understand the site and impact of this project. Mr. Kahng highlighted a few of the Design Guideline violations. He said the design clearly blocks open spaces as viewed from 148 Goya. He said the photo in Mr. Spiegel's presentation was very

misleading. Mr. Kahng said their most prominent concern is their blocked view of prominent features, and the guidelines clearly state to protect the view corridor on the site to maintain the views of prominent scenic features. It does not say the applicant can selectively choose what adjacent neighbors can and cannot see, while reserving those view corridors for themselves through the overbuilding of a lot.

Mr. Kahng said the guidelines also state to prevent obstruction of view of adjacent property owners by structures or additions to the existing structure. Mr. Kahng said they are appealing because they are the adjacent lot and are frustrated with the plans that add significantly to the existing structure. He said he does not know how the current design is defensible without confusing the issues with all other unnecessary topics such as timeline, tree removals, minor discrepancies in measurements, etc. He said none of this really matters and the fact is that the proposed structure takes away the view of a large number of significant landmarks from the adjacent property – downtown Palo Alto, Stanford campus, Dumbarton Bridge, Mt. Diablo, and the Bay.

Mr. Kahng said it is clear that the applicant has many friends who will continue to chime in through the meeting, wasting everyone's time, people who do not live near the site or are affected by it. Mr. Kahng said their feedback is not relevant to this appeal as they have not visited 148 Goya and do not have a sense of the effect of the design.

Mr. Kahng said the applicant has clearly violated the Town's Design Guidelines by blocking the views of key landmarks from adjacent properties, which is expressly forbidden. Mr. Kahng said if the applicant's proposal is approved without modification, he must conclude that the Council is confirming that features such as the Dumbarton Bridge, Downtown Palo Alto, Mt. Diablo, and Stanford Campus are no longer deemed to be prominent features worth protection of the Design Guidelines. He said this is the precedent that will be set if approving the applicant's proposal. He said if 148 Goya is not protected with regard to their view of these prominent features, then all future applications in Portola Valley should be subject to the same conditions. He said it would also be discriminatory if protections are offered to other properties but not to his.

Mr. Kahng said this entire process has been horrific for him and his family. He said the Kahngs and the Gambhirs are slated to be neighbors for a long time. He finds it quite funny that the applicant would choose to be so aggressive in their development and create such an obstruction to an existing house while planning their yet unbuilt house. He said he can't imagine how the applicant thought this would not be a problem. He said it also indicates they really don't seem to care about who might live around them and how they're making them feel. He said they invite Mrs. Gambhir to come to their house and see what it looks like from their perspective and what she is taking away. He asked if this is what she would want if their roles were reversed. He asked the Council to consider the kind of community they are creating here, what they are allowing, and what type of development in manner and scope they would like to set for the next several decades. He said they consider 148 Goya to be their long-term, multi-generational property. He said what happens here today will have permanence in their lifetimes. He said rushing a decision to approve this project for convenience will have ramifications for decades. He asked if this is the legacy the Council wants to leave behind.

Stephen Pahl, Mr. Kahng's attorney, said he was proud to represent the Kahngs in this most difficult process. He said his concern is on the CEQA issue and its applicability to the project. He said staff's position is that the project is categorically exempt from CEQA and no exceptions apply and he respectfully disagrees. He referred to his letters of October 14 and October 21, 2020, which detail CEQA's applicability, including citations. He said the project as designed violates Portola Valley's Municipal Code, specifically 18.064.045, which incorporates the Design Guidelines, specifically focusing on the Town's Design Guidelines related to view preservation as well as the guidelines regarding massing and bulk. He said the CEQA categorical exemption is not absolute but is qualified. He said it does not apply to projects that may impact on an environmental resource of a critical concern which has been officially adopted by a local agency. He said the Town has said that view corridors are of critical concern, so much so that they take up an entire page of the Design Guidelines, which the Town has adopted. He said they are not saying that if a CEQA analysis was completed on this project that it would fail. He said, however, the process needs to be completed and just can't be ignored. He said the project may or may not

survive that analysis but in this instance the analysis was sidestepped. Mr. Pahl said the proposed modifications that need to be implemented to circumvent the Design Guidelines, or alternatively to comply with the Design Guidelines, would permit the applicant to get what they want in terms of the design of the house as well as protect the view corridor. The applicant requests that the appeal be granted and the project returned to the ASCC so the matter can be studied, comply with CEQA, and comply with the Design Guidelines.

Mr. Warr said he has practiced architecture in Portola Valley for 32 years, volunteering on the ASCC for 21 years. He reviewed hundreds of projects on the ASCC and designed hundreds in Portola Valley. He said this project did not do its best through the design review process to mitigate the massing of the second floor. He said the second-floor massing is the problem and the recommendations he is making will not reduce the mass to any significant impact but will reduce it to such degree that it will balance the needs and rights of the Gambhirs' property and help to mitigate the impacts on the Kahngs' property. He said the two exterior decks within the mass which exacerbates the length of the building by 16 feet. He said in his experience this would have been low hanging fruit to request that space be reduced. His recommendation was to move the master suite 16 feet further east, reduce the mass by 16 feet, and comply with the Westridge Committee's recommendation to slide the building 6 to 8 feet closer to the garage, reducing the length between the building and the garage. The resulting reduction in the impact on the Kahngs' view would reduce the building's impact by 24 feet, maintaining all the programmatic elements in their desired location except for outdoor decks that are within the mass of a building. He said it seems like a simple solution and he does not understand why the Gambhirs and Mr. Spiegel did not accept this recommendation. He said he has been able to convince the Kahngs that this is about as good as they can get within the normal ASCC process but the normal process was impacted by the politics and the pandemic during the spring and summer of 2020. He said he does not think the Kahngs should be subjected to an incomplete and inadequate level of mitigation. He said the mitigations requested by the ASCC included lowering the height and moving the mass of the building but the mass was not moved or reduced at all except for 1 foot in height. He said the mitigations that the ASCC required of this project don't come anywhere near correcting the relationship between these buildings. He said he came into this for a win-win situation where the Gambhirs get the program and the building that they want and the Kahngs get as little impact as possible, as in a normal ASCC process. He does not understand why Assistant Planner Parker never visited the site during the entire review process until this week. He said it is insane for Planning staff to make recommendations for approval to the ASCC without seeing what is going on. He said the relationship between buildings and sites and sites and buildings is something that the Town has been excellent with for all of the years the Town has been in existence. He said the reason there has never before been an appeal is because this has been the most poorly reviewed and poorly recommended project in the history that he can remember in all 32 years he's been practicing in this town. He said this design has not been mitigated to the level that would be expected under the normal design review process. He said the Town is better than this and he prays the Council will send this back to the ASCC to re-review the impact on the view. He said the view impact is important and is not insignificant. He said the outdoor spaces on the second floor of the project are superfluous and should be eliminated or reduced to just outdoor spaces that are not within the mass of the building so that the master bedroom can be moved over 16 feet and to comply with the Westridge Committee's recommendation to collapse the space between the garage and the house another 6 to 8 feet so that the amount of reduction is about 24 feet.

Mayor Derwin invited questions from the Council.

Vice-Mayor Hughes asked Mr. Pahl why the ASCC exercising their discretion would lead to an exemption from CEQA if the Design Guidelines are just guidelines and the ASCC has the discretion to follow or not follow any individual or set of guidelines. Mr. Pahl said the Town has adopted and codified the Design Guidelines and is in the Code. He said that requires the ASCC to follow the guidelines and the analysis of CEQA applies. He said it does not mean that CEQA says if there is one iota of impact on a view corridor that it can't be approved but it does say that it must be evaluated and a CEQA analysis must be conducted. The finding may be no impact or a mitigated negative declaration or require an EIR, but the analysis must be done.

With no other questions from the Council, Mayor Derwin invited public comment.

Monika Cheney, 158 Goya. Ms. Cheney said she is the neighbor at the property uphill from the Kahngs' house and two neighbors uphill from the Gambhirs. She said she is in support of confirming the approval of the Gambhir project. She has attended a couple of the hearings, most recently the Planning Commission hearing. She said she wishes for peace on their street and wishes this were not happening. She said the project is reasonable. She said there is a bigger problem if private property owners cannot understand the bundle of sticks that they own when they purchase a property. She said her understanding is that the Gambhir project does not require any variances and is within the standard rules and regulations and Design Guidelines per the ASCC and Planning Commission. She said she is concerned if things like CEQA get opened up for residential homeowners with a view, which would mean half of Portola Valley would need a full scale EIR or at least a mitigated negative declaration. She said with regard to the affected views and whether they comply with the guidelines, she asked how homes are to be built in Portola Valley if the legal rights you thought you had are not strong and robust. She said she shudders to think how much money has gone into this project, on both sides. She said she understands the concerns but one of the higher-level questions is how does the Town want to treat people who are building homes that comply with all the guidelines.

Gil Kliman, 128 Goya. Mr. Kliman said he is another uphill neighbor. They built their home here in 2009, going through a similar process. He thanked all the committees that approved it and said it was a terrific process for them. He said there was some discussion here questioning the integrity of this process and he hopes we don't go down that route. He said with everything they've seen and the meetings they've listened to, this is a very high-quality series of committees with a high integrity process operating through COVID. He said although the outcome may not be what the appellant may want, questioning the integrity of process is not a good direction to go. He said they've owned several view properties, two in Portola Valley. He said the very first part of any due diligence with real estate property that has a view, if that is considered some of the value, is to assess what the future impingements could be on the view. He said it is quite obvious from the Kahngs' property that there is an older house in front that if someone wanted to improve it, it could be expanded and may slightly impact their view. He said the Town's guidelines around that would provide any purchaser some ideas of what might be done. He said the whole project falls within the guidelines and has been approved by multiple committees. He said, not to make an analogy to current events, this appears to be an attempt to overturn something that has been certified several times, which would require some very unusual circumstances to do that. He expressed his support for this well-planned project and their good faith efforts to minimize potential impacts. He agreed that they do not want to give the Town a reputation of a place where it is difficult to develop properties. He said the Town has a lot of older homes that do need to be developed and improved, which is to the Town's advantage. He said having to go through this kind of process would be a major discouragement to anyone interested in making an investment in what would be a neighborhood improvement.

With no other public comment, Mayor Derwin closed the public hearing. She invited the applicant to make brief closing remarks.

Mr. Spiegel thanked the Council for their attention to this project. He said they are disappointed but frankly not surprised by a number of the claims made by the appellant's team tonight. He said they seem unwilling to acknowledge that a number of different authoritative bodies have heard their complaint and rendered their judgments. He said the Kahngs are so unwilling to receive the feedback, they did not even both to update their appeal statement for this hearing, simply resubmitting the same document as in the Planning appeal, refusing even to reflect upon the findings of the Planning Commission. Mr. Warr is no longer on the ASCC and has been hired to fight this project so it is not a surprise that he does not support it. He was not present at the first ASCC meeting so he cannot speak to how that process was conducted or how COVID impacted the ASCC review process. Mr. Spiegel said there were two ASCC hearings instead of the customary one in order to receive feedback and comment from the Town and the community. The Commissioners were clearly satisfied with the degree in which the applicant mitigated the project because they voted to approve it by a 4-1 vote. Mr. Spiegel said all of the Commissioners visited the site so there is no question they knew the project was all about.

Mr. Spiegel said the Kahngs will have every opportunity to build the home of their dreams applying the exact same zoning standard as everyone in the Town. He said their site is 20 feet higher and their results will be spectacular. Mr. Spiegel said there has been discussion about what has been taken away, which is the wrong way to think about it. He said all properties are different with different views, slopes, and soil conditions. He said the differences are reflected in measures such as property values. He said there are different ways to evaluate these differences, including considering the possibility of future development, as Mr. Klimen pointed out, both on the site and on the surrounding sites. He said these possibilities should be considered ahead of time and not retroactively. He pointed out that if you buy a house next to an empty lot, it is not a reasonable expectation that nothing will ever be built there just because you're used to nothing being there and it is not a reasonable expectation to impose upon another property owner, and is not how a neighborhood works.

Mr. Spiegel said while it is true they have not been able to come to agreement it is certainly untrue that they have not tried. He said Mrs. Gambhir provided the tenant at 148 a set of plans on January 5. The tenant wrote that it was beautiful and she would forward it to the owners. Mr. Spiegel met with the Kahngs on February 6, 2020, and was told they would only accept a single-story home and refused to meet with him again, advising him to contact their architect. Mr. Spiegel said that for more than two weeks after the first ASCC meeting, the Kahngs did not respond to his request for a meeting. There was then a flurry of meetings with the neighbors, Mr. Stotler, and Mr. Warr, days before the second ASCC hearing. He said this afternoon, he and Mrs. Gambhir met with Mr. Warr, at which point Mr. Warr rehashed his unmodified proposal from early-August, failing to adapt to the two approvals that have occurred. Mr. Spiegel said Mr. Warr warned them of further delays, whatever that means.

Mr. Spiegel asked the Council to uphold the approval, not based on what the Kahngs have not done, but based on the things that the applicant has done. He said they have proposed a project that is thoughtful, sustainable, responsive to the site, deferential to the landscape, and innovative, one that they feel will reflect well upon Portola Valley. He said he is disappointed that the Kahngs continue to refuse to acknowledge the results of three decisive actions by Portola Valley Commissioners, but he respects their right to appeal. He said the process has now run its course. He said time matters and everyone has spent a great deal of time on this matter. He said rules matter and the applicants have followed the rules and guidelines throughout the process. He said Portola Valley should continue to be a place where if you follow the process, build a broad consensus, and follow the rules, you should be able to move forward.

Mayor Derwin invited the appellant to make closing remarks.

Mr. Kahng asked Mr. Warr to make the closing statement. Mr. Warr said the general site planning and the general massing of the design is quite good. He does not believe the impact of the massing on the western end of the second floor has been adequately mitigated with the intent of the Design Guidelines and codified by the Ordinance. Mr. Warr said his recommendations are quite simple to employ and would be approvable under the ASCC and acceptable to the Kahngs. He said they are not expecting to have all of the view impacts mitigated but want the design to be adequately mitigated. He said the Town is better than this. He said the impacts of the year of 2020 had an impact on this. He looks forward to the Town Council recommending that the ASCC reconsider the recommendations that he's offered.

Mayor Derwin asked Town Attorney Silver if the two issues to be decided are if the project is exempt from CEQA and if the project is consistent with the Town's Design Guidelines. Town Attorney Silver said those are the two issues the appellants have asserted in their appeal. She said the Council also needs to make the findings required by the Zoning Code, which are listed in the resolution including in the staff report.

Mayor Derwin confirmed with Planning & Building Director Russell that the Council has four options – to deny the appeal and uphold the Planning Commission approval; deny the appeal and uphold the Planning Commission approval with additional conditions; approve the appeal and rescind the Planning Commission approval, which may result in remanding the project to ASCC for additional consideration; or continue the discussion to a future meeting.

Mayor Derwin brought the item back to the Council for discussion.



Councilmember Aalfs said he reviewed all the data in the packet, visited both sites, and heard the presentations. He said there is a high bar for finding anything other than upholding the findings of the Planning Commission and the ASCC and given the work those two bodies put into this and due to his respect for those two bodies, he does not see a basis for overturning their decisions. He said he is comfortable making the findings required to deny the appeal. He said the Design Guidelines are guidelines and they are messy because some of them do conflict. He said there is a guideline about the view corridors and also a guideline against overly disturbed sites. He said he served on the ASCC for three years prior to the Council. He said the guidelines need to be balanced against each other. He said after briefly visiting the site and reading everything, he believes the ASCC did a fine job. He said the project is well within all of the setbacks and height requirements. He would not say there is no impact on the view corridor from 148 but the guidelines do not guarantee there will be no impact on view corridors. They ask that those impacts be considered and mitigated accordingly and he believes this was reasonably considered in the course of this project. He said mention was made that the ASCC process was not good. He said his understanding is that this project received more or less the same attention that any other ASCC project has received, including site visits from the ASCC, in the course of project review. He said knowing the Commissioners well and having worked them all, he has no doubt they did their usual very good work on this project and sees no reason or need to ask them to do this over again, especially after all the time that's been spent on it. He said the idea that residential projects should start being subject to CEQA is frankly a nightmare. The idea that they start requiring this because one neighbor objects to something sets the stage for all kinds of abuses of CEQA and would be a nightmare for staff and other applicants.

Councilmember Richards said he was sad to see the project evolve into this unfortunate and unnecessary conflict. He said the project is on a very constrained site, with no options to change it. He was very satisfied that the process was followed just as it always has been and in a very similar manner to other projects. He said that as a practical matter, regarding potential CEQA analysis, the view issue has been thoroughly analyzed by the ASCC, the Planning Commission, and the applicant and appellant. He said throwing CEQA requirements at residential projects would be an absolutely nonsensical nightmare, one reason being it's not designed for this kind of project. He said he is confident that he would be able to uphold the project approval and deny the appeal.

Vice-Mayor Hughes said he has reviewed the record thoroughly, has been on-site, has reviewed staff's recommended resolution, and is comfortable making all of the suggested findings. He said it is clear the project complies with all the requirements necessary. He said he understands the appellant's request regarding CEQA, but it appears to be premised on the Design Guidelines not having been complied with. He said, as has been discussed, they are guidelines and it is not a requirement to comply with all of them. He said that on balance the proposed project does comply with the Design Guidelines and therefore there is no exception to the exemption and CEQA should not apply here. He supports the approval of the project and the denial of the appeal.

Mayor Derwin said she has visited both sites, has read all the documents, and attended the Planning Commission meeting that considered this project. She said the argument with CEQA is that the Design Guidelines are codified and must therefore be applied as if they're written in stone. She said the view preservation principle is always wiggly. She said she is not an attorney but that argument does not hold any water for her. She said the guidelines are supposed to be flexible and views are tricky. She said she lives in Westridge and when they bought their house atop a canyon there was a very nice view toward Jasper Ridge. She said Lou Platt then bought many acres and built a huge road to get to his huge house and they were very angry but there was nothing they could do about it. She said over time they planted trees and they don't even see the house anymore. She said there are many stories like this in Portola Valley. She said she is sorry because she understands how painful this has been for both parties.

Councilmember Aalfs moved to approve the (Resolution No. 2842-2021) as proposed. Seconded by Vice-Mayor Hughes; the motion carried 4-0 with a roll call vote, with Councilmember Wernikoff recused.

Mayor Derwin called for a five-minute break.

(9) **Recommendation by Mayor** – Woodside Highlands Road Maintenance District Residents' Advisory Committee Creation of a Council Subcommittee to Hold Interviews

Town Manager Dennis described the background regarding the reorganization of the Citizen Advisory Board, as detailed in the staff report. Staff recommended the Council appoint a subcommittee to interview applicants for the Woodside Highlands Road Maintenance District Residents' Advisory Committee.

Mayor Derwin invited questions from the Council. Hearing none, Mayor Derwin invited questions from the public.

Caroline Vertongen said when she reviewed the Committees Handbook, it appears the subcommittees have to disclose their findings at the regular meetings. Town Manager Dennis said subcommittees of the Council are formed to work on discrete tasks on behalf of the Council and, per practice, come forward to the Council to announce recommendations and decisions. The recommendation of the subcommittee would be made at the next meeting, January 27, if possible. Ms. Vertongen asked if this was in writing because she hasn't seen them. She said there are several subcommittees, for example a subcommittee in the Finance Committee, and she doesn't see their findings being proposed or discussed at the next meeting. Town Manager Dennis said she may be confusing subcommittees of Committees and subcommittees of the Council. He said either way, subcommittees submit their recommendations or findings in writing or orally at the meeting. Vice-Mayor Hughes said it is also possible that a subcommittee does not have anything to report back to the main committee. If they are tasked with doing a particular piece of work and they do it, they may not necessarily report it if nothing unexpected happened.

Teresa Godfrey clarified that the Resident Advisory Committee is just a renaming of the already existing committee that the Woodside Highlands Improvement Association, through its Road Committee, has been acting in its place and there are already current members of that Road Committee. She said many of those members have applied for this retitled committee. She wanted to inform the prospective subcommittee members that there is already a group that has been functioning for many years providing service for this particular task at hand.

Mayor Derwin invited volunteers to be on the subcommittee.

Vice-Mayor Hughes volunteered if Town Attorney Silver can confirm that his residence is not too close to be considered a conflict. Councilmember Richards volunteered. Councilmember Aalfs volunteered to be the alternate for Vice-Mayor Hughes if a conflict is found.

Vice-Mayor Hughes moved to appoint himself and Councilmember Richards as members of the Interview Subcommittee, with Councilmember Aalfs as an alternate. Seconded by Councilmember Aalfs; the motion carried 5-0.

(10) **STUDY SESSION** – Code Compliance Survey

Town Manager Dennis described the background regarding the proposed code compliance survey, as detailed in the staff report. Staff recommended the Council approve a code compliance survey for residents.

Mayor Derwin invited questions from the Council.

Councilmember Richards suggested it would be helpful to ask how citizens reported code compliance issues, such as phone, email, PV Connect, or another way.

Councilmember Wernikoff said she loved this idea. She said one of the things that would be very important is response rate. She would recommend that part of it is really thought through because oftentimes, despite best efforts, people do not get the messages. She said care should be taken in how "code compliance" is referenced so that people understand the kind of feedback being requested. She

asked, in general, how other Towns handled this type of thing. She noticed a suggestion to use a free conflict resolution mediator and asked if that was a standard practice. Town Manager Dennis said most cities have a contract with the Peninsula Conflict Resolution Center (PCRC) but it is not often used. He said it is an available tool and is suggested to residents from time to time. He said Portola Valley is unique in that they've been able to hold onto the concept of neighbors working with neighbors for a very long time, something that doesn't exist in larger cities that require something more administrative.

Councilmember Wernikoff agreed to work with Town Manager Dennis to fine tune the survey.

Mayor Derwin asked what happens after the survey. Town Manager Dennis said that would depend on the data received and direction of Council. He said if there is a groundswell interest in a particular type of code enforcement work, it will need to be determined what the FTE would be related to support it. He said this is also about setting expectations with the community. He said it is totally appropriate for code compliance response to take some time, depending on the nature of it. Some require more immediate attention than others and if residents understand it's a process, then it can be accommodated. Town Manager Dennis said there are civil issues they don't deal with and they will have an opportunity to educate the community about that, as well. Councilmember Wernikoff said the survey itself would be educational.

Councilmember Aalfs noted that some ASCC members have highlighted that after their final approvals, residents are doing things that were not part of their original approvals. Town Manager Dennis said that lighting and removal of trees appear to be the more common issues.

Vice-Mayor Hughes said there were previous discussions regarding whether or not conditions of project approvals could be made to survive beyond the final sign-off. His understanding is that if people do something that doesn't require a permit, even if it's done the day after they got the final sign-off on their building, they are not actually in violation of anything because there is no code to enforce. He asked if the Town has found a way to extend project requirements beyond the duration of the project. Planning & Building Director Russell said they have been thinking and talking about and the ASCC is very interested. She said they have been working on strengthening some of their conditions of approvals, possibly recording them so they go with the land and any future owner would know about them. Vice-Mayor Hughes said that would be difficult with landscaping issues.

Mayor Derwin invited comments from the public.

Betsy Morgenthaler thanked the Council for making the effort to be exhaustive. She asked, if it is to be exhaustive, there was a reason why traffic and parking were left out, which takes up a chunk of the Municipal Code. She said the Traffic Safety Committee is doing a very nice job but if the idea is for the Town to get information about where people's concerns are and then to educate them, she would not leave out traffic and parking. Town Manager Dennis said there was no proactive determination to leave that out. He said traffic issues such as speeding and things of that nature are generally not under the purview of the town. He said there are some parking issues that can be included. Vice-Mayor Hughes suggested adding parking to Sections 1 and 2.

Planning & Building Director Russell asked if the Council could elaborate on what aspects of parking they would be interested in learning more about. Vice-Mayor Hughes suggested specifying illegal parking. Town Manager Dennis said he would want to talk to Public Works Director Young about this. He said the Sheriff is who issues parking tickets. He said an issue they're hearing about is people parking in the larger areas on the street near the Alpine Inn. Some residents in Westridge have concerns about parking there. He said he is not sure the survey is the vehicle to ask those questions.

Karen Vahtra suggested that wildfire be considered in the survey. She said there are a lot of concerns about the vegetation management of some neighbors. She said the survey could provide information on how to deal with these issues with a more holistic approach.

Town Manager Dennis said the Council can approve questions about issues that the Town does not regulate. He said a lot of code enforcement is perception and not necessarily a code being violated. He said a lot of residents understand what the Woodside Fire Protection District requires but a question around that issue can certainly be included.

Rita Comes said her two constant issues are smoking at different worksites all along Westridge, in front of and alongside her home at 300 Westridge. She said she's talked to Public Works Director Young about the cigarette butts and they've cleaned it up. She said that one day she picked up 30 butts. She said the other concern is seeing PGE or Cal Water or other work crews along Westridge not wearing masks and being right next to each other, not following COVID guidelines. She asked if they should be reported to Public Works Director Young or to, for example, PGE or Cal Water. She asked if something should be added about COVID in the survey. Town Manager Dennis said it is not a function of the town and he suggested contacting PG&E and alerting them that their crews are not following state COVID guidelines. He said when staff sees folks egregiously violating COVID rules, they say something but it would be appropriate if the offenders are not Town employees or residents, to contact their employers (i.e., PGE, Cal Water) directly. Vice-Mayor Hughes said violations can be called into the San Mateo County Health number 211.

Kristi Corley said surveys are great to pull information. She said the survey title - Code Compliance Survey - sounds negative. She suggested it be a more casual Portola Valley survey with questions such as "What do you love about your city?" "What needs improvement?" She said this survey sounds regimented. She suggested it be more relaxed. She said wildfire is a big thing and suggested questions around that. She said it should be a Town survey with both positive and negative instead of an all-negative compliance survey. She said instead of many surveys on different subjects it should be one comprehensive survey.

Town Manager Dennis asked the Council to weigh in regarding adding survey questions about wildfire clearance, COVID, and smoking on right-of-way properties.

Vice-Mayor Hughes said COVID is hopefully a temporary issue and it would be most appropriate to contact the employers or go through the County. He said the fire safety issue would be interesting but there is the "other" category that can be used for that because the Town does not directly enforce that. The cigarette issue should be reported to the employer or the Fire Marshal. Town Manager Dennis suggested adding specific comments regarding smoking in construction projects documentation. Planning & Building Director Russell said the pre-construction materials and things like that can be updated so staff goes over it with the contractors before significant permits are issued. She said there would not be enforcement but instead would be education and information.

(11) **Recommendation by Town Manager** – Council Subcommittee, Website Refresh – New Member

Town Manager Dennis described the background regarding the Town's website refresh subcommittee, as detailed in the staff report. Staff recommended the Town Council replace former Councilmember Wengert on the current website refresh committee.

Councilmember Wernikoff volunteered.

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

Councilmember Richards – Attended January 11 ASCC meeting, December 15 Conservation Committee meeting, and January 16 Race Inequity Training.

Councilmember Aalfs – Attended January 16 Race Inequity Training.

Vice Mayor Hughes – Attended December 15 Trails meeting. Attended January 6 Bicycle, Pedestrian & Traffic Safety Committee meeting, where they discussed that once the Stanford Wedge EIR is published and BPTS will review the traffic element of it in a way to not become a speed bump for the project and provide their input to the ASCC. The Sheriff's Department shared a report going back three years of monthly traffic citations in Town. He said that while the number of vehicles has reduced substantially during COVID, the number of accidents statewide has not gone down proportionately. Town Manager Dennis said staff will be bringing a proposed addition to the committees handbook regarding a policy prohibiting harassment or abuse of or by committee members. Attended January 16 Race Inequity Training.

Councilmember Wernikoff – Conducted some meet and greets with Don Horsley and staff, and various committees and groups throughout Portola Valley.

Mayor Derwin – Attended City Selection meeting where they voted on several boards and committees. Attended the C/CAG meeting on January 10. Attended the Legislation Committee meeting. Attended Express Lanes meeting. Attended Floor and Sea Level Rise Resiliency District Meeting.

(13) **TOWN MANAGER REPORT** – Town Manager Dennis reported that the County Health Department held a public event today to discuss the COVID vaccine distribution but there was no new information to report. Last month the town cosponsored a well-attended event with the Sheriff's Office to answer public questions. Town Manager Dennis and Planning & Building Director Russell have attended committee meetings over the last couple of months to inform them of their roles related to the Stanford project. He said he reached out to the legislative offices and offered Horsley, Becker, and Berman the opportunity to speak to the Council, with all three indicating an interest in doing so. Town Manager Dennis will work on scheduling those visits. Town Manager Dennis talked with the Department of Insurance of the State of California regarding a piece of legislation that allowed the Insurance Commissioner to suspend non-renewals of fire insurance in communities impacted by wildfires. He said the conversation today was positive and Town Manager Dennis plans to speak to the Chair of the Wildfire Preparedness Committee in the next couple of days to see how to work with the Department on ways to improve this legislation to make sure that communities truly affected by wildfire get some relief for insurance-related issues. Town Manager Dennis said gas-powered leaf-blowers will be prohibited in Portola Valley in the next couple of weeks. An educational letter will be sent to residences that have been identified with potential issues. He said the annual audit process is kicking off in a couple of weeks. Town Manager Dennis said a subcommittee of the Emergency Preparedness Committee that will meet with a virtual EOC tool and hope to bring a recommendation to the Council in the coming weeks and months. He said the first meetings based on the Stanford project application are coming up to the ASCC and Planning Commission, January 20 and January 25. Materials have been sent out to residents inviting participation. He said there has been no response to the letter to ABAG that was sent last month on the methodology for the RHNA allocation. He said most of the fields are under renovation and Public Works Director Young reports this is the mildest winter he can recall and he anticipates the fields will be open in mid-February.

Kristi Corley said she sent a letter to the Council that was not responded to regarding Council liaisons to committees. She said she has been attending a lot of the committee meetings and noticed that Councilmembers are not always in attendance. She suggested the liaisons to the committee meetings should be selected in early-January. Mayor Derwin said they cannot. She said she spent a lot of time going over the assignments and she was unable to complete it in December. She is finished with it now and it will be on the next agenda. She said there is no issue in having the existing liaisons covering in January. Councilmember Richards agrees that the current process is adequate and appropriate. Ms. Corley said no Councilmember attended the Recreation Committee meeting and there were some issues the Council may have wanted to address. Mayor Derwin reminded Ms. Corley that the Councilmembers are advised but not required to attend committee meetings. She said it is possible for liaisons to miss a meeting. She said if she misses a meeting, she will call the Chair or staff and get caught up. Vice-Mayor Hughes acknowledged that the logistics of organizing the liaisons is a time-consuming process. Mayor Derwin said Portola Valley has more committee liaison assignments than any other city in the County. Town Manager Dennis said Portola Valley also has more committees compared to most cities.

**WRITTEN COMMUNICATIONS**

(14) **Town Council Digest** – December 11, 2020

None.

(15) **Town Council Digest** – December 17, 2020

None.

(16) **Town Council Digest** – December 23, 2020

None.

(17) **Town Council Digest** – January 7, 2021

#4 – Letter from City of Daly City Mayor Juslyn Manalo with a letter of interest for Vacant Northern Seat on Sam Trans. Mayor Derwin recommended supporting Rico Medina from San Bruno. Councilmember Aalfs and Councilmember Richards agreed with that recommendation.

Town Manager Dennis said that two staff members lost important members of their family and wanted to mention publicly that they are thinking about them and sending along good thoughts.

**ADJOURNMENT** [10:34 p.m.]

Mayor Derwin adjourned the meeting.

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Mayor

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Town Clerk

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11012-000						
55437	8	ACCOMTEMS	1,951.32	01/27/21		
55438	41	AT&T	278.07	01/27/21		
55439	78	CALIFORNIA WATER SERVICE CO	1,303.00	01/27/21		
55440	80	CALPERS	53,448.02	01/27/21		
55441	97	CHARLES MCALLISTER	37.73	01/27/21		
55442	113	CITY OF REDWOOD CITY	2,457.00	01/27/21		
55443	121	CLEANSTREET	5,235.03	01/27/21		
55444	195	GOOD CITY COMPANY	34,900.00	01/27/21		
55445	203	GREEN HALO SYSTEMS	114.00	01/27/21		
55446	213	HILLYARD INC	368.70	01/27/21		
55447	227	INTERSTATE TRAFFIC CNTRL	139.25	01/27/21		
55448	276	KUTZMANN & ASSOCIATES	3,658.07	01/27/21		
55449	278	LAMPHIER GREGORY	997.50	01/27/21		
55450	292	LYNCH ELECTRIC & SONS INC	800.00	01/27/21		
55451	295	LYNX TECHNOLOGIES INC	625.00	01/27/21		
55452	323	MIG-TRA	558.75	01/27/21		
55453	323	MIG-TRA	14,196.67	01/27/21		
55454	364	PERS HEALTH	23,059.76	01/27/21		
55455	367	PG&E	8,637.12	01/27/21		
55456	375	PLATINUM FACILITY SERVICES	4,488.67	01/27/21		
55457	421	SCOTT WEBER	158.49	01/27/21		
55458	428	SHARP BUSINESS SYSTEMS	49.74	01/27/21		
55459	434	SITEIMPROVE	3,400.00	01/27/21		
55460	437	SMALL BUSINESS BENEFIT PLAN TR	2,218.70	01/27/21		
55461	447	STAPLES CREDIT PLAN	551.31	01/27/21		
55462	463	THE ALMANAC	264.00	01/27/21		
55463	553	COUNTY OF SAN MATEO-PSC	16,532.25	01/27/21		
55464	583	DONALD ECKSTROM	74.19	01/27/21		
55465	584	CYNTHIA CAMPBELL	30.58	01/27/21		
55466	585	LADERA COMMUNITY CHURCH	80.72	01/27/21		
55467	586	MERIJANE LEE	87.40	01/27/21		
55468	587	CONNIE LIN	2,382.59	01/27/21		
55469	588	SAN MATEO COUNTY ELECTIONS	710.85	01/27/21		
Check totals:			183,794.48			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			183,794.48			





Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 01/27/21	8 55437	ACCOUNTEmps Temp/Clerical/Acct'ng Support Week-Ended 1/8/21 Temp/Clerical/Acct'ng Support, Week-Ended 1/15/21	1,951.32	1,272.60 678.72	56981687 56997026
Vendor: 55438	41	AT&T December Statement December Statement December Statement	278.07	44.59 44.27 189.21	000015854288 000015854290 000015854289
Vendor: 55439	78	CALIFORNIA WATER SERVICE CO Water Service, 12/10/20 - 1/8/21	1,303.00	1,303.00	JAN STATEMENTS
Vendor: 55440	80	CALPERS November Unfunded Liability December Unfunded Liability October Retirement - CLASSIC October Retirement - PEPR November Retirement - CLASSIC November Retirement - PEPR	53,448.02	6,687.55 6,687.55 16,141.44 3,895.02 16,141.44 3,895.02	100000016224190 100000016252917 100000016168372 100000016168393 100000016210111 100000016212490
Vendor: 55441	97	CHARLES MCALLISTER Work Apparel Reimbursement, Nov '20	37.73	37.73	WK_APPL_REIM
Vendor: 55442	113	CITY OF REDWOOD CITY December IT Support	2,457.00	2,457.00	BR57871
Vendor: 55443	121	CLEANSTREET Quarterly & December Litter/Street Clean	5,235.03	5,235.03	99128
Vendor: 55444	195	GOOD CITY COMPANY Planning Consultant Svcs, August 2020 Planning Consultant Svcs, October 2020 Planning Consultant Svcs, December 2020	34,900.00	8,862.50 12,518.75 13,518.75	2213 2254 2297
Vendor: 55445	203	GREEN HALO SYSTEMS January Hosting/Access	114.00	114.00	2935
Vendor: 55446	213	HILLYARD INC Janitorial Supplies	368.70	368.70	604210384
Vendor: 55447	227	INTERSTATE TRAFFIC CNTRL Street Signs, Littering	139.25	139.25	242338
Vendor: 276		KUTZMANN & ASSOCIATES			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
01/27/21	55448	December Plan Checks	3,658.07	3,658.07	PV-201231
Vendor:	278	LAMPHIER GREGORY			
	55449	PLanning Consultant Svcs Through 12/25/20 Stanford Wedge	997.50	997.50	12894
Vendor:	292	LYNCH ELECTRIC & SONS INC			
	55450	PVTC Electrical Repair/Replace, Library & Substation	800.00	800.00	2020.323
Vendor:	295	LYNX TECHNOLOGIES INC			
	55451	December Maintenance/Parcel Updates	625.00	625.00	9227
Vendor:	323	MIG-TRA			
	55452	Consultant Svcs - Aug 2020, Spring Ridge / Neely	558.75	558.75	0066003
Vendor:	323	MIG-TRA			
	55453	Consultant Svcs - Nov 2020, Spring Ridge / Neely	14,196.67	14,196.67	0067297
Vendor:	364	PERS HEALTH			
	55454	January Health	23,059.76	11,772.35	100000016272324
		December Health		11,287.41	100000016242241
Vendor:	367	PG&E			
	55455	December Statements	8,637.12	8,637.12	DEC STATEMENTS
Vendor:	375	PLATINUM FACILITY SERVICES			
	55456	December Janitorial Svcs.	4,488.67	4,488.67	40080
Vendor:	421	SCOTT WEBER			
	55457	Work Apparel Reimbursement, S. Weber	158.49	158.49	WKAPPL_REIMB
Vendor:	428	SHARP BUSINESS SYSTEMS			
	55458	November Copies	49.74	35.88	9003101258
		December Copies		13.86	9003108061
Vendor:	434	SITEIMPROVE			
	55459	Web Accessibility Contract, 1/15/21 - 1/14/22	3,400.00	3,400.00	70588
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	55460	February Dental / Vision	2,218.70	2,218.70	FEB-2021
Vendor:	447	STAPLES CREDIT PLAN			
	55461	December Statement	551.31	551.31	2814-DEC
Vendor:	463	THE ALMANAC			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
01/27/21	55462	December Advertising	264.00	264.00	108681
Vendor:	553	COUNTY OF SAN MATEO-PSC			
	55463	FY 2020-21 - 2nd Qtr. Contract Dispatch Svcs. Oct-Dec '20	16,532.25	16,532.25	PVPD 21-02
Vendor:	583	DONALD ECKSTROM			
	55464	Leaf Blower Buyback Program Reimb. - Eckstrom	74.19	74.19	ECKSTROM_LB-REI
Vendor:	584	CYNTHIA CAMPBELL			
	55465	Leaf Blower Buyback Program Reimb, Campbell	30.58	30.58	CAMPBELL_LB_REI
Vendor:	585	LADERA COMMUNITY CHURCH			
	55466	Styrofoam Recycling Transport Cost Share '21	80.72	80.72	STYRORECY_2021
Vendor:	586	MERIJANE LEE			
	55467	Leaf Blower Buyback Program Reimb., Lee	87.40	87.40	LEE_LB-REIMB
Vendor:	587	CONNIE LIN			
	55468	Refund C&D Deposit, 25 Kiowa Ct. Refund Deposit, 25 Kiowa Ct.	2,382.59	1,000.00 1,382.59	BLDR0075-2019 PW0023-2017
Vendor:	588	SAN MATEO COUNTY ELECTIONS			
	55469	Candidate Statement, November 3rd Election	710.85	710.85	11/3/20_ELECTIO
Check Date Totals			183,794.48		
Grand Total			183,794.48		

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**January 27, 2021**

Claims totaling \$183,794.48 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

\_\_\_\_\_  
Jeremy Dennis, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor



## Town of Portola Valley Parks & Recreation Committee

### Recommendation to Paint Pickleball Lines on the Second Tennis Court at Town Center

#### Background:

In January, 2020 (10 years ago... just kidding), the Town Council approved painting pickleballs on one of the tennis courts (Attachment #1). In that meeting, the Parks & Recreation Committee said that “if the number of pickleball players continues to grow, we may recommend painting pickleball lines on the other tennis court, too.” Four pickleball courts were painted on one tennis court.

#### Recommendation:

The Parks and Recreation Committee is now recommending painting pickleball lines on the second tennis court. This was approved unanimously by the Parks and Recreation Committee.

#### Issues:

1. There are >60 pickleball players and growing. It could be 2x this number once COVID is in control. This is ~2x the number of tennis players registered.
2. There are 4 pickleball courts painted on one tennis court. That's 16 people if everyone plays doubles (which they can only do if they're the same household right now). There are often more players than this even under the current conditions.
3. The Pickleball players use tape to create more pickleball courts. This is time-consuming and expensive. They would like four more courts painted on the second tennis court.
4. We asked the tennis players for feedback. They had comments and questions but agreed. Here are their comments and our feedback.
  - a. USTA doesn't allow recorded play on tennis courts with pickleball lines painted on them. We checked with the USTA and they confirmed that play is now allowed on tennis courts with pickleball lines. We have an email from them we can forward.
  - b. Can we paint more pickleball courts on the all sports court instead? We discussed this and decided it's not the optimal solution. The all sports court is heavily used during normal times and it's difficult to manage having pickleball games while there are skateboarders and basketball players on the court (or wanting to use the court).
  - c. This will take slots away from tennis players and give them to pickleball players. There was consensus we should maximize use of the courts independent of whether it's pickleball or tennis. The pickleball players understand they need to accommodate the tennis players and say they'll be flexible to avoid any conflict. If there's an issue, please let us know and we'll try to facilitate a solution.
5. The cost of painting pickleball courts on a tennis court is <\$3,000.

Regards,  
Jon Myers,  
Chair, Parks and Recreation Committee

## ATTACHMENT #1

**Town Council Minutes January 8, 2020:**

(6) Recommendation by the Parks & Recreation Committee – Recommendation to Paint Pickleball Lines on a Tennis Court at Town Center.


Jon Myers, Chairman of the Parks & Recreation Committee, led the presentation, describing the background of pickleball, and their recommendation for painting lines on a tennis court at Town Center, as detailed in the staff report. Mayor Aalfs invited questions from the Council. Councilmember Wengert noted that the Parks & Recreation Committee and the pickleball group recommended that there be a subcommittee to look at the issue, potentially choosing and approving the color as a group. Councilmember Hughes asked if the tennis net affected pickleball play. The representative said they were not requesting a dedicated court and the court could be used for whoever shows up, although he acknowledged that a dedicated court would be really, really nice. He said the tennis net serves as a handy barrier. With no other questions from the Council, Mayor Aalfs invited public comment. An unidentified woman said pickleball has been a great way to bring people of different ages and backgrounds together for something that is not just a tennis or athletic thing. **Mayor Aalfs asked if it was necessary to paint both courts. Public Works Director Young said there is no question that both courts will get usage but the reason for moving slower is more to gauge any feedback from tennis players or anyone else.** The pickleball representative said that they can still play pickleball on wet courts but the courts are a little slippery. He said the court nearest the shed does not dry out in cool weather. He said if both courts were painted, they could be seasonally adaptive. Town Manager Dennis said, as Public Works Director Young pointed out, staff is interested to see if there is impact to the broader tennis community. After painting one court, they can gauge usage and come back to paint a second one, if appropriate. Councilmember Wengert was supportive of starting with painting one court, but asked Mr. Myers and the Committee to review this within the next month or so. If it remains active and continues to grow, she would support a second look at a second court. Councilmember Wengert said she would be willing to authorize the Committee to make that decision after reviewing in a month or so. Town Manager Dennis asked about which court to start with. The Council agreed that the pickleball subcommittee can make that decision. **Councilmember Wengert moved to approve the painting of pickleball lines on a tennis court at Town Center. Seconded by Councilmember Richards; the motion carried 5-0.**



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager 

**DATE:** January 27, 2021

**RE:** Wildfire Preparedness Committee Recommendations – Quarterly Report 3

### RECOMMENDATION

Staff recommends that the Town Council accept this quarterly report on the status of recommendations adopted by the Council from the Wildfire Preparedness Committee in December.

### BACKGROUND

The Town of Portola Valley exists within a wildland urban interface (WUI), where land use patterns transition between essentially unoccupied lands to areas of more intense development. Areas in a WUI are prone to wildfires due to the presence of increased vegetation alongside development, including homes. Recognizing the dangers of wildfires, the Town has addressed these concerns historically in the following ways:

- Firewise Community certification
- Participation in the local Fire Safe Council
- Maintenance of a WUI code
- Adoption of a Hazard Mitigation Plan
- Strong relationship with the Woodside Fire Protection District

As climate change has affected weather patterns and the environment, the risk of wildfires has greatly increased in Northern California. Recent notable wildfire-related activities include:

- A 2108 San Mateo County Grand Jury Report on the risk of wildfires in parts of the County, including Portola Valley
- The inclusion of portions of the Town in the CPUC/CalFire-developed Very High Fire Severity Zone, which has led to an active enhanced vegetation management effort by PG&E around its power infrastructure
- Increased non-renewals and some steep price increases for fire insurance
- An increase in Red Flag Days

On April 10, 2019, the Town Council created the ad hoc Wildfire Preparedness Committee (the Committee) to address outstanding wildfire resiliency issues. Its charter, adopted in May 2019, states the following: *“Given the inherent risk of wildfire in Portola*

Valley and the changing character of wildfires due to climate change, the Ad Hoc Committee on Wildfire Preparedness shall advise the Town Council, on a limited duration basis, on ways to reduce wildfire danger, and increase resident resiliency in a wildfire emergency.” Page 32

The Committee met three times, and delegated its work to three subcommittees:

- Communications, Evacuation and Outreach
- Home Hardening/Insurance/Infrastructure Back-up
- Vegetation Management/Defensible Space

The three subcommittee met multiple times, many times with outside partners and experts, and prepared a list of short-, medium- and long-term recommendations for the Council's consideration.

At their October 21 meeting, the Committee finalized their recommendations to the Council. The Committee presented their recommendations at the November 13 Council meeting, and were adopted at the December 11 Council meeting.

## DISCUSSION

Per the direction of the Town Council, a quarterly report will be issued to provide a status update on recommendation implementation. The Wildfire Preparedness Committee received their first quarterly report on July 21, and this report (the second) on October 13 and recommended it to the Council.

Completed

Underway

Underway, continuous

Has not begun

1. Short-term (implemented in calendar year 2020)
  - a. Identify Public Right-of-Way ignition sources by producing a list of target hazard trees and ladder fuel sites for future removal
  - b. Increase outreach and education to residents on vegetation management on their properties
  - c. Publish a list of highly flammable plants and fire-resistant plants in cooperation with the WFPD
  - d. Send letter to Mid-Peninsula Open Space District signed by PV Council requesting fuel reduction on Windy Hill
  - e. Prohibit construction, landscaping and gardening activities on Red Flag/PSPS events – Expected to be presented at a Town Council meeting later this calendar year
  - f. Insure Town Hall internet access during an emergency/PSPS (already underway)
  - g. Open Town EOC and Communications Room during PSPS events
  - h. Update evacuation plans with new exit routes, emergency gates, and updates from ongoing evacuation planning efforts led by regional fire chiefs, and approve such a plan when available for review
  - i. Work with Town institutions to understand their evacuation plans
  - j. Prioritize vegetation management on the Town's main evacuation routes to insure egress in an emergency
  - k. Work with wireless carriers to insure 36 hours of battery back-up on Town cell sites



- l. Support Town AM radio as a secondary notification system for emergencies, with financial and staff support as necessary
  - m. Educate residents on the Town's emergency communications efforts, including the AM radio – staff preparing master documents on this topic
  - n. Promote wildfire resiliency efforts with regular “tips of the month”
  - o. Adopt a fire reach code that addresses the following for new construction:
    - i. Ban all combustible roofing materials
    - ii. Require ember-resistant vents
    - iii. For decks attached to homes, require their construction with non-combustible materials
    - iv. Require that all attached structures to homes, including fences and gates, be made of a non-combustible material
    - v. Require non-combustible siding
    - vi. Require enclosed eaves
    - vii. Install multi-pane tempered glass windows and skylights (which should have mesh screens)
  - p. Work with insurance companies when drafting new building codes  
 \*\*Expected to be presented at a Town Council meeting in late winter/early spring 2021\*\*
2. Medium-Term (implemented starting in calendar year 2020; some items are multi-year efforts)
- a. Increase the number of available “Chipper” days (to be determined on a need basis with WFPD)
  - b. Support WFPD proposed ordinance for an ignition-free zone 0-5 feet from a dwelling, and made part of the town's Design Guidelines
  - c. Produce and maintain shaded fuel breaks (shaded canopy) as defined by WFPD (100 feet at both sides of the road) along roadways with large adjacent parcels of land
  - d. Working with Town emergency preparation partners, such as WPV-Ready, WPV-CERT and the WFPD via neighborhood watch programs to educate residents on self-reliance and emergency preparedness
  - e. Work with our state and federal partners to support power back-up on cell sites for at least 36 hours
  - f. Replace town emergency gates with breakaway mechanism and improve signage
  - g. Encourage annual emergency evacuation drills for each WPV-Ready Division – to be discussed at next WPV-Ready Board meeting
  - h. Update the Design Guidelines to consider fire resiliency, including:
    - i. House placement away from long and/or steep slopes
    - ii. Keep roof lines simple to avoid litter accumulation
    - iii. Incorporate the WFPD ordinance for an ignition-free 0-5 feet zone
    - iv. Consider appropriate plant distribution on site
  - i. Encourage the retrofit of existing homes to accommodate fire resiliency, including:
    - i. Non-combustible roofing
    - ii. Ember-resistant vents
    - iii. Non-combustible or IPE decking and fencing
    - iv. Non-combustible or IPE wood siding
    - v. Fire-resistant windows and skylights with mesh screens
- \*\*Underway as part of item 1 o\*\*



# TOWN OF PORTOLA VALLEY

## Colleagues Memo

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**TO:** Mayor and Members of the Town Council

**FROM:** Councilmember John Richards

**DATE:** January 27, 2021

**RE:** Amendments to Leaf Blower Trade-in Program

### **RECOMMENDATION**

I recommend the Council approve changes to the Leaf Blower Trade-in Program

### **BACKGROUND**

In 2019, the Town Council approved a leaf blower trade-in program as part of an ordinance change prohibiting the use of gas-powered leaf blowers. The trade-in program provides up to \$120 to purchase an electric leaf blower, with the trade-in of the old gas-powered model. So far, residents have traded in 20 gas-powered leaf blowers and the Town has issued over \$1800 dollars in funds to support electric leaf blower purchases. The trade-in program ends in June.

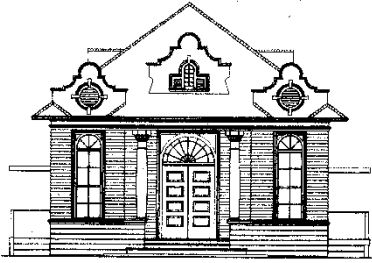
### **DISCUSSION**

While the trade-in program has been successful, I have heard from residents who do not currently own a gas-powered leaf blower but would still appreciate financial support to purchase an electric model. I believe that many additional residents would participate in this program if the Town Council amended the current trade-in program to consider the following expansions:

1. Provide a specifically-targeted incentive to landscapers and gardeners with a Portola Valley Business License to trade in their gas-powered leaf blowers for an electric model, for up to 40% of the cost of the new model, up to \$200 dollars. An increase in the top amount from the current program may provide enough increased incentive to see trade-ins from those who travel to Portola Valley to serve the community.
2. Provide a reduced incentive to Portola Valley residents who do not have a gas-powered model to trade in. \$75 dollars as a top-end amount to assist with the purchase of an electric model may be appropriate.

### **FISCAL IMPACT**

I believe that an additional \$4000 dollars to support these program amendments is fitting for further success in expanding electric leaf blower use.



# TOWN OF PORTOLA VALLEY

## Colleagues Memo

**TO:** Mayor and Members of the Town Council

**FROM:** Vice-Mayor Hughes  
Councilmember Wernikoff

**DATE:** January 27, 2021

**RE:** Financial reports from the new accounting system

### **RECOMMENDATION**

Appoint a sub-committee of the Council to work with the Finance Director and Town Manager on producing templates for financial reports from the new OpenGov financial software system, for consumption by the Council and by the public.

### **BACKGROUND**

With the completion of the transition from the Town's old financial system to OpenGov, Town staff and the Council now have access to much more configurable tools for producing regular reports on the status of Town finances.

While staff has been primarily focused so far on configuring the new system for regular use, and transferring data over from the old system, we have not yet done much work on providing access to the data in the system in the form of reports which summarize useful tracking information.

### **DISCUSSION**

We believe that it would be helpful for a sub-committee of the Council to work with staff to develop some report templates within the OpenGov system. These reports could then be run on a regular basis by staff to produce information of use to the Council and to the public.

Some useful reports might include:

- Monthly report of account balances
- Monthly report of cash flows
- Quarterly report tracking progress against budget

Additionally, we feel it would be useful for the sub-committee members to explore the capabilities of the OpenGov platform to investigate possibilities such as:

- Ad-hoc reporting by councilmembers or the public
- "Tagging" of expenses to aggregate them by criteria other than account/category/department
- Publishing of reports via our website
- Any other ways in which we can use OpenGov to further clarify the Town's finances

**FISCAL IMPACT**

This project would involve some staff time to work with the sub-committee to understand how OpenGov is set up, to provide read-only login credentials to the sub-committee members, and to help develop and maintain any reports.

We do not anticipate any additional costs beyond staff time.

## **TOWN OF PORTOLA VALLEY**

### **Committee and Commission Memberships – January 2021**

#### **Planning Commission – 5 Members**

Goulden, Jon (R)  
Hasko, Judith (R)  
Kopf-Sill, Anne (R)  
Targ, Nicholas (R)  
Craig, Taylor (R)

#### **Architectural and Site Control Commission – 5 Members**

Cheung, Kenny (N)  
Koch, Megan (R)  
Ross, David (R)  
Sill, Al (R)  
Wilson, Jane (R)

#### **Bicycle, Pedestrian and Traffic Safety Committee – 11 Members**

Baenen, Patt (N)  
Cheung, Kenny (R)  
Hanes, Gary (R)  
Hey, Angela (R)  
Holland, Edward (R)  
Welch, Kevin (R)  
**VACANCIES (5)**

#### **Cable and Utilities Undergrounding Committee – 7 Members**

Buja, Christopher (R)  
Lavine, Kenneth (R)  
Lee, Merijane (R)  
Weintraut, Neil (R)  
**VACANCIES (3)**

#### **Conservation Committee – 9 Members**

Chiariello, Nona (R)  
Coleman, Teresa (N)  
Heiple, Paul (R)  
Magill, Catherine (R)  
Murphy, Judith (R)  
Plunder, Marianne (R)  
Stromeyer, Katharina (N)  
Walz, Dieter (R)  
**VACANCY (1)**

#### **Cultural Arts Committee – 12 Members**

Badger, John (R)  
Bishop, Paige (R)  
Breiner, Mimi (R)  
Chaput, Sue (R)  
Graham, Kyle (R)  
Welch, Jerrie (R)  
**VACANCIES (6)**

**Emergency Preparedness Committee – 5-11 Members**

Bercow, Mark (R)  
Duval, Lorrie (R)  
Howes, David (R)  
Pfau, Dale (R)  
Raanes, Chris (R)  
Rothrock, Ray (R)  
Shefren, Jerry (N)  
Taylor, Craig (R)  
Trapp, Bud (R)  
**VACANCIES (2)**

**Finance Committee – 7 Members Maximum**

Lavine, Kenneth (R)  
Neely, Lucy (R)  
Pressman, Jason (R)  
Savage, George (R)  
Takei, Michele (R)  
**VACANCIES (2)**

**Geologic Safety Committee – 5 Members**

Ernst, Gary (R)  
Tabor, Rowland (R)  
Vedder, Jack (R)  
Wrucke, Chet (R)  
**VACANCY (1)**

**Historic Resources Committee – 5 Members Minimum**

Bacon, Virginia (R)  
Lipman, Jim (R)  
Lund, Nancy (R)  
**VACANCIES (2)**

**Nature and Science Committee – 5- 9 Members**

Bray, Michael (R)  
Browne, Andy (N)  
Coffee, Book (N)  
Crater, Bonnie (N)  
Dorrell, Pamela (N)  
Quirk, Zephyr (N)  
Tryce, Yvonne (R)  
**VACANCIES (2)**

**Open Space Acquisition Advisory Committee – 7 Members Maximum**

Chiariello, Nona (R)  
Lee, Terry (R)  
McIntosh, Chip (R)  
Nielsen, Gary (R)  
Paine, Ward (A)  
Taylor, Craig (R)  
**VACANCIES (2)**

**Parks and Recreation Committee – 13 Members**

Bailey, Dave (N)  
Bowen, Lindsay (R)  
Dewes, Patty (R)  
Diarte, Heriberto (R)  
Myers, Jon (R)  
**VACANCIES (8)**

**Public Works Committee – 5 Members Minimum**

Bowen, Lindsay (R)  
Boyle, Bob (R)  
Coleman, Joe (R)  
Doherty, Alex (R)  
Hedlund, Steve (R)  
Paris, Mark (R)  
Patterson, Wil (R)  
Welch, Kevin (R)

**Sustainability Committee – 5 - 9 Members**

Flynn, Rebecca (R)  
Hays, Walter (R)  
Taylor, Loverine (R)  
Unnasch, Stefan (R)  
**VACANCIES (5)**

**Trails and Paths Committee – 9 Members**

Coleman, Joe (R)  
Doherty, Alex (R)  
Eckstein, Barb (R)  
Ferrari, Ellie (R)  
Gold, Susan (R)  
Hanning, Gary (R)  
Leach, Fred (R)  
Nicolls, Michael (N)  
**VACANCIES (1)**

**Ad-Hoc Wildfire Preparedness Committee – 8 Members**

Duval, Lorrie (R)  
Pfau, Dale (R)  
Plunder, Marianne (R)  
Tomars, Michael (R)  
Vahtra, Karen (R)  
Youstra, Jennifer (N)  
**VACANIES (2)**

**Form Name:** Committee Application  
**Date & Time:** 01/15/2021 8:53 AM  
**Response #:** 117  
**Submitter ID:** 5498  
**IP address:**  
**Time to complete:** 9 min. , 12 sec.

**Survey Details**

Page 1

**Committee applications are submitted to Portola Valley's Town Clerk, Sharon Hanlon. Please feel free to forward a letter of interest or resume with your application as well. Sharon can be reached at (650) 851-1700 ex210, or you may email her at [shanlon@portolavalley.net](mailto:shanlon@portolavalley.net).**

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

(o) Open Space

**Applicant Information**

<b>Full Name</b>	Ticien Sassoubre
<b>Email Address</b>	
<b>Street Address</b>	Corte Madera Rd
<b>City/Zip</b>	Portola Valley, CA 94028
<b>Number of years in Portola Valley</b>	10
<b>Cell Phone</b>	
<b>Home Phone</b>	
<b>Other Phone</b>	Not answered
<b>Emergency Preparedness</b>	Not answered

**Preferred Phone Contact Number**

(o) Cell

**Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.**

I love Portola Valley and am eager to serve our community. I also believe that the preservation and stewardship of our open spaces is an essential part of maintaining the things that make life in Portola Valley so wonderful -- cohabitation with wildlife, experiencing the seasons with our native plants, balancing our screens with views of the Coastal range and glimpses of forrest. It is my understanding that creating mission statements for our open spaces is among the projects before the committee. As a writer and teacher (I have aPhD in English and teach Rhetoric at Stanford Law School), I welcome the opportunity to help put language to theses physical places. I also welcome the opportunity to work with others in the community to address a variety of pressing concerns, from fire safety to public access and use.

**Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe.**

I have no conflicts of interest with the work of this committee.





# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Vice Mayor Hughes and Councilmember Richards

**FROM:** Jeremy Dennis, Town Manager

**DATE:** January 27, 2021

**RE:** Woodside Highlands Road Maintenance District Residents' Advisory Committee - Member Recommendations

### **RECOMMENDATION**

The Interview Subcommittee recommends that the Town Council appoint the recommended candidates to the Residents' Advisory Committee of the Woodside Highlands Road Maintenance District.

### **BACKGROUND**

The Woodside Highlands Road Maintenance District (WHRMD) was created in 1972 to support maintenance of roads and related structures within the District for the residents who live along Santa Maria Avenue and its connected roads, a private road system. A "Citizen Advisory Board" was formed to make recommendations to the WHRMD on road projects/expenditures.

In 2020, the Town Council reorganized the Citizen Advisory Board as the "Residents' Advisory Committee" (RAC) and called for applications for appointments to the body.

On January 7, 2021, the Council appointed Vice Mayor Hughes and Councilmember Richards to serve on an interview subcommittee to conduct interviews and make recommendations to the Council. Those interviews were held on January 21, 2020.

### **DISCUSSION**

The Subcommittee interviewed 11 candidates. The Subcommittee was impressed with all the candidates' interest in service in the role, their knowledge of the issues the RAC will be making recommendations on, and their positive recognition of the reorganization of the advisory body bringing it into the Town's formal committee structure.

The Subcommittee recommends the following to serve as the RAC:

- Frank Crow
- Teresa Godfrey
- Michael Grant

- Jean Isaacson
- Matthew King
- Tim McDonald
- Georg Schuele



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager

**DATE:** January 27, 2021

**RE:** Council/Committee and Commission Workshop

### **RECOMMENDATION**

Staff recommends that the Town Council and attending Commission and Committee members discuss potential priorities and council/committee communications

### **DISCUSSION**

In this second annual Workshop, the Town Council has invited the Town's Commissions and Committees to provide a venue for a broad discussion on potential projects and initiatives for the next fiscal year. This meeting is also an opportunity to discuss how Council creates its fiscal year priorities, the role of the Council Liaison, and how the Council reviews Committee recommendations. This workshop is intended to be informal and interactive, and will inform the Council's priority setting process, to begin at the February 12, 2021 Council meeting, and the subsequent FY 2021-22 budget.

Below is the agenda for the workshop.

### **Council/Commission/Committee Workshop**

1. Intros
2. Why have a workshop?
3. Description of Council Priority process
4. Discussion of Council/Committee communications
  - a. Council liaison
  - b. Council direction
  - c. Committee recommendations
5. Sharing of FY 2020-21 potential priorities (high level information sharing and discussion)
  - a. Committees
  - b. Commissions
  - c. Council

6. Next steps

- a. Council Priority Setting – February 24 study session
- b. Committee 2020 annual reports – April/May
- c. Council Priority Setting – finalized April
- d. Council Priorities shared with Committees
- e. Draft FY 2021-21 Budget - May

7. Adjourn workshop



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager

**DATE:** January 27, 2021

**RE:** Donation Program for Small-Scale Town Projects (formerly PV Donates)

### **RECOMMENDATION**

Staff recommends that the Town Council consider the implementation of a donation program to fund small-scale Town projects.

### **BACKGROUND**

The Town's incorporation was made possible by the countless hours and resources volunteers made to implementing a vision of a community where public service and financial support was central. Residents have donated millions of dollars to fund community-benefitting projects, such as the acquisition of open space, reconstruction of Town Center, and other town-defining endeavors.

Providing different ways for residents to participate in the public process is key to the continued success of the Town, and the projects the Town Council, the committees, and residents alike support.

### **DISCUSSION**

The Town does not currently have a program that allows residents to fund/support small-scale projects. While staff, for the purposes of this staff report, did not attempt to define what a "small-scale project" is, staff did create a list of potential projects that such a program could support (Attachment 1).

A program like this exists in many other cities today, typically in the form of a Parks and Recreation program that funds benches, tree plantings, and other such small projects. Donated funds are typically tax deductible, and are supported by some type of acknowledgement that requires further discussion.<sup>1</sup>

Staff believes that many residents would support discreet programs in their areas of interest (trails, fields, sustainability demonstration projects, bicycles, and children/youth) through modest donations.

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<sup>1</sup> While programs in other cities support branding opportunities (naming facilities and events, for example), the staff strongly recommends that no such opportunities be included as part of any future program.

Such projects should be initially developed by the Town's committees, and could be supported by Council and staff recommendations. The appropriate committee would review resident recommendations.

Staff requests that the Town Council provide feedback on this nascent idea, with additional review by committees as part of the next round of development. Questions for the Council include:

- Should there be a range of funds that could be donated?
- Does the Council wish to discuss recognition of donations at this meeting or a future meeting?
- Are there types of projects that you would want included in this program? Any that should not be included?
- Should such a program be bound by an annual work plan, or be on an ad-hoc basis, as ideas come up?
- Should there be a match to the program from Town funds?

#### **FISCAL IMPACT**

There is no fiscal impact in receiving this staff report and providing guidance. Should such a program be created, there will be modest support from staff/contractors to ensure that any adopted program is implemented and projects are completed.

#### **ATTACHMENT**

1. Ideas for consideration

**ATTACHMENT #1**Donation Program for Small-Scale Town Projects

- Plantings in Right of Way
  - Flowers
  - Seeding
  - Open space improvements
  - Tree donation
- Trail improvements
  - Adopt a Trail
  - Minor work
    - Drainage
    - Grading
    - Fences
    - Tree removal
- Sustainability measures
  - Small-scale demonstration projects, such as rain catchment barrels
  - Climate Fund
- Public Infrastructure
  - Adopt a catch basin
  - Adopt a Public Tree – maintenance
  - Beautification of Village Square, Triangle Park
  - Public Fence Repair/Replacement
  - Tree removal – Fire safety (may be part of Wildfire Preparedness Committee program), or removal of invasive plants and trees
  - Trash Clean-up
- Special Events
  - Holiday Food/Toy Drives
  - Music (Concerts/PV Palooza), Town Picnic, Zots to Tots
- Historic Resources
  - Support for acquisition, cataloging and access
- Parks and Recreation – Support the fields and facilities
- Emergency Preparedness

## 2021 Council Liaison Appointments

<i>Type</i>	<i>Organization</i>	<i>Role</i>	<i>When Meets</i>
<b>Jeff Aalfs</b>			
Town	<u>ASCC (July, Aug, Sept)</u>	Liaison	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:00 pm
Town	<u>Planning Commission (Oct, Nov, Dec)</u>	Liaison	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:00 pm
Town	<u>Geologic Safety Committee</u>	Liaison	as announced
Town	<u>Historic Resources Committee</u>	Liaison	as announced
Town	<u>Nature and Science Committee</u>	Liaison	alternate/even months, 2 <sup>nd</sup> Thurs, 5:00p
Town	<u>Public Works Committee</u>	Liaison	as announced
Town	<u>Cable &amp; Utilities Undergrounding Committee</u>	Liaison	as announced
Town	<u>Parks &amp; Recreation Committee</u>	Liaison	1 <sup>st</sup> Monday at 7:30 pm
Town.	<u>Conservation Committee</u>	Alt	4 <sup>th</sup> Tuesday at 7:30 pm
Town	<u>Open Space Acquisition Advisory Committee</u>	Alt	as announced
Town	<u>Sustainability Committee</u>	Alt	alternate months, 3 <sup>rd</sup> Monday, 10:30am
Town	<u>Ad-Hoc Wildfire Preparedness Committee</u>	Alt	as announced
Regional	<u>Airport Roundtable</u>	Rep	1 <sup>st</sup> Wednesday at 7 pm
County	<u>Los Trancos/Vista Verde</u>	Rep	as announced
County	<u>Peninsula Clean Energy (PCE)</u>	Rep	4 <sup>th</sup> Thursday at 6:30pm
Regional	<u>League of CA Cities</u>	Rep	quarterly, or as announced
Special	<u>West Bay Sanitary District</u>	Rep	as announced
<b>Maryann Derwin (Mayor)</b>			
Town.	<u>Friends of the Library</u>	Liaison	quarterly,, 2 <sup>nd</sup> Thurs at 2pm
Town	<u>Sustainability Committee</u>	Liaison	alternate months, 3 <sup>rd</sup> Monday, 10:30am
Town	<u>Cultural Arts Committee</u>	Alt	2 <sup>nd</sup> Thursday at 1:00 pm
Town	<u>PV School District</u>	Alt	as announced
County	<u>C/CAG City County Assoc. of Governments</u>	Rep	2 <sup>nd</sup> Thursday at 6:30 pm
County	<u>C/CAG Resource Management and Climate Protection (RMCP) Committee</u>	Rep	3 <sup>rd</sup> Wednesday from 3:00-5:00pm
County	<u>San Mateo County Council of Cities</u>	Rep	4 <sup>th</sup> Friday from 6:00-8:30pm
County	<u>San Mateo County Express Lanes JPA</u>	Rep	2nd Friday at 9:00 am
County	<u>San Mateo County Flood &amp; Sea Level Rise</u>	Rep	4 <sup>th</sup> Monday from 4:00-6:00 pm
County	<u>San Mateo County Libraries JPA Gov Board</u>	Rep	Six times/year, 2 <sup>nd</sup> or 3 <sup>rd</sup> Mon, 8:15am
Regional	<u>ABAG</u>	Alt	one annual meeting, plus as announced
Other	<u>Stanford University</u>	Liaison	as announced
<b>Craig Hughes (Vice Mayor)</b>			
Town	<u>ASCC (Jan, Feb, March)</u>	Liaison	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:00 pm
Town	<u>Planning Commission (April, May, June)</u>	Liaison	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:00 pm
Town	<u>Ad-Hoc Wildfire Preparedness Committee</u>	Liaison	as announced
Town	<u>Bicycle, Pedestrian &amp; Traffic Safety Committee</u>	Liaison	1 <sup>st</sup> Wednesday at 8:15 am
Town	<u>Trails and Paths Committee</u>	Liaison	3 <sup>rd</sup> Tuesday at 8:15 am, or as announced
Town	<u>Finance Committee</u>	Liaison	as announced
Town	<u>WHRMD RAC</u>	Liaison	as announced
Town	<u>Emergency Preparedness Committee</u>	Alt	1st Thursday at 8:00 am in the EOC
Town	<u>Geologic Safety Committee</u>	Alt	as announced
Town	<u>Cable &amp; Utilities Undergrounding Committee</u>	Alt	as announced
County	<u>Peninsula Clean Energy</u>	Alt	4 <sup>th</sup> Thursday at 6:30pm
Regional	<u>ABAG</u>	Rep	One annual meeting, plus as announced
Regional	<u>Airport Roundtable</u>	Alt	1 <sup>st</sup> Wednesday at 7 pm
Other	<u>Stanford University</u>	Alt	as announced
Special	<u>West Bay Sanitary District</u>	Alt	as announced



## John Richards

Town	<b><u>ASCC (Oct, Nov, Dec)</u></b>	<b>Liaison</b>	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:00 pm
Town	<b><u>Planning Commission (Jan, Feb, March)</u></b>	<b>Liaison</b>	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:00 pm
Town	<b><u>Conservation Committee</u></b>	<b>Liaison</b>	4 <sup>th</sup> Tuesday at 7:30 pm
Town	<b><u>Emergency Preparedness Committee</u></b>	<b>Liaison</b>	1 <sup>st</sup> Thursday at 8:00 am in the EOC
Town	<b><u>Open Space Acquisition Advisory Committee</u></b>	<b>Liaison</b>	as announced
Town	<b><u>Historic Resources Committee</u></b>	Alt	as announced
Town	<b><u>Nature and Science Committee</u></b>	Alt	alternate/even months, 2 <sup>nd</sup> Thurs, 5:00p
Town	<b><u>Public Works Committee</u></b>	Alt	as announced
Town	<b><u>Trails and Paths Committee</u></b>	Alt	3 <sup>rd</sup> Tuesday at 8:15 am, or as announced
Town	<b><u>Friends of the Library</u></b>	Alt	quarterly, 2 <sup>nd</sup> Thursday at 2pm
Town	<b><u>WHRMD RAC</u></b>	Alt	as announced
County	<b><u>Emergency Services Council</u></b>	<b>Liaison</b>	quarterly
County	<b><u>San Mateo Library JPA Governing Board</u></b>	Alt	six times/year, 2 <sup>nd</sup> or 3 <sup>rd</sup> Mon 8:15 am
Regional	<b><u>Woodside Fire Protection District</u></b>	<b>Liaison</b>	as announced
Regional	<b><u>MROSD</u></b>	<b>Liaison</b>	as announced
Regional	<b><u>League of CA Cities</u></b>	Alt	quarterly, or as announced

## Sarah Wernikoff

Town	<b><u>ASCC (April, May, June)</u></b>	<b>Liaison</b>	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays at 7:00 pm
Town	<b><u>Planning Commission (July, Aug, Sept)</u></b>	<b>Liaison</b>	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays at 7:00 pm
Town	<b><u>PV School District</u></b>	<b>Rep</b>	as announced
Town	<b><u>Cultural Arts Committee</u></b>	<b>Liaison</b>	2 <sup>nd</sup> Thursday at 1:00 pm
Town	<b><u>Finance Committee</u></b>	<b>Liaison</b>	as announced
Town	<b><u>The Sequoias</u></b>	<b>Liaison</b>	as announced
Town	<b><u>Parks &amp; Recreation Committee</u></b>	Alt	1 <sup>st</sup> Monday at 7:30 pm
Town	<b><u>Bicycle, Pedestrian &amp; Traffic Safety Committee</u></b>	Alt	1 <sup>st</sup> Wednesday at 8:15 am
County	<b><u>C/CAG City County Assoc. of Governments</u></b>	Alt	2 <sup>nd</sup> Thursday at 6:30 pm
County	<b><u>San Mateo County Council of Cities</u></b>	Alt	4 <sup>th</sup> Friday from 6:00-8:30 pm
County	<b><u>C/CAG City County Assoc. of Governments</u></b>	Alt	2 <sup>nd</sup> Thursday at 6:30 pm
Regional	<b><u>MROSD</u></b>	Alt	as announced

There are no written materials for Council Liaison Committee and Regional Agencies Reports

There are no written materials for Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

**Wednesday – January 14, 2021**

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1. Agenda (Cancellation) – Sustainability Committee – Monday, January 18, 2021
2. Agenda – Trails & Paths Committee – Tuesday, January 19, 2021
3. Agenda – Planning Commission – Wednesday, January 20, 2021
4. Notice of Town Hall Closure in Observance of Martin Luther King Jr. Day – Monday, January 18, 2021
5. Sheriff's Office Traffic Report – January 1, 2020 – December 31, 2020
6. Invitation to Council of Cities meeting – Friday, January 29, 2021
7. Invitation to San Mateo County: State of Transportation 2021 – Friday, January 22, 2021
8. Letter from Mayor Rico Medina, City of San Bruno - Letter of Interest for vacancy on SamTrans Board - Northern District
9. Notice of Vacancy – Governing Board of the San Francisco Bay Restoration Authority

### **Attached Separates (Council Only)** *(being mailed to your home)*

1. None



**TOWN OF PORTOLA VALLEY**  
***Sustainability Committee Meeting***  
**Monday, January 18, 2021 10:30AM to 12:30 PM**  
**Town Hall – Conference Room**  
**NOTICE OF CANCELLATION**

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## **SUSTAINABILITY COMMITTEE**

### **MEETING CANCELLATION NOTICE**

**The regular meeting of the Sustainability Committee,  
scheduled for Monday, January 18, 2021,  
has been canceled.**

**A special meeting has been scheduled for Monday,  
January 25, 2021.**



**TOWN OF PORTOLA VALLEY** Page 54  
**Special Trails and Paths Committee Meeting**  
**Tuesday, January 19, 2021 8:15 AM**

**Special Videoconference Meeting via Zoom**

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**SPECIAL VIDEOCONFERENCE 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

**Join Zoom Meeting:**

<https://zoom.us/j/95497166851?pwd=bVZmRGJwU2NrdTBkT0kwbzI3bXVBZz09>

**Meeting ID:** 954 9716 6851

**Password:** 721647

**To access the meeting by phone, dial:**

1-699-900-6833

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

*Mute/Unmute - press \*6*

*Raise Hand - press \*9*

1. Call to Order
2. Oral / Community Communications
3. Approval of Minutes from December 1, and December 15, 2020 Meetings
4. Election of Officers
5. Old Business
  - a. Trail Conditions, and Work for December 2020 – Howard Update/Discussion
  - b. Stanford Wedge Trails Update: Group Discussion
6. New Business
7. Other Business
8. Adjournment

**Enclosures:**

Minutes – December 1, and December 15, 2020  
Trails Work Map & Memo



# TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Planning Commission  
Wednesday, January 20, 2021

**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 and other public board, commission and committee meetings are being conducted electronically. The meeting are not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

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

### **Join Zoom Meeting Online:**

**Please select this link to join the meeting:**

<https://zoom.us/j/93134201220?pwd=czJKLzFTTS9XTUNoS2tOekVXUHRQT09>

**Or:** Go to Zoom.com – Click Join a Meeting – Enter the Meeting ID

**Meeting ID:** 931 3420 1220

**Passcode:** 3530

### **Or Telephone:**

1.669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID

\*6 - Toggle mute/unmute.

\*9 - Raise hand.

**Remote Public Comments:** Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to [planning@portolavalley.net](mailto:planning@portolavalley.net) by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Commissioners and included in the public record.

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.

**7:00 PM - CALL TO ORDER AND ROLL CALL**

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

**ORAL COMMUNICATIONS**

Persons wishing to address the Planning Commission on any subject not on the agenda may do so now. Please note, however, that the Planning Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

**APPROVAL OF MINUTES**

1. Planning Commission Meeting of December 2, 2020

**NEW BUSINESS**

2. Annual Election of Chair and Vice Chair
3. Planning Commission Priorities – Discussion in Preparation for January 27<sup>th</sup> Town Council Meeting

**STUDY SESSION**

4. Stanford Faculty Housing Project- Known as the “Wedge” property - 3530 Alpine Road  
File # PLN\_ARCH0021-2019. (L. Russell and S. Davis)

**COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

5. Commission Reports
6. Staff Reports

**ADJOURNMENT****ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).



# **PORTOLA VALLEY TOWN HALL**



## **WILL BE CLOSED**

**MONDAY,  
JANUARY 18, 2021**

**IN OBSERVANCE OF  
MARTIN LUTHER KING JR.  
DAY**

**IN CASE OF EMERGENCY: SHERIFF'S OFFICE: 911**



# SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

## San Mateo County Sheriff's Office/Portola Valley Audit Traffic Report January 1, 2020-December 31, 2020

### **Collisions- 12**

- 3 Non-injuries
- 5 Minor injuries
- 2 Major injuries
- 2 Hit and run
  - 5 bicycle collisions, 4 of which were solo

### **Citations- 219**

- 29 Speeding
- 29 Stop sign- Vehicles
- 10 Stop sign- Bicyclist
- 33 Expired registration
- 22 Improper lighting

### **Parking Citations- 117**

- 80 Windy Hill area- 500 block Portola



**Meeting Announcement**  
Friday, January 29, 2021  
6:30 p.m.

*Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.*

Location	Schedule								
<p>Join via Zoom: <a href="https://smcgov.zoom.us/j/96295735956">https://smcgov.zoom.us/j/96295735956</a></p> <p>Meeting ID: 962 9573 5956</p> <p>One tap mobile: 1-669-900-6833</p>	<table><tr><td>6:30pm</td><td>City Selection Committee</td></tr><tr><td>7:00pm</td><td>Business Meeting &amp; Closing Remarks</td></tr><tr><td>7:15pm</td><td>Adjourn</td></tr><tr><td>7:20pm</td><td>Half Hour Program</td></tr></table>	6:30pm	City Selection Committee	7:00pm	Business Meeting & Closing Remarks	7:15pm	Adjourn	7:20pm	Half Hour Program
6:30pm	City Selection Committee								
7:00pm	Business Meeting & Closing Remarks								
7:15pm	Adjourn								
7:20pm	Half Hour Program								

Please contact Chair Sue Vaterlaus if you wish to bring up an item for group discussion or give a committee report.  
Email: [pacificasue@gmail.com](mailto:pacificasue@gmail.com)

**Program:** Let's welcome 2021 with some fun! Join us for a festive performance by a New York Cabaret Singer. Zoom information for the performance and a goody bag will be provided with an RSVP received by Friday, January 22<sup>nd</sup>.

Please RSVP to Angel Ibarra  
[aibarra@brisbanca.org](mailto:aibarra@brisbanca.org) or 415.508.2109

**From:** "Hartnett, Jim" <[hartnettj@samtrans.com](mailto:hartnettj@samtrans.com)>  
**Date:** January 13, 2021 at 3:16:30 PM PST  
**Subject:** San Mateo County Transit District: State of Transportation 2021

Hello,

I am excited to invite you to our San Mateo County: State of Transportation 2021 event. During this event, we will recap major accomplishments of 2020 and give a preview of things to come in 2021. Updates on the District's key efforts, including the Caltrain Electrification project / Caltrain Business Plan, Reimagine SamTrans, and the 101 Express Lanes project will be discussed.

**This event is for elected officials and members of their staff.**

We respectfully request that you [register for the event here](#). I have also added an event file that you can save to your outlook.

**Date And Time**

Friday, January 22, 2021

10:00 – 11:00 AM

Link:

<https://samtrans.zoom.us/j/95987258270?pwd=WE0rWUFqRmVCOUdYQ2RUYY9CSis3UT09>

If you have any questions, please contact Ryan McCauley,  
[mccauleyr@samtrans.com](mailto:mccauleyr@samtrans.com).

Thank you and I hope to see you there.

Jim

**Jim Hartnett**  
General Manager/CEO, Executive Director  
SamTrans/Caltrain/SMCTA  
[hartnettj@samtrans.com](mailto:hartnettj@samtrans.com)  
650 508.6221



Rico E. Medina  
Mayor

CITY OF SAN BRUNO  
OFFICE OF THE MAYOR

January 8, 2021

RE: Re: San Mateo County Transportation District (SamTrans) - Northern Judicial District

Dear Honorable Mayors and Council Members:

With the retirement of Karyl Matsumoto from the South San Francisco City Council and her subsequent appointment to the San Mateo County Transit District Board of Directors (SamTrans) representing the Northern San Mateo County seat, a tremendous amount of institutional knowledge and regional influence has been lost.

Even in normal times, this would require a replacement appointment experienced in transportation issues to hit the ground running. In our current situation resulting from the pandemic and related economic crisis the need for experience in the next appointee for this seat is essential.

I am applying for the position in order to use my direct transportation and infrastructure experience as Vice-Chair of the San Mateo County Transportation Authority for the Northern Jurisdiction to minimize the learning curve and be effective immediately.

While the appointment is geographically based, I will as proven represent every San Mateo County community and jurisdiction in my capacity as a member of the Board of Directors. My goal with every vote is to evaluate the benefits and impacts of each policy and funding decision to ensure the best return on investment and mobility outcomes for our County, all the cities and towns, and the residents and taxpayers we serve.

The pandemic, economic crisis, and ensuring revenue and ridership impacts to SamTrans and Caltrain do not allow us the luxury of on-the-job training for new board members if we are going to keep our transportation systems solvent and plan for service recoveries to meet the demands of an eventual economic recovery and return to work scenario where the demand for transit will rebound.

And if the tense debates between San Francisco, Santa Clara, and San Mateo Counties last summer in the effort to place the Caltrain 1/8 cent tax measure on last November's ballot are any foreshadowing - the December 31, 2021 deadline for a new Caltrain governance agreement and the future of SamTrans being the operating agency for Caltrain will involve more tense debates over the next twelve months.

San Mateo County will need to be a unified voice in our negotiations with elected leaders in San Francisco and elected leaders in Santa Clara and I have nothing stopping me from advocating on behalf of SamTrans and San Mateo County.

---

I respectfully ask for your support for appointment to the San Mateo County Transit District Northern seat. Thank you for your consideration and should you have any questions please contact me at 650-554-8453.

Respectfully,

A handwritten signature in blue ink that reads "Rico E. Medina". The signature is written in a cursive style.

Rico E. Medina  
Mayor  
City of San Bruno

# ASSOCIATION OF BAY AREA GOVERNMENTS

Representing City and County Governments of the San Francisco Bay Area



## **Notice of Vacancy on the Governing Board of the San Francisco Bay Restoration Authority**

All seven seats on the Governing Board of the San Francisco Bay Restoration Authority will become vacant in early 2021 and will be filled following an application process, as described below.

The **San Francisco Bay Restoration Authority** is a regional government entity created in 2008 with jurisdiction extending throughout the San Francisco Bay Area. Its mission is to raise and allocate funds for the restoration, enhancement, protection and enjoyment of wetlands and wildlife in the San Francisco Bay and along its shoreline. In June of 2016, Bay Area voters approved a regional parcel tax expected to generate \$25 million per year for 20 years for this purpose. More information about the Restoration Authority is available at <http://sfbayrestore.org/>

The **Governing Board** of the Restoration Authority consists of seven members appointed by the Association of Bay Area Governments.

- The Chair shall be an elected official of a bayside city or county, or an elected member of a special district, with expertise in the implementation of Chapter 4.5 (commencing with Section 311160) of Division 21 of the Public Resources Code.
- Four members shall be an elected official of a bayside city or county in the North Bay, East Bay, South Bay, or West Bay.
  - North Bay consists of the Counties of Marin, Napa, Solano, and Sonoma.
  - East Bay consists of Contra Costa County and the portion of Alameda County that is north of the southern boundary of the City of Hayward, excluding the Delta primary zone.
  - South Bay consists of Santa Clara County, the portion of Alameda County that is south of the southern boundary of the City of Hayward, and the portion of San Mateo County that is south of the northern boundary of Redwood City.
  - West Bay consists of the City and County of San Francisco and the portion of San Mateo County that is north of the northern boundary of Redwood City.
- Two members shall be elected officials of one or more of the following: a bayside city or county; or a regional park district, regional open space district, or regional park and open space district formed pursuant to Article 3 (commencing with Section 5500) of Chapter 3 of Division 5 of the Public Resources Code that owns or operates one or more San Francisco shoreline parcels.
- Each member shall serve at the pleasure of the Association of Bay Area Governments.

(Continued Next Page)

## Notice of Vacancy on the Governing Board of the San Francisco Bay Restoration Authority

ABAG is interested in appointing someone who:

- Has a demonstrated interest in the restoration and conservation of San Francisco Bay;
- Is willing to make funding decisions that are in the best interest of the Bay Area region as a whole;
- Will work collegially with elected officials from outside their own jurisdiction; and
- Has the time and interest to be an active member of the Governing Board and who can regularly attend board meetings as well as take on occasional tasks requiring work between board meetings.

### Term

Appointments will be for the four-year term beginning April 1, 2021 and ending March 31, 2025.

### Application

If you would like to be considered for appointment, please prepare a letter of interest addressed to ABAG President Jesse Arreguin, Association of Bay Area Governments, 375 Beale Street, Suite 700, San Francisco, California 94105

Letters of interest should also be emailed as an attachment to Fred Castro, Clerk of the Board, [fcastro@bayareametro.gov](mailto:fcastro@bayareametro.gov)

Include a statement about your interest in serving on the Governing Board, a description of your experience with wetlands restoration, and your experience working at a regional level or other related collaborative efforts.

Following a review of letters of interests, individuals may be invited to interview with a selection panel and/or the ABAG President.

The appointment of the ABAG President will be ratified by the ABAG Executive Board.

Please submit your letter of interest by January 29, 2021.

For information, contact Karen McDowell, San Francisco Bay Restoration Authority/San Francisco Estuary Partnership at [karen.mcdowell@sfestuary.org](mailto:karen.mcdowell@sfestuary.org)



## **TOWN COUNCIL WEEKLY DIGEST**

**Wednesday – January 21, 2021**

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1. Agenda (Special) – Sustainability Committee – Monday, January 25, 2021
2. Agenda – Architectural & Site Control Commission – Monday, January 25, 2021
3. Agenda – Conservation Committee – Tuesday, January 26, 2021
4. City Selection Committee Meeting Agenda Packet - Friday, January 29, 2021
5. ABAG Response to Town’s Comment Letter on Proposed RHNA Methodology

**Attached Separates (Council Only)**  
*(being mailed to your home)*

1. None



**TOWN OF PORTOLA VALLEY**  
**Special Sustainability Committee Meeting**  
**Monday, January 25, 2021 1:00 PM to 2:30 PM**  
**Special Videoconference Meeting via Zoom**

**SPECIAL VIDEOCONFERENCE 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

**Join Zoom Meeting:**

<https://zoom.us/j/92310496069?pwd=WE9pTEYzNDRTYWdoYmU1MFNzeHVCdz09>

**Meeting ID:** 923 1049 6069

**Password:** 384593

**To access the meeting by phone, dial:**

1-699-900-6833

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

*Mute/Unmute - press \*6*

*Raise Hand - press \*9*

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes**
- 4. Old Business:**
  - a. Updates from Maryann**
  - b. Updates from Brandi**
  - c. Review of Sub-Committee Work**
  - d. Update on Climate Action Plan**
- 5. New Business:**
  - a. Discuss Structure of Committee and Recruitment**
  - b. Discuss Priorities for 2021 and Potential Budget Requests**
- 6. Discuss Date and Topics for Next Meeting**
  - a. February 15<sup>th</sup> is President's Day**
- 7. Announcements**
  - a. Committee Workshop at Council Meeting – January 27<sup>th</sup> at 7:00 pm**
- 8. Adjournment**



# TOWN OF PORTOLA VALLEY

4:00 PM – Architectural Site Control Commission Meeting  
Monday, January 25, 2021

**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 and other public board, commission and committee meetings are being conducted electronically. The meeting are not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

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

### **Join Zoom Meeting Online:**

**Please select this link to join the meeting:**

<https://zoom.us/j/94482585608?pwd=QldlU0hweUZoMHdJV1poeTh5S1gxZz09>

**Or:** Go to Zoom.com – Click Join a Meeting – Enter the Meeting ID

**Meeting ID:** 944 8258 5608      **Passcode:** 3530

### **Or Telephone:**

1.669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID and Passcode

\*6 - Toggle mute/unmute.

\*9 - Raise hand.

**Remote Public Comments:** Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to [planning@portolavalley.net](mailto:planning@portolavalley.net) by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Commissioners and included in the public record.

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.

## **4:00 PM - CALL TO ORDER**

### **ORAL COMMUNICATIONS**

Persons wishing to address the Architectural and Site Control Commission on any subject not on the agenda may do so now. Please note however, that the Architectural and Site Control Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

### **STUDY SESSION**

1. Stanford Faculty Housing Project- Known as the "Wedge" property - 3530 Alpine Road, File # PLN\_ARCH0021-2019. (L. Russell and S. Davis)

## **COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS**

2. Commission Reports
3. Staff Report

### **APPROVAL OF MINUTES**

4. ASCC Meeting of January 11, 2021

## **ADJOURNMENT**

### **AVAILABILITY OF INFORMATION**

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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### **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 Architectural and Site Control Commission at, or prior to, the Public Hearing(s).



**TOWN OF PORTOLA VALLEY  
Special Conservation Committee  
Virtual Meeting**

**Tuesday, January 26, 2021 – 2:00 PM**

**Special Videoconference Meeting via Zoom**

**SPECIAL VIDEOCONFERENCE 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

**To access the meeting by computer, click on the link below:**

<https://zoom.us/j/98073524731?pwd=WkdHKzUyblhPeXhzS0xTTUsxRXINQT09>

**To access the meeting by phone, dial:**

1-699-900-6833

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

*Mute/Unmute - press \*6*

*Raise Hand - press \*9*

**Meeting ID:** 980 7352 4731

**Password:** 571320

**SPECIAL MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes for November 23 and December 15, 2020
4. Site Permits -
  - a. Approval of Subcommittees to act for full Committee (Appendix A)
  - b. Neely Winery
  - c. 622 Portola Cal Water Pumping Station
  - d. 85 Palmer Lane
  - e. 370 Golden Oak
  - f. 531 Wayside
  - g. Revised boilerplate (Appendix B)
  - h. Magill will take over assignments and upkeep of assignments table
5. Tree Permits -
  - a. Revision of Significant Tree/Shrub list. ASCC feedback. (Appendix C)
6. Old Business
  - a. Goals for 2021 (Appendix D) Priorities for budget requests
  - b. Oversight of Significant Town Owned Properties
    - i. Spring Down – webcam
    - ii. Town Center – brochure, tree tags

- iii. Frog Pond
    - Usage threatens pond?
    - Different rules for remnant? Repair fence
  - iv. Triangle Park
  - v. Ford Field
  - vi. Rossotti's Field
  - vii. ROW request to Council for scheduled follow-up
- c. Committee/Town cooperation
    - i. Public Works – Murphy
    - ii. Sustainability – Murphy
    - iii. Trails – Coleman
    - iv. Open Space – Chiariello
    - v. Ad-Hoc Fire - Plunder
  - d. Dittrichia
  - e. Tip of the Month – Magill
  - f. What's blooming now – Magill
  - g. Kudos – Plunder
  - h. What are our Singing Frogs doing now? Murphy, Kawaja, Heiple
  - i. Predators / Rodenticides – Chiariello, Plunder, Kawaja
7. New Business
- a. Change of Meeting time
  - b. Interview with prospective member Joerg Zimmerman
  - c. Interview with prospective member Megan Richards
  - d. Create Emeritus group?
  - e. Evening Lecture – Ohlone care of land?
  - f. Broom Pull
8. Adjournment
9. Next meeting: Tuesday, February 23, 2021 at 2:00 pm via Zoom

# SAN MATEO COUNTY

## CITY SELECTION COMMITTEE

*Sue Vaterlaus, Chairperson*  
*Regina Wallace-Jones, Vice Chairperson*

*Sukhmani S. Purewal, Secretary*  
 400 County Center  
 Redwood City, 94063  
 650-363-1802

TO: MAYORS OF SAN MATEO COUNTY  
 FROM: SUKHMANI S. PUREWAL, SECRETARY  
 SUBJECT: MEETING OF THE CITY SELECTION COMMITTEE

Councilmember Sue Vaterlaus, Chairperson of the San Mateo County City Selection Committee called for a virtual meeting of the Committee at **6:30 p.m. on Friday, January 29, 2021.**

City Selection Committee does not fall under Ralph M. Brown Act; however, on March 17, 2020, the Governor 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. Thus, pursuant to Executive Order N-29-20, local and statewide health orders, and the CDC's social distancing guidelines which discourage large public gatherings, the regular meeting will not take place in Colma but instead will be held virtually via Zoom.

To join the Zoom meeting, please click the following link: <https://smcgov.zoom.us/j/96295735956>. The meeting ID is 962 9573 5956. If joining via telephone, please dial +1-669-900-6833 and enter the meeting ID: 962 9573 5956, then press #.

### AGENDA

- 1) Roll Call
- 2) Approval of the following minutes:
  - i. Regular City Selection Committee meeting of December 18, 2020; and*
  - ii. Special City Selection Committee meeting of January 5, 2021.*
- 3) Selection of one (1) Councilmember to serve as an Alternate member on the Association of Bay Area Governments (ABAG) representing *Cities (All Cities are eligible)*, fulfilling the remaining term of Carlos Romero through June 30, 2021.
  - i. Vice Mayor Richa Awasthi, City of Foster City, is seeking appointment*
  - ii. Councilmember Anders Fung, City of Millbrae, is seeking appointment*
- 4) Selection of one (1) Councilmember from City Selection Committee to be nominated to fill Association of Bay Area Governments' (ABAG's) South Bay representative position on the San Francisco Bay Conservation and Development Commission (*only Redwood City, Menlo Park and East Palo Alto are eligible*), for a term of two years ending December 31 of second year of

appointment OR ends when appointee ceases to hold elected office. *Note:* Nomination will be forwarded to ABAG President Jesse Arreguin, who will invite selected candidates from either Alameda County, Santa Clara County, or San Mateo County to interview.

- 5) Selection of one (1) Councilmember to serve on the San Mateo County Transit District (SamTrans) representing ***Northern Cities (Eligible cities: Brisbane, Colma, Daly City, Pacifica, San Bruno, and South San Francisco)***, fulfilling the remaining term of Karyl Matsumoto through December 31, 2022
  - i. Mayor Juslyn Manalo, City of Daly City, is seeking appointment*
  - ii. Mayor Rico Medina, City of San Bruno, is seeking appointment*
  
- 6) Selection of three (3) Councilmembers to serve on the Housing Endowment and Regional Trust (HEART) representing ***Cities (All Cities are eligible)*** for a term of three (3) years beginning March 1, 2021 through February 29, 2024.
  - i. Councilmember Sam Hindi, City of Foster City, is seeking reappointment*
  - ii. Vice Mayor Sara McDowell, City of San Carlos, is seeking reappointment*
  - iii. Vice Mayor Rick Bonilla, City of San Mateo, is seeking reappointment*
  
- 7) Selection of one (1) Councilmember to serve as an Alternate member on the Local Agency Formation Commission (LAFCo) representing ***Cities (All Cities are eligible)***, fulfilling the remaining term of Harvey Rarback through 1<sup>st</sup> Monday in May 2023.
  - i. Councilmember Diana Reddy, City of Redwood City, is seeking appointment*
  
- 8) Oral Communications and Announcements
  - i. Public Comment – Opportunity for the public to address the San Mateo County City Selection Committee.*
  - ii. Any subject not on the agenda may be presented at this time by members of the City Selection Committee. These topics cannot be acted upon or discussed, but may be agendaized for a later meeting date.*

If you have any questions or require additional information, contact Sukhmani S. Purewal at (650) 363-1802.



# SAN MATEO COUNTY

## CITY SELECTION COMMITTEE

*Sue Vaterlaus, Chairperson*  
*Regina Wallace-Jones, Vice Chairperson*

*Sukhmani S. Purewal, Secretary*  
*400 County Center*  
*Redwood City, 94063*  
*650-363-1802*

TO: MAYORS OF SAN MATEO COUNTY  
FROM: SUKHMANI S. PUREWAL, SECRETARY  
SUBJECT: MINUTES OF DECEMBER 18, 2020 CITY SELECTION COMMITTEE MEETING

### **DRAFT MINUTES**

Due to COVID19, the meeting was held virtually via Zoom and was called to order by Councilmember Sue Vaterlaus, Chairperson of the San Mateo County City Selection Committee at **6:30 p.m.** on **Friday, December 18, 2020.**

- 1) Roll Call – The following cities/towns were present: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Absent: None

- 2) Approval of the minutes for the meeting of February 28, 2020.

**Motion:** Atherton

**Second:** Belmont

**Ayes (14):** Atherton, Belmont, Burlingame, Daly City, East Palo Alto, Half Moon Bay, Menlo Park, Millbrae, Portola Valley, Redwood City, San Bruno, San Carlos, South San Francisco, and Woodside

**Noes:** None

**Absent:** None

**Abstentions (6):** Brisbane, Colma, Foster City, Hillsborough, Pacifica, and San Mateo

- 3) Selection of two (2) Councilmembers to serve on the Association of Bay Area Governments (ABAG) representing *Cities (All Cities are eligible)*, fulfilling the remaining terms of Wayne Lee and Rich Garbarino through June 30, 2021.

- Councilmember Rick Bonilla, City of San Mateo, is seeking appointment*
- Councilmember Giselle Hale, City of Redwood City, is seeking appointment*
- Councilmember Mark Nagales, City of South San Francisco, is seeking appointment*

iv. *Vice Mayor Carlos Romero, City of East Palo Alto, is seeking appointment*

Councilmember Rick Bonilla, San Mateo withdrew his nomination.

Each Mayor or Proxy voted for two candidates via private chat with the Secretary on Zoom.

**VOTE RESULTS\***

<b><i>Giselle Hale</i></b> <b>Appointed</b>	<b><i>Mark Nagales</i></b>	<b><i>Carlos Romero</i></b> <b>Appointed</b>
Atherton	Atherton	Belmont
Belmont	Brisbane	Burlingame
Brisbane	Colma	East Palo Alto
Burlingame	Daly City	Half Moon Bay
Colma	Foster City	Hillsborough
Daly City	Millbrae	Menlo Park
East Palo Alto	Pacifica	Millbrae
Foster City	San Mateo	Portola Valley
Half Moon Bay	South San Francisco	Redwood City
Hillsborough	Woodside	San Bruno
Menlo Park		San Carlos
Pacifica		
Portola Valley		
Redwood City		
San Bruno		
San Carlos		
San Mateo		
South San Francisco		
Woodside		

**\* To be appointed, majority of eleven (11) votes are needed. Giselle Hale, City of Redwood City and Carlos Romero, City of East Palo Alto received the majority and were appointed.**

- 4) Selection of one (1) Councilmember to serve as a regular member on the Domestic Violence Council (DVC) representing ***Cities (All Cities are eligible)***, for a term of three (3) years beginning January 1, 2021 through December 31, 2023.

i. *Councilmember Ruben Abrica, City of East Palo Alto is seeking appointment*

**Motion to appoint Ruben Abrica:** Hillsborough

**Second:** Woodside

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None

**Absent:** None

- 5) Selection of one (1) Councilmember to serve as an *Alternate* on the Domestic Violence Council (DVC) representing *Cities (All Cities are eligible)*, for a term of three (3) years beginning January 1, 2021 through December 31, 2023.

Councilmember Christine Krolik, Hillsborough was nominated from the floor.

**Motion to appoint Christine Krolik:** Belmont

**Second:** San Carlos

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None

**Absent:** None

- 6) Selection of two (2) Councilmembers to serve on the Housing and Community Development Committee (HCDC) representing *Cities (All Cities are eligible)*, for a term of four (4) years beginning January 1, 2021 through December 31, 2024.

*i. Mayor Ron Collins, City of San Carlos, is seeking reappointment*

*ii. Councilmember Donna Colson, City of Burlingame, is seeking reappointment*

**Motion to reappoint both Ron Collins and Donna Colson:** San Bruno

**Second:** Belmont

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None

**Absent:** None

- 7) Selection of one (1) Councilmember to serve on the Local Agency Formation Commission (LAFCo) representing *Cities (All Cities are eligible)*, fulfilling the remaining term of Rich Garbarino through 1<sup>st</sup> Monday in May 2021.

*i. Councilmember Harvey Rarback, City of Half Moon Bay, is seeking appointment*

*ii. Vice Mayor Ann Schneider, City of Millbrae, is seeking appointment*

Vice Mayor Ann Schneider, Millbrae withdrew her nomination.

**Motion to appoint Harvey Rarback:** Belmont

**Second:** Brisbane

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None

**Absent:** None

- 8) Selection of one (1) Councilmember to serve on the San Mateo County Transit District (SamTrans) representing *Southern Cities (Eligible cities: Atherton, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos and Woodside)*, for a term of four (4) years beginning January 1, 2021 through December 31, 2024.

Councilmember Jeff Gee, Redwood City was nominated from the floor.

**Motion to appoint Jeff Gee:** Redwood City

**Second:** San Bruno

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None

**Absent:** None

- 9) Selection of one (1) Councilmember to serve on the San Mateo County Transportation Authority (SMCTA) representing *Central Cities (Eligible Cities: Belmont, Burlingame, Foster City, Half Moon Bay, Hillsborough, Millbrae, and San Mateo)*, for a term of two (2) years beginning January 1, 2021 through December 31, 2022.

- i. *Councilmember Julia Mates, City of Belmont, is seeking reappointment*
- ii. *Councilmember Harvey Rarback, City of Half Moon Bay, is seeking appointment*

Councilmember Harvey Rarback, Half Moon Bay withdrew his nomination.

**Motion to reappoint Julia Mates:** Belmont

**Second:** San Carlos

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None

**Absent:** None

- 10) Selection of one (1) Councilmember to serve on the San Mateo County Transportation Authority (SMCTA) representing *Southern Cities (Eligible cities: Atherton, East Palo Alto, Menlo Park, Portola Valley, Redwood City, San Carlos and Woodside)*, for a term of two (2) years beginning January 1, 2021 through December 31, 2022.

- i. *Vice Mayor Carlos Romero, City of East Palo Alto, is seeking reappointment*

**Motion to reappoint Carlos Romero:** Belmont

**Second:** San Bruno

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None  
**Absent:** None

- 11) Election of a Chairperson to the City Selection Committee for 2021  
**(Note: Candidates must be a current Mayor or Council Member)**

*i. Chair Sue Vaterlaus, City of Pacifica, is seeking reappointment*

**Motion to reappoint Sue Vaterlaus:** San Bruno

**Second:** Atherton

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None

**Absent:** None

- 12) Election of a Vice Chairperson to the City Selection Committee for 2021  
**(Note: Candidates must be a current Mayor or Council Member)**

*i. Vice Chair Regina Wallace-Jones, City of East Palo Alto, is seeking reappointment*

**Motion to reappoint Regina Wallace-Jones:** Pacifica

**Second:** East Palo Alto

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None

**Absent:** None

- 13) Oral Communications and Announcements

None

**The meeting was adjourned at 7:17 p.m.**

# SAN MATEO COUNTY

## CITY SELECTION COMMITTEE

*Sue Vaterlaus, Chairperson*  
*Regina Wallace-Jones, Vice Chairperson*

*Sukhmani S. Purewal, Secretary*  
*400 County Center*  
*Redwood City, 94063*  
*650-363-1802*

TO: MAYORS OF SAN MATEO COUNTY  
FROM: SUKHMANI S. PUREWAL, SECRETARY  
SUBJECT: MINUTES OF JANUARY 5, 2021 SPECIAL MEETING OF THE CITY SELECTION COMMITTEE

### **DRAFT MINUTES**

Due to COVID19, the meeting was held virtually via Zoom and was called to order by Councilmember Sue Vaterlaus, Chairperson of the San Mateo County City Selection Committee at **5:30 p.m.** on **Tuesday, January 5, 2021.**

- 1) Roll Call – The following cities/towns were present: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.

Absent: Foster City and Half Moon Bay

*Chair Sue Vaterlaus welcomed the Mayors/proxies and provided a brief explanation on why this Special meeting was being held. Mayor Charles Stone, Belmont who currently serves on Caltrain Board also gave opening remarks on why there was an urgency to fill the vacant position on Caltrain.*

- 2) Selection of one (1) Councilmember to serve on the Peninsula Corridor Joint Powers Board (Caltrain) representing **Cities** from among the three Councilmembers on the San Mateo County Transit District (SamTrans) Board - there is no term limit

Foster City joined the virtual Zoom meeting.

Councilmember Jeff Gee, Redwood City was nominated from the floor.

**Motion to appoint Jeff Gee:** Belmont

**Second:** Redwood City

**Ayes:** Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside

**Noes:** None

**Absent:** Half Moon Bay

3) Oral Communications and Announcements

None

**The meeting was adjourned at 5:37 p.m.**



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## VICE MAYOR RICHA AWASTHI

*City of Foster City*

January 12, 2021

RE: CITY SELECTION COMMITTEE APPOINTMENT – ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG) EXECUTIVE BOARD

Dear Honorable Mayors and Councilmembers:

I am writing to express my interest in serving as an Alternate on the Association of Bay Area Governments (ABAG) Executive Board.

As your representative, I will work tirelessly to develop long-term, viable, and coordinated solutions that will help our constituents achieve a sustainable future. Land use decisions must be made soundly, and there needs to be a commitment to achieving balance between housing affordability and growth. A consideration and understanding of transportation and environmental challenges are also key.

What has prepared me to best serve you today on the ABAG Executive Board is having been a Councilmember since 2018. During this time, I have tackled a breath of issues in my regional assignments. It includes having served on the C/CAG Airport Land Use Committee, Emergency Services Council, and Peninsula Traffic Congestion Relief Alliance (Commute.org), to name a few.

My priority will always be to remain engaged with you. I will bring a cooperative spirit and voice for the unique challenges each of our communities face. This is an opportunity to shape our communities now and well into the future. And I am dutifully committed to bringing careful oversight and decision-making to best represent our region.

I appreciate your consideration of my appointment as an Alternate on the Association of Bay Area Governments (ABAG) Executive Board. If you have any questions or need any additional information, please contact me at (650) 286-3504 or at [rawasthi@fostercity.org](mailto:rawasthi@fostercity.org).

Sincerely,

A handwritten signature in blue ink that reads "Richa Awasthi".

Richa Awasthi  
Vice Mayor, City of Foster City



cc: Sukhmani Purewal, Secretary of City Selection Committee and Assistant Clerk of the Board of Supervisors  
City Council, City of Foster City  
Peter Pirnejad, City Manager, City of Foster City



City of Foster City • 610 Foster City Boulevard, Foster City, CA 94404  
P: (650) 286-3504 • F: (650) 577-0983 • E: [rawasthi@fostercity.org](mailto:rawasthi@fostercity.org)



*City of Millbrae*  
621 Magnolia Avenue, Millbrae, CA 94030

**ANDERS FUNG**  
Councilmember

January 14, 2021

City Selection Committee  
C/o Sukhmani Purewal, Secretary of City Selection Committee  
Assistant Clerk of the Board of Supervisors  
400 County Center, 1st Floor  
Redwood City, CA 94063

Re: Appointment to the Executive Board Alternate Member

Dear Honorable Mayors and City Selection Committee members,

I am writing to express my interest in serving in the ABAG Executive Board Alternate Member Position. Having previously served as the chairman of the Millbrae Planning Commission, and with my private profession as a homebuilder, as well as a principal owner of a design/build firm, I have a unique understanding of transit-oriented development and urban planning. With housing and affordability issues continue to be a major legislative and policy focus within the Bay Area, I feel I am well-placed to contribute immediately for the Executive Board.

Furthermore, my time as an entrepreneur grants me necessary experience for this role as well. As a professional homebuilder/designer, all my developments are Green Point certified to be aligned with the most stringent environmental regulations, and ensure that they are built in environmentally friendly urban village living style. Through my profile of developments in San Francisco & San Mateo counties, I have developed an acute understanding of how we can best build environmentally friendly new housing, while minimizing the amount of government regulation.

As a Planning Commissioner (2017-2020), Millbrae approved 2 major transit-oriented developments. With my experience and guidance, we negotiated further below market rate housing, and guided our developments to increase sustainability. My plan for the future is all about maximizing our regional strengths. Our key strength is its transit-oriented ability throughout the San Mateo peninsula. So, my approach to development takes this strength, and furthers it by integrating this existing infrastructure into our regional development plans. This means increasing capacity around high-density routes and increase local public transportation in our region. I believe this will be the direction of the Peninsula as time continues, and a vision shared by many of us here in local government. With a position on the ABAG Executive Board, we can bring this vision to fruition.

---

City Council/City Manager/City Clerk  
(650) 259-2334

Building Division/Permits  
(650) 259-2330

Community Development  
(650) 259-2341

Finance  
(650) 259-2350

Fire  
(650) 558-7600

Police  
(650) 259-2300

Public Works/Engineering  
(650) 259-2339

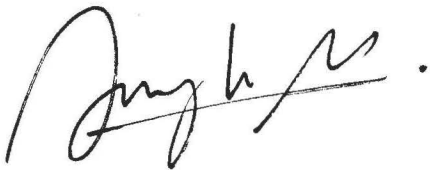
Recreation  
(650) 259-2360

As a first generation immigrant, I understand the importance of diversity, and having a seat at the table. Therefore I served on the board of directors for the Peninsula Chinese Business Association (501c3) since 2015. In this capacity, I worked tirelessly with the local community to create scholarship programs for local students, and donating funds to help school improve technology literacy. I am a strong believer that education is the best way to promote minority civic engagement, raising awareness of issues for immigrant families, and encouraging their participation in our democratic process. My active volunteer services have given me the pulse for our community, especially during the pandemic, and an understanding of how we can best affect positive change for them. And I hope by being able to effectuate changes at the greater Bay Area regional level, I can be a strong advocate for the people of color and the immigrant communities.

I appreciate the vast volume of hard work that ABAG have done over these years and would be deeply honored by your appointment to serve the Bay Area. I look forward to becoming a regional partner to all the elected and bring about more positive changes to our region.

I respectfully submit this letter of interest and would be honored to have your support to be appointed to the ABAG Executive Board as an alternate member.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anders Fung', with a stylized flourish at the end.

Anders Fung  
Councilmember  
City of Millbrae  
Anders@andersfung.org



## OFFICE OF THE MAYOR CITY OF DALY CITY

333 – 90<sup>TH</sup> STREET  
DALY CITY, CA 94015-1895  
(650) 991-8125

January 6, 2021

Sukhmani Purewal  
Secretary of City Selection Committee  
Assistant Clerk of the Board of Supervisors  
400 County Center  
Redwood City, CA 94063

*Sent via regular email [spurewal@smcgov.org](mailto:spurewal@smcgov.org)*

RE: Letter of Interest for the Northern Seat on SamTrans

Dear Mr. Purewal:

It is with utmost enthusiasm that I express interest in fulfilling the remaining term of Karyl Matsumoto on the San Mateo County Transit District (SamTrans), representing the Northern Judicial Cities of Brisbane, Colma, Daly City, Pacifica, San Bruno and South San Francisco.

I am dedicated to ensuring that my local community voice is represented. I originally served as a member of the City of Daly City's Personnel Board, prior to my installation as a member of the City Council in 2016 and nomination to Vice Mayor upon entering office. I am currently serving my second term as Mayor and believe both the Daly City community and workforce have benefitted tremendously from the leadership in my roles. Holding a Masters in Public Administration with an emphasis in Public Management has helped shape crucial public policy decisions involving challenging and often controversial topics, along with diplomacy and forward-thinking.

During my first term as Mayor in 2018, Daly City faced several controversial and emotionally charged community issues. Of note is an incident that involved racism amongst community members, and I lead with my heart when joining the community together despite race, gender, background to "Love Not Hate" one another.

Uniting community members has been an emphasis of my leadership. During my recent term as Vice Mayor, the global pandemic presented many challenges to our City and exacerbated many underlying issues within our community, including transportation. Our Bayshore community has long-suffered from a lack of transportation means. Providing unwavering support to utilize Measure A funds and Lifeline Transportation Program grants to continue the operation of the Bayshore Shuttle continues to keep the Bayshore neighborhood connected to the needed shopping, grocery, and medical destinations in Daly City, San Francisco and other areas of the Peninsula.

Transportation that accommodates an aging population is of significant importance, as 23% of Daly City's population is over the age of 60, which is the most rapidly growing age demographic in the City. Daly City is one of the first cities in San Mateo County to receive the official "Age-Friendly City" designation from the World

Health Organization (WHO). The 3rd Domain of Livability: Transportation is the next focus of the City's Age-Friendly Task Force.

I also advocated for new and innovative approaches, including the City's updated Walk Bike Daly City, creating a roadmap for the next generation of pedestrian and bicycle improvements as the City experiences new development and population increases.

I understand the importance in enhancing local mobility between the East and West regions and having accessible transit for our communities in the Peninsula.

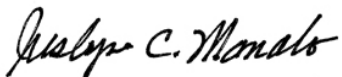
I proudly served on the SamTrans Citizen Advisory Committee (CAC) beginning in 2014 through 2017 as both Vice Chair and Chairwoman, along with representatives from all over the Peninsula. The SamTrans CAC was a sounding board of residents who voiced their concerns that I listened to wholeheartedly during the decision-making process. The SamTrans staff provided budgetary, programmatic and outreach presentations. This knowledge gave me a great foundation on the infrastructure of SamTrans, which in turn allowed me to provide substantial input as a rider, resident, and advocate.

I also sit on several council subcommittees, including affordable housing, transportation, and ethics, to name a few. My participation and governance in these working groups have been instrumental in tackling small issues before they became more problematic. In prospering times or times of crisis, my demeanor remains calm and collected. I seek to understand all perspectives while balancing the need to take action on time sensitive issues.

I continue to be a voice not only for our Northern County community, but also within our County and throughout the region, especially in these trying times. I maintain an open line of communication, always making myself available to the public and will make myself available to each and every one of you—my esteemed colleagues on the Council of Cities.

I greatly appreciate your consideration of my appointment to the Northern Seat on SamTrans. I am certain of my experience, excellence in leadership and stewardship and would be humbled by your vote to serve in this role.

Sincerely,



Juslyn C. Manalo  
Mayor  
City of Daly City

cc:	Town of Atherton City Council	City of Belmont City Council
	City of Brisbane City Council	City of Burlingame City Council
	Town of Colma City Council	City of East Palo Alto City Council
	City of Foster City City Council	City of Half Moon Bay City Council
	Town of Hillsborough City Council	City of Menlo Park City Council
	City of Millbrae City Council	City of Pacifica City Council
	Town of Portola Valley City Council	City of Redwood City City Council
	City of San Bruno City Council	City of San Carlos City Council
	City of San Mateo City Council	City of South San Francisco City Council
	Town of Woodside City Council	



Rico E. Medina  
Mayor

CITY OF SAN BRUNO  
OFFICE OF THE MAYOR

January 8, 2021

RE: Re: San Mateo County Transportation District (SamTrans) - Northern Judicial District

Dear Honorable Mayors and Council Members:

With the retirement of Karyl Matsumoto from the South San Francisco City Council and her subsequent appointment to the San Mateo County Transit District Board of Directors (SamTrans) representing the Northern San Mateo County seat, a tremendous amount of institutional knowledge and regional influence has been lost.

Even in normal times, this would require a replacement appointment experienced in transportation issues to hit the ground running. In our current situation resulting from the pandemic and related economic crisis the need for experience in the next appointee for this seat is essential.

I am applying for the position in order to use my direct transportation and infrastructure experience as Vice-Chair of the San Mateo County Transportation Authority for the Northern Jurisdiction to minimize the learning curve and be effective immediately.

While the appointment is geographically based, I will as proven represent every San Mateo County community and jurisdiction in my capacity as a member of the Board of Directors. My goal with every vote is to evaluate the benefits and impacts of each policy and funding decision to ensure the best return on investment and mobility outcomes for our County, all the cities and towns, and the residents and taxpayers we serve.

The pandemic, economic crisis, and ensuring revenue and ridership impacts to SamTrans and Caltrain do not allow us the luxury of on-the-job training for new board members if we are going to keep our transportation systems solvent and plan for service recoveries to meet the demands of an eventual economic recovery and return to work scenario where the demand for transit will rebound.

And if the tense debates between San Francisco, Santa Clara, and San Mateo Counties last summer in the effort to place the Caltrain 1/8 cent tax measure on last November's ballot are any foreshadowing - the December 31, 2021 deadline for a new Caltrain governance agreement and the future of SamTrans being the operating agency for Caltrain will involve more tense debates over the next twelve months.

San Mateo County will need to be a unified voice in our negotiations with elected leaders in San Francisco and elected leaders in Santa Clara and I have nothing stopping me from advocating on behalf of SamTrans and San Mateo County.

---

I respectfully ask for your support for appointment to the San Mateo County Transit District Northern seat. Thank you for your consideration and should you have any questions please contact me at 650-554-8453.

Respectfully,

A handwritten signature in blue ink that reads "Rico E. Medina". The signature is written in a cursive style.

Rico E. Medina  
Mayor  
City of San Bruno



CITY OF SAN BRUNO  
OFFICE OF THE MAYOR

Rico E. Medina  
Mayor

January 15, 2021

RE: Re: San Mateo County Transportation District (SamTrans) - Northern Judicial District

Dear Honorable Mayors and Council Members:

I want to provide clarification to the interest letter I submitted for the vacant seat on the San Mateo County Transit District Board. As you may know I currently hold the Transportation Authority seat for the Northern District. Should I be lucky enough to be selected to the SamTrans Board, it would be my intent to vacate the TA seat I currently hold once a replacement has been selected from the Council of Cities, I hope this clears up any confusion.

Thank you again for your consideration, should you have any questions please contact me at 650-554-8453 or via e-mail at [rmedina@sanbruno.ca.gov](mailto:rmedina@sanbruno.ca.gov)

Respectfully,

A handwritten signature in blue ink that reads "Rico E. Medina".

Rico E. Medina  
Mayor





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## COUNCILMEMBER SAM HINDI

*City of Foster City*

January 13, 2021

RE: CITY SELECTION COMMITTEE APPOINTMENT – HOUSING ENDOWMENT AND REGIONAL TRUST (HEART) BOARD

Dear Honorable Mayors, Councilmembers, and Colleagues:

Please accept this letter as my statement of interest in continuing to serve on the Housing Endowment and Regional Trust (HEART) Board.

I have been a Councilmember for the past 5 years, 2 of which I have served as Mayor, and now re-elected to proudly serve for the next 4 years. My experience thus far on State, County, and regional boards have enabled me to be well-equipped as your representative on the HEART Board. The most relevant experience of which is having served as a HEART Board Member for the past year.

The housing needs throughout the Bay Area, particularly San Mateo County, have become increasingly critical. However, I do believe we can work collaboratively to address the housing crisis, to bring forth a wide-range of solutions to help build, finance, and develop programs that make housing more accessible and attainable by all. This is the very reason I delved into being a member of the Strategic Options Working Group for HEART, working alongside a few of my fellow HEART Board colleagues appointed by Chair Don Horsley.

Our working group has been convening weekly since November 2020 to explore potential solutions to the affordable housing crisis and how HEART can be more relevant. Our work is still in progress, as we look towards developing a robust plan with programs and/or policies that leverage both private & public partnerships. Once that is complete, this will be brought forth to the HEART Board as a whole for consideration. Having been actively involved in this, I would like to serve another term on the HEART Board so as to provide continuity and bring it to fruition.

In line with HEART's mission, I have always been an advocate for affordable housing opportunities in our communities. Most recently, I played an instrumental role in preserving the affordability of 50 below market rate units at one of Foster City's apartment complexes for an additional year. This was a culmination of countless hours and meetings to find a solution that ultimately prevented the displacement of some of our most vulnerable, long-term residents. This is just one demonstration of how I believe I can serve as a voice for our small cities. I promise to bring the same tenacity and passion on a regional scale.

Respectfully, I ask for your support in my re-appointment to the Housing Endowment and Regional Trust (HEART) Board. Please do not hesitate to contact me at (510) 206-9550 or at [shindi@fostercity.org](mailto:shindi@fostercity.org) if you have any questions or would like to discuss my candidacy.

City of Foster City • 610 Foster City Boulevard, Foster City, CA 94404  
P: (650) 286-3503 • F: (650) 577-0983 • E: [shindi@fostercity.org](mailto:shindi@fostercity.org)

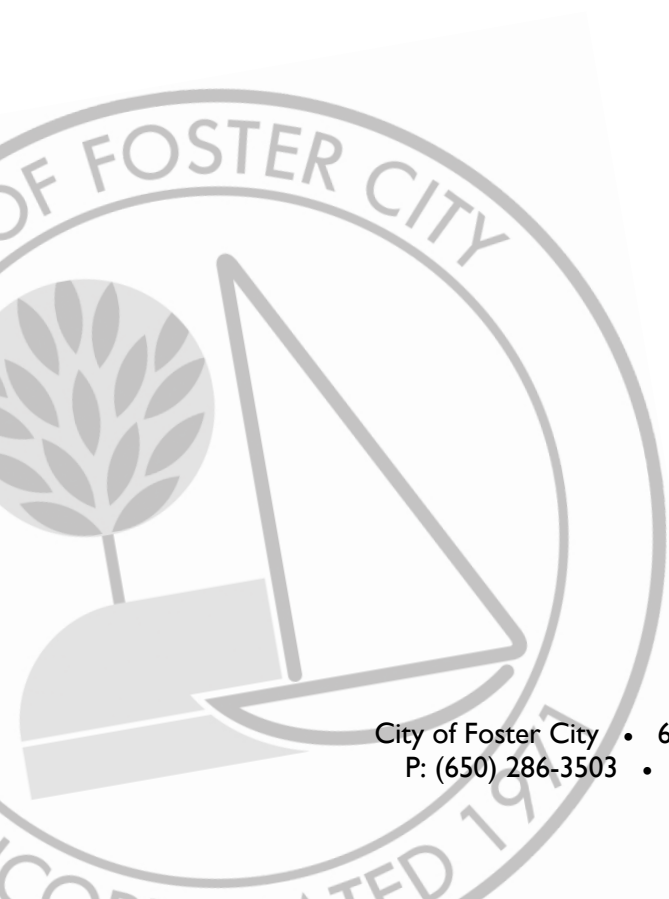
Thank you for your consideration of my interest.

Sincerely,



Sam Hindi  
Councilmember, City of Foster City

cc: Sukhmani Purewal, Secretary of City Selection Committee and Assistant Clerk of the Board of Supervisors  
City Council, City of Foster City  
Peter Pirnejad, City Manager, City of Foster City



CITY OF SAN CARLOS  
CITY COUNCIL



600 ELM STREET  
SAN CARLOS, CA 94070  
(650) 802-4219  
CITYOFSANCARLOS.ORG

January 11, 2021

To: City Selection Committee  
Re: Re-Appointment to Housing Endowment and Regional Trust (HEART) Board of Directors

Honorable Mayors and Councilmembers:

I am writing to ask for your support for re-appointment to the Housing Endowment and Regional Trust (HEART) Board of Directors. It has been an honor to contribute to the great work HEART has achieved over the last two years and I would deeply appreciate the opportunity to continue in my role. Increasing affordable housing opportunities for our low- and middle-income residents continues to be a top priority of mine. At the city level, I am proud that affordable housing is a strategic priority for our Council and construction has begun on a 24-unit, 100% affordable housing development. On a regional level, I recently served as a member of the Home for All Funding Task Force, which brought together officials and staff countywide to track affordable housing opportunities and funding sources, including the State's Local Housing Trust Fund.

In the last year, HEART's accomplishments include drafting environmentally-friendly accessory dwelling unit plans that will be offered at no cost to homeowners interested in building an ADU. These plans will help reduce costs and streamline the approval process for building a new pipeline of affordable housing in our communities. HEART's First Time Homebuyer Program also saw tremendous growth, with loans nearly doubling as compared to 2019. Prior to the pandemic, I attended one of HEART's workshops for first-time homebuyers in San Carlos. The strong attendance at the event was further proof to me of the great need for this service. Projects under development thanks in part to HEART funding include housing in San Mateo, North Fair Oaks and Redwood City, which will serve veterans, families, and homeless/at risk individuals. In Pacifica, HEART has contributed funding and advisory services for the development of much-needed teacher housing.

I am proud to be a member of the HEART Board and I strongly believe in HEART's mission to create more affordable housing opportunities. The pandemic has made clear that safe and affordable housing is critical to the well-being of our communities, and our work must continue in order to meet this need. I would appreciate the opportunity to continue my service on HEART's Board of Directors and respectfully ask for your support.

Sincerely,

Sara McDowell  
Vice Mayor, City of San Carlos

cc: San Carlos City Council



CITY OF SAN MATEO  
OFFICE OF THE COUNCIL MEMBER

330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403-1338  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)  
(650) 522-7040

December 21, 2020

Re: Reappointment to HEART Board of Directors

Dear Honorable Mayors and City Council Colleagues,

I write to request your consideration and support for my reappointment to the HEART Board of Directors.

As a council member, community activist and deeply involved volunteer for many years in San Mateo, I remain engaged in finding creative ways to provide affordable housing for all of our residents. I have been thoroughly committed to this goal since my appointment by the San Mateo City Council to the Bay Meadows and Transportation Corridor Citizens Advisory Committee in 2001 and have focused on creating a mix of housing opportunities that allow for residents of different income levels to become part of San Mateo. As a HEART Board Member, I have enjoyed and worked hard at expanding my efforts to all of San Mateo County.

My City Council external agency assignments include ABAG, C/CAG CMEQ Committee, Peninsula Clean Energy, Commute.org, SBWMA and Cal Cities along with HEART. These assignments put me at the intersection of transportation planning, County traffic congestion relief, sustainability and renewable energy efforts, waste collection and diversion as well as creating viable options for affordable housing and shelter for our low-income residents as well as the homeless and Veterans.

At this time, as Vice Chair of the HEART Board, I am also a member of the Strategic Options Working Group.

In addition to my volunteer and Council experience, my background in construction provides the right mix of experience to continue to be an active member of this board as we strive to meet what continues to be one of the most pressing needs in San Mateo County today – affordable housing!

I would be deeply honored by your reappointment to the HEART Board of Directors. Please feel free to call me at (650) 430-9171 or email me at [rbonilla@cityofsanmateo.org](mailto:rbonilla@cityofsanmateo.org) if you would like to discuss my candidacy.

I sincerely appreciate your support.

Rick Bonilla  
Deputy Mayor  
City of San Mateo

Diane Howard, Mayor  
Giselle Hale, Vice Mayor  
Alicia C. Aguirre, Council Member  
Lissette Espinosa-Garnica, Council Member  
Jeff Gee, Council Member  
Diana Reddy, Council Member  
Michael Smith, Council Member

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1017 Middlefield Road  
Redwood City, CA 94063  
(650) 780-7220



January 12, 2021

Sukhmani Purewal  
Assistant Clerk of the Board  
County of San Mateo  
400 County Center  
Redwood City, CA 94063

Re: City Selection Committee  
Local Agency Formation Committee seat

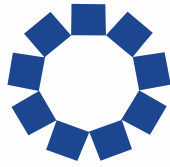
Dear Mr. Purewal:

Please accept this letter as my Letter of Interest for the position of Alternate to the Local Agency Formation Commission (LAFCo). My exposure to LAFCo began with my role as Secretary to the Sequoia Union High School District Board of Trustees and the occasional need to negotiate boundaries. Later, in my role as a housing advocate, I appreciated their work in making it possible for jurisdictions to work together to make projects possible when boundaries were shared. I look forward to being part of this little known but important body.

Sincerely,

A handwritten signature in blue ink that reads "Diana Reddy".

Diana Reddy  
City Council  
City of Redwood City  
650.796.3426



ASSOCIATION  
OF BAY AREA  
GOVERNMENTS

#5

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Bay Area Metro Center  
375 Beale Street, Suite 700  
San Francisco, CA 94105  
415.820.7900  
www.abag.ca.gov

*Jesse Arreguin, President*  
Mayor, City of Berkeley

*Belia Ramos, Vice President*  
Supervisor, Napa County

*David Rabbit*  
*Immediate Past President*  
Supervisor, Sonoma County

*Karen Mitchoff*  
*Chair, Regional*  
*Planning Committee*  
Supervisor, Contra Costa County

*Vacant*  
*Chair, Legislation Committee*

*Karen Mitchoff*  
*Chair, Finance Committee*  
Supervisor, Contra Costa County

January 19, 2021

Councilmember Craig Hughes and Councilmember John Richards  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

RE: Comments on Proposed Regional Housing Needs Allocation (RHNA) Methodology

Dear Councilmember Hughes and Councilmember Richards:

Thank you for your comment letter on the Proposed RHNA Methodology as well as Portola Valley's ongoing engagement in the RHNA process to-date. After reviewing feedback from the public comment period, ABAG released the Draft RHNA Methodology on December 18, 2020. The Draft Methodology uses the same baseline allocation, factors, and weights as the Proposed Methodology. However, the 2050 Households baseline in the Draft Methodology has been updated to include data from the Plan Bay Area 2050 Final Blueprint, while the Proposed Methodology used data from the Draft Blueprint.

Whereas the Plan Bay Area 2050 Draft Blueprint featured 25 strategies that influenced the location of future growth, the Final Blueprint features 35 revised strategies adopted by the ABAG Executive Board and Metropolitan Transportation Commission in fall 2020. These strategies shift the regional growth pattern, with generally small to moderate impacts on RHNA allocations. Integration of the Plan Bay Area 2050 Final Blueprint baseline data addresses many of the issues raised in the public comment period, including additional reductions to the region's greenhouse gas emissions. More information on the Draft RHNA Methodology is available in this document on ABAG's website:  
[https://abag.ca.gov/sites/default/files/abag\\_draft\\_rhna\\_methodology\\_release\\_december2020.pdf](https://abag.ca.gov/sites/default/files/abag_draft_rhna_methodology_release_december2020.pdf)

ABAG acknowledges the Town's comments about natural hazard risk and infrastructure constraints to housing development, and staff believes that the Draft RHNA Methodology effectively incorporates both hazard risk and potential development constraints. ABAG-MTC staff worked with local governments to gather information about local plans, zoning, physical characteristics and potential development opportunities and constraints. This information was used as an input into the Plan Bay Area 2050 Blueprint, which is used as the baseline allocation in the Draft RHNA Methodology. Including the Blueprint in the RHNA methodology also addresses concerns about natural hazards, as Plan Bay Area 2050 restricts growth outside Urban Growth Boundaries and does not allow for Growth Geographies to overlap with the worst fire hazard severity zones. The Blueprint Growth Geographies not only exclude CAL FIRE designated "Very High" fire severity areas, but they also exclude "High" fire severity areas in unincorporated communities as well as county-designated wildland-urban interface (WUI) areas where applicable. Communities can also choose to take these risks into consideration with where and how they site future development, either

limiting growth in areas of higher hazard or by increasing building standards to address the hazard.

ABAG realizes that planning for a substantially larger RHNA than previous cycles is a daunting task that all jurisdictions in the region are grappling with. Fortunately, over 12 million dollars in grant funding is available to assist local jurisdictions with implementing Plan Bay Area 2050 and RHNA. All jurisdictions can access Housing Element grants through the Regional Early Action Planning (REAP) program via non-competitive and competitive processes. Additionally, Priority Development Area (PDA) Planning and Technical Assistance grants are available via competitive process for jurisdictions with locally nominated PDAs. More information on grant funding and housing technical assistance is available on ABAG's website:

<https://abag.ca.gov/housing-technical-assistance-program>

We encourage you to remain engaged both in the RHNA process and in the Plan Bay Area 2050 process, which will continue through late 2021. The ABAG Executive Board is slated to take action on the Draft RHNA Methodology at the January 21, 2021 meeting. After a Draft RHNA Methodology is adopted by the Executive Board, ABAG will submit the methodology to the Department of Housing and Community Development for review and then use the state agency's feedback to develop a final methodology and draft RHNA allocation in spring 2021. Release of the draft allocation will be followed by an appeals period starting in the summer of 2021, with the final RHNA allocation assigned to each of the Bay Area's local governments in late 2021.

Thank you again for your feedback and participation in this process.

Sincerely,



Therese W. McMillan  
Executive Director

TM: EK

Box\RHNA\Post-HMC work\RHNA Public Comments\Responses to comments\Local jurisdictions\Therese McMillan Review\196\_Portola\_valley.docx