

**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 Garmeaux, 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 Garreaux, 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 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.

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Mayor

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Town Clerk