



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, February 10, 2021

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

SPECIAL MEETING AGENDA

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

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to jdennis@portolavalley.net by 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

<https://zoom.us/j/93118962318?pwd=djRPM3hzWXFaeHBYcEZhZ1NYR1JGdz09>

Webinar ID:

931 1896 2318

Passcode:

754965

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 27, 2021 (3)
2. **Approval of Warrant List** – February 10, 2021 (16)
3. **Appointment by Mayor** – Member to the Parks & Recreation Committee (22)
4. **Appointment by Mayor** – Members to the Conservation Committee (23)
5. **Recommendation by Conservation Committee** – Request for Committee Charter Change (25)
6. **Report by Town Manager** – Annual Automated License Plate Reader System Audit (28)
7. **Recommendation by Town Manager** – Committee Handbook Edits, Harassment Policy (33)

REGULAR AGENDA

8. **Acceptance of Gift of Spring Down Property (65)**
 - (a) Adoption of a Resolution Approving and Authorizing the Town Manager to Execute a Pledge Agreement for Acquisition of Spring Down Equestrian Center and Endowment (Resolution No. __)
9. **Report by Town Manager and Planning and Building Director** – Regional Housing Needs Allocation (70) Update
10. **STUDY SESSION** – Town Council Meeting Minutes (84)
11. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS (90)**

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.*
12. **TOWN MANAGER REPORT (91)**

Oral report only, unless written materials are provided.
13. **Town Council Digest** – January 28, 2021 (92)
14. **Town Council Digest** – February 4, 2021 (102)

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. 1004, JANUARY 27, 2021

CALL TO ORDER AND ROLL CALL

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

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

Absent: None

Others: Jeremy Dennis, Town Manager
Brandi de Garreaux, Assistant to the Town Manager
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

Attendees: Betsy Morgenthaler
Bob Turcott
Catherine Magill
Chris Raanes
David Cardinal
David Ross
Jean Isaacson
Karen Vahtra
Kristi Corley
Lorrie Duval
Mary Hufty
Patty Dewes
Rita Comes
Victor Schachter
Jon Myers
Judith Murphy
Dale Pfau
Gary Hanning
Nancy Lund
Paige Bishop
Carolyn Vertongen

ORAL COMMUNICATIONS

The public may address the Town Council on any subject not listed on the agenda. Each speaker may address the Town Council once under Oral Communications for a limit of three minutes. The Town Council cannot act on items not listed on the agenda and therefore the Town Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

Rita Comes thanked Public Works Director Young for the two "no littering" signs on Westridge which will hopefully help with the cigarette butts and other litter problems. She said there is no Town Manager Report included in the staff report, which appears to be an oversight. Town Manager Dennis explained that Item #13 and Item #14 are oral communication reports only and there have never been written reports associated with those items. Ms. Comes suggested it be indicated as such in the staff report.

Bob Turcott said he has been a resident for 15 years but only recently been exposed to the workings of the Town. He asked if Portola Valley is in compliance with the 2012 Wildfire Prevention Planning Bill, which requires that wildfire hazards be planned for prior to the consideration of further development. He

asked if the evacuation capacity was demonstrated to be adequate before accepting a proposal to drop 39 household units in front of his family in an evacuation queue. He said if the Town is not in compliance, he asked how he can exert pressure on the Town to make that happen. He said he was amazed to learn that the Town actually solicited the Stanford proposal and, in fact, development in Portola Valley wasn't even considered by Stanford in its most recent 10-year plan. He said he is trying to identify how the project is advantageous to Portola Valley. He said if it is the tax revenue, taxes will only be paid on 27 of the 39 structures and not the land. He said he would be mortified if Portola Valley viewed itself as doing a good job with affordable housing by offering a 450-square-foot studio apartment to a teacher with a family of four. He said fire risk mitigation can be achieved without a high-density housing development on the Scenic Corridor, which is in violation of the General Plan. He asked to be directed to the Portola Valley meetings in which soliciting this proposal was considered so he can review those minutes and understand the perceived benefits. If not, he requested background on why this was done. He said he dialed into the ASCC meeting on Monday and was quite concerned by what he perceived to be a cloying acquiescence to Stanford and its proposal. He said one Commissioner was mistaken about what forms one of the boundaries of the Wedge and went on to trivialize earthquake risk in response to expressed concern about building a high-density project on a liquefaction zone. They flippantly suggested that its simply a matter of using bigger pilings. He said, as an engineer, it does not inspire confidence that the proposal is being considered soberly and responsibly. Town Manager Dennis invited Mr. Turcott to email his questions to him and he will address them.

CONSENT AGENDA

Mayor Derwin announced that, given the recent trends, staff has elected to return to a more traditional Brown Act approach. She explained that under the Consent Calendar, the Town Council may take action to approve routine business items in one motion unless a Town Councilmember or a Town Staff member requests that an item be discussed or continued to a later date. If a member of the public would like to comment on one or more items on the consent calendar before the Council votes, she asked that they raise their hand.

Mayor Derwin invited comments from the public regarding items on the Consent Calendar.

- (1) **Approval of Minutes** – Town Council Regular Meeting of January 13, 2021. *[Removed from Consent Agenda.]*
- (2) **Approval of Warrant List** – January 27, 2021, in the amount of \$183,794.48.
- (3) **Parks & Recreation Committee** – Recommendation to Paint Pickleball Lines on the Second Tennis Court
- (4) **Ad-Hoc Wildfire Preparedness Committee Recommendations** – Quarterly Report 3
- (5) **Colleagues Memo** – Amendments to Leaf Blower Trade-in Program
- (6) **Vice Mayor Hughes and Councilmember Wernikoff** – Formation of a Council Subcommittee to work with Staff on OpenGov Financial Software *[Removed from Consent Agenda.]*
- (7) **Appointment by Mayor** – Commissions and Committees Membership Appointment for 2021
- (8) **Appointment by Mayor** – Member to the Open Space Acquisition Advisory Committee
- (9) **Appointment by Mayor** – Woodside Highlands Road Maintenance District Residents' Advisory Committee Member Recommendations

Vice-Mayor Hughes moved to approve Consent Agenda items 2, 3, 4, 5, 7, 8, and 9. Seconded by Councilmember Richards; the motion carried 5-0, by roll call vote.

(1) **Approval of Minutes** – Town Council Regular Meeting of January 13, 2021.

Councilmember Aalfs moved to approve Consent Agenda Item #1 as amended. Seconded by Vice-Mayor Hughes, the motion carried 5-0, by roll call vote.

(6) **Vice Mayor Hughes and Councilmember Wernikoff** – Formation of a Council Subcommittee to work with Staff on OpenGov Financial Software

Vice-Mayor Hughes clarified that he recommended creating a subcommittee but did not include specific members in his memo. He wanted to clarify that if the Council is acting, they are not just creating a subcommittee but are also appointing Vice-Mayor Hughes and Councilmember Wernikoff to the subcommittee.

Vice-Mayor Hughes moved to approve Consent Agenda Item #6, approving the formation of the subcommittee and appointing Vice-Mayor Hughes and Councilmember Wernikoff to the subcommittee. Seconded by Councilmember Aalfs, the motion carried 5-0, by roll call vote.

REGULAR AGENDA

(10) **Council/Committee and Commission Workshop**

Town Manager Dennis described this workshop as a venue for a broad discussion on potential projects and initiatives from all of the Town Commissions and Committees, as detailed in the staff report. Staff recommended that the Town Council and attending Commission and Committee members discuss potential priorities and council/committee communications.

The Workshop attendees introduced themselves: Judith Murphy, Chair, Conservation Committee; Dale Pfau, Chair, Emergency Preparedness Committee; Jon Myers, Chair, Parks & Rec; Gary Hanning, Chairs, Trails and Paths; Paige Bishop/ Chair, Cultural Arts Committee and Director of Portola Valley Summer Concert Series; Brandi de Garneau, Co-Chair with Mayor Derwin of the Sustainability Committee; Nancy Lund, Chair, Historic Resources Committee; Michael Tomars, Chair, Wildfire Committee; and Dave Ross, Chair, ASCC. Town Manager Dennis said there are also various committee members in attendance.

Mayor Derwin explained that this workshop is an opportunity for everyone from all of the committees and commissions to hear each other and to share their ideas, priorities, and describe what is and is not working. This input gives the Council the opportunity to consider all of their feedback as they start to develop the Council priorities prior to establishing the draft budget. She said the workshop provides the opportunity to hear what others are working on and also to find connections where two or more committees might work together on the same issue.

Mayor Derwin described the Council Priority process. She said the priority setting sessions provides staff input and guidance as they work on the budget. This year's first session is scheduled for February 27 and the follow-up session will be scheduled in April. She said the Council will see the first draft budget at the first meeting in June. She said because of the Town's limited finances, staff, and volunteer resources, the focus will be on the issues most important to the Council, which the Council will determine based on the input received at these workshops. She noted that Portola Valley has the smallest staff and budget of all 20 towns and cities in the County.

Mayor Derwin described the Council Liaison position. She said every committee and commission has a Council Liaison who is encouraged to attend as many meetings as possible. The liaison is encouraged to talk with the Committee Chair before and after each meeting. She said that in years past the liaison role was hands-off, only providing guidance or answering questions when asked. Over time the liaison role has evolved and the liaison is often becoming more active in the meetings.

Mayor Derwin said that committees and commissions interact with the Council about ideas and projects in a number of ways, some homegrown via the work of the committee, some coming to the committee through residents, and others are based on Council direction. Mayor Derwin asked the chairs to share their thoughts on this process. She asked if there have been times where the Council has reached out to them to perform a specific task that was not high on their priority list.

Mayor Derwin said volunteers are the backbone of this community. She said no other town or city in the County has as many committees doing real work for the town nor this level of Council involvement in the committees. She said the town volunteers are the reason they have been able to keep the staff small. She said committees spend a lot of time working on projects or programs before they finally bring a recommendation to the Council. She said more often than not the Council adopts those recommendations, but sometimes a committee's ideas are not adopted. When that happens, it does not diminish the Council's gratitude for the work. She said that is another reason to try to align that work with the Council priorities and hold workshops like this so everyone can try to move in the same direction.

Mayor Derwin asked each Chair to share their high-level priorities, ideas, concerns, and reactions and responses to her remarks this evening.

Judith Murphy, Chair, Conservation Committee. Ms. Murphy described the history of the Committee, the extensive level of expertise among their members, the main goal of maintaining the natural resources and protecting the habitat in town, and the shifting goals with the realization of the differences between 1964 Portola Valley and 2021 Portola Valley. She said that while protecting habitat and the rural environment is still seen as their primary task, and they understand that they bear that responsibility more than anyone else in town, they now see it more as optimizing the natural resources and the degree to which they can protect things, given the development that is inevitable. She said their primary task has always been providing advisory reports to ASCC on new site projects. She said they also went through the very extensive process of evaluating all of the Town-owned properties. They now also carry the responsibility of being maintenance advisors to Public Works with regard to restoration and optimizing maintenance of the most important properties in town – Spring Down, Frog Pond, Triangle Park, the playing fields, and Town Center. She said their priority this year is to urge the Council to continue to prioritize the natural environment. She requested that, as the Council makes their short list of priorities, they consider what Portola Valley is and why it exists, and support protection of the natural environment as one of the fundamental priorities. She asked the Council to consider significant budgeting to Public Works to support the maintenance of the Town's most important properties in the way they deserve to be maintained. The committee will be including requests that were not approved in previous years to their list. They would like to have a consultation with a pond biologist for the Frog Pond. They would like to begin removal of the Harding grass at Frog Pond. She said the fence along Frog Pond needs restoration. She said the creek maintenance needs to be done. They would like to see further protection of the largest heritage oak by discouraging foot traffic, possibly with a small rustic fence and moving the bench. They would like to continue the attempts to control the weeds and encourage the wildflowers at Spring Down, with four well-timed mechanical mowings and six days of hand weeding. She said they are fortunate to work cooperatively with Trails and Open Space.

Mayor Derwin said the Conservation Committee does a great job and is essential to Portola Valley. She said they all advocate for funding the maintenance of those properties. Councilmember Richards expressed support for the Committee's requests. He said the Committee does a great job and is very careful to analyze and study all of these processes that need to be done to maintain the Town's open spaces.

Dale Pfau, Chair, Emergency Preparedness Committee. Mr. Pfau shared a slide presentation explaining the goals of the committee, with the current emphasis being on supporting the Town in wildfire preparedness. He described the communication activities they support such as AM and shortwave radio, and liaising with WPV Cert, WPV Ready, and Woodside Fire. He said that Councilmember Richards, the Council liaison for their committee, has been very good at providing guidance and direction. He said over the coming year they will be focusing on how the committee liaises with Woodside and their new EOC and EPC, continuing with Woodside Fire, and with the resurgent WPV Ready and WPV Cert, and how

they all work together and avoid duplication of efforts. The priority list includes relocation of the Town AM Radio (approximately \$25K); upgrade and replace the medical supplies at Town Center (approximately \$3K-\$4K); increase outreach and communications coordination (approximately \$2K-\$3K); integrate/coordinate efforts with CERT/WFPD/Woodside EPC/EOC (\$3K-\$4K); and locate a WPV-CERT Trailer in Portola Valley.

Councilmember Richards said the EPC is a great committee full of very involved self-starters. He said they almost always have a full quorum and always have visitors from Woodside with the Fire Chief attending almost all meetings. He supported all of the Committee's requests. Mayor Derwin thanked Mr. Pfau and the committee for their incredible work.

Jon Myers, Chair, Parks & Recreation Committee. He described the committee's mission to promote and support recreational activities in town, getting people outside and active. They support the various children and adult sports leagues, working together with scheduling field and courts use, and this year managing the challenges of COVID. Their events include Town Picnic and Zots to Tots. He said the cost of these events are approximately \$18K. That money was not spent last year and this year is unsure, but they are hoping to throw a really, really big party a year from now. They are exploring fitness trails, pump tracks, and other ideas. He said the replacement of the skateboard ramp will eventually require funding, approximately \$2,500.

Councilmember Aalfs said he looks forward to serving as the liaison for Parks & Rec. Mayor Derwin acknowledged that the committee's work has been insanely challenging during COVID but they have been very helpful to try to work things out with very frustrated and pent-up residents. Councilmember Wernikoff said she will be the backup liaison to this committee and she looks forward to learning more and getting to know everyone.

Brandi de Garmeaux, Co-Chair, Sustainability Committee. Ms. de Garmeaux said one of her other hats is overseeing facilities rentals. She thanked Mr. Myers for all of his assistance in navigating the use of the facilities this challenging year. Ms. de Garmeaux said the committee's four priorities are organized around the Council priorities as well as the members' interests to capitalize on that energy. The priorities are: researching and developing potential programs related to opportunities with energy efficiency, EV charging, battery backup, and emergency preparedness; a climate change reading discussing group and online list; continued work on smart water meter implementation, potentially expanding alternatives; and recruiting new members for the committee. She said they have discussed moving the committee to a committee-led chair rather than a staff and Council led-chair. She said they are asking for funds for the potential checkout of a portable solar panel and lottery to support the work done around EV charging and battery backup. Two members – Walter Hays and Stefan Unnasch – have developed a list has been developed of simple, inexpensive solar and battery backup options to a full microgrid, including the environmental impacts of each of those. They will be reaching out to the EPC for the dual benefit of being energy efficient and serving safety and emergency preparedness. They expect they will need approximately \$2,000 for that. The committee is still in the midst of the Cal Water rate case with the PUC, which they hope will be resolved soon, and believe that it will lead to the Town getting smart water meters. If not, the committee will ask for approximately \$200 to pursue a pilot program for alternatives. Depending upon COVID, the committee will try to cohost the popular garden tour with the Conservation Committee. The committee has asked to see the draft climate action plan and measures before it goes to the Council. She said there have been a couple of things the Council has asked the committee to look at that weren't really committee driven. She said it is interesting to see how the work flows if it is Council driven or committee driven. Mayor Derwin said this committee's roots were in the Climate Change Task Force that was established in 2006 that she and Steve Tobin co-chaired.

Paige Bishop, Chair, Cultural Arts Committee, and Director of Portola Valley Summer Concert Series. Ms. Bishop said she is moving and will need to resign from her Town positions. She said John Badger will take over both positions if the Council agrees. She will be available to support Mr. Badger via Zoom. She said because of COVID they are only looking at the outside possibility of being able to have a community event by October but hope to have some kind of celebratory event at that time. She loved the title idea of "Renewal" from Mayor Derwin. She said at some point the renewal of the community should be

celebrated and she would like to build on that theme. She said with regard to their budget needs, they will most likely be within the regular budget guidelines. She expressed how difficult this move is for her and said it was an incredible honor to have worked for the community on behalf of music and bringing everyone together. Councilmember Richards said he hopes Ms. Bishop gets all the credit she deserves for all the years she's managed to bring music into town and her support of the invaluable priority of maintaining and building community.

Town Manager Dennis said in October 2019 the Council made organizational changes to the Committee Handbook and created a new committee – the Community Engagement Committee. He said the idea behind that committee is to have a group of people who are interested in helping plan events. He suggested starting to think about that committee will look like and start recruiting for it so they can be prepared for any events that come up later this year. Ms. Bishop said that is a great idea that gives people an opportunity to jump in and support events and passions they're most aligned with. She said the Concert Series would be a good place for that kind of help. She thanked Brandi de Garreaux, Town Manager Dennis, Councilmember Richards and Councilmember Aalfs for all their support. Councilmember Aalfs thanked Ms. Bishop for bringing the Concert Series to life and expressed appreciation for what a great fixture it has become in Portola Valley summers.

Gary Hanning, Chair, Trails & Paths Committee. Mr. Hanning said the town will miss Paige Bishop and they owe her mountains of gratitude. He said the beloved Summer Concerts bring the town together and are looked forward to by the families in town. Mr. Hanning thanked everyone for their support of the trails during this pandemic. He said the trails have never served as well as they are serving everyone today. He said he thinks they are probably saving lives, giving people an avenue to get out and exercise and to see neighbors and friends at a safe outdoor distance. He said the social contact is so important and we've just begun to measure the impact of not having that, particularly certain groups of residents. He said the trails are open and he encouraged residents to get out and use them. He said he is very proud of the Trails Committee, Town staff, and everyone who made it possible to close the Sequoia trail two days a week so that the Sequoia residents could get out and exercise safely on a trail close to home. He said that is the highest risk group and it was so important for them to get out and they have shared their immense gratitude for having that trail to themselves two days a week. He said they receive a monthly trail maintenance update from Public Works and work very closely with Public Works Director Young identifying new trail maintenance issues. He said the ongoing effort of the Trails Committee has been prioritizing a capital-intensive project list that consists of projects that lie outside of the normal maintenance cycles. An example would be the all-season Sequoia trail where the base rock is getting pushed down into the mud and the mud is taking over. He said, like Conservation, they operate on a very small budget and they need to start thinking about when they can spend the money. He said this year the budget has been very lean because of the uncertainties due to COVID. He pointed out that the trails in Portola Valley are open to the public, not just Portola Valley residents, and the Town foots the bill. He said no other community does it that way. He said they've been looking at ways to get additional resources such as through grants and volunteer labor. He said one of their planned volunteer trail days was scheduled for earlier this year but had to be cancelled. Some residents and expert volunteers were going to rework a portion of trail at zero cost to the Town. He said they are trying to find creative ways to pay for the maintenance of the trails because it is not likely the Town can sustain that expense forever. The Horse Fair was cancelled last year and will be cancelled again this year. He said the equestrian culture is deeply embedded in the history of Town and is one of the facets that the Trail Committee works very hard to keep alive. The Horse Fair has been kept to under \$10,000 per year but it may need to be increased due to increased attendance. He thanked Ellie Ferrari and Barb Eckstein, the heavy lifters for the Horse Fair. Mr. Hanning said the committee is also working with the Stanford housing project. He said one of their objectives there is to expand the trails network. He said the trails came about through the subdivision process so it is an understatement to say the committee was excited when the project came up. He said they are guided by the Trails and Paths Element of the Town's General Plan, and there are also committee members who know that land very, very well. He said the Alpine Canyon Trail has existed there since the 1960s, where people used to ride their horses on that trail to get to the Alpine Inn, but the trail is not on the Town's trail map. He said that will be one of the main arteries into the Wedge, connecting it to the Westridge neighborhood. He said traffic can flow easily between Westridge and the Wedge and from Westridge to Ford Field. He said traffic from the Wedge can flow up to Westridge and

easily connect to Shady Trail, which goes all the way to Hidden Valley, which can take you to the Town Center. He said this is an amazing opportunity to grow the trail network and interconnect the neighborhoods. He said another objective is to offer a variety of trails to all of their different trail user groups – hikers, runners, baby buggies, equestrians, bicyclists, etc. He said the Trails Committee mantra is “something for everybody.” He said they are also working with Fogarty Winery who would like to connect their tasting room to the trail system. He said they are very interested in the possibility of granting a trail easement from Razorback Ridge to their tasting room. Mr. Hanning said he agreed completely with Ms. Murphy that Trails and Conservations have many aligned interests and always support each other.

Vice-Mayor Hughes said he has enjoyed being the liaison for Trails. He said the committee does great work and he looks forward to working with them for another year. Mr. Hanning said they consider Vice-Mayor Hughes as an honorary member of the committee.

David Ross thanked the Trails Committee and the Public Works staff for the incredible job they do keeping the trails up. He also thanked everyone on behalf of his wife, Nancy Powell, who spends an average of three hours a day on the trails. He said last year she had 5.8 million steps per Fitbit and probably 5.5 million were on the trails.

Councilmember Wernikoff said she has heard that some people assume the Trails Committee is an equestrian committee. She said she was happy to hear that the trails were for all types of users. Mr. Hanning said they are proud of the fact that all groups are well represented on their committee.

Michael Tomars, Ad Hoc Wildfire Preparedness Committee. Mr. Tomars said their committee has taken great strides in going from zero to 60 in a short period of time, becoming new experts. He said they are committed to try to bring the town to a better place in responding and being prepared for these types of events. In doing so, they have had to identify the primary risks, and the list continues to evolve, especially given with what they saw with the CZU Complex. He said all of their current mitigation measures have been reviewed in addressing those risks. They consider the impacts on both public and private lands with a holistic approach. He said they examine all the educational opportunities available and any incentive programs they can tap. In their mission, they wrap in all the material input they receive and reach out to multiple stakeholders. He said it is a large task but is something they have embraced. He said throughout the year they have definitely placed more emphasis on vegetation management and home hardening. The committee is comprised of three subcommittees dealing with 1) communication and evaluation; 2) home hardening and insurance infrastructure; and, 3) vegetation management and defensible space. He said they were working very hard in their initial year on the home hardening issue, putting through essential Code modifications. He said these items were approved in 2019 and asked what the process is for getting them to the finish line. Mr. Tomars said they made incredible strides with vegetation management in October of last year, building upon issues tackled in their initial year. He said the jewel in the crown is the requirement for large land owners (50 acres or more) to have a vegetation management plan in place to be reviewed by Woodside Fire and inspected periodically. He said this impacted Windy Hill under Mid-Pen, Coalmine Ridge under Portola Valley Ranch and Blue Oaks, the Wedge, Hawthorns, El Mirador, and Neely. Mr. Tomars said he spoke with Fire Marshal Bullard this week to review steps necessary to get this to the finish line. He said the committee will need to develop a template vegetation management plan that outlines various aspects of what should be included in the plan along with an annual certification to ensure the plan is being followed. He said there were easier things to put into place such as restricting vegetation within 10 feet of underground transformers, adding the flammable five (junipers, cypress, acacia, pine, eucalyptus), expanding the defensible space from 100 to 200 feet for slopes of more than 30 degrees, and the right-of-way cleanup targeting hazard trees and underbrush. He said regarding funds, they have tried to keep their work revenue neutral and do not require a dedicated budget. He said honestly speaking, however, a budget would help because some of the tasks are difficult to accomplish on a timely basis unless funds are available. To prioritize that, to get the most bang for the buck, the committee will be working the first quarter of this year in developing and crystalizing those types of ideas. He said the Town Council should see some product coming out of that.

Councilmember Aalfs is the liaison for this committee. He said they hit the ground running a year and a half ago and took on a big task, and then went out and found more big tasks to take on, and they've done

it with a lot of energy. He said he is sensing some frustration with the pace that things are moving and explained that things like Code adoption takes time. He thanked the committee for their patience and continual insistence that the Town keeps moving on things. He said the committee is an impressive group that has done a lot of great work. Mr. Tomars said the Code adoptions are very important. He said he understands the process and knows how long it can take, but wants to emphasize the importance of getting these Code adoptions in place. He said based on feedback he's received, there have been people who have adopted these suggestions on their own, replacing their wood shake roofs and asking about metal roofs. He said it is exciting that people are thinking about this, taking it in, and acting upon it. He said he means no criticism to staff at all and gives them more kudos to move this forward.

Town Manager Dennis pointed out that the committee's third quarterly report detailing these activities is included in tonight's staff packet. He said the Council adopted the recommendations at the end of 2019 but had not started the drafting prior to COVID. He said they don't have a building code staff and contract the services out as needed. He said in late-summer he started working on this with a former building official and the Fire Marshal, spending a good portion of fall and early winter drafting it. It has been delayed in going to the Planning Commission because of other major items the Planning Commission was looking at. Town Manager Dennis said he is in the final phase of review at his end and is hoping that this can be brought to the Planning Commission perhaps within the next month. He said it would go through one or two Planning Commission meetings before coming to the Council. Town Manager Dennis said the recommendation was two-fold, one was putting in place five or six home hardening measures for new construction and the second piece was related to the Design Guidelines. In light of last year's events, particularly the CZU fire, Town Manager Dennis decided to draft the Building Code a little stronger to reflect a more sizable effort to get some of these things underway, intending to spur a conversation with the Planning Commission and Council to see what level of strictness they want on this. He said there will be robust conversations in the Planning Commission and Town Council about this proposed radical approach. Mayor Derwin asked how long it takes for the Code to be in effect after Council approval. Town Attorney Silver said after 30 days it gets forwarded to the State Building Official for the final approval.

Mr. Tomars thanked Town Manager Dennis for the helpful update. He invited questions or suggestions of items the committee should focus on.

David Ross, Chair, ASCC, was not feeling well so Town Manager Dennis provided his comments. There was a discussion at the January 11 meeting in which the Chair invited the committee members to share items they'd like to see worked on in the coming years. Some are related directly with budget, some are related to staff time, and there is some cross pollination on other efforts. ASCC Vice Chair Wilson asked to see pre-approved, pre-constructed ADU plans available for residents so they didn't have to pay so much for the design process. ASCC Commissioner Sill wanted to ensure that the Design Guidelines were aligned with fire safety, a recommendation coming out of the Wildfire Preparedness Committee. ASCC Commissioner Cheung suggested that wildfire safety continue to be thought about as it relates to the Design Guidelines and the General Plan update. ASCC Chair Ross expressed interest in harmonizing the wildfire safety issues with the Design Guidelines. He also wanted homeowners discouraged from, upon final sign off on approved permits, doing the specific things they were instructed not to do prior to their permit approval. For example, if the ASCC says not to put in a particular type of lighting and the homeowner does it anyway six months later.

ASCC Chair Ross wanted to clarify the context of the last priority. He said that, in general, they were looking at the available enforcement mechanisms for ensuring that carefully crafted ASCC and Planning Department approvals persist, which covers a wide range of things from specific landscape planning that was removed during the approval process, lighting, changes in materials and designs, and other things that slip under the radar after the building permit is finalized. He said Carol Borck does a great job inspecting projects on behalf of the Planning Department before final building approval is granted and often notes issues that come back to at least one ASCC member for attention and discussion before she finalizes the Planning Department's inspection. But after the permit is finalized, there is no further enforcement mechanism and relies only on the good faith of the applicant, which sometimes gives way to strongly held wishes, even if they run very counter to the Town's Design Guidelines. He said one of the biggest problems is nighttime lighting. He thanked Town Manager Dennis for taking over for him tonight.

Mayor Derwin invited concluding comments or thoughts from the Councilmembers.

Councilmember Richards said he was familiar with most of the items mentioned. He said there is a lot of evidence of continuing very hard work on the parts of all of these committees.

Councilmember Aalfs thanked all of the committee chairs for putting forth the efforts and thoughtfulness in their respective committees.

Vice-Mayor Hughes said he is always very impressed hearing about all of the work being done by the committees. He said he is constantly reminded how the committees offload work from the Town Council and Town staff. He said these types of meetings are definitely helpful to hear the committees' feedback and getting their requests into the budget process at the right time.

Councilmember Wernikoff said she has tried to attend several committee meetings over the last few months. She said it is fantastic there are so many great volunteers doing this very important work. She noticed there are a lot of vacancies on some of the committees and wondered how to help get more new people involved to backfill the vacant positions. Mayor Derwin said the Council agrees. She said that Councilmember Wernikoff may be in communication with a demographic that might be at a point where maybe their kids are going to college and they have a little more time.

Councilmember Aalfs said in terms of budgeting and planning, the possibility that some events may come back this year should be considered. He liked the idea of having a bigger event trying to get people back out of their houses when it's safe, although the timeframe for that is unknown at this point.

Mayor Derwin said it is clear that Portola Valley is unique as a town with so many committees and such strong volunteerism that has been maintained since the Town's incorporation 57 years ago.

Nancy Lund, Chair, Historic Resources Committee, had technological difficulties and was able to provide her committee's report until the end of the workshop. Ms. Lund said her job is to gather information to keep track of what's going in town, record and organize it in some way so it can be found again later. She said last year 37 people came to ask questions. She encouraged everyone to feel free to come and ask questions. She said they have a digital collection and non-digital collection. She said most of the photographs are digitized and organized into 120 different categories. She said there is a digital database of 13,000 entries to identify all of the photos. She said they do not have a way yet to click on an item in the database that will pull up the digitized item. She said that could become an expense issue because they don't know how to link that up and they may need to hire an expert. She said there is also a digital database of 3,165 non-digital items that are kept in a file cabinet. In addition, there is a special Regnery collection, the work done by the prior Town Historian, Dorothy Regnery, which includes the early Hispanic and early Anglo times on this land, with 743 card catalog digital ways to search. She said they also have the bound issues of the Almanac from 1967 until they went digital in 2002. She said the Almanac used to be 40 to 50 pages long with articles reporting on Council meetings, School Board meetings, sporting events, etc., which is a regional history of the five little towns in the area. She said they also have the negatives that go with the photographs in the various newspaper issues. They have a card file for searching articles. She said they also keep an eye on the historic resources. For example, they oversaw the placement of the historic marker on the Mangini Roadhouse which was the first Town Hall, and the historic marker on Harry Hallett's store, which is a modern interpretation of his store from the turn of the century when the little village of Portola was here. She said she is very concerned about the Allen-Woods, Hawthorns property, the 80 acres that extends along Alpine and Los Trancos Road. She said that property was bequeathed to the Peninsula Open Space Trust who passed it on to Mid-Pen. Mid-Pen had a study done by architectural historians who classified 11 acres as important enough to be eligible for listing on the National Register of Historic Places. She said it is a priceless resource for the town and Mid-Pen is having a hard time finding a partner to oversee it, restore the buildings, and occupy them. She said it is now an expense for Mid-Pen, trying to keep it in a state of arrested decay, and their mission is open space preservation and not historic preservation. She is concerned they will eventually request a demolition permit. Mayor Derwin said she remembers going there years ago and climbing through a window and roaming around the magnificent house and agreed it will be a tragedy if it is town down. Ms.

Lund is hoping that somebody from some of the committees can come up with some ideas. She said a Town use would be a huge undertaking but maybe somebody else wants to take it on as a place to live in. Town Manager Dennis said that right around the time of the CZU fire, he and Ms. Lund realized they did not have a formal plan in place to address saving the Town's heritage. He said Ms. Lund spent very valuable time to come up with a plan to be implemented in case the town was in danger of a fire. Ms. Lund said the thanks go to Jim Lipman for that. Councilmember Wernikoff said she is familiar with the ins and outs of the various parties involving with the Hawthorns. She asked if there has been any proactive outreach within the town to see if there are parties interested in taking on a project there. She said many people may not even know it's there. Ms. Lund said there had been outreach for a short period of time when they put out requests for proposals and the little committee called Friends of Hawthorns was formed. But since then it was under contract with the two families and was not available but it is now available again. Councilmember Aalfs said it's been several years since there have been any public discussions about it. Mayor Derwin thanked Ms. Lund for the exquisite work that she does.

Mayor Derwin invited public comment.

Judith Murphy said Ms. Lund reminded her that a few years ago there were attempts to find a Town use for the old structures at Hawthorns. She said at that time it was deemed wildly expensive and was way too much for the Town to take on. She said more recently, however, there have been discussions about the desperate need for increased space at Town Center, for the Library, for the office, for Emergency Services, etc. She said given the need and the impossibility of creating those spaces on the current Town campus, it may be worthwhile to consider a cost benefit analysis look at a multi-use of Hawthorns for the Town, especially if it could be subdivided with some of it leased out to carry some of the financial weight.

Kristi Corley said she has been attending some of the committee meetings and is impressed by the leaders, some of whom have been doing it for more than 20 years and some 40 years. She thanked them for their leadership on the committees and commitment to the town. She asked why the Bicycle, Pedestrian & Traffic Safety Committee is not participating in the workshop because she was looking forward to hearing their report. She said they are very important because in looking at some of the pedestrian reports there have been some biking accidents and a lot of external bicyclists coming through town. She said traffic is also a concern. Mayor Derwin said not all committees were able to attend tonight's workshop. Vice-Mayor Hughes said he is the liaison to the BPTS and he provides monthly reports of their activities to the Council. He said they have not heard from them tonight about their plans for the upcoming year because they were unable to attend. Kristi Corley said her son was able to go to the Hawthorns area through a Scout project. She said she is curious about if there are tours of the buildings or trails so the residents can experience it and walk through it. She said, with regard to the vacancies on the committees, she saw a list of Woodside committees in the Almanac but never saw one from Portola Valley. She said as her children are moving away and getting on with their careers, she is looking around to see what would be a good fit for her.

David Cardinal said he is blown away by the depth of the volunteer spirit in Town. He said the Trails Committee said they might not have the budget to maintain some of the trails. He said compared to what is spent on paving roads, he would support providing whatever amount is needed to keep the trails running. He said it is a tiny investment for a great reward.

Betsy Morgenthaler said she has such pride of place and people tonight. She said this has been a very successful meeting and thanked the staff for shining the light on all of the committees. She said being able to see the overview and the remarkable depth and breadth of engagement and creativity is marvelous. She thanked everyone who makes this such an incredible place to live.

With no other comments, Mayor Derwin invited Town Manager Dennis to comment on the next steps.

Town Manager Dennis said because there were a few committees who were unable to attend tonight, he will reach out to them to ensure he can transmit their thoughts to the Council and also invite them to attend the meeting on February 10. He said the next formal budget meeting is set for February 24, a study session on the priority setting process for the Council. The committees' annual reports come in April

and May. He said the priority setting process is finalized in April at which point staff and the liaisons will share the priorities with the committee members. The draft budget is typically brought in April but it may be May this year because they may need extra time to include the new forecasting and trend analysis components of the budget. He thanked the committees for all the work they do. He said staff has the privilege of liaising with the committees on a variety of projects and appreciates all the committee members and chairs who keep them on task and educate them on a daily basis about all of the wonderful things happening in town.

Mayor Derwin adjourned the workshop and called for a five-minute break.

(11) **PV Donates** – Donation Program for Small-Scale Town Projects (formerly PV Donates)

Town Manager Dennis explained the background and discussion items regarding PV Donates, as detailed in the staff report, including a list of Town project ideas. Staff recommended that the Town Council consider the implementation of a donation program to fund small-scale Town projects.

Mayor Derwin invited questions and comments from the Council.

Councilmember Aalfs said there have been a number of people in town who have approached the Cultural Arts Committee, indicating a desire to support things such as the Concert Series. He said it was discussed but they couldn't come up with a good method to achieve that. He said this program will have a good place in that context.

Councilmember Wernikoff said it is a great idea. She asked about the mechanics of how it would come together. Town Manager Dennis said the Town staff would be responsible for directly doing the work or hiring the contractors to do the work, depending on the type of project. He said it is important that the committees and Council identify a suite of projects that donations be made to, avoiding situations where a resident saying, "I've got x amount of money for this very specific thing that's important to me." Town Manager Dennis said that the sample project list could be more general or more specific. Councilmember Wernikoff suggested that emergency preparedness could be drilled down a little by that committee.

Vice-Mayor Hughes said his general inclination is to have as little restriction as possible as it comes in. He said bigger projects often require having the money in hand before starting and if the work ends up costing less than anticipated, it would be nice to be able to redirect the extra money to the next somewhat similar project. Councilmember Aalfs said the Schools Foundation solicited donations to a general fund. Then at every gala they would have a fund-the-need project to make specific donations. He suggested considering something like that for the Town. Councilmember Wernikoff agreed that the donors would need to assume that if their desired project is fully funded, they give permission to roll over the extra money into that committee. She said these are the kind of details that need to be thought through. She said this will be a nice source of income for the projects at the committee level.

Town Manager Dennis said they will do some due diligence with the committees and come back with a refined proposal. He said PV Donates was the internal working name but this will be rebranded to come up with something that connects with people.

Mayor Derwin invited members of the public. There were none.

(12) **Appointment by Mayor** – Council Liaison Appointments for 2021

Mayor Derwin shared the lists of 2021 Council Liaison Appointments, as included in the staff report. She said she tried very hard to fulfill everyone's wishes but could not do it in every single case. She invited the Council to request changes, comment, or correct.

Vice-Mayor Hughes said the Ad-Hoc Wildfire Preparedness Committee should list Councilmember Aalfs as the liaison and Vice-Mayor Hughes as the alternate.

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

Councilmember Aalfs – None.

Councilmember Richards – Attended County Emergency Services Council meeting. There was a question of whether or not the alert system numbers were accurate. He is trying to see if it was double checked because some numbers had been double-counted for some other communities. He said the CZU recovery is ongoing. San Mateo County had the first mass drive-through vaccination site in the state. He attended the ASCC meeting, which was a repeat of the Wedge presentations given at the Planning Commission meeting. There were 62 members of the public in attendance. He said the process is giving people a lot of opportunity to weigh in, which is very necessary in this town. He attended the Conservation Committee meeting who has potentially two new members.

Vice Mayor Hughes – Attended the interview session with Councilmember Richards for the Woodside Highlands Road Maintenance District.

Councilmember Wernikoff – Not assigned to any committees yet, but has been attending various meetings as a learning process. She completed her diversity training with Race Forward. She's been doing the League of Cities newly-elected training. She attended both the Planning Commission and ASCC meetings which she found to be very well run and very important in terms of communicating to everyone that there will be many opportunities for people to give feedback in this process. She attended Sustainability, Trails, and EPC meetings. She met with some leaders from various groups such as PV Ranch, PVNU, Valley Presbyterian, and hiking with Mary Hufty throughout town and the Wedge.

Mayor Derwin – Attended C/CAG meeting where there was a presentation by Heather Peters from ABAG, discussing the LEAP grants that are coming for cities who are working on their Housing Elements. Town Manager Dennis said Portola Valley has applied for that one, in addition to SB-1 and LEAP, and have already received two of them. There was a Leg report from the lobbyist. She said it was announced that C/CAG Executive Director Sandy Wong will be retiring after 17 years. Attended C/CAG Express Lanes JPA meeting where they discussed the MPC needs based toll discount pilot and regional consistency with the BATA Fastrak policies. She attended a C/CAG Resource Management Climate Protection meeting where there was a presentation on water agency water urban management plans and alternative water supply projects that are currently in planning with the San Francisco PUC and a presentation on the value of resiliency to support critical loads in communities on onsite microgrids. She watched the State of Transportation 2021 program that described the effects of COVID on transportation. She attended the Flood and Sea Level Rise District meeting where they discussed State Senate Bill 45. There was also a presentation by Bay Conservation and Development Commission (BCDC). She attended the Planning Commission meeting and part of the ASCC meeting. Two members on the Planning Commission were recused – Nicholas Targ because his firm works with Stanford and Anne Kopf-Sill because she lives within a certain distance from the project. She attended a Sustainability Committee meeting where they discussed the Cal Water smart meter process, Greenwaste no longer recycling Styrofoam, bulk garbage days, subcommittees, the Climate Action Plan, and priorities.

(14) **TOWN MANAGER REPORT** – Town Manager Dennis reported that staff talked today with the Parks & Rec Committee, discussing what will happen when the County moves into different COVID tiers and the impact on the field use. He said they are looking to prioritize youth field use first and then wrap around adult field use second. He said because other fields were totally closed, staff was getting calls from folks wanting to do various interesting one-off events. He said it looks like Jon Myers and David Bailey will be a subcommittee of Parks & Rec to help prioritize and schedule the requests from the various leagues. Town Manager Dennis said they are starting to send documents in this week for the annual audit and will hopefully be bringing the audit to the Finance Committee in about a month. He said this was the first weekend of the gas-powered leaf blower ban. They received a few complaints. He said staff anticipates providing a lot of education and have updated the PV Connect tool to reflect how the staff will be interacting with residents and the information they are looking for. He said they are unable to respond to general complaints and need specific addresses so they can send a letter to alert residents about the ban and the trade-in program. He anticipates hearing back from Senator Becker, Assemblyman

Berman, and Supervisor Horsley's office about attending upcoming Council meetings, as early as the February meeting. He shared the Know Your Zone flyer. He also shared the updated map from Public Works Director Young regarding the various fire mitigation work being done in Town.

WRITTEN COMMUNICATIONS

(15) **Town Council Digest** – January 14, 2021

Item #6, Invitation to Council of Cities Meeting – Friday, January 29, 2021. Mayor Derwin will attend and vote.

(16) **Town Council Digest** – January 21, 2021

None.

ADJOURN TO CLOSED SESSION [10:15 p.m.]

(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

None.

ADJOURNMENT [10:42 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11012-000						
55470	3	A-A LOCK & ALARM INC	567.95	02/10/21		
55471	8	ACCONTEMPS	3,075.45	02/10/21		
55472	39	ASCAP	367.00	02/10/21		
55473	132	CRAIG HUGHES	120.00	02/10/21		
55474	176	EXCEL LD	23.79	02/10/21		
55475	201	GRANITE ROCK COMPANY	246.94	02/10/21		
55476	213	HILLYARD INC	131.76	02/10/21		
55477	215	HORIZON	482.17	02/10/21		
55478	234	J. W. ENTERPRISES	402.48	02/10/21		
55479	263	JOSEPH TOBACCO	5,639.45	02/10/21		
55480	283	LEAGUE OF CALIFORNIA CITIES	100.00	02/10/21		
55481	283	LEAGUE OF CALIFORNIA CITIES	3,282.00	02/10/21		
55482	323	MIG-TRA	10,268.75	02/10/21		
55483	334	NOLTE ASSOCIATES INC	23,570.62	02/10/21		
55484	375	PLATINUM FACILITY SERVICES	4,936.68	02/10/21		
55485	376	PORTOLA VALLEY HARDWARE	569.39	02/10/21		
55486	380	PURCHASE POWER	49.97	02/10/21		
55487	383	RAMONAS SECRETARIAL SERVICES	2,376.00	02/10/21		
55488	403	RON RAMIES AUTOMOTIVE INC.	612.94	02/10/21		
55489	403	RON RAMIES AUTOMOTIVE INC.	323.32	02/10/21		
55490	403	RON RAMIES AUTOMOTIVE INC.	360.89	02/10/21		
55491	407	SABER ROOFING INC	1,000.00	02/10/21		
55492	412	SAN MATEO SHERIFF	18,300.00	02/10/21		
55493	445	STANDARD INSURANCE CO.	539.62	02/10/21		
55494	463	THE ALMANAC	297.00	02/10/21		
55495	518	GOT GOPHERS?	525.00	02/10/21		
55496	558	RICHARD CREVELT	120.00	02/10/21		
55497	589	LELA JUE	50.00	02/10/21		
55498	590	LND GENERAL CONTRACTOR	1,000.00	02/10/21		
55499	591	MICHAEL O'DONNELL	1,000.00	02/10/21		
55500	592	NORTHERN CA PRESBYTERIAN HOMES	3,807.05	02/10/21		
55501	593	RON LONG	86.97	02/10/21		
55502	594	VERDURA CONSTRUCTION	1,000.00	02/10/21		
Check totals:			85,233.19			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			85,233.19			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 02/10/21	3 55470	A-A LOCK & ALARM INC Service Call, Temp Repair Library Door Repair/Replace Door Rod, Library	567.95	265.00 302.95	296490 296489
Vendor: 55471	8	ACCOUNTEMP Temp/Clerical/Acct'ng Support, Week-Ended 1/22/21 Temp/Clerical/Acct'ng Support, Week-Ended 1/29/21	3,075.45	1,378.65 1,696.80	57036917 57062238
Vendor: 55472	39	ASCAP Music License, FY 2020-21	367.00	367.00	2021_RENEW
Vendor: 55473	132	CRAIG HUGHES Leaf Blower Buy Back Program Reimbursement	120.00	120.00	HUGHES_LBREIMB
Vendor: 55474	176	EXCEL LD January Telephone LD Service	23.79	23.79	1186365544
Vendor: 55475	201	GRANITE ROCK COMPANY Road Surface Materials	246.94	246.94	1279026
Vendor: 55476	213	HILLYARD INC Janitorial Supplies Janitorial Supplies	131.76	79.51 52.25	604216480 604216481
Vendor: 55477	215	HORIZON Promax Irrigation Controller Repair	482.17	482.17	1N453939
Vendor: 55478	234	J. W. ENTERPRISES Portable Lavs, 11/19/20 - 12/16/20	402.48	402.48	228483
Vendor: 55479	263	JOSEPH TOBACCO Refund Inspection Fees, CX Permit Refund Deposit, 135 Bear Gulch	5,639.45	2,390.00 3,249.45	BLDR0120-2019 BLDR-0120-2019
Vendor: 55480	283	LEAGUE OF CALIFORNIA CITIES Annual Dues, LCC Peninsula Division	100.00	100.00	1633
Vendor: 55481	283	LEAGUE OF CALIFORNIA CITIES 2021 Annual Member Dues	3,282.00	3,282.00	640848
Vendor: 55482	323	MIG-TRA Consultant Svcs - Dec 2020, Spring Ridge / Neely	10,268.75	10,268.75	0067699
Vendor: 334		NOLTE ASSOCIATES INC			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
02/10/21	55483	October Applicant Charges & PW Support November Applicant Charges & PW Support	23,570.62	14,196.09 9,374.53	10_2020-APP/PW NOV_2020APP/PW
Vendor:	375	PLATINUM FACILITY SERVICES			
	55484	January Janitorial Svcs. January Friday Disinfection Svcs.	4,936.68	4,488.67 448.01	40325 40326
Vendor:	376	PORTOLA VALLEY HARDWARE			
	55485	December Statement	569.39	569.39	193-DECEMBER20
Vendor:	380	PURCHASE POWER			
	55486	Postage Meter Replenishment	49.97	49.97	7931_JAN2021
Vendor:	383	RAMONAS SECRETARIAL SERVICES			
	55487	January 2021 Transcription Services	2,376.00	2,376.00	6104
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	55488	'87 Ford, Replac Main Heater/Blower Motor - PO#6718	612.94	612.94	66913
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	55489	December Fuel Statement	323.32	323.32	PVFUEL_DEC
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	55490	November Fuel Statement	360.89	360.89	PVFUEL_NOV
Vendor:	407	SABER ROOFING INC			
	55491	Refund Deposit, 150 Wayside Rd	1,000.00	1,000.00	BLDR0179-2019
Vendor:	412	SAN MATEO SHERIFF			
	55492	FY 2020-21 OES JPA County Emergency Svcs.	18,300.00	18,300.00	PS-INV103663
Vendor:	445	STANDARD INSURANCE CO.			
	55493	LTD/Life Premium	539.62	539.62	2021-JAN
Vendor:	463	THE ALMANAC			
	55494	January Advertising	297.00	297.00	71777
Vendor:	518	GOT GOPHERS?			
	55495	Town Fields, Trapping Services - January 2021	525.00	525.00	10234
Vendor:	558	RICHARD CREVELT			
	55496	Leaf Blower Buy Back Program, Reimbursement	120.00	120.00	CREVELT_LBREIMB
Vendor:	589	LELA JUE			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
02/10/21	55497	Reimbursement, L. Jue - Annual Staff Luncheon '20	50.00	50.00	REIMB_STAFFLUNC
Vendor:	590	LND GENERAL CONTRACTOR			
	55498	Refund C&D Dep, 200 Nathhorst	1,000.00	1,000.00	BLDR0083-2020
Vendor:	591	MICHAEL O'DONNELL			
	55499	Refund Deposit, 70 Stonegate Rd.	1,000.00	1,000.00	BLDR0158-2019
Vendor:	592	NORTHERN CA PRESBYTERIAN HOMES			
	55500	Refund Deposit, 501 Portola	3,807.05	3,807.05	BLDR0022-2017
Vendor:	593	RON LONG			
	55501	Leaf Blower Buy Back Program, Reimbursement	86.97	86.97	LONG_LB-REIMB
Vendor:	594	VERDURA CONSTRUCTION			
	55502	Refund Deposit, 147 Crescent	1,000.00	1,000.00	BLDR0190-2019
Check Date Totals			85,233.19		
Grand Total			85,233.19		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
February 10, 2021

Claims totaling \$85,233.19 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

Form Name: Committee Application
Date & Time: 01/22/2021 12:04 PM
Response #: 120
Submitter ID: 5501
IP address:
Time to complete: 8 min. , 51 sec.

Survey Details

Page 1

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

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

(o) Parks & Recreation

Applicant Information

Full Name	Mickie Anderson
Email Address	
Street Address	Wyndham Drive
City/Zip	Portola Valley, CA 94028
Number of years in Portola Valley	4
Cell Phone	
Home Phone	
Other Phone	Not answered
Emergency Preparedness	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 am a member of the Pickle Ball Community in Portola Valley and enjoy using the courts for that purpose. I also hike and walk in Portola Valley, often using a route that takes me through or around the Town Center. When they are open, i take exercise classes at the Town Center.

Before moving to Portola Valley, i was an active member of the Los Gatos/Saratoga area, mostly in the non-profit arena. I served on the Board of Montalvo Arts Center for about 20 years, taking many leadership roles, including President of the Board. I served on the vestry of St. Luke's Church in Los Gatos, on the School Board at St. Andrew's in Saratoga and spearheaded both a lecture series and donor parties at the Los Gatos Art Museum.

Both my husband and i are avid fans of Portola Valley as a whole and admire the spirit of the community, both with regards to maintaining the rural atmosphere and taking care of others within the community. We are so happy we moved here!

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

No

Form Name: Committee Application
Date & Time: 02/03/2021 7:55 AM
Response #: 123
Submitter ID: 5511
IP address:
Time to complete: 0 min. , 35 sec.

Survey Details

Page 1

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

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

(o) Conservation

Applicant Information

Full Name Megan Richards
Email Address
Street Address Corte Madera Road
City/Zip Portola Valley, CA 94028
Number of years in Portola Valley 34
Cell Phone
Home Phone
Other Phone Not answered
Emergency Preparedness 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.

As my wife stated upon overhearing discussions of Oxalis and gophers during the committee's most recent zoom meeting, these are "my people." I think public participation is valuable, and I have the time and expertise to contribute to this committee. I'm a landscape architect with a background in environmental horticulture, native plants, and natural history. Most of my work is currently on urban and suburban parks, streetscapes and infrastructure, and I would welcome an outlet to think and talk about our more rural ecology.

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.

My company, Callander Associates, has performed past design work in town (Windy Hill Parking Lot, Priory Field). There are no current or prospective contracts. If one were to come up, I would expect to recuse myself of any oversight or participation the committee might have.

Form Name: Committee Application
Date & Time: 01/27/2021 8:40 AM
Response #: 121
Submitter ID: 5507
IP address:
Time to complete: 9 min. , 18 sec.

Survey Details

Page 1

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

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

(o) Conservation

Applicant Information

Full Name joerg zimmermann
Email Address
Street Address Alpine road
City/Zip Portola Valley, CA 94028
Number of years in 5
Portola Valley
Cell Phone
Home Phone
Other Phone Not answered
Emergency Preparedness 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 am enjoying tremendously the local natural environment Portola Valley provides. And like to volunteer and participate in its conservation.

At the Portola Valley Ranch I am a member of the Landscape committee among others. I view the Town committee as an extension/ good fit .

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.

None

TIME COMMITMENT: Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town's Committees.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

A handwritten signature in black ink, appearing to read 'Sharon Hanlon', is written over the 'FROM' line.

DATE: February 10, 2021

RE: Conservation Committee Charter Change

RECOMMENDATION

The Conservation Committee recommends that the Town Council approve adoption of a revised charter.

BACKGROUND

At its January 26, 2021 meeting, the Conservation Committee voted to recommend a change to its Charter.

The Conservation Committee would like to change its Charter to reflect a 7:00 p.m. meeting start time. The current meeting start time is 7:30 p.m.

Attached for your review is a redline version of the Committee's current Charter.

ATTACHMENT

1. Committee Charter

CONSERVATION COMMITTEE CHARTER

OBJECTIVES

1. Conserve environmental (water, air, lack of noise) and aesthetic amenities of Portola Valley as outlined by the General Plan, the Open Space Plan and the Conservation Element.
2. Propose programs and projects to enhance aesthetic and environmental qualities of Portola Valley
3. Encourage acquisition and enlargement of Open Space Preserve lands.
4. Coordinate with and assist other Town agencies on matters involving conservation, recreation, land use, development and environmental problems.

DUTIES AND FUNCTIONS

1. Propose improvements and programs to enhance physical environment.
2. Review proposals which affect physical environment.
3. Advocate for environmental issues and provide information to Town residents.
4. Prepare standards and guidelines for use of public and Town in environmental matters.
5. Maintain broad acquaintanceship with area-wide conservation practices and programs.
6. Act as advisor and liaison to Town on matters regarding:
 - a. Open space.
 - b. Ecological questions.
 - c. Proposed developments.

RESPONSIBLE TO

The Town Council

COORDINATION

Architectural and Site Control Commission
Town Geologist
Parks and Recreation Committee
Planning Commission
Trails Committee

CONSERVATION COMMITTEE- Continued

COMMUNICATIONS

1. Report to Council with recommendations for direct action.
2. Findings and recommendations to Planning Commission and other Town agencies for their information and consideration.
3. Suggestions and requests received from Town Council and other Town agencies.

MEMBERSHIP

Nine Members appointed by the Mayor with Council concurrence for one-year terms.
Rotating chair, selected by Committee.
Members may be appointed to act as liaison with other agencies.
Members to be appointed to study, recommend action
and follow through on specific projects.

MEETINGS


Meets 4th Tuesday of each month at ~~7:30~~ 7:00 p.m.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager 

DATE: February 24, 2020

RE: Annual Automated License Plate Reader system audit

RECOMMENDATION

Staff recommends the Town Council accept this audit of the town's Automated License Plate (ALPR) system.

BACKGROUND

In March 2017, the Town Council adopted an ordinance regulating the use of the town's Automated License Plate Readers (ALPRs). Installation was completed in February 2018.

Per the adopted ordinance:

"The Town Manager will give an annual report to the Town Council on the number of times data was accessed by law enforcement, including, but not limited to a report from the law enforcement agency as to how many of the license plates included in the data accessed were "hits" (on an active wanted list), the number of inquiries made by law enforcement personnel relative to the data, the justification(s) for those inquiries, and information on any data retained beyond retention periods described in 9.02.030(B) and the reasons for such retention."

DISCUSSION

There are two ways to access information collected on the town's two ALPR installations:

- Through the town's credentials
- Through agreements to other agencies that utilize their own credentials

Over the course of last year, the town's ALPR data was accessed in both ways.

Town Credentials

The Town Manager and the Public Works Director have access to the ALPR system. Between January 1, 2020 and December 31, 2020, there were 40 total logins through the Portola Valley LEARN portal (Attachment 1):

- Town Manager Jeremy Dennis did not log into the LEARN system.
- Public Works Director Howard Young logged into the LEARN system thirty-seven times; all logins were associated with system maintenance issues, as well as monthly status update check-ins.

There were also three logins by the Vigilant Administrator for maintenance/systems needs.

San Mateo County Sheriff's Office

The Sheriff's Office provided a report based on their use of the LEARN system (Attachment 2). Vigilant is unable to provide information on Portola Valley-specific searches by the Sheriff's Office

Retention

The Town's ALPR ordinance calls for an audit of any data kept beyond the retention period. The Sheriff's Office has not retained data longer than a year.

FISCAL IMPACT

There is no fiscal impact associated with acceptance of this audit report.

ATTACHMENT

1. LEARN audit, Town Credentials
2. Sheriff's Office Report, ALPR logins

ATTACHMENT #1

No	Username	Status	Date Time
1	HYoung@portolavalley.net	Login	12-23-20 20:39:48
2	am_jlilavois	Login	11-17-20 01:10:22
3	am_jlilavois	Login	11-16-20 20:43:41
4	HYoung@portolavalley.net	Login	11-11-20 08:29:38
5	HYoung@portolavalley.net	Login	08-18-20 09:11:40
6	HYoung@portolavalley.net	Login	08-17-20 07:19:06
7	am_jlilavois	Login	08-05-20 15:14:27
8	HYoung@portolavalley.net	Login	07-16-20 07:37:46
9	HYoung@portolavalley.net	Login	07-16-20 07:34:47
10	HYoung@portolavalley.net	Login	07-16-20 07:29:14
11	HYoung@portolavalley.net	Login	07-16-20 07:28:25
12	HYoung@portolavalley.net	Login	07-16-20 07:26:10
13	HYoung@portolavalley.net	Login	07-13-20 07:32:08
14	HYoung@portolavalley.net	Login	07-13-20 07:21:03
15	HYoung@portolavalley.net	Login	07-10-20 11:28:50
16	HYoung@portolavalley.net	Login	06-25-20 10:17:57
17	HYoung@portolavalley.net	Login	05-20-20 12:10:10
18	HYoung@portolavalley.net	Login	04-28-20 10:57:13
19	HYoung@portolavalley.net	Login	04-28-20 10:56:59
20	HYoung@portolavalley.net	Login	04-15-20 09:33:39
21	HYoung@portolavalley.net	Login	04-13-20 10:41:58
22	HYoung@portolavalley.net	Login	04-13-20 07:09:35
23	HYoung@portolavalley.net	Login	04-13-20 07:08:48
24	HYoung@portolavalley.net	Login	03-09-20 07:15:25
25	HYoung@portolavalley.net	Login	03-03-20 14:44:45
26	HYoung@portolavalley.net	Login	03-03-20 14:44:33
27	HYoung@portolavalley.net	Login	02-26-20 08:36:29
28	HYoung@portolavalley.net	Login	02-14-20 14:31:06
29	jdennis@portolavalley.net	Login	02-14-20 10:04:27
30	HYoung@portolavalley.net	Login	02-13-20 10:08:46
31	HYoung@portolavalley.net	Login	02-13-20 09:59:12
32	HYoung@portolavalley.net	Login	02-12-20 17:40:13
33	HYoung@portolavalley.net	Login	02-12-20 17:34:59
34	HYoung@portolavalley.net	Login	02-12-20 15:14:00
35	HYoung@portolavalley.net	Login	02-12-20 13:18:36
36	HYoung@portolavalley.net	Login	01-28-20 17:38:43
37	HYoung@portolavalley.net	Login	01-28-20 15:20:04
38	ccorpus@smcgov.org	Login	01-24-20 12:49:27
39	HYoung@portolavalley.net	Login	01-14-20 14:57:59

No	Username	Status	Date Time	
40	HYoung@portolavalley.net	Login	01-06-20 10:39:18	



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

AUTOMATED LICENSE PLATE READER

San Mateo County Sheriff's Office/Portola Valley Audit

January 1, 2020-December 31, 2020

Summary:

This report was requested by the Town of Portola Valley and reviews the usage of the Automated License Plate Readers (ALPR) owned and operated by the Town of Portola Valley. The Town of Portola Valley and San Mateo County Sheriff's Office have their own Vigilant Solutions accounts (LEARN Portals) that work independently.

When an authorized user from the San Mateo County Sheriff's Office conducts a search of a license plate, and/or partial license plate, the cameras from Portola Valley are automatically included in the search. This is through an MOU between the San Mateo County Sheriff's Office and the Town of Portola Valley.

This report reviews the general searches conducted by the San Mateo County Sheriff's Office, which includes the Portola Valley's ALPR.

Logins

Between January 1, 2020 and December 31, 2020, authorized users of the San Mateo County Sheriff's Office logged into their LEARN Portal 2,641 times. These logins include from a desktop computer or mobile device. The San Mateo County Sheriff's Office's users include the patrol bureau, Vehicle Theft Tasks Force (VTTF), Investigations, Gang Intelligence Unit (GIU), Crime Suppression Unit (CSU) and analyst from the San Mateo County Sheriff's Office.

Plate Queries


Between January 1, 2020 and December 31, 2020, users from the San Mateo County Sheriff's Office have conducted 8,375 license plate inquiries spanning over 1,110 cases. It is important to note through the LEARN Portal users can conduct partial searches of vehicles and often searches conducted under these circumstances can and will lead to multiple searches. Portola Valley searches are automatically included in San Mateo County Sheriff's Office's default searches.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager 

DATE: February 10, 2021

RE: Committee Handbook Edits, Harassment Policy

RECOMMENDATION

Staff recommends that the Town Council approve the revised Commission and Advisory Committee Policies & Procedures Handbook to include information on harassment.

BACKGROUND

In late 2020, the Chair of the Bicycle, Pedestrian and Traffic Safety Committee contacted the Town Manager to discuss the inclusion of harassment procedure language in the Committee Handbook. This request was not due to a current issue with the Committee; rather, the Chair was revising these policies for his employees. The current Committee Handbook has no guidance on these matters.

DISCUSSION

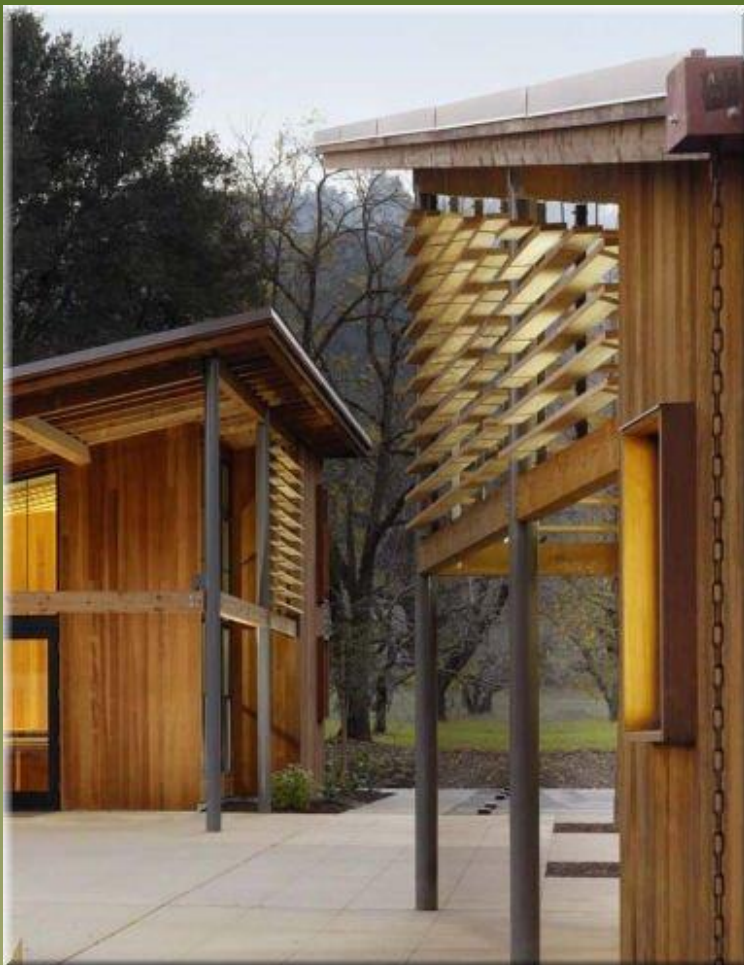
Revised language for the Committee Handbook utilized current language in the Town's Employee Handbook, and includes procedures to follow, depending on the situation. These added policies and procedures are on pages 16-18 of the handbook, under Miscellaneous Policies, Harassment and Sexual Harassment.

FISCAL IMPACT

There is no fiscal impact associated with approval of the revised Committee Handbook.

ATTACHMENT

1. Draft Commission and Advisory Committee Policies & Procedures Handbook



Town of Portola Valley

Commission and Advisory Committee Policies & Procedures Handbook

Adopted by the Portola Valley Town Council
October 23, 2019

**TOWN OF PORTOLA VALLEY
COMMISSION & ADVISORY COMMITTEE**

Policies & Procedures Handbook

Table of Contents

THE NEEDS AND REWARDS OF VOLUNTEERING	i
TOWN OF PORTOLA VALLEY GOVERNANCE	ii
LIST OF COMMISSIONS & ADVISORY COMMITTEES	vi
ORGANIZATION CHART	vii
COMMISSION & ADVISORY COMMITTEE MEMBERSHIP	1
Membership Qualifications	1
Notice of Vacancies	1
Application and Selection Process	1
Terms of Office	2
Conflict of Interest.....	2
Meeting Attendance & Recusals.....	2
Resignation.....	2
Removal	3
Compensation	3
Insurance.....	3
ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES	4
Jurisdiction.....	4
Annual Committee Calendar.....	4
Committee Annual Report	5
Scope of Authority	5
Ad Hoc Committees.....	6
Role of the Chair.....	6
Role of the Secretary	7
Role of the Council Liaison	7
Role of the Staff Liaison.....	8
ADVISORY COMMITTEE POLICIES & PROCEDURES	8
I. Meetings	8
Ralph M. Brown Act	8
Temporary Change of Meeting Time/Day (“Special Meeting”)	9
Agendas.....	9
Meeting Notification (“Noticing”).....	10
Quorum	11
Meeting Cancellation.....	11
Minutes	11
Motions	12
Subcommittees	13
II. Finances	14
Annual Budget Process.....	14
Annual Budget Appropriation	14
Expending Committee Budgetary Funds.....	14

Reimbursement for Small Items (\$100 or less)	15
Monies Received by Committee (Fundraising, Fees, Sales, Etc.)	15
III. Charter Changes	15
IV. Process for Committee Requests for Action.....	16
Requesting Placement of Item(s) on Town Council Agenda	16
Referral of Items to Other Committees.....	16
V. Miscellaneous Policies	16
Harrassment	16
Sexual Harrassment.....	18
Committee Communications	16
Using the Town’s Bulk Mail Permit.....	19
Committee Events.....	19
VI. Fundraising	20
Overview	20
Authorization to Undertake Fundraising	20
Initiating a One-time Fundraising Event	20
Fundraising Group/Committee Responsibilities	18
Anonymous Donors.....	18
Gifts of Securities	18
Thank You Letters.....	18

THE NEEDS AND REWARDS OF VOLUNTEERING

~ by *Bill Lane, Former Mayor*

Our nation is embarking on a time of renewed patriotism that provides an opportunity for each citizen to make a difference in their community through volunteerism. A critical component of our founding fathers' vision for our country was the importance of volunteerism. We in Portola Valley have seen over the years how important this concept has been to the foundation of our community.

During the time leading up to the Town's incorporation on July 7, 1964, there were countless volunteers who called on every household to answer questions and gain support for the legal formation of our Town. In the end, there was record-breaking support for incorporation (81% of registered voters), with reliance on volunteers to perform much of the work being a significant cornerstone of the Town's ongoing governance.

As one of the Town's first mayors elected by the voters, I am proud of all the Town has accomplished! My wife, Jean, and I have had the privilege throughout the years of volunteering in a number of ways, including service on committees.

Today, with demands from a growing population, we have seen more traffic, the need for development controls, increased use of our schools, library, trails, playing fields and so forth, not only by our own residents, but also our neighbors. It cannot be said of Portola Valley that we are a "gated community"!

So many remarkable accomplishments have been achieved, due in large part to literally hundreds of volunteers working with a small, highly capable and dedicated Town staff, along with the support of a retained Town planner and legal counsel. This partnership, with mutual respect, is essential! Our new, award-winning Town Center and Sausal Creek Day-Lighting projects are the latest examples of what can be achieved through this important partnership.

The highest level of volunteerism is the elected five-member Town Council at the top of a tier of appointed Planning Commission, Architectural and Site Commission, and several advisory committees; both permanent and special assignment in nature.

Each and every volunteer's service, irrespective of the level, is critical to this incredible community's continued success! Our commission and committee volunteers, working in concert with the Town Council, ensure the unique quality of life we all enjoy in this very special place continues. Without robust volunteer effort, the unique characteristics of our Town that we can all too often take for granted, will be lost.

Finally, it is often said that you get out of life what you give. Through volunteerism, we not only provide support for our Town; we obtain the rich rewards of friendship and of truly making a difference, while setting a meaningful example for future generations.

TOWN OF PORTOLA VALLEY GOVERNANCE

The Town of Portola Valley is a General Law City operating under a Council-Mayor form of governance. The Town was incorporated in 1964. Under State law Portola Valley is required to conduct its governance in an open and ethical manner. In addition to the requirements of the law, it has always been Town policy to so conduct its governance; the Town of Portola Valley strives to meet or exceed the legal minimums in this regard.

Town Council

The Town Council is comprised of five members elected by the citizens of Portola Valley.

The Town Council is responsible for all the Town's governmental functions except those services provided by the Woodside Fire Protection District, West Bay Sanitary District, and other utility providers. Cable and garbage services are provided through franchise agreements entered into by the Town on behalf of its residents. Law enforcement services are provided through a contract between the Town and the San Mateo County Sheriff's Department. Elementary and middle schools are governed by the Portola Valley School District.

The Town Council:

- Receives and budgets all revenues
- Appoints the Town Manager, Town Attorney, Commission members, Advisory Committee members, and establishes salary ranges
- Adopts ordinances, policies and regulations
- Grants franchises
- Considers appeals from decisions of the Planning Commission, Architectural and Site Control Commission, and Town Manager and may affirm, reverse or modify these decisions or findings
- Establishes fee schedules and charges for municipal services
- May buy, lease and hold real and personal property for the Town
- Has the power to declare an emergency

Mayor

The Mayor is elected by the Town Council and serves for a term of one year. The Mayor presides at Council meetings, acts as the Town's official representative, and signs all official documents, unless otherwise specified by the Council. The Mayor also works with the Town Manager and Vice Mayor to set the Town Council meeting agenda.

Vice Mayor

The Vice-Mayor serves in the Mayor's absence.

Council Meetings

Council meetings are open to the public and are held on the 2nd and 4th Wednesday of each month at 7:00 p.m. in the Historic Schoolhouse, 765 Portola Road, Portola Valley.

Posting of Meeting Agendas and Ordinances

Meeting agendas and new or amended ordinances are posted on outdoor bulletin boards at Town Hall, the Nathhorst Triangle and the Village Square. Copies of agendas, ordinances and minutes of meetings may be obtained at Town Hall, or may be obtained through the Town's website, where citizens may register to receive automatic notification that agendas and other important documents have been posted.

Commissions and Advisory Committees

These policies and procedures apply to *Commissions* and *Advisory Committees*. The purposes and responsibilities of the various committees vary, but they are generally governed in the same way.

A committee's responsibilities are of two types:

In its *advisory* role, a committee is responsible for advising the Town Council, and in some cases commissions, on matters within its area of responsibility. "Advising" may include such activities as review and reporting on discretionary matters such as site development permit applications; providing general information or advice in written form or at public meetings; and recommending actions, possibly including legislation. Although a committee's recommendations may affect Town policies, priorities and procedures, if adopted by the Council, the committee does not have any direct authority over policies, priorities and procedures.

In its *support* role, a committee assists and augments Town staff in the performance of the functions of Town government. For example, the Conservation Committee organizes Town volunteers for removal of invasive plants on Town land, and the Public Works Committee may inspect and report to the Town's Public Works Director the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The various committees have differing amounts of advisory and support responsibility, but all have at least one or the other. A group lacking advisory or support roles is not a committee. For example, a group formed to facilitate meetings concerning a unique area of interest among Town residents could be granted resources, such as meeting space, and could be allowed to announce its activities using Town communication methods, but it would not be an advisory committee.

A commission has one additional responsibility beyond those of advisory committees:

In its *regulatory* role, a commission makes legally binding decisions on matters within its authority. For example, the Architecture and Site Control Commission reviews and approves most site development plans. Generally, these decisions may be appealed to the Town Council.

Ultimately, the Town's commissions and advisory committees seek to fulfill the needs of the community as they are identified by the Town Council.

Both commissions and committees are encouraged to develop and communicate to the Town Council recommendations under their purview that will enhance the quality of life for residents, provided, however, the emphasis on committee work is to be placed on meeting the goals and objectives that have been identified by the Town Council.

Official Town Commissions & Committees

The Town has two commissions: the *Planning Commission* and the *Architectural and Site Control Commission*.

The Town has 15 permanent Advisory Committees:

- *Bicycle, Pedestrian & Traffic Safety*
- *Cable and Utilities Undergrounding*
- *Community Engagement*
- *Conservation*
- *Cultural Arts*
- *Emergency Preparedness*
- *Finance*
- *Geologic Safety*
- *Historic Resources*
- *Nature and Science*
- *Open Space Acquisition*
- *Parks & Recreation*
- *Public Works*
- *Sustainability*
- *Trails & Paths*

From time to time, special ad hoc committees are appointed by the Council to make recommendations on issues of importance to the community.

A monthly calendar is published with committee and commission meeting times and agendas on the Town's website.

Town Manager

The Town Manager is the Town's administrative head and is appointed by the Council. The Town Manager supervises all other staff members and is responsible for managing the delivery of programs and services authorized in the Town Council adopted budget.

Portola Valley Sphere of Influence

The Sphere of Influence of Portola Valley has been established by the Local Agency Formation Commission (LAFCO) and includes: portions of the Stanford lands known as the Webb Ranch; the communities of Ladera, Los Trancos Woods and Vista Verde; and an area north of Skyline Boulevard and west of Page Mill Road. These areas are closely related to the Town in issues relating to traffic, geography and land use. If these areas were annexed, LAFCO has recommended they become part of Portola Valley rather than part of any other jurisdiction.

Currently, while residents of these areas have a Portola Valley address and zip code, they are not legally considered part of Portola Valley for voting and other purposes. However, upon approval of the Town Council, residents of these areas or others may be appointed to serve on Town committees or commissions to ensure desired expertise or diversified representation on issues is obtained. In making and confirming appointments, the Mayor and Town Council shall give preference to those applicants who reside in the incorporated area of the Town of Portola Valley other factors being equal.

Town Governance Documents

The Town, incorporated on July 7, 1964, is a community of approximately 4,600 people. Through the Town's General Plan, a document required by California State Law, the residents have expressed their strong common interests in preserving the small town character and natural conditions of the area. The General Plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. The General Plan includes eight elements as required by State Law: Land Use; Open Space; Sustainability; Housing; Circulation; Safety; Conservation; and Noise. The General Plan also includes a Recreation Element; a Historic Element; a Scenic Roads and Highways Element; and Trails and Paths Element, all of which are unique to our community.

The goals, objectives, principles and standards stated in the General Plan set the framework for the zoning, site development, subdivision and other land use regulations of the Town.

The Town's governmental organization and land use controls further the objectives contained in the General Plan and are based in large part on the voluntary efforts of the local citizens. The size of the Town staff has been kept small through the use of volunteer citizen committees as well as professional consultants for planning, geology, and legal services and contracting with the San Mateo County Sheriff's Department for law enforcement services.

The Town's ordinances were codified in 1984 to form the Portola Valley Municipal Code. The Town Council finds that resident compliance with the Municipal Code and applicable state codes throughout the Town is an important public service and enables the Town to better implement its general plan. Code compliance is vital to protection of the public's health, safety, and quality of life. The Municipal Code includes the following Titles: General Provisions; Administration and Personnel; Revenue and Finance; Business Taxes, Licenses and Regulations; Animals; Health and Safety; Public Peace, Morals and Welfare; Vehicles and Traffic; Streets, Trails and Public Places; Public Utilities; Environmental Review; Buildings and Construction; Subdivisions; and Zoning.

LIST OF COMMISSIONS & ADVISORY COMMITTEES

COMMISSIONS

Architectural & Site Control

5 Members

Meets 2nd & 4th Mondays, 7:00 p.m.

Planning

5 Members

Meets 1st & 3rd Wednesdays, 7:00 p.m.

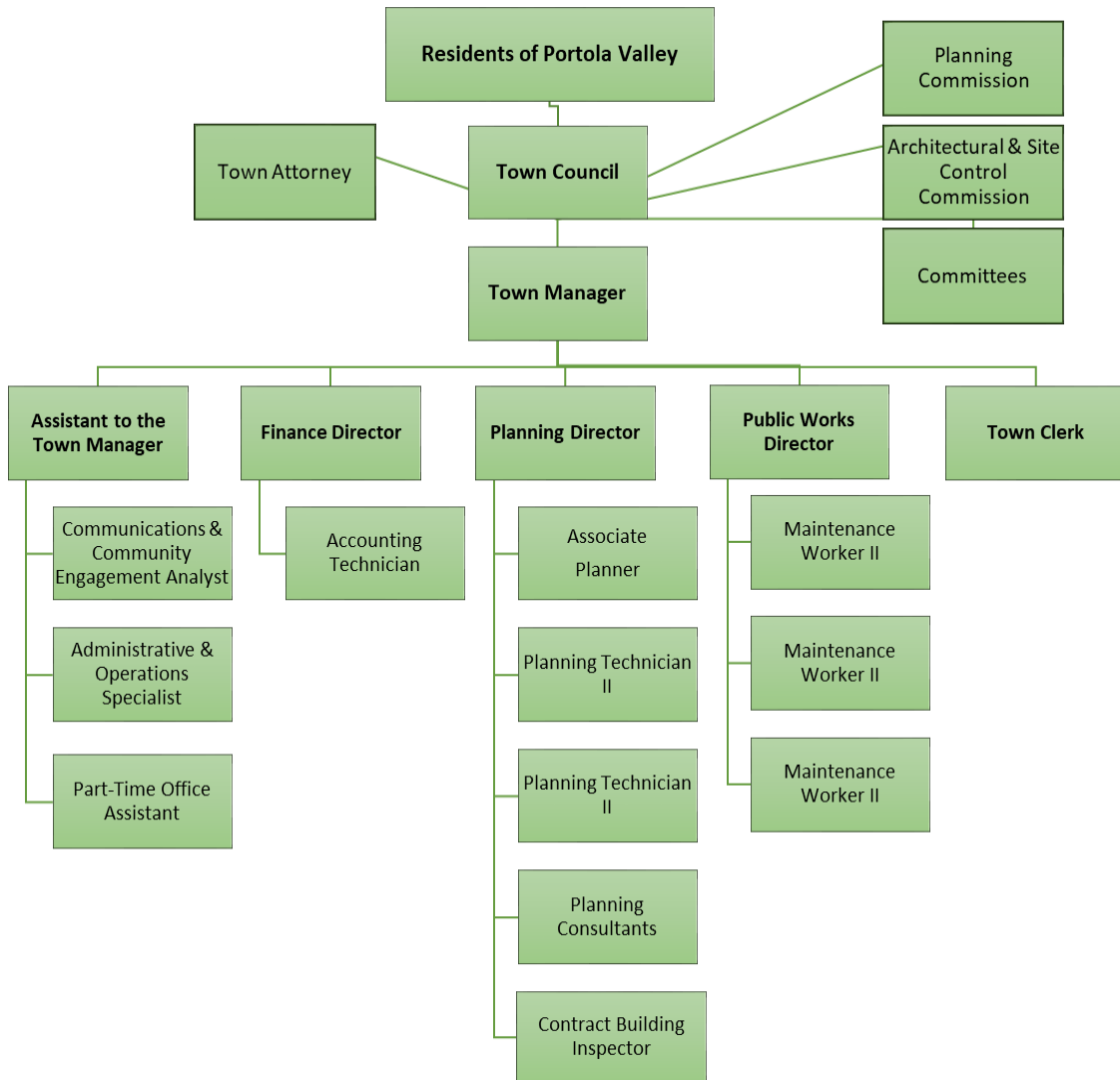
ADVISORY COMMITTEES

Each committee shall have a minimum of five (5) members and a maximum of nine (9) members¹. Exceptions to these minimum/maximum requirements can be granted by the Town Council.

<u>Committees</u>	
<u>Bicycle, Pedestrian & Traffic Safety</u>	<u>Historic Resources</u>
<u>Cable & Utilities Undergrounding</u>	<u>Nature & Science</u>
<u>Community Engagement</u>	<u>Open Space Acquisition</u>
<u>Conservation</u>	<u>Parks & Recreation</u>
<u>Cultural Arts</u>	<u>Public Works</u>
<u>Emergency Preparedness</u>	<u>Sustainability</u>
<u>Finance</u>	<u>Trails & Paths</u>
<u>Geologic Safety</u>	

¹ Exceptions to the size of a committee may be granted in consultation with the Mayor.

ORGANIZATION CHART



COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

Membership Qualifications

Any interested residents who live within the geographic limits of the Town of Portola Valley can submit an application to the Town Clerk for positions on advisory committees. The Town Council may, on a case-by-case basis, waive the Town residency requirement for residents within the Town's sphere of influence or Portola Valley School District depending upon:

- The number of vacancies on a specific committee
- The number of applications that have been received
- Relevant experience/qualifications and prior community involvement and service on the part of the applicant(s).

Notice of Vacancies

Notice of vacancies and requests for applications are posted on the Town website (www.portolavalley.net), at Town Center, Nathhorst Triangle, and Village Square, and may be published in *The Almanac* or posted to the PV Forum.

Application and Selection Process

Residents interested in serving on a **commission** must submit a letter of interest to the Council. At a noticed public meeting the Council will conduct an interview and selection process as determined by the Council in advance. When a commissioner's term expires he/she must apply to be reappointed. Vacancies are filled as necessary.

Residents interested in serving on a **committee** must complete an application and submit it to the Town Clerk. The Town Clerk will then forward the application to the Mayor and committee chair. The Mayor, in consultation with the committee chair, will review the application. Once approved, the committee chair will contact the applicant and notify them that their appointment will be agendized at the next regular meeting of the Town Council. Committee appointments are made by the Mayor with the concurrence of the entire Town Council. Vacancies are filled as necessary.

Applications may be obtained from the Town Clerk or through the Town's website.

Terms of Office

Advisory committee members are appointed for a one-year term, which may be renewed by the Mayor subject to confirmation by a majority vote of the Town Council at a meeting in January of each year. If no action is taken by the Town Council, committee members continue to serve in the interim.

Commissioners are appointed to 4-year terms expiring on December 31st.

Conflict of Interest

Committee members must fulfill the letter and spirit of state law by avoiding any conflict between their personal or financial interests and their public duties. Committee members are asked to actively avoid taking on projects or activities that would impact the committee member's economic interests and create a conflict of interest with their role on the committee.

Meeting Attendance & Recusals

For commissions and committees to function effectively and accomplish their goals, all members must be active participants.

Commission and committee members are expected to attend a minimum of seventy-five percent (75%) of all regular meetings held within a calendar year. Members who do not attend at least 75% of regular meetings are deemed to have resigned from office, unless excused by the Town Council for good cause.

When a commission or committee member has a conflict of interest that requires recusal on a specific agenda item, the recusal impacts the commission/committee in a way similar to an absence. Therefore, members who must recuse themselves from more than four agenda items per year may be removed pursuant to the removal proceedings below, unless excused by the Town Council for good cause.

The chair is responsible for tracking commission and committee attendance and recusals and providing that information to the Town Clerk on a regular basis.

If a commission or committee member is unable to attend a meeting, the member should notify the chair as soon as possible, to ensure it can be cancelled if a quorum cannot be met.

Resignation

If a member wishes to resign from a commission or committee, s/he should first notify the committee chair of their intention to resign, write a letter announcing the resignation, and submit it to the Town Clerk, who will forward it to the Town Council.

Removal

If the Mayor, the council liaison and commission/committee chair all concur that a member is not fulfilling the duties (i.e. repeated failure to attend meetings, violation of ethical standards, disruptive behavior, repeated failure to abide by Commission/Committee handbook rules, etc.) of the committee, the Mayor may revoke the appointment of a commission/committee member. If the Mayor is the council liaison then the Vice Mayor would act in place of the Mayor.

Compensation

Service on commissions and committees is voluntary; there is no monetary compensation.

Insurance

Commission and committee members are covered under the Town's general liability insurance policy for actions taken in the course and scope of their duties.

ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES

Jurisdiction

The Town Council establishes the Town's Advisory Committees, and their duties are set forth in each committee's Charter. Before placing an item on the committee's agenda, committee members should consider whether or not the matter falls within its jurisdiction. Council liaisons are available to provide guidance on agenda setting, should the need arise.

When needed, a committee may propose Charter changes to the Town Council. The procedure for Charter changes is covered in the Policies and Procedures chapter of this handbook.

Occasionally committees may be requested to review and comment on work done by another committee. Such review and comment should normally be limited to the scope of review requested unless the subject reviewed is otherwise covered by the reviewing committee's charter.

Annual Committee Calendar

<u>TIMEFRAME</u>	<u>ACTIVITY</u>
<i>January</i>	Committee reappointments Committee elects new Chair Representative from each committee attends a priorities planning workshop with the Town Council
<i>March to April</i>	Committee develops budget request for upcoming fiscal year – Due April 30 th to Town Manager
<i>March to April</i>	Committee annual reports to the Town Council
<i>May</i>	Annual meeting of Chairs to foster inter-committee discussion and collaboration
<i>May to June</i>	Staff assembles town-wide budget; submits to Finance Committee & Town Council for review and approval
<i>July</i>	Distribution of Town Council adopted budget
<i>November</i>	Annual meeting of Chairs with Mayor & Vice Mayor
<i>December</i>	Committee chair notifies the Town Clerk of its committee reappointments for the coming year

Town Council Priorities Workshop

In January of each calendar year, committees shall attend a priorities-setting workshop with the Town Council. Committees and the Town Council will discuss their anticipated priorities for the coming fiscal year. This workshop will assist in harmonizing the Town Council priority setting process and the Committee's goals, and help Committees with their budget requests for later in the year.

Committee Annual Report

In April of each calendar year, committees will be asked to make an annual report presentation to the Town Council that outlines the following:

1. Accomplishments and project updates, fiscal year to-date
2. Recommended work plan for the upcoming fiscal year, including budget requests
3. Requests for Town Council direction or for staff and consultant resources
4. Updates to the Committee charter or membership

Committee work plans identify measurable goals and objectives that each committee will work toward achieving during the fiscal year. These objectives should generally fall within the scope of the committee's Charter. In addition, plans for appointment of new members and any reorganization of officers for the coming year are also made to ensure a smooth transition to allow important committee work benefiting the community to continue. Committees should use feedback received as part of the annual report discussion with the Town Council to help guide their budget development.

Scope of Authority

Advisory bodies are not involved in administration or operation of Town departments. Unless a committee is authorized in advance to do so by the Town Council, committees or committee members may not:

- direct staff to initiate programs
- conduct major studies
- establish policy
- determine departmental work programs or staff priorities
- take unilateral action as an official representative
- expend public funds without prior authorization
- enter into agreements or contracts
- employ staff
- sign documents on behalf of the Town
- negotiate real estate transactions
- apply for or accept grant funds
- fundraise on behalf of the Town or for a program that benefits the Town or otherwise bind the Town in any way.

Council liaisons can assist Committees should scope of authority issues arise.

Ad Hoc Committees

From time to time the Town Council establishes ad hoc committees to gather information on a particular area of interest or concern and to make recommendations to the Town Council as a whole. A member of the Town Council may be appointed to serve as the chair of the ad hoc committee, although this is not a requirement. Once the ad hoc committee has completed a final report and/or recommendation and the Town Council has received the report/recommendation, the committee is disbanded.

Role of the Chair

In January of each year, each committee should select a chair from among its members.

An individual committee member is normally limited to two consecutive one-year terms as chair, unless a successor cannot be found, in which case the Mayor, with concurrence of the Town Council, may recruit another candidate to serve as chair, or may allow the current chair to stand for re-election by the committee if necessary.

The chair is responsible for ensuring the effectiveness of the group process. The chair's responsibilities include:

- Assisting new members or an incoming chair with orientation
- Preparing the meeting agenda and submitting it to the Town Clerk no later than 8:30 a.m. the Wednesday of the week prior to the committee meeting
- Communicating important committee activity, questions, or concerns to the Council Liaison
- Monitoring attendance of committee members and utilizing discretion relative to excused/unexcused absence of members
- Ensuring meeting minutes are prepared and submitted in a timely manner
- Becoming familiar with parliamentary procedures
- Ensuring a balanced and inclusive discussion of issues
- Maintaining a watchful eye concerning the potential for perceived or actual conflict of interest
- Ensuring the meeting moves along in a timely fashion
- Maintain meeting decorum and ensure a positive and collaborative environment where all attendees feel comfortable participating
- Directing discussion and deliberation to matters on the agenda
- Encouraging participation from all members present
- Clarifying ideas and restating motions presented to ensure members understand the item(s) on which they are voting
- Actively participating in debate by expressing his/her views
- Mediating conflicts within the committee
- Serving as sole liaison between the committee and Town staff, unless another member of the committee has been designated by the chair to work directly with staff on a particular project
- Working with the assigned Town Council liaison on matters requiring Town Council input or assistance
- Ensuring its activities are coordinated with those of Town staff with consultation with the Town Manager.

- Solicitation of committee members
- Serve as liaison to the Town's Communications and Community Engagement Analyst
- Review and approval of Town website postings relating to the committee
- Monitoring the committee's budget
- Ensuring that committee events are scheduled using the required event registration process

Role of the Secretary

Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Each committee should designate a secretary to prepare the minutes of each meeting. This role can rotate among committee members, but should be established at the beginning of the meeting.

Should the committee desire their minutes be posted to the Town's website, it is required that the secretary prepare the meeting minutes by using a minute template. Committees are strongly encouraged to post their meeting minutes to the Town's website.

Once the minutes have been agendized and approved by the committee, the secretary will provide the final set of minutes to the Town Clerk, who will then post them to the Town's website.

As noted in the Policies and Procedures Chapter of this handbook, minutes are the official record of a committee's activities, are public documents, and need to be kept accurately for all committee meetings.

Role of the Council Liaison

A member of the Town Council is assigned to each committee to serve as its liaison and provide the committee chair with guidance as necessary. The Liaison should not participate in committee debate or discussion on an issue. The Liaison should remain impartial and avoid "steering" the discussion and/or work of the committee, remembering the primary role is to listen and provide guidance to the Chair and not speak on behalf of the Town or Town Council. The role of the Liaison is to:

- Provide the Town Council with information regarding noteworthy committee events, projects and achievements
- Provide the Chair with:
 - Input received from the Town Council under "Council Liaison Reports"
 - Guidance on Town policies and procedures, including initial feedback on the committee's Annual Report and budget in advance of submittal to the entire Town Council.
 - Advice on inter-committee topic areas
 - Provide guidance on scope of authority or agenda setting issues as needed

Liaisons are not expected to attend all committee meetings, but may attend at their discretion and should upon the specific request of the committee chair. If a Liaison does not attend the committee's meeting, the Liaison shall contact the committee chair following each committee meeting to learn of any specific requests the chair may have of the Council.

The Council liaison appointments are made annually by the Mayor in January.

Role of the Staff Liaison

The Town Manager shall designate staff members to work collaboratively with the committee chairs to fulfill the Town Council adopted work plan for each committee.

Committee members are responsible for agendas, material supporting agenda item discussions, meeting minutes, and compliance with applicable rules and regulations, etc. The staff liaison is not expected to attend committee meetings except on the rare occasion that his/her presence is necessary for the committee to reach a consensus on an item in the adopted work plan.

The staff liaison will also assist the committee with organizing its *support* role, in areas where the committee assists and augments Town staff in the performance of the functions of Town government. For example, when the Conservation Committee organizes volunteers for removal of invasive plants on Town land or the Public Works Committee inspects and reports to the Town's Public Works Director on the condition of Town streets, bridges and other infrastructure, making recommendations relative to priorities for repair. In this role, the committee must ensure its activities are coordinated with those of Town staff, as directed by the Town Manager. The Town Manager is responsible for the effective and efficient operation of Town government, in conformance with the policies adopted by the Council.

The Communications and Community Engagement Analyst is available to assist all committees, through the Chair, on external communications issues, event promotion and production of marketing materials, and other similar support.

ADVISORY COMMITTEE POLICIES & PROCEDURES

I. Meetings

Ralph M. Brown Act

The Ralph M. Brown Act (Brown Act -- Government Code Sections 54950-54963) is a state law governing meetings conducted by local legislative bodies. It requires local government business to be conducted at meetings open and accessible to the public.

The requirements of the Brown Act apply to all “legislative bodies” of local governmental agencies. The term “legislative body” is defined to include Town Councils and all standing and ad-hoc commissions and committees:

“Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.”

All meetings must have an agenda, the agenda must be made public (noticed), and the public must be given an opportunity to comment. **Committees can only hear or discuss items that are on the agenda, and only if a majority of members are present.** Generally speaking, all meetings of a legislative body must occur at a public place in Town (at Town Center, not a residence, restaurant, etc.).

NOTE: The Brown Act applies to all forms of communication used in the deliberation of any public business, including but not limited to written reports and correspondence, phone, fax, electronic mail, instant messaging, and any new technologies that may be devised.

Temporary Change of Meeting Time/Day (“Special Meeting”)

You may call a “special meeting” of your committee by informing the Town Clerk of the new date and time and that it will be a special meeting. The Town Clerk must receive notice of your special meeting in time to post a notice that provides a minimum of 24 hours notice prior to the meeting.

Agendas

Meeting agendas must indicate the date, time and place of the meeting and describe each item of business. All agenda listings should be specific enough to give members of the public due notice of topics that are to be discussed. **All agendas must be approved by the Town Manager or his/her designee before being published.**

Action may be taken **ONLY** on items that properly appear on the meeting agenda.

⇒ “Urgency Items” (matters that must be considered due to a deadline or other requirement that was not known at the time the agenda was prepared and require immediate action) may be added to an agenda through the following process:

The chair announces the urgency item and calls for a vote of all present concerning adding the item to the agenda. The item is added if two-thirds of the members present (or all members if less than two-thirds are present)

determine there is a need for immediate action and the need to take action “came to the attention of the local agency subsequent to the agenda being posted.”

Once an urgency item has been added to the agenda, the item may be acted upon through the regular motion, second and voting process more fully described in the “Motions” section to follow.

⇒ “Oral Communications” is an item on the agenda that enables members of the public to make comments or ask questions about items NOT on the agenda or to suggest new items for placement on future agendas. The chair may ask a member of the public if s/he would like to identify themselves for the record, however pursuant to state law, the individual may decline. The public may also submit written statements or request for entry into the meeting record.

NOTE: The committee cannot take action or deliberate on items raised during oral communications. The committee may discuss placing such an item on a future agenda or referring it to the Town Council or Town staff.

Meeting agendas should be coordinated with the Town Clerk at Town Hall (851-1700, ext. 210). S/he will help you with agenda preparation, posting and mailing.

In order to have sufficient time to prepare post and mail the agenda, it is due at Town Hall **no later than 8:30 a.m. on Wednesday of the week prior to the committee’s scheduled meeting.**

If the agenda is not received by 8:30 a.m. on the Wednesday prior to your meeting, the Town Clerk will automatically post a meeting cancellation notice.

Meeting Notification (“Noticing”)

In order to “publicly notice” a meeting, the Town posts the meeting agenda at three locations: Town Center, Nathhorst Triangle, and the Village Square, and on the Town’s website.

There are two types of meetings: Regular and Special

Regular: Advisory committee meetings that are scheduled to meet at designated times.

Special: Advisory committee meetings that are called in order to consider an important issue that needs to be addressed immediately.

- ☑ Regular advisory committee meetings must be publicly noticed **at least 72 hours in advance of the meeting.**
- ☑ Special Advisory Committee meetings must be publicly noticed **at least 24 hours in advance of the meeting.**

Quorum

Definition of a quorum:

A quorum is a majority in attendance of all committee members as listed on the committee roster. If a quorum is not present, the meeting cannot be called to order and no formal actions may be taken.

ANY time a majority of committee members meets to conduct business, even if it's for a "working" or "task" group, it is considered a meeting and must be publicly noticed.

In the event there is no quorum, the members should disband and the meeting should not be held.

Meeting Cancellation

If the committee knows ahead of time that there will not be sufficient business to discuss at a meeting, or there will not be a quorum present, a scheduled meeting can be cancelled. In order to cancel a meeting, inform the Town Clerk **prior** to the meeting and s/he will post a notice canceling the meeting.

If your meeting has already been posted, you must inform the Town Clerk if you cancel your meeting for any reason, including lack of a quorum. S/he will post a meeting cancellation notice for you.

If a quorum of members does not appear for a regularly scheduled meeting, the meeting should be canceled. In this case, a notice of cancellation should be posted on the door(s) of the meeting room.

Minutes

Minutes are the official record of a committee's activities and need to be kept for all committee meetings. Recording of minutes and submittal to the Town Clerk is the responsibility of the committee. Minutes should be prepared using the minute template and include:

- Date, start and adjournment time, and place of the meeting
- An attendance list of committee members present/absent
- A recording of actions taken

Any additions and/or corrections to meeting minutes may only be made at a noticed, public meeting. Such changes cannot be made without an affirmative majority vote.

Once meeting minutes have been agendized and approved by the committee, the secretary will provide the final set of meeting minutes to the Town Clerk who will then post them to the Town's website.

In order to have sufficient time to include meeting minutes for approval on an agenda, they are due to the Town Clerk no later than **8:30 a.m., on Wednesday of the week prior to your scheduled meeting.**

Motions

Any Advisory Committee member other than the chair may make a motion pertaining to a subject that is listed on the agenda. A motion is a formal proposal that the committee act on an idea or proposition that has been included on the agenda. (The chair is free to request that a motion be made.)

1. Main Motion (The committee does not necessarily have to be this formal.)
 - a. A member makes a motion, stating, "I move that . . ." It is usually best to try and include only one proposal per motion, so that the motion can be clearly understood and followed by the other members.
 - b. Another member must second the motion. The chair can second the motion. If no second occurs, no further action can be taken on the motion.
 - c. After the motion is seconded, the chair asks for discussion on the motion.
 - d. When everyone who wants to speak has done so (including people in the audience) the chair puts the motion to a vote. At this point, it is often a good idea to restate the motion, then call for the vote by saying "All those in favor", then "All those opposed", and finally "Are there any abstentions?" Upon completion of the voting process, the chair should announce the results of the vote (i.e. "the motion passes" or "the motion fails").
 - e. Members can vote "yes" or "aye" or raise their hand in the affirmative, or "no" or "nay" or raise their hand negating the motion. Members may also "abstain".
 - f. In order to be approved, a majority of the members present must vote "yes" or "aye" or raise their hands in the affirmative. A tie vote results in the motion failing. No proxy or absentee voting is allowed.
 - g. A motion may be withdrawn by its maker unless an objection is made. If an objection is stated, the chair must call for a vote to determine whether or not the motion may be withdrawn.
2. Amending a Motion
 - a. A motion can be amended, as long as the amendment pertains to the main motion, even if it effectively voids the motion.
 - b. A "substitute motion" is a form of amendment that completely restates the main motion.
 - c. An amendment or substitute motion is stated, seconded, discussed and voted upon the same as a main motion.
3. Motion for Adjournment

- a. When a committee has finished the business on its agenda, a motion to adjourn is in order. This motion is not debatable. Therefore, it is very important that the Chair ensures that no important business has been overlooked prior to requesting a motion for adjournment.

Subcommittees

Subcommittees can be formed by a majority vote of the committee for the purpose of performing tasks that can best be handled by a smaller group, such as doing research or preparing draft documents to be considered later by the full committee. The committee appoints members to the subcommittee; **the subcommittee must include less than a quorum of the committee members.**

Subcommittees can meet privately and informally and are not required to keep minutes, have a formal agenda or publicly notice their meetings. However, when the subcommittee presents their work to the whole committee, the meeting must be noticed, agendaized and open to the public. The subcommittee has no legislative (decision-making) authority.

II. Finances

Annual Budget Process

Following the committee's annual report to the Town Council, committees are asked to submit their budget requests that coincide with their proposed work plan for the next fiscal year (July 1 to June 30). A Budget Request Form will be provided for the committee to use. Committees should prepare the budget request and by motion and affirmative vote approve its submittal to the Town Manager. All budget submittals for the fiscal year beginning July 1st are due to the Town Manager by the end of the preceding April. Late budget submittals will be excluded from the budget document and the committee will be given a nominal amount of \$500. Late budget submittals will be considered in July/August, but will only be funded if a surplus is anticipated in the adopted budget.

The Town Manager will work with the Mayor and Vice Mayor to determine which committee budget requests are recommended for Town Council approval upon complete review of the Town's projected finances and the town-wide work program. The Town Council has the ultimate authority to approve the Town's budget and expenditures.

Town and committee budgets are annual budgets and they do not carry over to the next fiscal year.

Annual Budget Appropriation

After the Town Council adopts the final budget, each committee will be notified of its budget appropriation for the fiscal year. If the committee expends its allotted budget and is in need of an additional appropriation, a request can be made to the Town Manager.

Expending Committee Budgetary Funds

In order to expend budgeted funds, the committee must:

1. Convene a meeting with a quorum of committee members at which the committee votes to approve expenditures on specific item(s) and/or service(s)
2. Record the decision in the meeting minutes, including the date of the meeting
3. Notify Town staff of the committee's decision.

Staff will then take the necessary steps – order merchandise, approve an agreement for service, issue a Purchase Order for items over \$500 or agendize the item for Council approval if it is over \$25,000.

Requests for check payments should be provided to staff no less than three weeks prior to the payment due date to allow for processing in accordance with the Town's adopted internal controls.

Reimbursement for Small Items (\$100 or less)

Committee members can pay for small items for Town events (e.g. Holiday Party, Town Picnic) and request reimbursement from the Town provided the committee has voted to approve the expenditures and reimbursement in advance of any purchase. The reimbursement will be made through petty cash or on the next warrant (check) list. All requests for reimbursement must include a receipt.

NOTE: Even for small, reimbursable items, the committee **MUST** approve expenditure for these items **PRIOR** to reimbursement.

Monies Received by Committee (Fundraising, Donations, Fees, Sales, Etc.)

If your committee receives money (usually related to sponsoring an event, such as the Town Picnic, recreational leagues), you must deliver the money to Town staff in a timely manner – no more than three (3) working days after receiving the money. Monies received from fundraisers, sales or fees should be counted by the committee, and then verified by Town staff. Staff will deposit the money into the appropriate Town account.

Sponsorship of events is prohibited.

It is a violation of Town policy for committees to maintain their own bank accounts.

III. Charter Changes

A Charter is essentially the mission statement for a committee, and contains information such as the number of members, the date, time and location of regular meetings.

The Charter is a very important document to each committee, and it serves to guide committee members in their deliberation of matters that come before the committee. Changes to the Charter may be made, but only after careful consideration.

Committees may recommend changes to their Charter (e.g. mission, number of members, date and time of meetings) to the Town Council for approval. In order to do so, the committee should:

1. List the proposed change on the committee's agenda
2. Convene a meeting with a quorum of committee members at which the committee votes to recommend a Charter change(s)
3. Record the decision in the meeting minutes
4. Prepare a memo to the Town Council requesting the recommended Charter change
5. Forward the memo to the Town Clerk who will then forward it to the Mayor and Town Manager for consideration.
6. If the Town Council approves the Charter change, the committee can implement this change at its next committee meeting

IV. Process for Committee Requests for Action

Requesting Placement of Item(s) on Town Council Agenda

A committee may request that the Town Council consider a recommendation from the committee concerning an item on a future agenda. In order for an item to be placed on the Town Council agenda, the committee must prepare a memo and/or report about the item(s) and the Chair shall forward it to the Town Manager. The memo/report should include sufficient information or a specific recommendation so that the Council will be prepared to make a decision.

The Town Manager, Mayor and Vice Mayor meet regularly to determine the items to be included on each Town Council agenda. The Town Clerk or staff liaison to the committee will inform the chair when the Town Council agenda includes this item.

It is normally required that at least one committee member attend the Town Council meeting at which the committee's item is being considered. If no committee member is present, the item may be continued.

Referral of Items to Other Committees

A committee chair may request that an item be placed on another committee's agenda to obtain comments and insight into an item. When requesting placement on another committee's agenda, the chair must make contact with the chair of that committee. When an item is agendaized, a report must be provided to the Town Clerk for inclusion in the committee packet and a committee representative must be present at the meeting where the item has been agendaized. If there is no representative present, no action will be taken unless arrangements have been made with the staff prior to the day of the meeting.

If the item is time-sensitive and a committee member cannot attend the meeting, staff must be fully informed of the committee request and be provided full information concerning the item prior to the day of the meeting.

V. Miscellaneous Policies

Harassment

The Town prohibits commissioners and committee members from engaging in any harassment or discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity, gender expression, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, sexual orientation, military and veteran status, or any other basis protected by law ("Protected Status"). This policy prohibits harassment against Town Councilmembers, commissioners, committee members, employees, applicants, unpaid interns, volunteers, independent contractors, and anyone else doing business with the Town or its commissions and committees. Violations of this policy may result in disciplinary action as described below.

Such harassment includes physical, verbal, and visual conduct when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Harassment on the basis of Protected Status is also prohibited.

The Town Council may discipline commissioners and committee members who are found to have violated this policy.

Should a member of any town commission or committee allege harassment, as defined, the following reporting and grievance policy should be followed:

1. Between Committee Members – the member alleging harassment should schedule a meeting between the Chair of the Committee, the Town Manager, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the committee member may be removed.
2. Between a committee member and the Chair - the member alleging harassment should schedule a meeting between, the Town Manager, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the chair may be removed from chairmanship or the committee itself.
3. Between a committee member and staff - the member alleging harassment should schedule a meeting between the Chair of the Committee, the Town Manager, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the staff member may be reassigned to another committee or terminated.
4. Between a committee member and the Town Manager – the member alleging harassment should schedule a meeting between the Chair of the Committee, the Council liaison and the Mayor to discuss. A follow-up meeting with the alleged harasser should be held with the same parties listed above. Depending on the severity of the allegation, and evidence to support, a warning may be issued, education may be assigned, or the Town Manager may be terminated.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other visual, verbal, or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Sexually harassing conduct need not be motivated by sexual desire. Examples of sexual harassment may include, but are not limited to:

1. Physical conduct including unwelcome touching, intentionally blocking normal movement, pinching, patting, or coerced sexual conduct;
2. Verbal conduct including making derogatory comments, sexually explicit jokes, slurs, sexual innuendo and insults, or comments about an individual's body or dress;
3. Visual conduct including leering, or displaying sexually oriented posters, photography, cartoons, drawings, emails, or gestures;
4. Offering employment benefits in exchange for sexual favors; and
5. Making or threatening reprisals after a negative response to sexual advances.

Should there be an allegation of sexual harassment, the reporting and grievance mechanism described above to remedy harassment will be utilized.

Committee Communications

All official communication between a committee and the Town Council or staff must be directed through the committee chair. The chair may designate another member of the committee to work directly with staff on a specific project, when necessary.

The committee chair or designated representative may use e-mail to communicate with the Town Council. All e-mail or other correspondence to a majority of the Town Council is considered public information and must be copied to the staff for inclusion in the Digest, a weekly compilation of information provided to the Town Council to ensure requirements of the Brown Act are met.

The committee must obtain **pre-approval** from the Town Manager prior to distributing any official written documents. These include but are not limited to:

- Press releases
- Fundraising materials
- Advertising
- Articles for publication
- Flyers for an event
- Banners

Letters expressing a position on a policy, issue, or event must be pre-approved by the Town Council. Town letterhead may only be used if the letter is signed by the Mayor, an authorized Town staff member, or a committee chair if the letter is pre-approved by the Town Council.

Inquiries from the press should be directed to the chair for response. The chair is responsible for providing impartial and factual information on behalf of the committee. Always remember, you are representing the entire committee.

When expressing your own personal opinion on an item, be sure to let the reporter know that it is your opinion and not that of your committee.

The Town maintains a website that includes a page specific to each committee. Each committee chair is responsible to review and approve the web page content that pertains to their respective committee, keeping it fresh and up to date. All web page content material submitted for posting is subject to review and approval by Town staff.

Using the Town's Bulk Mail Permit

The committee must obtain a letter and certificate of bulk mailing from the Administrative Technician authorizing use of the Town's Bulk Mailing Permit in order to process the mailing at the Post Office.

Committee Events

Committees must reserve Town facilities and resources prior to scheduling or hosting a committee event (whether at the Town Center or at another location) using the following procedures:

1. Once the Committee has agreed to a date for the event, the committee chair completes a reservation form and submits it to the Town Manager **as soon as the Committee has selected potential dates, but no less than two months prior** to the event. Reservation forms are available via the Town's website or from Town staff. Completed forms can be submitted to the Town Manager by email to towncenter@portolavalley.net.
2. Upon receipt of the reservation form, staff will review the information provided to ensure there are no conflicts with other events and that the event is in accordance with committee and Town goals.
3. Within three business days following receipt of the reservation request, staff will email the requesting committee chair a confirmation of the reservation (i.e., returned application with "approved" stamp), or a notice if the date is unavailable.

Please note: Committees should not advertise their event or purchase banners or signs until the reservation confirmation is received from staff. As noted above under "Committee Communications," flyers and communications regarding events must also be pre-approved by the Town Manager.

Food/Beverage Service & Insurance

If *any* food or beverages (including alcoholic beverages) will be served to the public at a Committee event, the committee chair must work with Town staff to ensure that all of the required permits are obtained from the County Environmental Health Department and/or the California Department of Alcoholic Beverage Control within the required time, in advance of the event. In addition, the Committee must work with Town staff to provide any information and or documentation if it is determined that additional insurance is needed for the event.

Staff Support for Committee Events

Due to limited staff resources, volunteers are responsible for all aspects of the event coordination, including setup and cleanup of chairs and equipment.

VI. Fundraising

Fundraising includes activities to collect cash, acquire real estate, securities, and similar assets.

Committees are not authorized to undertake fundraising activities without **prior** authorization by the Town Council.

Overview

There are two general types of fundraising covered by this section:

1. One-time fundraising for specific projects, programs and/or facilities (e.g. Millennium Open Space Challenge; Historic Schoolhouse renovation; Little Peoples' Park renovation)
2. Ongoing fundraisers (Blues & Barbecue; Portola Valley Primer sales; Herb Dengler wildflower watercolor print sales).

Authorization to Undertake Fundraising

The Town Council must authorize all fundraising activities related to the municipal government of the Town prior to the implementation of the fundraising effort. The Council may choose to establish an ad hoc committee to undertake the fundraising, or to employ an existing committee, such as the Community Events Committee, which currently undertakes the Blues & Barbecue fundraiser, or the Parks & Recreation Committee, which undertook a fundraiser to renovate Little Peoples' Park at Town Center.

Initiating a One-time Fundraising Event

If an individual, group or existing Town Committee wants to initiate a one-time fundraising event, it must:

- Prepare a memorandum to the Town Council with an outline of the proposed event, including the purpose, beneficiary (project, program and/or facility), estimated timeline, estimated costs, (printing, postage, advertising, etc.) monetary goal and contact person(s)
- Send the memorandum to the Town Manager at Town Hall requesting that the item be placed on the Town Council agenda
- Attend the Council meeting at which the fundraising proposal will be considered to present the proposal and provide additional information, if requested.

Fundraising Group/Committee Responsibilities

Once your group/committee has received authorization from the Town Council to proceed with fundraising activities, you must ensure that all checks are payable to the “Town of Portola Valley” (in order to be tax deductible) and that they are received by the Town within three days.

Anonymous Donors

If someone wishes to make an anonymous donation, the donor should arrange for the donation to be issued from an institution, such as a bank or foundation, or from another third party, on the donor’s behalf. The Town has no ability to protect the donor’s anonymity if the donor sends a personal check and/or letter to the Town regarding the donation, because these transmissions would be considered public records under the California Public Records Act, and, therefore, available to the public – including the press – upon request.

Gifts of Securities

Tax-deductible donations may be made to the Town of Portola Valley in the form of securities. All gifts of securities must be coordinated through the Town Manager.

Thank You Letters

The fundraising group/committee must periodically provide a list of donors and amounts received to the Town Manager. Upon staff verification that the funds were received and deposited to the Town’s account, the Town Manager will produce and sign a thank you letter for each donation received.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Greg Rubens, Aaronson, Dickerson, Cohn and Lanzone

DATE: February 10, 2020

RE: Adoption of a Resolution Approving and Authorizing the Town Manager to Execute a Pledge Agreement for Acquisition of Spring Down Equestrian Center and Endowment

RECOMMENDATION

Staff recommends that the Town Council adopt a resolution approving and authorizing the Town Manager to execute a pledge agreement concerning a gift of real property commonly known as the Spring Down Equestrian Center at 725 Portola Valley Road, Portola Valley, CA (San Mateo County APN 076-280-1300, the provisions to acquire the real property and improvements on APN 076-280-120, and the endowment provided therein and of the Spring Down Equestrian Center as the provided in the Pledge Agreement

Greg Rubens with Aaronson, Dickerson, Cohn and Lanzone provided the Town with legal advice and support, as Town Attorney Cara Silver was conflicted from participating in the discussions. Mr. Rubens serves as the City Attorney for San Carlos, and is well versed in complicated real estate transactions.

BACKGROUND

Over the past year, the Town Manager, former Councilmember Wengert, Councilmember Richards and Special Counsel have had discussions with Carol Goodstein regarding he proposed generous gift of the Spring Down Equestrian Center property (Spring Down Property”) and the adjacent house and western three acres (Western Parcel”) subject to certain conditions. The gift once made through Mrs. Goodstein’s estate plan will result in a gift of Spring Down to the Town of Portola Valley for use as an equestrian center as defined in the agreement, an option to acquire the Wester Parcel, including the existing single family residence and an endowment of \$7 million dollars to acquire the Western Parcel and to maintain both Spring Down and the Western Parcel.

The negotiations have resulted in a Pledge Agreement, (Attachment “1”).

DISCUSSION

Per the draft agreement, Carol Goodstein pledges she will through her estate plan give to the Town:

1. The Spring Down Property;
2. The Spring Down Equestrian Center;
3. An endowment of \$7 million to acquire the Western Parcel with any remaining income used for maintenance and improvements to Spring Down and the Western Parcel.

At this time, the Town is being asked to approve the Pledge Agreement, which provides assurances to Carol Goodstein that the Town intends to accept the Gift when made. A resolution (Attachment "2") approving the Pledge Agreement and authorizing the City Manager to sign is attached.

After Carol's death, if acceptable to the then Town Council, the gift would need to be formally accepted under the requirements of Government Code Sections 37354-55 at a public meeting subject to the conditions as stated in her Trust.

Conditions:

The terms of the Pledge Agreement include the gifts referenced above subject to the following conditions:

- a. The Town shall continue to operate an Equestrian Center on the Spring Down Property. by continuing any one or more of the following uses: (1) maintaining a public barn; (2) offering horseback riding lessons and boarding facilities for horses; (3) retaining and maintaining all existing riding arenas; (4) offering classes related to equine history, the care of horses, horse safety and other related topics.
- b. Dennis Garcia and Dianne Garcia (her employees) will possess the discretion as Trustees under the terms of a separate trust to be established after Donor's death, to contribute horses currently owned by Donor to be used at the Equestrian Center operated on the Spring Down Property. The Town will be responsible for employing the personnel necessary to manage and operate the Equestrian Center, however, the Town will be required to consult with Dennis Garcia and Dianne Garcia, or the remaining one if either of them is unable to act, concerning the Town's decisions about retirement or end of life with respect to her horses. Under this provision, the Town will pay all costs of maintaining all horses used at the Equestrian Center operated on the Spring Down Property, including but not limited to, shoeing, veterinarian fees, medications, feed and tack.
- c. The current Spring Down Equestrian Center foreman, Manuel Morfin, may continue to reside on the Spring Down Property, free of rent, during his tenure as foreman of the Equestrian Center.
- d. The Town cannot reduce the number of horses allowed to be maintained at the Spring Down Property to less than 60 horses.

- e. If the Town reasonably determines, by a vote of the Town Council, that operating an equestrian center on the Spring Down Property is no longer economically feasible, the Town shall retain the Spring Down Property and administer it as open space, in perpetuity. If the Property reverts to Open Space under this provision the barn currently situated on the property must be maintained (if economically feasible), no new construction on or development of the property, the scope of use of the property must be limited to public walking and riding trails, and equestrian uses of the covered and outdoor riding arenas.

If changed circumstances should at some future time render the designated use of the remaining endowment funds after acquisition of the Western Parcel and it is no longer capable of being maintained, the Town will be required to petition the Superior Court to modify any of the restrictions. The Court will be required to consider Donor's special interests stated the Pledge Agreement.

FISCAL IMPACT

There is no fiscal impact associated with authorizing the Town Manager to sign the pledge agreement. Should a future Town Council accept the pledge, there will be a variety of fiscal impacts associated with managing and maintaining the facility that will be more fully determined at the appropriate time.

ATTACHMENT

1. Draft Pledge Agreement

RESOLUTION NO. _____-2021

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
APPROVING AND AUTHORIZING THE TOWN MANAGER TO EXECUTE A
PLEDGE AGREEMENT CONCERNING A GIFT OF REAL PROPERTY COMMONLY
KNOWN AS 725 PORTOLA ROAD, PORTOLA VALLEY, CA (SAN MATEO COUNTY
APN 076-280-130, AN ENDOWMENT FUND, WITH PROVISIONS FOR THE
SPRINGDOWN EQUESTRIAN CENTER AND AN ADJACENT THREE ACRE
PROPERTY AND SINGLE FAMILY RESIDENCE
(SAN MATEO COUNTY APN 076-280-120),**

WHEREAS, Goodstein Family Partners, LP (“Goodstein Family Partners”) is the record owner of that certain real property commonly known as 725 Portola Road, Portola Valley, CA (APN 076-280-130) (the “Spring Down Property”), and;

WHEREAS, Carol Goodstein (“Goodstein”) is the beneficiary of an irrevocable Qualified Personal Residence Trust owning the Real Property and improvements located on APN 076-280-120, (the “Western Three Acres”) and under which by Evercore Trust Company (“Evercore”) is the Trustee, and;

WHEREAS, Spring Down Equestrian Center, Inc. (“Spring Down Equestrian Center”) is wholly owned Evercore, as Trustee of the Survivor’s Trust under the S&C Trust dated June 29, 1982 (the “Survivor’s Trust”) and operates an equestrian center on the Spring Down Property, and;

WHEREAS, Goodstein controls the disposition of the assets of the Survivor’s Trust, and;

WHEREAS, Goodstein has indicated a desire to make a future gift through her estate plan of (1) her interests in Goodstein Family Partners, LP and Spring Down Equestrian Center, Inc. and (2) an additional endowment, in each case upon her death, in favor of the Town of Portola Valley (the “Town”) for the acquisition of the Western Three Acres and the maintenance of the Springdown Property under certain specified terms and conditions, and;

WHEREAS, Goodstein and the Town have entered into negotiations to effectuate Goodstein’s generous pledge to the Town to provide for continuing operations of Springdown Equestrian Center into the future as conditioned and provided in the Pledge Agreement, and;

WHEREAS, the Town has expressed an interest in accepting the proposed gift and endowment funds as provided and conditioned in the Pledge Agreement, and;

WHEREAS, the Town Council has reviewed the Pledge Agreement and it is appropriate to authorize the Town Manager to execute the Pledge Agreement in the form attached hereto.

WHEREAS, the acceptance of the future gift of the parcel to provide for continued operation of an existing facility and for open space purposes is categorically exempt under CEQA guidelines Section 15313 (Acquisition of Lands for Wildlife Conservation Purposes), Section 15317 (Open Space Contracts of Easements) and

Section 15325 (Transfer of ownership in land to preserve existing natural conditions and historical resources), and;

WHEREAS, the execution of the Pledge Agreement is not an acceptance of a gift under Government Code Section 37354-55, which shall formally be considered at the time of the Gift.

NOW, THEREFORE BE IT RESOLVED, the Town Council of the Town of Portola Valley hereby authorizes the Town Manager to execute the Pledge Agreement concerning the future restricted gift of real property located on Portola Road, APN 076-280-130, the provisions to acquire the real property and improvements on APN 076-280-120, the endowment provided therein and of the Spring Down Equestrian Center all as the provided in the Pledge Agreement

REGULARLY PASSED AND ADOPTED this 10th meeting of February, 2021.

Mayor

ATTEST:

Town Clerk



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Laura Russell, Planning & Building Director

DATE: February 10, 2021

RE: Regional Housing Needs Allocation Update

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', located to the right of the 'FROM:' field.

RECOMMENDATION

Staff recommends that the Town Council receive an update on the Regional Housing Needs Allocation (RHNA) process.

BACKGROUND

Every eight years, California municipalities must update their Housing Element. The Housing Element is a required component of the General Plan, which serves as the “guiding document on future growth and development”.

As described by the California Department of Housing and Community Development (HCD), “California has required that all local governments (cities and counties) adequately plan to meet the housing needs of everyone in the community.

California’s housing-element law acknowledges that, in order for the private market to adequately address the housing needs and demand of Californians, local governments must adopt plans and regulatory systems that provide opportunities for (and do not unduly constrain), housing development. As a result, housing policy in California rests largely on the effective implementation of local general plans and, in particular, local housing elements.” (Please see Attachment 1 for Frequently Asked Questions about Housing Elements.)

A central component of a Housing Element is the plan that addresses the number of housing units, at various economic levels, that a municipality must plan for over the 8-year cycle of the Element. The number of units is provided to each municipality through the Regional Housing Needs Allocation (RHNA) process.

RHNA numbers are initially developed using figures from the State Department of Finance (DOF). These figures are provided to the Association of Bay Area

Governments- Metropolitan Transportation Commission (ABAG-MTC). Then ABAG-MTC distributes those numbers to each municipality. This distribution was overseen by a [Housing Methodology Committee](#) of AGAB-MTC, followed by a public comment period.

On January 21, 2021, the ABAG Executive Board approved the Draft RHNA Methodology. ABAG's Draft RHNA Methodology largely is the same as the Proposed Methodology released in October 2020. However, the Draft RHNA Methodology integrates data from the [Plan Bay Area 2050 Final Blueprint](#) and, in response to public comment, incorporates the "equity adjustment" originally proposed by several members of the Housing Methodology Committee. The equity adjustment is intended to ensure that all jurisdictions exhibiting above-average levels of racial and economic exclusion take on a fair share of low- and very-low-income RHNA units. Additional information is available in the [ABAG Executive Board packet materials](#).

The next step of the process is for ABAG to submit the Draft Methodology to HCD for its consideration and review. See Schedule of Key Milestones at Attachment 2 for more details.

DISCUSSION

This report includes updates on the RHNA process since Council last discussed it on November 11, 2020.

Updated RHNA Allocation

The current RHNA Allocations remain illustrative and will not be finalized until late 2021 after review by HCD and implementation of the ABAG appeals process.¹ The current allocation for Portola Valley has increased by two units due to the finalization of the Blueprint and the "equity adjustment" approved by the ABAG Executive Board. The current draft allocation is:

Income Level	Number of Units
Very Low Income (<50% of Area Median Income)	73
Low Income (80% of Area Median Income)	42
Moderate Income (80-120% of Area Median Income)	39
Above Moderate Income (>120% of Area Median Income)	99
Total	253

Town Comments on Methodology

On November 11, 2020, the Town Council received an update on the RHNA process and created a Council subcommittee of Vice Mayor Hughes and Council Member

¹ 21 Elements, a collaboration of the Cities/Towns in San Mateo County, is preparing a summary of the ABAG appeals process. That memo will be distributed to Town Council when it is completed.

Richards to draft a comment letter on the methodology. The comment letter and response from ABAG are included as Attachment 3.

Grant Funding for Housing Element Activities

HCD is administering two funding opportunities to assist local governments with preparing Housing Element updates and associated housing activities. Both of these programs are noncompetitive; each jurisdiction that meets the basic requirements will receive the funding. On June 24, 2020, the Town Council authorized the Town Manager to apply for a grant of \$65,000 through the Local Early Action Planning (LEAP) program. That application has been submitted and staff will formally enter into the agreement for that funding. Through the Regional Early Action Program (REAP), the Town is entitled to \$20,000. Unlike many other grant applications, a Town Council resolution of authorization is not required for the Town to apply for REAP funding, so no action is required from Council for staff to proceed with the application.

These funds will be used to support staff/consultant work on the Housing Element.

Next Steps

Staff will continue to monitor the RHNA process and provide periodic updates to Town Council. Additionally, staff will compile resources and best practices on the overall Housing Element update and provide them to Town Council in the early spring for direction. That discussion is expected to include the timeline, public engagement process, and estimated budget for the process. Staff expects the Housing Element process to take 12-18 months.

FISCAL IMPACT

There is no fiscal impact associated with receiving an update on the RHNA process. Overall costs of updating the Housing Element will be discussed later this year.

ATTACHMENT

1. Frequently Asked Questions on Housing Elements
2. ABAG Timeline for RHNA Process
3. Town Comment Letter on RHNA Methodology and ABAG Response



TOWN OF PORTOLA VALLEY

HOUSING ELEMENT FREQUENTLY ASKED QUESTIONS

Updated February 4, 2021

1. What is the Housing Element?

Answer: The Housing Element is one of the mandatory elements that must be included in a Town's General Plan. The Housing Element provides goals, policies, and actions that help the Town plan for the housing needs for all segments of the Town's population. Housing Element law mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The Housing Element is required to be updated every eight years and must be approved by the State Department of Housing and Community Development. For more information about the State's role in the crafting of the housing element, explore the California Department of Housing and Community Development's page on housing elements.

2. What are the items that the Housing Element covers?

Answer: The Housing Element must include:

- An analysis of *current* housing needs, taking into account issues such as the number of people living in substandard or overcrowded housing, people with special housing needs, and people at risk of losing their affordable housing.
- An analysis of *projected* housing needs, including the Town's responsibility to zone for a certain amount of income-specific housing.
- An inventory of potential building sites where housing development is allowed and supported by infrastructure and the environment.
- An analysis of government controls on housing development.
- Identification of programs, policies and objectives that the Town will adopt to encourage the development of housing for different income and special needs groups, ensure equal housing opportunity, and preserve and improve the existing housing stock.

3. Who prepares and certifies the Town's Housing Element?

Answer: The Housing Element is prepared by Town of Portola Valley staff and associated consultants, reviewed and recommended by the Planning Commission, and finally adopted by the Town Council. The Housing Element must then be certified by the California Department of Housing and Community Development (HCD). This certification creates a presumption that the Element complies with State law.

4. How much housing do we need to plan?

Answer: State law requires each city and county plan for their "fair share" of the region's housing needs. The fair share is determined by each region's Council of Government. In the San Francisco Bay Area, the Association of Bay Area Governments (ABAG) determines the region's fair share through a process known as the Regional Housing Needs Allocations (RHNA).

For the current Housing Element, ABAG determined that Portola Valley's RHNA number is 64 units for the years 2014-2022. This means that Portola Valley was required to plan, through its zoning, to permit at least 64 sites. ABAG will release RHNA numbers for the next cycle (2023-2031) at the end of this year, but a current estimate for Portola Valley is 253 units. The Town is required to demonstrate capacity for the requisite units through an adequate amount of land zoned for particular housing types. If the Town does not identify enough sites, this shortfall will be carried forward to future planning cycles. The Town is not required to build the units itself; however, it is important to note that if enough units are not built, the Town may be forced to approve future projects that may not otherwise have been allowed.

5. How is a Town's/City's RHNA determined?

Answer: This is a complex process that begins with the State of California. The State prepares projections about expected population growth in the state and then allocates a portion of the total state population growth to each region. Regional planning organizations in turn distribute the regional allocation among local jurisdictions. For the Bay Area, the regional planning agency is the Association of Bay Area Governments (ABAG). There are five primary objectives in allocating the residences to local jurisdictions: increasing housing supply and mix of types of housing; promoting infill development, efficient development, and GHG reduction; improving relationship between jobs and housing; balancing existing disproportionate concentration of income categories; and affirmatively fostering fair housing. ABAG uses a formula with weighted criteria to accomplish these objectives and allocate the housing units. Recently, ABAG has also focused on influencing growth patterns to minimize green house gas emissions as is mandated by the State. For more information on the ABAG RHNA process, you can go to their webpage at <http://www.abag.ca.gov/planning/housingneeds>.

6. What is AFFH and how does it relate to the Housing Element?

Answer: AFFH stands for Affirmatively Furthering Fair Housing. As of January 1, 2021, California law requires public agencies to administer their programs in a manner that actively seeks to achieve fair housing. One such program is the Housing Element. Pursuant to AFFH law, the Town has a legal obligation to take meaningful acts in addition to combating discrimination that 1) overcome patterns of segregation and 2) foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. To this end, all Housing Element revisions adopted after January 1, 2021 must include the following:

- A summary of fair housing issues in the jurisdiction,
- Analysis of data on segregation patterns,
- Assessment of contributing factors,
- Identification of fair housing goals and actions, including encouraging new affordable housing in opportunity areas, and
- Consideration of location in sites inventories and rezoning programs.

7. What does it mean to have a non-compliant Housing Element?

Answer: A Housing Element is considered out of compliance with State law if one of the following applies:

1. It has not been revised and updated by the statutory deadline, or
2. Its contents do not substantially comply with the statutory requirements. If a Housing Element is certified, there is a presumption that it is adequate, and a plaintiff must present an argument showing that it is in fact inadequate.

Over the years, California has steadily increased the penalties for not having a legally compliant Housing Element, and this trend is expected to continue.

8. What happens if a jurisdiction does not adopt a Housing Element or the Element does not comply with State law?

Answer:

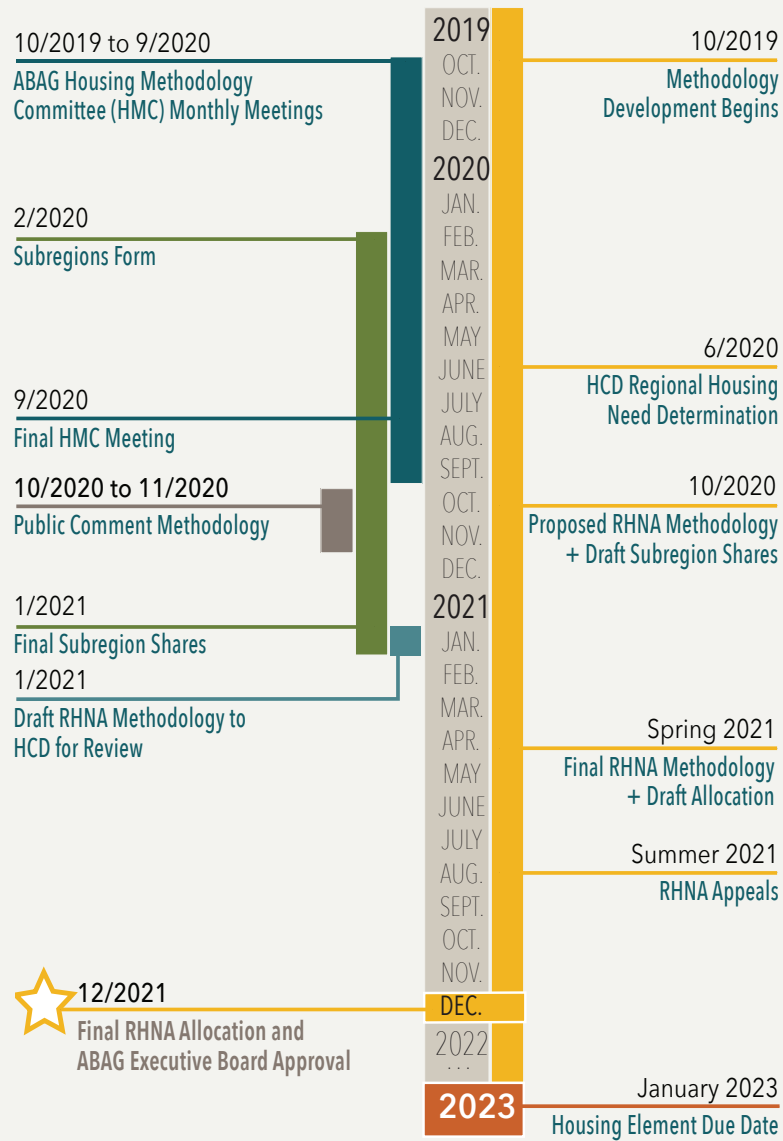
1. **Limited access to State Funding.** Cities with a certified Housing Element may have preference for housing and infrastructure funds, whereas non-compliant cities may be ineligible for certain programs. For example, both the California Infrastructure and Economic Development Bank (CIEDB) and the Bay Area's Metropolitan Transportation Commission (MTC) award funds based on competitions that take into consideration the approval status of a community's Housing Element.

2. **Judicial action.** Where a city has been flagged as “non-compliant,” the Attorney’s General’s office is required to seek a court order to gain compliance. Initial fines can range from \$10,000 to \$100,000 per month, and may be doubled or even sextupled over time. If necessary, the court may appoint a receiver to take over from the city.
3. **Lawsuits.** Developers and advocates have the right to sue jurisdictions if their Housing Element is not compliant with State Law. Recent Bay Area cities that were successfully sued include Menlo Park, Corte Madera, Pittsburg, Pleasanton, Alameda, Benicia, Fremont, Rohnert Park, Berkeley, Napa County, and Santa Rosa. According to a memo from the Santa Barbara County Council, there has never been a city that has successfully argued that they do not need to comply with Housing Element law (July 2007, Housing Element Law: Mandates and Risks of Defiance). There are several potential consequences of being sued, including:
 - a. **Mandatory compliance** – The court may order the community to bring the Element into compliance.
 - b. **Suspension of local control on building matters** – The court may suspend the locality’s authority to issue building permits or grant zoning changes, variances or subdivision map approvals.
 - c. **Court approval of housing developments** – The court may step in and approve housing projects, including large projects that may not be wanted by the local community.
 - d. **Fees** – If a jurisdiction faces a court action stemming from its lack of compliance and either loses or settles the case, it often must pay substantial attorney fees to the plaintiff’s attorneys in addition to the fees paid to its own attorneys. These fees can easily exceed \$100,000.
4. **Carryover of unfilled housing allocation.** The City would be required to carryover to the next housing element planning period any unfilled Regional Housing Need Allocation (RHNA) if the City fails to identify or make available adequate sites to accommodate its RHNA assignment. Therefore, in addition to identifying sites for the new period’s RHNA, the City would also be required within the first year of the new planning period to zone adequate sites to accommodate the RHNA from the prior planning period that was not provided.

9. What else must be updated along with the Housing Element?

Answer: State law requires the Town’s Safety Element to be updated at the same time as the Housing Element. Part of the Town’s General Plan, the Safety Element includes a set of goals, policies, and objectives based on an assessment of the potential impacts from natural hazards like climate change and fire. In addition, the Town’s Land Use Element may need to be updated to reflect any re-zoning that may be required in order to meet State mandates.

2023 - 2031 RHNA Development Timeline





TOWN of PORTOLA VALLEY

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

November 20, 2020

Association of Bay Area Governments - Metropolitan Transportation Commission
375 Beale St, Suite 800
San Francisco, CA 94105

Re: Proposed RHNA Methodology and Subregional Shares

To Whom It May Concern-

Thank you for the opportunity to comment on the draft Regional Housing Needs Allocation (RHNA) methodology. The Town Council, after discussions at our November 11 meeting, tasked a subcommittee to draft a letter commenting on the draft methodology for the upcoming Regional Housing Needs Allocation (RHNA) process. The comments below reflect the Council's collective thoughts on the matter.

In 2016, the Portola Valley Town Council adopted a Housing Strategic Plan that has served as the foundation for a substantial and (so-far) successful effort to increase the Town's housing stock. This plan recognizes that three Portola Valley populations face particular housing challenges: seniors who wish to stay in the community they call home have few options to downsize; those who have grown up in Portola Valley but have no option to move back (save move in with their parents); and the workforce that commutes to town to support the community.

This plan has resulted in the following successes:

- Formal identification of Town property suited for potential future development
- Rapid expansion of ADU opportunities (many implemented before State legislation) and an education program that has prompted the construction of new ADUs (including an ADU open house)
- Engagement with large landowners on opportunities on their property for housing (with one active application for a development project and the potential for additional in the coming years)
- Addition of new partners in the Town's affiliated housing program, which allows for housing development beyond single-family resident development; these partners are considering future options

- Multiple public meetings providing the Town Council opportunity to hear from residents on their preferences for future housing options

These efforts (particularly those related to ADUs) have resulted in the Town exceeding its current RHNA numbers a full three years before the end of this cycle's Housing Element. The Council intends to fully implement the Housing Strategic Plan, and more broadly to continue finding ways to create new housing opportunities. This comes with the commitment of planning for future housing under the upcoming Housing Element cycle.

As the Town begins its formal process to adopt a new Housing Element, we also recognize two challenges that we wish to share with you that you may want to consider as you finalize the methodology.

1. Public Safety

As the realities of a changing climate have become more obvious, the Town has applied considerable resources to mitigate the impact of future wildfires. While the Town has always understood that wildfire is a reality, the devastating fires in northern California since 2017, and our recent experience with the CZU Lightning Complex fires, has further emphasized the need to do everything we can to ensure the safety of residents and visitors alike.

To that end, the Town is spending hundreds of thousands of dollars on a large-scale (but first round) vegetation management program on Town-owned property (focused on the right-of-way currently), and has empowered an ad hoc committee to recommend initiatives and programs to harden homes, improve communications and evacuations, and identify and remove high-fire prone vegetation Town-wide.

As you know, CalFire is amending the state fire maps. While a portion of Portola Valley is included in the "very high fire danger" designation, it is highly probable that additional Portola valley lands may be included in the amended map.

Regardless of these mitigation efforts, given the nature of the community and its lands and the inability to construct new roads to address evacuation expansion opportunities, the Town will remain highly susceptible to wildfires. We welcome an engagement with ABAG-MTC on the sensibleness of significant numbers of new homes in high-fire danger areas.

2. Infrastructure

There are two elements to the Town's infrastructure comments:

a. Physical –

As touched on in the public safety comments, the Town's infrastructure was developed and constructed to support a primarily single-family residential community on large lots. This includes just two primary roads in and out of Town. Right-of-way for future road expansion does not exist along most portions of these two roads (or, in the case of Arastradero Road, a secondary access road to Town, are not under the Town's jurisdiction).

A privately held company, and a special district provide water and sewer services. Fire services are supported by a special district. It is unclear that much development would be pursued, or be economically feasible, without the costly construction/provision of these services in advance of a project, which would make the goals underpinning the methodology difficult to achieve in Portola Valley without substantial capital outlay.

b. Staffing -

It has been nearly a generation since the Town managed a major, multi-unit housing development project. The Town's Planning and Building Department is currently managing a proposal from Stanford University for 27 single-family residences for Stanford faculty and 12 affordable multifamily housing units. This proposal required the addition of a contract planner and other associated support.

Should the draft methodology be implemented (with its accompanying RHNA), it could be the equivalent of Stanford Wedge-sized project every year for the length of the next Housing Element cycle, on top of continuation of the pace of all the housing unit production that the town will achieve in the current cycle. As the smallest staffed city in San Mateo County (and the lowest levels of revenue collection and expenditure), it is improbable that there would be an ability to hire enough staff to ensure a transparent and equitable entitlement process for any future applicants.

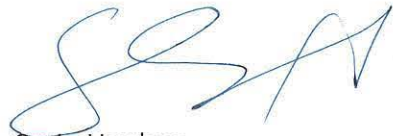
Conclusions

As discussed in this letter, the Town of Portola Valley has taken its commitment to providing adequate housing to the populations it serves seriously, and expects to do so in the next Housing Element cycle. In many ways, we see the work completed so far as a blueprint for other similar communities who wish to be serious about considering housing in a different light.

Nonetheless, we do believe that there are unique challenges in Portola Valley that should be considered and included as part of any adopted methodology.

We welcome a visit by ABAG staff and representatives to Portola Valley so these unique characteristics can be viewed first-hand, and we would be happy to design a safe way to accommodate such a visit.

Sincerely,

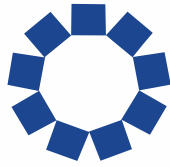
A handwritten signature in blue ink, appearing to read 'CH', with a stylized flourish at the end.

Craig Hughes
Councilmember

A handwritten signature in blue ink, appearing to read 'JR', with a long horizontal flourish extending to the right.

John Richards
Councilmember

cc: Portola Valley Town Council
Planning Commission
Woodside Fire Protection District



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

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

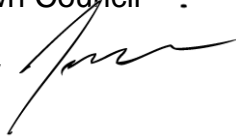
Box\RHNA\Post-HMC work\RHNA Public Comments\Responses to comments\Local jurisdictions\Therese McMillan Review\196_Portola_valley.docx



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council .

FROM: Jeremy Dennis, Town Manager 

DATE: February 10, 2021

RE: Town Council Meeting Minutes Study Session

RECOMMENDATION

Staff recommends that the Town Council participate in this study session on meeting minutes, and provide guidance and feedback on next steps.

BACKGROUND & DISCUSSION

For many years, the Town Council, Planning Commission and ASCC's meetings are summarized with thorough minutes. These minutes are a resource for residents and staff alike.

The Town's current transcription service's owner is planning to retire at the end of this month. Staff has reviewed options to replace her services with a similar model, but has found few available transcribers, none of whom are available to add the Town as a client; staff's search is continuing.

One reason that there are fewer available transcription services is that most cities have moved to a mix of action minutes, such as the one attached from the City of Atherton, and digital videos of meetings. The below chart shows the variety of meeting summaries and recordings used:

Municipality	Video	Action Minutes
Atherton	Yes	Yes
Belmont	Yes	No
Brisbane	Yes	Yes
Burlingame	Yes	Yes
Colma	Yes	Yes
Daly City	Yes	No
East Palo Alto	Yes	Yes
Foster City	Yes	Yes
Half Moon Bay	Yes	Yes
Hillsborough	Yes	Yes
Menlo Park	Yes	Yes
Millbrae	Yes	No
Pacifica	Yes	Yes
Redwood City	Yes	Yes
San Bruno	Yes	Yes
San Carlos	Yes	Yes
San Mateo	Yes	Yes
So San Francisco	Yes	No
Woodside	No	No

Of the nineteen other cities in San Mateo County, Pacifica appears to have a minutes structure similar to the Town's. Thirteen cities provide action minutes, four provide summary transcriptions, and two use verbatim transcription.

Another option may be to purchase a software that manages all parts of the agenda/meeting process, as any software that provides closed captioning/transcription-style services will include agenda management. A recognized company that provides digital solutions will have an agenda management system that will interface with a video tool providing government transparency, which allows an archive of agenda and related meeting videos. One recognized firm that provides these services is Prime Gov.

Staff is seeking input from the Council on the following questions:

1. What kind of minutes/transcripts/summaries are desired for future record keeping of Council/Commission meetings?
2. Should the Town explore more expansive agenda/meeting management tools?
3. Should the Town be unable to find an adequate transcription service in the next month, what is your direction for short-term meeting notes?

ATTACHMENTS:

1. Sample Action Minutes from City of Atherton



MINUTES
Town of Atherton
City Council
December 16, 2020
REGULAR MEETING

Mayor DeGolia called the meeting to order at 7:00 PM.

7:00 P.M. REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL – *Widmer, Wiest, Lempres, Lewis, DeGolia* - Present**
3. **DECLARATION OF RESULTS OF THE NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION FOR THE TOWN OF ATHERTON BASED ON THE COUNTY OF SAN MATEO CHIEF ELECTIONS OFFICER'S CERTIFICATE AND FINAL OFFICIAL CANVASS**

Adopted Resolution No. 20-30

City Clerk Suber introduced the item and presented the results certified by San Mateo County Chief Elections Officer March Church on December 3, 2020. Suber confirmed that based on those results the newly elected City Council Members were incumbent Council Member Elizabeth Lewis and Diana Hawkins-Manuelian.

Council briefly discussed the item before moving to approve the resolution.

MOTION by Widmer, Second by Lempres to adopt Resolution No. 20-30 certifying the November 3, 2020 Town of Atherton elections results.

AYES: Wiest, Lempres, Widmer, Vice Mayor Lewis, Mayor DeGolia

NOES:

ABSTAIN:

ABSENT:

4. **PRESENTATIONS**
 - **CITY COUNCIL REORGANIZATION**

Mayor DeGolia read the Proclamation honoring Council Member Wiest. Council Members and City Manager Rodericks collectively shared their appreciation and admiration for the work and commitment of Council Member Cary Wiest during his time on Council.

Public Comments:

- Supervisor Don Horsley commented on the outstanding service of Council Member Wiest.
- Leslie Bulbuk, Assembly member Marc Berman's Office shared the Assemblymen's comments on the outstanding service of Council Member Wiest.
- Wayne Lee, Former City of Millbrae Council Member commented on the outstanding service of Council Member Wiest.
- Gina Papan, City of Millbrae Council Member commented on the outstanding service of Council Member Wiest.

City Clerk Suber conducted the Oath of Office for incumbent and Vice Mayor Elizabeth Lewis and Diana Hawkins-Manuelian.

Mayor DeGolia made his remarks noting the challenges faced in 2020, the remarkable accomplishments of the Town Staff and Council. He encouraged his fellow Council to continue the pragmatic and fiscally responsible task of managing the Town Center project. He highlighted the 2020 priorities as a commitment to Police services, resident safety, and prudent fiscal management of Town resources.

City Clerk Suber reviewed the process for selecting the Mayor and Vice Mayor for the Town.

Council Member DeGolia nominated Elizabeth Lewis as Mayor

AYES: Hawkins-Manuelian, Lempres, Widmer, Lewis, DeGolia

NOES:

ABSTAIN:

ABSENT:

Council Member Widmer nominated Michael Lempres as Vice Mayor

AYES: Hawkins-Manuelian, Lempres, Widmer, Lewis, DeGolia

NOES:

ABSTAIN:

ABSENT:

Mayor Lewis made her remarks listing goals she has for the Town and Council in 2021. She thanked Council Member Wiest again for his service and welcomed Council Member Hawkins-Manuelian. Lewis reviewed prominent upcoming projects and items for Council consideration including but not limited to Town traffic, leaf blowers, and Town Center construction.

Public Comments:

- Wayne Lee, Former City of Millbrae Council Member congratulated Mayor Lewis
- Gina Papan, City of Millbrae Council Member congratulated Mayor Lewis
- Laura Parmer-Lohan, Mayor of San Carlos congratulated Mayor Lewis and commented on the outstanding service of Council Member Wiest for his service.
- Virginia Chang-Kiraly, Menlo Park Fire Protection District Board Member and Harbor District Board Member, congratulated Mayor Lewis and commented on the outstanding service of Council Member Wiest.
- Valarie Gardner thanked Council and Staff for their work for the Town.

5. PUBLIC COMMENTS

Stephanie Discher commented on Special Event Permits issued to Menlo School raising concerns and objections.

6. CITY MANAGER'S WRITTEN REPORT

City Manager Rodericks presented the report and responded to Council inquiry related to various items. He referenced highlighted among other items the closure of the Atherton Train Station.

Public Comment:

John Maulbetsch commented on the final train at the Atherton Train Station and noted he would share the pictures he took with City Manager Rodericks for distribution to Council.

CONSENT CALENDAR (Items 7 – 11)

7. CERTIFICATION OF CONTINUING EMERGENCY AND RATIFICATION OF SUCH RULES AND REGULATIONS ENACTED BY THE DIRECTOR OF EMERGENCY SERVICES IN RESPONSE TO COVID-19

8. APPROVAL OF BILLS AND CLAIMS FOR NOVEMBER IN THE AMOUNT OF \$ 3,354,634

9. APPROVAL OF MINUTES FOR NOVEMBER 18, 2020 AND DECEMBER 2, 2020 CITY COUNCIL MEETINGS

10. RESOLUTION ADOPTING AMENDMENT TO THE RESOLUTION ADOPTING SALARIES FOR UNREPRESENTED EMPLOYEES, EXCLUDING THE CITY MANAGER

Adopted Resolution No. 20-29

11. AMENDMENTS TO THE TOWN'S HERITAGE TREE PRESERVATION STANDARDS AND SPECIFICATIONS RELATED TO PLANNING COMMISSION TREE PROTECTION ZONE (TPZ) EXCEPTIONS

Adopted Resolution No. 20-31

MOTION by DeGolia, Second by Widmer to approve the Consent Calendar

AYES: Hawkins-Manuelian, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis

NOES:

ABSTAIN:

ABSENT:

REGULAR AGENDA (Items 12-15)

12. REVIEW AND APPROVE THE RESPONSE TO GRAND JURY REPORT: “RANSOMWARE: IT IS NOT ENOUGH TO THINK YOU ARE PROTECTED”

City Clerk Suber presented the item and reviewed the Town’s Cybersecurity strategy and the responses included within the Grand Jury Response letter.

MOTION by Widmer, Second by Lempres to approve the response letter to the Grand Jury Report: Ransomware: It is not enough to think you are protected.

AVES: Hawkins-Mannuelian, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis
NOES:

ABSTAIN:

ABSENT:

13. TOWN CENTER PROJECT UPDATE

City Manager Rodericks briefly presented the report which was for information only.

14. COUNCIL REPORTS/COMMENTS


Council Member Widmer reported on the status of COVID-19 across the State and San Mateo County.

Council Member Widmer suggested Council supporting the preparation of and submission of a letter to the Governor of California advocating that places of worship be allowed to have indoor service and authorizing the Mayor sign.

Council Member Hawkins-Mannuelian suggested Council considering revising the start times of City Council meetings to begin earlier than 7:00 PM.

15. ADJOURN

Mayor Lewis adjourned the meeting at 8:41 PM. The meeting was adjourned in the honor and memory of Joe Lewis.


Anthony Suber
City Clerk

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

There are no written materials for Town Manager Report

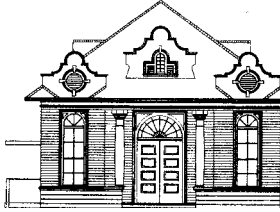
TOWN COUNCIL WEEKLY DIGEST

Wednesday – January 28, 2021

1. Agenda – Parks & Recreation Committee – Monday, February 1, 2021
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, February 3, 2021
3. Agenda (Cancellation) – Planning Commission – Wednesday, February 3, 2021
4. Agenda – Emergency Preparedness Committee – Thursday, February 4, 2021
5. Letter to the Town Council from resident Christine Sherry re Housing in Portola Valley
6. Letter to the Town Council from resident Caroline Vertongen and Council reply re Flashing Beacons

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

1. None



**Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, February 1, 2021 7:30pm
Zoom 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 Video Meeting:

<https://zoom.us/j/91476923536?pwd=VjNtSUQrcxk2d0lScWRGdERhWjAwdz09>

Phone into Zoom Meeting:

1-669-900-6833

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

Meeting ID: 914 7692 3536

Password: 280752

1. **Call to Order**
2. **Oral Communications:** Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. **Approval of Minutes:** January 4, 2021
4. **New Membership**
5. **Youth and adult sports plans for Spring season**
6. **Potential new dog park locations**
7. **Skateboard ramp**
8. **Fitness trail update**
9. **Bathrooms facilities at fields**
10. **Adjournment**

Next Meeting – March 1, 2021



TOWN OF PORTOLA VALLEY
Special Bicycle, Pedestrian and Traffic
Safety Committee Meeting
Wednesday, February 3, 2021 – 8:15 AM

Zoom Teleconference

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/92270623614?pwd=aVp0QkVjODFmSUN0UHM2V1JmdzBRZz09>

To access the meeting by phone, dial:

1-699-900-6833

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

Meeting ID: 922 7062 3614

Password: 277299

1. Call to Order / Roll Call
2. Oral Communications - Resident and Committee Open Comments
3. Review/Approval of the Minutes of the January 6, 2021 meeting
4. Resident Application for New Member
5. Sheriff's report:
 - a. Accidents and Citations
 - b. Request for Monitoring:
 - i. Speeding
 - ii. Stop sign violations
6. Public Works Update:
7. Ongoing Committee Business
 - a. Portola Terrace ("Stanford Wedge") Planning updates
 - b. Neely Winery Traffic report and Planning updates
 - c. Information Only item from Town Staff – Corte Madera School Planning
 - c. Windy Hill & Visitor parking update
 - e. Outreach to Forum and PV residents – Monthly message
 - d. Harassment/Abuse/Liability concerns reporting – A request for policy and procedure to the Town, on behalf of Committee members
8. Matters Arising
9. Next meeting scheduled: March 3rd, 2021. Default time 8:15 AM, Via Zoom

Adjournment



TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, February 3, 2021
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION MEETING REGULARLY SCHEDULED FOR

Wednesday, February 3, 2021

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, February 3, 2021 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, February 17, 2021 at 7:00 PM.



TOWN OF PORTOLA VALLEY

Meeting of the Emergency Preparedness Committee

Thursday, February 4, 2021 - 8:00 AM

Special Videoconferene Meeting via Zoom

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/94433341088?pwd=RXV0cjZkaGVEWU1UUE1ycWtQSlg5QT09>

To access the meeting by phone, dial:

1-699-900-6833

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

Meeting ID: 944 3334 1088

Password: 890221

1. 8:00 Call to order
 - o Members: Mark Bercow, Lorrie Duval, Dave Howes, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
2. 8:01 Introductions: All committee members to identify themselves including a one or two word descriptor of role, followed by guests using the same format
3. 8:03 Oral Communications
 - o Note that issues brought up under oral communications that are not on the agenda will be limited to 5 minutes
4. 8:05 Review and approval of minutes
Motion; Approve minutes of January 7, 2021
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:10 Town Report (de Gameaux)
7. 8:15 Subcommittee Reports
 - o Medical (Shefren)
 - o Communications (Rothrock)
 - o Outreach (Duval)
 - o CERT/Town/Woodside Integration Committee (Raanes)
8. 8:30 Completion of Goals for 2021

9. 8:45 Discussion of CERT/Town/Woodside Integration and
 - Mission of EPC going forward
 - Scenarios for planning
 - Clarification of roles
10. 8:59 Next meeting is March 4, 2021
 - Quorum check
 - Agenda items for next meeting
11. 9:00 Adjournment

Dear Members of the Town Council, the ASCC and Planning Commission,

I am a long-time resident of Portola Valley and am writing regarding your consideration of the Stanford Wedge project and other housing decisions under the RHNA.

First, thank you for your service to the town and for all that you have been and are taking on in these challenging times. Your service is greatly appreciated.

I wanted to raise an issue that I don't believe has been addressed as it relates to town housing issue. As you undoubtedly know, there has been considerable attention nationally to the new reality during Covid, which is expected to continue for many years to come: that retail and office space will be utilized very differently in the future. Many communities nationally are creatively exploring how the change in our daily patterns of office and retail use will open up opportunities to repurpose existing space for housing, especially affordable housing. I was first introduced to this issue by the editor in chief of the Chronicle of Philanthropy, who cited this opportunity in a course I teach at Stanford on nonprofits as one of the bright spots coming out of the pandemic. As an expert in philanthropy and the nonprofit sector, I read almost daily about efforts from many national leaders across the country who are who are looking at affordable housing and housing needs in whole new ways since the pandemic hit. See <https://calmatters.org/commentary/my-turn/2020/07/can-declining-commercial-real-estate-demand-help-address-californias-housing-crisis/>

The following is just one short piece I saw last week, which spoke to the opportunity to deal with California's housing crisis through using existing retail housing stock along major transportation corridors.

<https://www.optimistdaily.com/2021/01/empty-retail-space-could-be-the-solution-to-californias-housing-crisis/>

I know Portola Valley has long been a leader in thinking responsibly and creatively about how to bring an environmental lens to our housing issues. Examining how existing retail and office space can be repurposed for housing across Silicon Valley is one example of an environmentally prudent new way of thinking that this pandemic is teaching us. I urge the Council and the appropriate town committees to study these trends **before** the town considers building more new housing anywhere in town, much less in natural corridors. In the long run, utilizing existing space and repurposing existing buildings along major transportation corridors makes enormous sense at every level- from a urban development standpoint, transportation, environmental considerations, etc.. Thinking regionally about the most environmentally sensitive way to meet the regions housing needs, rather than mechanistically about adding spaces in natural landscapes, makes good sense and exemplifies wise planning principles. .

I also read with interest the materials presented by the League of Women Voters on RHNA. Reviewing those materials as a whole, they emphasize the need to enable new homes near public transit, reducing traffic congestion, prioritizing climate change considerations,

encouraging housing in more dense areas well served already by transit, encouraging efficient development patterns, and looking at the issue from a regional perspective. All these considerations, plus the clear shift in office and retail occupancy, mandate a careful and thorough assessment of the long term needs prior to any approval of new buildings.

I presume that the town and Stanford are actively studying this issue and can speak to how this new opportunity maps against plans made pre-Covid, in the “before times.” If such analysis is not underway, I respectfully request that it be undertaken by the appropriate town committees and its results shared publicly with an opportunity for review and public comment before any further action is taken on approving the Stanford Wedge or any other new housing creation in the town.

As we know from the horror of last summer’s wildfires, and the challenges we have all had to live with in this pandemic, crises make us think differently. Here is one creative solution that towns and counties around the country are taking up, and I hope Portola Valley can stand in the leadership in doing so as well. I would be happy to share more resources on this with you and the town as the Town begins to contemplate next steps.

With best regards,
Christine Sherry
Alpine Road
Portola Valley CA 94028

January 28, 2021

From: Caroline Vertongen
Sent: Wednesday, January 13, 2021 2:58 PM
To: Maryann Moise Derwin <mderwin@portolavalley.net>; Craig Hughes <chughes@portolavalley.net>; John Richards <jrichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>
Subject: flashing beacons

Good afternoon Mayor Derwin and Members of Town Council,

I understand Town Council makes the ultimate decision and I accept that, but I cannot understand why Town Council went ahead with the grant application for the 2 rapid flashing beacons, why Town Council ignored the decision of the ASCC, and why Town Council is ignoring our governing documents,

The ASCC concurred that the Rapid Flashing Beacons do not fit in Portola Valley, although may be considered later if deemed necessary or required. I have not seen any meetings that decided flashing beacons were deemed necessary or required -

The ASCC complied with our governing documents:

1. the General requirements of outdoor lighting - 18.40.050 confirms that all signs must be appropriate for a rural environment, must harmonize with their surroundings in design and color, and be continually maintained to ensure an attractive appearance.
2. Rapid Flashing beacons do not abide the guidelines of our General Plan - Scenic Road and Highway Element - codes 3300-3317, the Alpine Scenic Corridor- codes 6200-6235, and the Circulation Element - cods 3100-3122

3) Municipal code 10.12.060 and Municipal code 10.12.070 regulate who determines the traffic signals and installation -

but I have not seen the data that flashing beacons are required and that they will improve safety -

During the April 24, 2019 **Town Council meeting** Council Member Wengert asked if flashing beacons were required for any of the town locations. **Town Manager Dennis said they were not required**, but the consultant found that they were **useful and a best practice**.

But how are Rapid Flashing Beacons best practice when they are expensive and unreliable as we see with the 2 flashing beacons at Ladera and the one at Woodside Priory School. There are broken and not removed causing confusion...

PV Town paid \$3155 on May 9, 2018 and \$4555 on May 23, 2018 to repair crossing lights by Woodside Priory School, but shortly after that they were broken again.

Oaknoll School in Menlo Park has flashing beacons but they hire crossing guards in addition before and after school to ensure the safety, adding an additional cost paid by tax payers.

I continue to work with BPTS because something went wrong along the process to ensure that our roads are safe. Enclosed you will find PDFs of the 2 Town Council meetings with highlighted concerns/comments and my comments in blue as well as my responses to BPTS via email

Please provide me with an explanation for your decision.

Thank you,
Caroline Vertongen

From: Maryann Moise Derwin <mderwin@portolavalley.net>

Sent: Tuesday, January 26, 2021 9:02 AM

To: Caroline Vertongen

Cc: Jeremy Dennis <jdennis@portolavalley.net>; Howard Young <HYoung@portolavalley.net>; Craig Hughes <chughes@portolavalley.net>; John Richards <jrichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; Sarah Wernikoff <swernikoff@portolavalley.net>; Edward Holland: Sharon Hanlon <shanlon@portolavalley.net>

Subject: Fw: flashing beacons

Hi Caroline.

I talked to Vice Mayor Hughes and Town Manager Jeremy Dennis who are both knowledgeable about this subject and this is what they told me:

1. The ASCC did not reject the flashing beacons. They said they would prefer no beacons, but if necessary, beacons would be fine. The ASCC's role in this case was advisory; there was no specific project in front of them for approval. The BPTS and Town Council have taken their advice, accepted that pedestrian crossings are likely necessary for public safety in several locations, and directed Town Engineer Howard Young to work with Krupka Consulting to develop specific plans for a few spots in town.
2. Staff often applies for grants without completed or approved project plans. Often the grants are specifically focused on covering the costs of doing those designs, so a city cannot apply for the grants after plans are fully developed. Applying for a grant does not mean that the grant money needs to be spent, nor does it typically require a specific element of a project, in this case the flashing beacons.
3. As to lighting conforming to our "rural environment," the General Plan lays out the Town's position on such matters: "Minimal lighting so that the presence of development at night is difficult to determine, so that the subtle changes between day and night are easily discernible and so that the stars may be readily seen at night." As the project moves to its final phase, the advisory bodies and the Town Council take this clause and others into consideration. In the case of this particular design, the traffic lights only light up when a pedestrian is actively crossing; at all other times they are off. Where safety would require such lights, this is probably the most rural approach one could take.
4. To your final question regarding Code Sections 10.12.60 and 70, Howard Young has worked closely with Krupka Consulting. Howard's investigations, including [data collection](#) and observation, were used to develop his recommendation to the Town for the installation of such systems. As stated previously, as the project design moves forward, it will be reviewed by a variety of bodies, and the data collected will be part of the record.

Thank you.

—maryann

Maryann Moise Derwin

Mayor, Town of Portola Valley

TOWN COUNCIL WEEKLY DIGEST

Wednesday – February 4, 2021

1. Agenda – Architectural & Site Control Commission – Monday, February 8, 2021
2. Agenda – Woodside Highlands Road Maintenance District Residents' Advisory Committee – Tuesday, February 9, 2021
3. Agenda – Cultural Arts Committee – Thursday, February 11, 2021
4. Agenda – Nature & Science Committee – Thursday, February 11, 2021
5. [Western City Magazine – February 2021](#)

Attached Separates (Council Only)

(being mailed to your home)

1. None



TOWN OF PORTOLA VALLEY

4:00 PM – Architectural Site Control Commission Meeting
Monday, February 8, 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/98654559727?pwd=WXITVE03U0pQWHRpUjdZWG9WcVZvQT09>

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

Meeting ID: 986 5455 9727

Passcode: 315277

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 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.

NEW BUSINESS

1. Architectural Review for Driveway Entry Gate and Fence, File # PLN_ARCH 10-2020, 50 Paso del Arroyo, Jordan Residence (J. Garcia)
2. Architectural Review for a Site Development Permit (SDP), Landscape Improvements, Addition and Remodel, 245 Shawnee Pass, Scheuer/McIntyre Residence, File # PLN ARCH 0009-2020 (J. Garcia)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. Commission Reports
4. Staff Report

APPROVAL OF MINUTES

5. ASCC Meeting of January 25, 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

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.

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

Woodside Highlands Road Maintenance District
Residents' Advisory Committee Meeting (WHRMD RAC)
Tuesday, February 9, 2021 – 7:00 PM

Special Videoconference Meeting via Zoom

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 Video Meeting:

<https://zoom.us/j/95174465745?pwd=Q04xajNDbkpmcCs4aUZ5VjloSEh0QT09>

Phone into Zoom Meeting:

1-669-900-6833

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

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

Meeting ID: 951 7446 5745

Password: 289555

1. Call to Order
2. Roll Call: Committee members Franklin Crow, Teresa Godfrey, Michael Grant, Jean Isaacson, Matthew King, Tim McDonald, and Georg Schuele
3. Oral Communications for Items not on the Agenda
4. Nomination of Chair, Vice Chair, and Secretary
5. New Business
 - a. Spring Road Cleaning Scheduling
 - b. Projects Schedule for 2021
6. Old Business
 - a. Paving Planning Update (Discussion)
7. Schedule Next Meeting Date
8. Adjournment



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, February 11, 2021 - 1:00 PM

#3

Page 106

**This Meeting is being held via
Videoconference only**

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/96083669023?pwd=ZUtyak1JWFAXR2dvWHQwN3lIU0sxUT09>

Phone into Zoom:

1-669-900-6833

1-877-853-5247 (toll free)

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

Meeting ID: 960 8366 9023

Password: 377047

1. Call to Order
2. Oral Communications (anything not currently on the agenda)
3. No approval of prior meeting minutes – all previous meetings cancelled since March 2020
4. New FEBRUARY 2021 Business:
 - PASSING OF THE BATON!
 - »
 - Paige Bishop resigns (due to move from California) and John Badger steps up!
 - Director Cultural Arts Committee
 - Anticipated re-focusing of CAC event opportunities and responsibilities
 - Director PV Summer Concert
 - Fingers crossed for a Fall distance-safe outdoor gathering
 - Any CAC event subject to C19 State/County/Town safety requirements
 - CAC “roll call” to clarify regularly participating members and be aware of any anticipated member changes. (New members always welcome!!)
 - NEW MEMBERS COMING!
 - Ryan Breen (Windy Hill Band) agrees to join the CAC (Subject to approval by the Town Council)
5. Adjournment



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, February 11, 2021 – 5:00 PM

Special Videoconference Meeting via Zoom

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 Video Meeting:

<https://zoom.us/j/93907825017?pwd=WXBECtVhVFM5dWNJU1JaNDM4dHlkQT09>

Phone into Zoom Meeting:

1-669-900-6833

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

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

Meeting ID: 939 0782 5017

Password: 949700

1. Call to Order
2. Roll Call: Committee members Andrew Browne, Brook Coffee, Bonnie Crater, Pamela Dorrell, Zephyr Quirk, and Yvonne Tryce
3. Oral Communications
4. New Business
 - a. Review Mission of Nature & Science Committee
 - b. Proposed PV Scientists Video Program
 - c. Election of Officers
5. Old Business
6. Adjournment

February 10, 2021

Town Council
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Re: Town Evacuation and Wildfire Safety

Item 9 of the Agenda for the Town Council's February 10 meeting includes a report on the latest regional housing allocation for Portola Valley. While the regional housing allocation will not be finalized until the end of 2021, the current draft calls for 253 new homes in Portola Valley by 2031.

Before the Town Council accedes to regional pressure to add more than 250 new homes in Portola Valley — 1,000 or more additional residents — we believe the Town should first determine whether and how the existing population of town can safely and promptly evacuate the town in the event of a wildfire, earthquake or other catastrophic emergency.

Since 2010 our General Plan's Safety element has directed the Town to conduct periodic, Town-wide evacuation drills. The population of Portola Valley, Ladera and Los Trancos all depend on the same limited evacuation routes. The need for Town-wide drills, run at full scale involving the entire population of all three areas is critical, because we do not know whether and how our existing population can evacuate the area in an emergency, or how long that will take.

The Town should also undertake the long-mandated community-wide wildfire hazard and risk assessment State law requires.

Since 2012 State law (Gov't Code section 65302(g)(3)) has directed the Town to perform a comprehensive assessment of the wildfire hazards and risks confronting the town and its residents. Based on detailed guidance provided by the Governor's Office of Research and Planning, the Town is required to assess an array of potential hazards and risks confronting our entire community, adopt specific goals, policies and objectives to protect the community from the hazards and risks identified in its assessment, and implement a set of feasible public measures to carry out those goals, policies and objectives.

Why is the Town Council responding to mandates for new housing but ignoring State mandates to protect the town and all of its residents from wildfire and other catastrophic hazards?

Before acting further on new housing mandates, the Town Council should promptly:

- Conduct at least one Town-wide emergency evacuation drill in conjunction with the Woodside Fire Protection District, San Mateo County Sheriff and Cal Fire before the next fire season begins in late May or early June;
- Amend the Safety element in compliance with State law to provide a comprehensive Town-wide assessment of wildfire hazard and risk, including the goals, policies and objectives needed to address and reduce those hazards and risks, as well as the implementation measures needed to accomplish that; and
- Either requisition and approve the funding needed, or promptly seek public or other available funding, to conduct

periodic Town-wide emergency evacuation drills and perform the comprehensive community-wide wildfire hazard and risk assessment mandated by State law.

Sincerely yours,

Ulrich	Aldag	909 Westridge Drive
Daniel	Alegria	257 Mapache Drive
David	Baszucki	221 Erica Way
Nella and Bill	Berry	450 Westridge Drive
Thomas and Helen	Buckholtz	157 Westridge Drive
Clay	Bullwinkel	70 Bear Gulch Drive
Ursula	Burger-Nafeh	7 Thistle
Gene	Chaput	358 Alamos Road
Monika	Cheney	158 Goya Road
Edith	Collin	360 Cervantes Road
Rita	Comes Whitney	300 Westridge Drive
Kristi	Corley	15 Golden Oak
Ginger and Don	Creevy	1175 Westridge Drive
Rusty and Kristin	Day	178 Pinon Drive
Sonja	Declercq	317 Westridge Drive
Eric	Denys	317 Westridge Drive
Patty	Dewes	197 Paloma Road
Dolores	Dolan	105 Shawnee Pass
Charles, Maxwell, Fallon, Daniel, Mary	Falore	75 Bear Gulch Drive
Beatty, Buzz, James Teresa	Fann	65 Prado Court
Margaret	Godfrey	20 Tynan Way
Anthony and Bev	Goodrich	270 Cervantes Road
Brian and Jenny	Guichard	225 Alamos Road
Linda	Harley	30 Kiowa Court
Brenda and Jim	Heiple	441 Conil Way
Jonathan	Herrington	50 Possum Lane
Mary	Hillier	170 Corte Madera Rd
	Hufty	257 Mapache Drive

Andie	Hutchinson	65 Prado Court
Robert and Mary	Jack	938 Westridge Drive
Anu and Ravi	Khatod	128 Escobar
Leslie	Kraus	277 Portola Road
Leslie	Kriese	1 Wintercreek Court
Jacqueline	Kubicka	51 Hillbrook Drive
Annie	Lau	60 Pine Ridge Way
Syrus	Madavi	500 Westridge Drive
Terrance	McLarnan	320 Canyon Drive
Yvette	Michel	271 Gabarda Way
Eileen and Sean	Morgenthaler	4678 Alpine Road
Eve	Moscato	140 Russell Avenue
Matthew and Lori	Muffly	187 Westridge Drive
John	Nafeh	7 Thistle Street
Ruth	Ramel	4 Sandstone
Nigel	Ray	321 Dedalera Drive
John	Ruwitch	450 Minoca Road
Nan	Shostak	25 Larguita Lane
Nancy	Thompson	20 Sandstone Street
Andrew and Sylvia	Thompson	840 Westridge Drive
Patricia	Thorson	127 Brookside Drive
Patricia	Thorson	127 Brookside Drive
Anh	Truong	450 Minoca Road
Robert	Turcott	60 Pine Ridge Way
Ellen and Jim	Vernazza	120 Nathhorst Ave.
Barbara, James, Paul	Vetter	117 Solana Road
Bryan	Walker	140 Russell Avenue
Valerie	Wookey	110 Shawnee Pass
Robert	Younge	550 Westridge Drive