



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, March 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/92292253045?pwd=d0xHdndacWloWnE4U2dVQS83UHFBUT09>

Webinar ID:

922 9225 3045

Passcode:

859484

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.

1. **Welcome to California State Senator Josh Becker (3)**
2. **PRESENTATION – CAL WATER with Lessons Learned from the CZU Fire (4)**

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.

3. **Approval of Minutes – February 24, 2021 (5)**
4. **Approval of Warrant List – March 10, 2021 (12)**
5. **Appointment by Mayor – Member to the Parks & Recreation Committee (18)**
6. **Appointment by Mayor – Member to the Geologic Safety Committee (19)**
7. **Request from Nature & Science Committee – Committee Charter Change (21)**
8. **Request from Woodside Highlands Road Maintenance District Residents’ Advisory Committee (22) (WHRMD RAC) – Adoption of 2020 - '21 Budget**

REGULAR AGENDA

9. **Report by Bicycle, Pedestrian & Traffic Safety Committee – Update to Willowbrook Parking concerns (25)**
10. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS (26)**
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.*
11. **TOWN MANAGER REPORT (27)**

WRITTEN COMMUNICATIONS

12. **Town Council Digest – February 25, 2021 (28)**
13. **Town Council Digest – March 4, 2021 (43)**

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).

There are no written materials for this item

There are no written materials for the Cal Water Presentation

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. xxx, FEBRUARY 24, 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
Cara Silver, Town Attorney
Howard Young, Public Works Director
Brandi de Garneau, Assistant to the Town Manager
Laura Russell, Planning & Building Director
Cindy Rodas, Finance Director
Sharon Hanlon, Town Clerk

Attendees: Kristi Corley
Betsy Morgenthaler
Bob Turcott
David Cardinal
Lorrie Duval
Rita Comes
Rusty Day
Vic Schachter
Caroline Vertongen
G. Kohs

ORAL COMMUNICATIONS

Betsy Morgenthaler said she attended the Planning Commission meeting last week, at which time Town Manager Dennis reported that the General Plan Update would be postponed. She said she has attended the vast majority of Town Council meetings for the last two years and has often heard staff and Council reference the importance of the General Plan, anticipating the public involvement, and the care with which information was being assembled to gear up for it. She said her understanding is that the Housing Element and Safety Element will be pulled out and prepared by staff alone. She said this was disappointing to hear and she hopes there is an opportunity to revisit that decision. She said the Town has gone 26 years with no resident update or inclusion to the General Plan, which she considers vital.

CONSENT AGENDA

- (1) **Approval of Minutes** – Town Council Regular Meeting of February 10, 2021.
- (2) **Approval of Warrant List** – February 24, 2021, in the amount of \$151,685.03.
- (3) **Appointments by Mayor** – Two (2) Members to the Cultural Arts Committee

Mayor Derwin invited public comment on Consent Agenda items. Hearing none, Mayor Derwin invited comments by the Council. There were none.

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

REGULAR AGENDA**(4) STUDY SESSION – Fiscal Year 2021-2022 Council Priorities Study Session**

Town Manager Dennis was joined by the management team of Planning & Building Director Laura Russell, Assistant to the Town Manager Brandi de Garneau, Public Works Director Howard Young, Finance Director Cindy Rodas, and Town Clerk Sharon Hanlon.

Town Manager Dennis presented the first of what will be at least two FY 2021-22 Council Priority study sessions, a process employed to assist in the development of the annual budget. He described the background of the Council Priority process; discussion items including Wildfire/Emergency Preparedness, Service Delivery, Land Use Projects and Programs, and Established programming; and a summary of the Committee/Commission requests, as detailed in the staff report.

Mayor Derwin invited questions from the Council.

Councilmember Wernikoff asked regarding next steps and how this information is used. Town Manager Dennis explained that information collected tonight will provide foundation and contours of what the Town's budget will look like. He said the budget is small and changes may occur based on the Council Priorities around capital projects, how positions are deployed, and other areas. He said there are also certain expenditures necessary for day-to-day operations. He said this study session helps staff understand and focus on how they will be spending their time. He said it is the foundation to the budget and influences major portions of it.

Councilmember Wernikoff asked if a guiding document is produced listing the 20/21 goals, which is then reflected on at the end of the year. Town Manager Dennis said under normal circumstances staff would currently be reporting on how the Town has been doing as far as progress on projects related to this year's priorities, but due to the severe COVID disruption that usual procedure was not adopted. He said as part of the budget documents, there will be a page listing all of the priorities with a narrative describing why they are important, the plan, and projects that will be undertaken under each priority.

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

Kristi Corley said the Wildfire Preparedness Committee's final recommendations were adopted by the Council on December 11, 2019. She said there were 16 short-term recommendations to be done in 2020 and 11 medium-term for 2021. She asked regarding the status of those recommendations. Town Manager Dennis said the Council receives quarterly updates on the status of the recommendations with the last one received a month ago. He said in lieu of taking too much time tonight, he will send Ms. Corley the staff report from that meeting and invited her to reach out to him if she had more questions.

Ms. Corley asked regarding the two staff positions to be filled. Town Manager Dennis said the two positions referenced were approved in previous budgets but have not yet been filled.

Caroline Vertongen said they have not heard back from all the Committees regarding their priorities and asked for an update. Town Manager Dennis said the committees were all invited to the January 27 meeting and a few were unable to attend. He said staff is engaging with them now and they will present additional information to the Council which will be brought to the April meeting.

Ms. Vertongen said the report indicates the public is asking for more services and asked what is being asked for other than what was already promised. She said she's lived there 26 years and she does not see any additional services. Town Manager Dennis said additional activities are performed by staff derived from State mandates, Council direction, or Town Manager direction. He said in the last five years that he can speak to, there has been an increase in the overall number of initiatives that staff is required to manage and perform. He said the second component, particularly in the last couple of years, is the wonderful increase in public participation in meetings. He said the increased resident participation is

fantastic and getting more people involved is the holy grail of government. He said the result, however, has required more staff time in a variety of questions and engagement. The Town has also seen an increase in the number of permits received in Planning and Building. He said the Town's communication efforts have greatly increased and there is now a member of staff dedicated to it.

Mayor Derwin said she has been in Portola Valley for 16 years and this is her fourth time as Mayor. She said she has seen exponentially more work this year, almost undoable. She said the staff is completely stretched and she discusses hiring more staff with Town Manager Dennis weekly. She said they are asked to do more and more work with no increase in staffing. She said it is a different world now than even a couple of years ago.

Ms. Vertongen suggested that perhaps staff and Councilmembers spend too much time going to meetings that are for the greater community but don't necessarily help the Town residents. She said there are so many government entities that the Town did not previously participate in. Mayor Derwin said that is absolutely not true and asked if Ms. Vertongen had a question. Ms. Vertongen asked if it is the Town or the other entities that are creating more work. Mayor Derwin said it is the Town.

Rusty Day said he is gratified to see wildfire hazard and risk being tackled in the priorities and that the Town will update the General Plan, particularly the Safety Element to address the State mandate as well as the Federal mandate for the hazard mitigation plan for FEMA funding. He said both are extremely important processes. He said one is being run by San Mateo County and the other will be run by the Town because it is the Town's General Plan. He reiterated Ms. Morgenthaler's question asking what the process will be for updating the General Plan Safety Element, what steps are being taken to include residents and citizens in that process, what professionals are being engaged, and what the budget is for that. He said insofar as the work is being prioritized for wildfire safety, he did not see in the list anything about pursuing public and private funding and particularly grant funding. He said there are many opportunities for Portola Valley to expand the funding and resources available to the community to address and deal with these issues. He said he does not see a concerted effort to exploit and develop those opportunities and asked what is being done on that front.

Town Manager Dennis said it is early to discuss the scope, cost, etc., other than to say that, as with all of the Town processes, it will be transparent and inclusive and will include experts in their field to help with the development of the Safety Element.

Town Manager Dennis said the Town does not typically specifically include pursuing grants in the list of priorities because it is a regular activity with staff always spending a considerable amount of time looking for and applying for grants. He said it is a huge effort that, unfortunately, particularly for smaller cities, doesn't always come through. He said in the last year alone they received two grants associated with the Housing Element update, one associated with other land use updates, and one from the County affiliated with the pedestrian safety work. He said they also partner with other agencies in applying for grants related to wildfire work. He said the Town is constantly looking for grant opportunities and applying for those that will be of benefit to the Town. Mayor Derwin added that there are two new climate resiliency bills, both for sea level rise and wildfire preparation. She said this Town will go after any money they can go after. Town Manager Dennis said just today staff discussed a grant opportunity related to replacement of older fleet vehicles.

With no other questions from the public, Mayor Derwin brought the item back to the Council for discussion.

Councilmember Richards said sometimes it is easy to start thinking about projects instead of the bigger buckets and goals. He suggested focusing on the goals. He was supportive of the priority list as presented. He said it is a great start and the overall areas coordinate well with the committee requests.

Councilmember Aalfs agreed the list included the important items and they are in the right order. He said he doesn't see anything extraneous on the list or anything missing.

Councilmember Wernikoff suggested including the work on the budget system and reporting under Service Delivery. She said she understands that staff is just getting up and running with OpenGov and the subcommittee is working on it, but there is a lot of opportunity for improvement there and it should be prioritized. Town Manager Dennis agreed. He said this year is about implementing the new system, which takes a while and they are hopeful that next year will be about using the system as robustly as possible. He said this will reduce staff time and administrative tasks, focusing the Finance Director's strategic thinking and forecasting into the future, open up the transparency tools, and open up the ability for the staff to do typical reporting on both budget and financial issues back to the Council over the course of the year on a regular basis. Councilmember Wernikoff said that everything else on the list looked good.

Vice-Mayor Hughes said the list looks good. He said the Conservation Committee has consistently provided a list of improvements they'd like to see which always includes cleaning up some of the big open space properties. He said bits and pieces have been done in the last couple of budget cycles but suggested it may need more work to integrate the Conservation Committee's plan with staff's plan for what will be done. He doesn't want to see too many of those items being kicked too far down the road because it is harder to recover the longer they are put off. He asked if it might deserve its own mention on the priorities list or if staff had already considered that. Town Manager Dennis said the intention under 4.a. was to acknowledge the Council's strong support in the last meeting for a robust resource allocation for the open space. He said as the priorities are refined based on feedback received tonight, the final list may not even take on this form or structure. He said if it helps from a symbolic perspective, they can pull it out and make it separate in its own bucket, but it has always been staff's intention to bring back a budget package that funds as much as possible. Vice-Mayor Hughes said his thoughts are not just about this year's budget but more around figuring out an action plan based on the recommendations and requests from the Conservation Committee that calendars out however long is necessary to complete the tasks. Town Manager Dennis said it was discussed a couple of years ago whether or not the Town should bring on a consultant to help put that plan together, working directly with the Conservation Committee, resulting in a product to be used by staff and the consultants to manage the properties. He said the Town is fortunate to have had great experiences with firms such as Grass Roots Ecology, Go Native, and others that complement one another.

Councilmember Richards said he was glad to see 4.a. in the list and agreed it makes sense to focus on it. He said he assumes 4.b. Communications, included community outreach and efforts to make things as transparent as possible. He said there is a lot that could be included in the broad category listings. Town Manager Dennis said staff decided not to overload the list with details that felt like projects, keeping it at a higher level and to help keep the conversation more broad. Town Manager Dennis said a whole host of activity is included within Communications. He said staff has greatly increased the types and quality of communication the Town puts out and they expect to see more of the traditional one-way communication but the two-way communication has not been done as much. He said as the website update rolls out, staff will better learn about how people interact with it.

Town Manager Dennis said specific endeavors or projects the Council is looking to ensure are funded and supported should be part of this conversation.

Mayor Derwin asked if the looming insurance crisis will be included under the Wildfire category. She asked if staff is staying in touch with the Insurance Commissioner and advising what is happening with resident policies not being renewed. Town Manager Dennis said he engaged two days ago with the Deputy Insurance Commissioner. Town Manager Dennis said the Wildfire Preparedness Committee will continue to meet and refine the proposals brought to Council last December, bringing a suite of second-round recommendations. He said there is ongoing discussion about which items should be Town-based and which should be Fire District-based. He said insurance is explicitly in the committee's charge and they will be looking at opportunities there, including conversations with the Department of Insurance and Insurance Commissioners, directly with insurers, etc. Town Manager Dennis said the Emergency

Preparedness Committee also continues to meet and bring other non-fire-related components to the table, such as virtual EOC, coordination with the new CERPP structure, etc.

Councilmember Aalfs suggested a general look at when, how, and if live meetings and events will occur, and when people will feel comfortable about being face-to-face again. Town Manager Dennis said he would like to have a specific conversation with the Council around some of these issues this spring. He said the next month may be the most critical in COVID for a while as more people get vaccinated and more is learned about the various variants, which will dictate a lot of what is possible in the medium term. He said they can work more robustly with some of the committees for more ideas. Councilmember Aalfs suggested it may be added as bullet point (2.e.) under Service Delivery. Town Manager Dennis said that 2.a. is a broad title that was intended to cover day-to-day operations as well as the live events and meetings Councilmember Aalfs mentioned.

Mayor Derwin asked if an evacuation plan and drill will be included in the Wildfire/Emergency Preparedness. Town Manager Dennis said 1.b. and 1.c. will include that.

Councilmember Wernikoff shared that the Creative Arts Committee has assumed no summer concert series other than potentially just one, perhaps in September, with PV Palooza being postponed until things are fully in the clear. Councilmember Aalfs said he was thinking just generally about things such as the Concert Summer Series, Zots to Tots, the Town Picnic, Nature and Science events, how to get back to face-to-face things. Town Manager Dennis said there has not yet been significant engagement with the committee chairs but they anticipate that as things return to a new normal there is a real pent-up energy to do a variety of things. He said he expects that as things loosen up, all committees will want to do their events, possibly around the same time. He said from a management perspective they've thought about having one big event combining the best of all of the events into something spectacular.

Mayor Derwin agrees with Vice-Mayor Hughes that the recommendations from the Conservation Committee be prioritized and she liked the idea of a workplan. She asked if the Green Building Ordinance and Reach Codes would fall under Sustainability. Town Manager Dennis said it would but the hope is that the Green Building Ordinance will be adopted this year. He said Sustainability would include, for example, the Climate Action Plan, which is a huge undertaking.

Town Manager Dennis said they appreciate the feedback and have a good sense of the high-level areas the Council wishes to focus on based on staff's draft. He said staff will bring this back to the Council more fully-formed in April after having consulted with the committees to ensure they are represented accurately.

Betsy Morgenthaler suggested that as this is rewritten for the April meeting there should be some indication and measure of what constitutes success in meeting targets.

(5) Recommendation by Town Manager – Extension of Local Emergency Declaration in Response to Novel Coronavirus (COVID-19)

Town Manager Dennis presented the proposal to extend the local emergency declaration in response to COVID-19, as detailed in the staff report. Staff recommended the Town Council extend the Town's Local Emergency Declaration for another 96 days, thus expiring on June 1, 2021, and amend the Council subcommittees' membership.

Staff also recommended the following amendments to the makeup of the Council subcommittees, to reflect the election of Councilmember Wernikoff, the retirement of Councilmember Wengert, and the annual appointment of a new mayor: 1. Local Emergency Order support – Mayor Derwin and Vice Mayor Hughes; 2. Fiscal Matters – Councilmembers Hughes and Wernikoff; 3. Reactivating Full Town Service Delivery – Councilmember Aalfs and Richards.

Mayor Derwin invited questions from the Council. Hearing none, Mayor Derwin invited questions from the public. Hearing none, Mayor Derwin brought the item back to the Council.

Councilmember Aalfs moved to approve the Extension of Local Emergency Declaration in Response to Novel Coronavirus (COVID-19) and the Subcommittees membership as amended. Seconded by Vice-Mayor Hughes, the motion carried 5-0, by roll call vote.

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

Councilmember Aalfs – Attended a meeting with some of the big field users (Little League, soccer, tennis, pickleball, etc.) to discuss where things stand this year overall. Attended the Nature and Science Committee meeting. Yvonne Tryce is the new Chair, assisted by Bonnie Crater. They have restarted a Town speaker series, rescheduling the postponed an event with Roger Romani, an astrophysicist at Stanford, to discuss black holes. They will be lining up additional speakers in Zoom meetings.

Councilmember Wernikoff – Attended the Cultural Arts meeting where they discussed interest to hold another youth photo exhibit which may be able to be executed in a COVID-safe way. John Badger is the new Chair.

Councilmember Richards – Attended a Planning Commission meeting where they discussed upcoming projects. Attended a Conservation Committee meeting with two new members, where they discussed rodenticides and the broom pull. He and Mayor Derwin attended a meeting with a union rep for workers at the Sequoias where they discussed their upcoming new contract.

Vice Mayor Hughes – Attended ASCC meeting where they approved a horse barn project.

Mayor Derwin – Attended C/CAG meeting where they saw presentations on the 101 Express Lanes project and San Mateo County Energy Watch. The Leg Committee discussed the housing initiatives, programs to support RHNA, and support for cities that do not get their Housing Elements in. They also had a discussion about updating the San Mateo County Comprehensive Bicycle and Pedestrian Plan which was last updated in 2011. There was a presentation by Matt Fabry regarding Sustainable Streets Master Plan. She asked Town Manager Dennis to reach out to Mr. Fabry to get the tracking tool he uses. Mayor Derwin attended an Express Lanes meeting regarding their equity study. Attended Flood and Sea Level Rise Resiliency District (FSLRR) meeting where they discussed adopting the resolution for the Bay Front Canal and Atherton Channel Project and the local Hazard Mitigation Plan. Attended a Resource Management Climate Protection Committee (RMCP) meeting where they saw two presentations – one regarding the affordability of electrification and the second addressing housing considering trends in reach codes and electrification. The Bay Area Water Supply & Conservation Agency (BAWSCA) provided a short report. She attended the Sustainability Committee meeting. She attended a Search Committee meeting for the ED at C/CAG and they decided to use the County HR person instead of hiring a private recruiter. She had a telephone conversation with two people from Cal Water and two consultants discussing the 2018 rate case which was finalized. The rates in this area will be decreased a bit. They discussed the Smart Meters and Cal Water said Bear Gulch will get Smart Meters this year but it will take time to install the software and teach people how it works. She attended the virtual State of the Valley which she believes is one of the best conferences out there.

(7) **TOWN MANAGER REPORT** – Town Manager Dennis reported that he has been attending committee and commission meetings to discuss the small-scale donation program and is happy to say there have been universal positive comments on the program and he anticipates receiving a lot of ideas forthcoming. He has been attending a lot of meet and greets with new committee members. He said the Resource Conservation District of San Mateo County has expanded its sphere of influence to include Portola Valley and others west of Highway 280. He invited the Executive Director, Kellyx Nelson, to attend the second Council meeting in March to share what they do and the programming that might be available to the Town. The next Mayor's Coffee will be scheduled for April. He shared a picture of Ford Field and an email sent to him, Public Works Director Young, and Maintenance Worker Justin Bixby by a resident Coach and Commissioner of the Little League: "Thank you so much for the effort you and your

team have put into the field. It is in absolutely fantastic condition and I was fortunate to experience this with our Alpine Little League team this week. Ford is in the best condition since the reopening a few years ago. You can imagine how marvelous it felt to take the field in the beautiful weather and with the kids so excited after a year away from baseball. Thank you for your support and investment here. It is genuinely appreciated.” Town Manager Dennis offered a huge thank you the Public Works team, particularly Justine Bixby whose has this responsibility as Recreational Coordinator. He said he has been in town every day this week and it is a joy to drive by the facilities seeing more and more people out there.

WRITTEN COMMUNICATIONS

(8) **Town Council Digest** – February 11, 2021

#6 – Invitation to the February Council of Cities Meeting – Friday, February 26, 2021. City Selection Committee meeting begins at 6:30 p.m. Mayor Derwin will attend.

(9) **Town Council Digest** – February 18, 2021

None.

ADJOURNMENT [8:28 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				
55531	8	ACCOMTEMP	2,258.87	03/10/21		
55532	80	CALPERS	6,687.55	03/10/21		
55533	97	CHARLES MCALLISTER	109.75	03/10/21		
55534	113	CITY OF REDWOOD CITY	2,457.00	03/10/21		
55535	137	CSMFO	110.00	03/10/21		
55536	176	EXCEL LD	23.79	03/10/21		
55537	195	GOOD CITY COMPANY	19,043.75	03/10/21		
55538	203	GREEN HALO SYSTEMS	114.00	03/10/21		
55539	227	INTERSTATE TRAFFIC CNTRL	655.50	03/10/21		
55540	276	KUTZMANN & ASSOCIATES	11,805.10	03/10/21		
55541	278	LAMPHIER GREGORY	20,629.71	03/10/21		
55542	323	MIG-TRA	955.83	03/10/21		
55543	364	PERS HEALTH	11,627.80	03/10/21		
55544	373	PITNEY BOWES INC.	170.43	03/10/21		
55545	375	PLATINUM FACILITY SERVICES	4,936.68	03/10/21		
55546	376	PORTOLA VALLEY HARDWARE	641.26	03/10/21		
55547	380	PURCHASE POWER	29.99	03/10/21		
55548	383	RAMONAS SECRETARIAL SERVICES	972.00	03/10/21		
55549	403	RON RAMIES AUTOMOTIVE INC.	421.23	03/10/21		
55550	445	STANDARD INSURANCE CO.	539.62	03/10/21		
55551	447	STAPLES CREDIT PLAN	178.87	03/10/21		
55552	448	STATE COMP INSURANCE FUND	1,442.33	03/10/21		
55553	463	THE ALMANAC	1,087.00	03/10/21		
55554	468	THERMAL MECHANICAL INC	1,600.00	03/10/21		
55555	477	TOYOTA MATERIAL HANDLING	3,683.57	03/10/21		
55556	518	GOT GOPHERS?	1,050.00	03/10/21		
55557	596	GEORGE ZDASIUK	120.00	03/10/21		
55558	599	ALICE SCHENK	120.00	03/10/21		
55559	600	ELANGO GANESAN	120.00	03/10/21		
55560	601	FAST SIGNS	870.99	03/10/21		
55561	602	GARY HANNING	75.00	03/10/21		
55562	603	LAURA DAVIDSON	75.00	03/10/21		
55563	604	MIKE RANDAL	120.00	03/10/21		
55564	605	NANCY KATZ	117.55	03/10/21		
55565	606	NORMAN CHEN	5,000.00	03/10/21		
55566	607	THOMAS LEWIS	120.00	03/10/21		
55567	608	THOMAS MALLOY	75.00	03/10/21		
55568	609	ERICA WOO	75.00	03/10/21		

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 03/10/21	8 55531	ACCOUNTEMP Temp/Clerical/Acct'ng Support, Week-Ended 02/19/21 Temp/Clerical/Acct'ng Support, Week-Ended 02/26/21	2,258.87	646.91 1,611.96	57205145 57218024
Vendor: 55532	80	CALPERS February Unfunded Liability	6,687.55	6,687.55	100000016318155
Vendor: 55533	97	CHARLES MCALLISTER Reimbursement, Materials for Playground Playhouse Repair	109.75	109.75	REIMB_02-17-21
Vendor: 55534	113	CITY OF REDWOOD CITY January IT Support	2,457.00	2,457.00	BR58040
Vendor: 55535	137	CSMFO 2021 Municipal Member Dues, C. Rodas	110.00	110.00	2021_MEMBER
Vendor: 55536	176	EXCEL LD February Telephone LD Service	23.79	23.79	1186739507
Vendor: 55537	195	GOOD CITY COMPANY Planning Consultant Svcs, January 2021	19,043.75	19,043.75	2318
Vendor: 55538	203	GREEN HALO SYSTEMS February Hosting/Access	114.00	114.00	2993
Vendor: 55539	227	INTERSTATE TRAFFIC CNTRL Road Signage, Stake Posts & Decals : PO#6721	655.50	655.50	242806
Vendor: 55540	276	KUTZMANN & ASSOCIATES November Plan Checks January Plan Checks	11,805.10	4,936.21 6,868.89	PV-201130 PV-210131
Vendor: 55541	278	LAMPHIER GREGORY Planning Consultant Svcs Through 10/31/20 Stanford Wedge Planning Consultant Svcs, Through 11/27/20 Stanford Wedge Planning Consultant Svcs, Through 1/22/21 Stanford Wedge	20,629.71	7,258.30 9,652.68 3,718.73	12862 12880 2021-1012
Vendor: 55542	323	MIG-TRA Consultant Svcs - Jan 2021, Spring Ridge / Neely	955.83	955.83	0068366
Vendor: 55543	364	PERS HEALTH March Health	11,627.80	11,627.80	100000016338603
Vendor: 373		PITNEY BOWES INC.			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
03/10/21	55544	Postage Meter Rental, 11/29/20 - 2/26/21	170.43	170.43	1017398229
Vendor:	375	PLATINUM FACILITY SERVICES			
	55545	February Janitorial Svcs.	4,936.68	4,488.67	40550
		February Friday Disinfection Svcs.		448.01	40551
Vendor:	376	PORTOLA VALLEY HARDWARE			
	55546	January Statement	641.26	641.26	193-JANUARY21
Vendor:	380	PURCHASE POWER			
	55547	Postage Meter Fees	29.99	29.99	7931_JAN21_FEE
Vendor:	383	RAMONAS SECRETARIAL SERVICES			
	55548	February 2021 Transcription Services	972.00	972.00	6111
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	55549	January Fuel Statement	421.23	421.23	PVFUEL_JAN21
Vendor:	445	STANDARD INSURANCE CO.			
	55550	LTD/Life Premium	539.62	539.62	2021-FEB
Vendor:	447	STAPLES CREDIT PLAN			
	55551	January Statement	178.87	178.87	2814-JAN21
Vendor:	448	STATE COMP INSURANCE FUND			
	55552	January Premium	1,442.33	1,442.33	269118-JAN21
Vendor:	463	THE ALMANAC			
	55553	February Advertising	1,087.00	1,087.00	72050
Vendor:	468	THERMAL MECHANICAL INC			
	55554	Regular PM Service, January '21	1,600.00	1,600.00	81148
Vendor:	477	TOYOTA MATERIAL HANDLING			
	55555	GEM Electric Cart Repair, PO#6712	3,683.57	3,683.57	BL19MC02
Vendor:	518	GOT GOPHERS?			
	55556	Town Fields Gopher Trapping, February '21	1,050.00	1,050.00	11014
Vendor:	596	GEORGE ZDASIUK			
	55557	Leaf Blower Buy Back Program Reimb, Zdasiuk	120.00	120.00	ZDASIUK_LBREIMB
Vendor:	599	ALICE SCHENK			
	55558	Leaf Blower Buy Back Program Reimb, Schenk	120.00	120.00	SCHENK_LB-REIMB

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	600	ELANGO GANESAN			
	55559	Leaf Blower Buy Back Program Reimb, Ganesan	120.00	120.00	GANESAN_LBREIMB
Vendor:	601	FAST SIGNS			
	55560	Replacement of Trail Signs, PO #6722	870.99	870.99	395-34202
Vendor:	602	GARY HANNING			
	55561	Leaf Blower Buy Back Reimbursement, Hanning	75.00	75.00	HANNING_LBREIMB
Vendor:	603	LAURA DAVIDSON			
	55562	Leaf Blower Buy Back Program Reimb, Davidson	75.00	75.00	DAVIDSON_LBREIM
Vendor:	604	MIKE RANDAL			
	55563	Leaf Blower Buy Back Program Reimb, Randal	120.00	120.00	RANDAL_LB-REIMB
Vendor:	605	NANCY KATZ			
	55564	Leaf Blower Buyback Program Reimb, Katz	117.55	117.55	KATZ_LB-REIMB
Vendor:	606	NORMAN CHEN			
	55565	Refund Deposit, 480 Westridge	5,000.00	5,000.00	BLDR0166-2017
Vendor:	607	THOMAS LEWIS			
	55566	Leaf Blower Buy Back Program Reimb., Lewis	120.00	120.00	LEWIS_LB-REIMB
Vendor:	608	THOMAS MALLOY			
	55567	Leaf Blower Buy Back Program Reimb, Malloy	75.00	75.00	MALLOY_LB-REIMB
Vendor:	609	ERICA WOO			
	55568	Leaf Blower Buy Back Program Reimb, Woo	75.00	75.00	WOO_LB-REIMB
Check Date Totals			100,120.17		
Grand Total			100,120.17		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 10, 2021

Claims totaling \$100,120.17 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: 02/09/2021 3:44 PM
Response #: 124
Submitter ID: 5518
IP address:
Time to complete: 9 min. , 15 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 carrie fregosi
Email Address
Street Address Bow Way
City/Zip Portola Valley, CA 94028
Number of years in 45
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.

My husband Jim and I enjoy the outdoors, including the towns picnics, concerts, all sports. We have worked/helped during the towns picnics. Gene Chapot has asked us for years to join, and now we have the time necessary to fully participate. Thank you, Carrie and Jim Fregosi

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.

Not answered

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.

New Text Information

Application for the Portola Valley Geologic Safety Committee

Full Name: Nancy C. Shostak

Street Address: Larguita Lane

City/Zip: Portola Valley 94028

Number of Years in Portola Valley: 32

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 interested in serving on the Geologic Safety Committee to help prioritize public safety as our community grows in response to the need for more housing in the San Francisco Bay Area. As a geologist, my primary concern with any newly proposed construction project is to ensure habitable structures are built on geologically stable and seismically safe ground.

Since moving to Portola Valley in 1988, I have been fascinated by our local geology and very much aware of the seismic hazard posed by living very close to the San Andreas fault. I was impressed by the Town Founders' pioneering efforts to map geology and ground movement potential in order to define safe vs. hazardous areas for building houses as the Town grew. Now, with the prospect of denser housing than ever before in Portola Valley, some of it on ground not previously built on, fine-tuning our understanding of local geology and the maps has again become of primary importance.

My interest in local geology grew into a second career. I earned an M.S. degree in Geology and am actively engaged in research in the geology of the Santa Clara Valley and its western foothills. For ten years, until retirement in 2017, I taught geology courses at San José State, including a popular course on earthquake hazard and risk in the San Francisco Bay Area. My Master's thesis on the 1906 earthquake, experience in the field, and relationships with geologists, seismologists and geophysicists at the United States Geological Survey and other scientific organizations have given me a deep appreciation of our local soil conditions and our seismic hazards and risks.

Education, Current Activities, and Professional Qualifications

- Relevant education—M.S. in Geology, San José State University; A.B. in Mathematics, Bryn Mawr College (PA).
- 2020 to Present—Member of Portola Valley Neighbors United, a grassroots educational organization in Portola Valley dedicated to helping the local community grow safely while preserving and enhancing its rural, open-space character.
- 2019 to Present—Member of the WPV-CERT team.
- Current research—Sedimentation and paleogeography of the Santa Clara Valley; with Dr. David W. Andersen, Professor Emeritus of Geology, San José State University.
- 2009 to 2017—Lecturer in the Department of Geology, San José State University.
- Andersen, D.W., Shostak, N.C., Locke, K.M., Ramstetter, N.P., and Metzger, E.P., 2016, Composition of sediment records late Quaternary paleogeographic evolution of Santa Clara Valley, California: *Geosphere*, v. 12, no. 2, doi:10.1130/GES01259.1.
- Shostak, Nan, 2014, Rumblyings from the past: Bay Area historical earthquakes, San José State University Geology Club presentation.

- Shostak, Nancy C., "Intensity of the 18 April 1906 earthquake in and near San José, California" (2009). Master's Theses. 3906. DOI: <https://doi.org/10.31979/etd.xh3r-pcrz>. https://scholarworks.sjsu.edu/etd_theses/3906. Winner of the SJSU Outstanding Thesis Award.
- Shostak, N.C., Boatwright, J., and Bundock, H., 2008, Persistent microzones suggest 1906 intensity patterns in and near San José, California, for a major earthquake on the southern Hayward Fault: U.S. Geological Survey, Third Conference on Earthquake Hazards in the Eastern San Francisco Bay Area: Science, Hazard, Engineering and Risk, Conference Program with Abstracts, p. 95.
- Shostak, Nancy C., 2008, A High-Resolution Intensity Study for the 1906 San Francisco Earthquake in the Vicinity of San José, California. *Bulletin of the Seismological Society of America* 2008; 98 (2): 901–917. doi: <https://doi.org/10.1785/0120060413>
- Shostak, N., 2007, High-resolution analysis of 1906 earthquake intensities in the vicinity of San José, California: Fourth Annual Northern California Earthquake Hazards Workshop, p. 78.
- Shostak, N., 2006, High-resolution analysis of 1906 earthquake intensities in the city of San José, California (abs.): *Seismological Research Letters*, v. 77, p. 249. *This poster was awarded Outstanding Student Presentation Award for the 2006 annual meeting of the Seismological Society of America.*
- Shostak, N.C., 2005, Sanborn fire insurance maps as actual data sources for geoscientists (abs.): *Geological Society of America Abstracts with Programs*, v.37, n. 4, p. 101.
- Reasenber, P.A., Shostak, N., and Terwilliger, S., 2006, Sensitivity of earthquake loss estimates to source modeling assumptions and uncertainty, U.S. Geological Survey Open-File Report 2006-1020, 33 p.
- Andersen, D.W., Metzger, E.P., Ramstetter, N.P. and Shostak, N.C., 2005, Composition of sediment from deep wells in Quaternary alluvium, Santa Clara Valley, California: *Geological Society of America Abstracts with Programs*, v.37, n. 4, p. 91.

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.

Financial conflict: None. I am a resident of and homeowner in Portola Valley.

Personal: None. As a member of the Geologic Safety Committee, I would not *a priori* be biased for or against building at any particular site. My recommendations to the Planning Commission would always be for thorough evaluations and, if necessary, independent site investigations. My professional opinion would be based on best practices and the best scientific evidence available.

I am an active person in the community. Lately I've been participating in town council, commission, and committee meetings. The reason I am interested in joining the Geologic Safety Committee is that I think the voice of such an important committee is not being heard. I invite anyone who might think me partial toward any particular project to look at my CV, listen to my public statements, or sit down and have coffee with me.

NATURE AND SCIENCE COMMITTEE CHARTER

OBJECTIVES:

The objectives of the Nature and Science Committee are to increase appreciation for Portola Valley's natural environment by:

- Providing opportunities for residents and visitors to observe and study local natural history
- Encouraging scientific dialog and promoting scientific literacy in the community
- Providing information to the community about science, technology, and natural history through:
 - After-school classes
 - Evening and weekend programs
 - Sharing of local natural history archives
 - Preservation of local plant, animal, and geologic specimens

RESPONSIBLE TO:

Town Council

COORDINATION:

Council Liaison
Town Manager

MEMBERSHIP:

Five to nine members appointed by the Mayor with Council concurrence for one year terms. Rotating Chair selected by Committee.

MEETINGS:

~~Alternate even numbered months, on the second Thursday at 5:00 p.m.~~

Meets 2nd Thursday of each month at 5:00 p.m.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Woodside Highlands Road Maintenance District Residents' Advisory Committee

DATE: March 10, 2021

RE: FY 2020-21 Budget

RECOMMENDATION

The Residents' Advisory Committee of the Woodside Highlands Road Maintenance District recommends that the Town Council adopt the FY 2020-21 budget

BACKGROUND

Earlier this year, the Town Council (in its role as the Woodside Highlands Road Maintenance District Board) reconstituted the Citizen's Advisory Board of the Woodside Highlands Road Maintenance District (WHRMD) as the Residents' Advisory Committee (RAC). The Council adopted its mission statement, and included the RAC into the Town's formal committee process. The RAC held its first meeting in February and (at the time of the drafting of this staff report) has scheduled its second meeting for March 9.

Due to the disruptions of the COVID-19 pandemic, and the process that was then underway to reconstitute the committee structure, the budget for the WHRMD was not formally adopted by the Town Council.

DISCUSSION

Attachment 1 shows the FY 2020-21 budget for the WHRMD. All work funded in this budget is derived from the District itself, with no fiscal support from the Town. The work is conducted and managed by the RAC.

The primary expenditure for this year of \$150,000 is intended to support a significant repaving project for the majority of the District's roads.

The RAC recommends that the Town Council, as the WHRMD Board, adopt the FY 2020-21 budget.

FISCAL IMPACT

There is no fiscal impact for the Town associated with adopting the WHRMD budget.

ATTACHMENT

1. FY 2020-21 Budget

**WOODSIDE HIGHLANDS ROAD
MAINTENANCE DISTRICT**
MATT KING, DISTRICT ADMINISTRATOR

ADVISORY COMMITTEE

PRESIDENT-Jean Isaacson
SECRETARY-Teresa Godfrey

MEMBER-Frank Crow
MEMBER- Andy Browne
MEMBER-Matt King
MEMBER-Tim McDonald
MEMBER- Georg Schuele

BUDGET 2020-2021

BEGINNING BALANCE – as of Jul 7, 2020		377,408
PROPOSED EXPENSES		174,900
PCI Phase I work (estimate)	150,000	
Phase I contingency (10%)	15,000	
Dumpsters – road cleanup	2,400	
Miscellaneous road repair	1,500	
Miscellaneous purchases (tools, etc.)	1,000	
Roadside Cleanup Labor - Debris Collection	3,000	
Administrator discretionary fund	2,000	
ENDING BALANCE		202,508

There are no written materials for the Bicycle, Pedestrian & Traffic Safety Committee Report

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

Thursday – February 25, 2021

1. Agenda (Special) – Nature & Science Committee – Thursday, February 25, 2021
2. Agenda – Parks & Recreation Committee – Monday, March 1, 2021
3. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, March 3, 2021
4. Agenda (Cancellation) – Planning Commission – Wednesday, March 3, 2021
5. Agenda – Emergency Preparedness Committee – Thursday, March 4, 2021
6. Letter from resident Rusty Day to the Town Council, re SB 1241 (and associated emails) – Thursday, February 18, 2021

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

1. None



Town of Portola Valley
Nature and Science Committee Special Meeting
Thursday, February 25, 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/95482080550?pwd=N09Hc0FJeTRaTFBxdm5EZkpzcHp6Zz09>

Phone into Zoom Meeting:

1-669-900-6833

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

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

Meeting ID: 954 8208 0550

Password: 775503

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. Discuss logistics of the Video Nature and Science Series
5. Adjournment



**Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, March 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/99033747102?pwd=dnRxbIU4WHp1ZW8wYIBHc1JydnNrdz09>

Phone into Zoom Meeting:

1-669-900-6833

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

Meeting ID: 990 3374 7102

Password: 330176

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:** February 1, 2021
4. **Donation Program “PV Donates” for Small Town Projects**
5. **New Membership**
6. **Youth and adult sports plans for Spring season**
7. **Potential dog park locations**
8. **All Sports Court**
9. **Skateboard ramp**
10. **Fitness trail update**
11. **Parking at Rossotti’s field**
12. **Adjournment**

Next Meeting – April 5, 2021



#3
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TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, March 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/97813213718?pwd=TVJhU0N6Q1JFR3ZRaFdXMTMxT0hHUT09>

To access the meeting by phone, dial:

1-699-900-6833

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

Meeting ID: 978 1321 3718

Password: 086901

1. Roll Call
 2. Oral Communications - Resident and Committee Open Comments
 3. Review/Approval of the Minutes of the February 3, 2021 meeting
 4. PV Donates
 - a. Invitation to read Staff Report and contribute project ideas
 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. Windy Hill & Visitor parking update
 - b. Portola Terrace ("Stanford Wedge") Planning updates
 - c. Neely Winery Traffic report and Planning updates
 - d. Corte Madera School Planning – Request update on Encroachment Permit
 - e. Outreach to Forum and PV residents – Monthly message
 - f. Harassment/Abuse/Liability concerns reporting – Update on February 10 Council meeting agenda item
 8. Matters Arising
 9. Next meeting scheduled: April 7th, 2021. Default time 8:15 AM, Via Zoom
- Adjournment



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

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION MEETING REGULARLY SCHEDULED FOR

Wednesday, March 3, 2021

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

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



TOWN OF PORTOLA VALLEY

Meeting of the Emergency Preparedness Committee

Thursday, March 4, 2021 - 8:00 AM

Special Videoconferenece 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/95884995416?pwd=cEpyZFIFclVjUVk5UnQrd1JnQnMrdz09>

To access the meeting by phone, dial:

1-699-900-6833

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

Webinar ID: 958 8499 5416

Password: 758077

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 Roll Call
3. 8:03 Oral Communications
 - o Note that issues brought up under oral communications that are not on the agenda will be limited to 3 minutes
4. 8:05 Review and approval of minutes
 - Motion; Approve minutes of February 4, 2021
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:10 Town Report (de Garreaux)
7. 8:14 Subcommittee Reports
 - o Communications (Rothrock)
 - o Outreach (Duval)
 - o CERT/Town/Woodside Integration Committee (Raanes)
 - o Medical (Shefren)
8. 8:25 CERT Subcommittee Discussion & Recommendations (Raanes)
 - o CERT Charts
9. 8:35 Discussion of "PV Donates"

10. 8:40 Presentation by Sustainability Committee (Walter Hays)
11. 8:47 Continuing Discussion
 - Scenario Planning
 - Subcommittee Goals
12. 8:58 Next meeting is April 1, 2021
 - Quorum check
 - Agenda items for next meeting
13. 9:00 Adjourn

Re: SB 1241 and the Town's Response

Thu 2/18/2021 10:47 AM

From: Rusty Day

To: Cara Silver; Jeremy Dennis <jdennis@portolavalley.net>

CC: Maryann Moise Derwin <mderwin@portolavalley.net>; Craig Hughes <chughes@portolavalley.net>; John Richards <jrichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; Sarah Wernikoff <swernikoff@portolavalley.net>; Sharon Hanlon <shanlon@portolavalley.net>; Don Bullard <djbullard@woodsidefire.org>

Dear Cara and Jeremy,

Please include this response to Ms. Silver's email yesterday, the attached February 10 correspondence signed by over 85 residents, my February 11 letter to the Town Council, and Ms. Silver's February 17 response in the packet of materials that accompanies the Town Council's agenda for its next scheduled meeting.

Please also provide a copy of this letter and the correspondence referenced above to the members of the Planning Commission in accordance with their request last night.

Thank you.

Let's Get Going

As a long-time resident of Portola Valley, it is reassuring to learn from your February 17 email that the Town now acknowledges its responsibility to implement the mandate of SB 1241 and will amend our General Plan's Safety element to include a comprehensive assessment of wildfire hazards and risk throughout Portola Valley.

I presume the Town will also amend the Safety element to establish the goals, policies and objectives needed to protect Portola Valley from the wildfire risks those hazards entail, and set forth the measures required by SB 1241 to implement those goals, policies and objectives. Given the ever-increasing threat of wildfire to our community and its public safety, we all need this work to proceed with the urgency, transparency and professional competence it deserves.

To that end, please identify and provide copies of the "several budgetary actions" which you say the Town has already taken to fund preparation and review of the required hazard and risk assessment and the resulting amendments to our Safety element. Please also identify what specific professionals and competent citizens have been recruited and retained to perform the comprehensive wildfire hazard and risk assessment as well as the scope of work they propose to perform to prepare both the assessment and the goals, policies and implementation measures to be established based on that assessment. And finally, please identify the public body responsible for holding public hearings and receiving public input for the work needed to amend our Safety element.

Stop Disparaging Town Residents

While you close by disparaging the credibility of the points that 85 residents and I have brought before the Town Council regarding its priorities, and while you complain about the need to

research the Town's long-standing and unambiguous legal obligations to protect all of us, the point remains that we are not spreading falsehoods, twisting the truth or misrepresenting the facts. The Town should and must create an open, inclusive forum for discussion of these critical concerns, not slander the integrity or attempt to discredit the citizens who air them. This is not a game show and the residents of this town are not an audience. We have a deep and abiding interest in the safe governance of our community, and that interest as well as the interests of all of our residents needs to be heard and respected by those entrusted with our governance and the employees who work for them.

The Town's Obligation to Amend the Safety Element

Your contention that the Town had no obligation to amend our Safety element when it last amended the Housing element in January 2015 to perform the wildfire assessment and implement the programs SB 1241 requires simply falls apart on any candid examination.

In 2009 CalFire notified the Town that it had determined there is a Very High Fire Hazard Zone in a State responsibility area within town. In 2008, the Town's own expert consultant informed the Town that its field investigation found 19 separate Highest Hazard Fire Severity Areas in both local and State responsibility areas throughout town. Did the Town designate any hazard areas in town? No.

Instead, the Town Council adopted part of Chapter 7A of the California Building Code, but in so doing it amended its version of the code to eliminate the State code's requirement for removal of hazardous vegetation in Very High Fire Severity Zones. The Town also created an exemption from the State code's fire safety requirements for so-called "agricultural buildings," thus creating a loophole that can be used to circumvent the code's requirements for buildings such as the Neely "haybarn."

Throughout this period, the fact that California law has always allowed the Town to adopt ever-more stringent and protective provisions than Cal Fire's minimal requirements for hazard designations and fire prevention, but nonetheless chose to designate no wildfire hazard zones in Portola Valley or implement any fire prevention measures other than its amended version of Chapter 7A, demonstrates its misguided judgment to prioritize development and real estate values over wildfire prevention and public safety.

In 2012, the State put an end to such misguided local judgments by adopting SB 1241. As previously noted, SB 1241 required the Town to comply with its statutory requirements by the January 2015 amendment of our General Plan's Housing element. At the very least, the statutory provisions of SB 1241 required the Town to survey all available fire hazard information for the town, to map the wildfire hazard zones within town, to identify the location and distribution of existing and planned land uses within such zones, to implement measures to minimize wildfire hazards associated with new uses of land, and to locate new essential public facilities such as schools, emergency shelters, healthcare and communications facilities outside of Very High Fire Hazard Severity Zones.

The Governor's technical guidance for wildfire assessments was released in draft form at least as early as April 2014, finalized by May 2015, and expressly stated that towns within the Association of Bay Area Governments — such as Portola Valley — were required to update and amend their Safety element by January 31, 2015 to comply with SB 1241. The fact that the Governor's final guidance was dated May 2015 does not justify the Town's inexplicable failure

since January 2015 to complete the required assessment and implement the required amendments to our General Plan's Safety element. Nor does the fact that the Governor's guidance has subsequently been amended to incorporate guidance for additional State enactments excuse the Town's delay.

The latest iteration of the Governor's technical guidance, dated November 2020 and amended in conformity with SB 99, SB 901, AB 747 and AB 2911, can be found at https://opr.ca.gov/docs/20201109-Draft_Wildfire_TA.pdf.

The fact that other unspecified Bay Area cities may not have amended their safety elements in 2015 does not justify the Town's failure to do so or exempt it from responsibly fulfilling its obligation to do so, especially given the thousands of lives and enormous assets put at risk by the wildfire hazards Portola Valley confronts. A good example of a neighboring community providing the required mapping of State and local fire hazard zones is contained in Redwood City's Safety element, illustrated below:

As Redwood City's map shows, it went well beyond the minimal State responsibility areas designated by Cal Fire and assessed the wildfire hazards of the entire community, including those found throughout its local responsibility area.

Can We Evacuate the Town?

Since enactment of SB 1241, California has also enacted AB 747 (Levine 2019), codified at Government Code section 65302.15, requiring Portola Valley to amend its Safety element on or before January 1, 2022 to identify all evacuation routes from town, including "their capacity, safety and viability under a range of emergency scenarios." As more than 85 residents have written to the Town Council, the simplest and most effective way to confirm the actual capacity and viability of the Town's evacuation routes is to conduct the Town-wide evacuation drills long called for by our Safety element.

California has also enacted SB 99 (Nielsen 2019), codified at Government Code section 65302(g)(5), which required amendment of the Safety element by January 2020 to identify any residential development in any hazard area identified in the Safety element that does not have at least two evacuation routes.

The simple fact remains, the Town has not "exceeded" the mandatory requirements of SB 1241, let alone begun to fulfil them or the requirements of AB 747 or SB 99.

Hopefully, since you state the Town now acknowledges its responsibility to comply with SB 1241 and the Governor's technical guidances to help implement it, all of this will simply become "water under the bridge."

Safety First, Not Last

It is important to emphasize — as over 85 residents did in their February 10 letter to the Town Council — that before the Town Council accedes to regional pressure to embrace the upcoming RHNA allocation of new housing and add more than 250 new homes in Portola Valley — an increase of 1,000 or more additional residents — 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.

The Town should also fulfil its long-mandated obligation to assess the wildfire hazards and risks confronting our entire community. It should designate the location and extent of Very High Fire Hazard Zones throughout town, regulate whether and how development may occur in such zones, adopt specific goals, policies and objectives to protect the community from the wildfire hazards and risks confronting all of us, and implement feasible public measures and programs to carry out those goals, policies and objectives.

In that vein, my family and scores of my neighbors throughout town look forward to reviewing the Town's budgetary authorizations and plans for the work required by SB 1241, AB 747 and SB 99.

We stand ready and eager to help the Town conduct a Town-wide evacuation drill this Spring before the next fire season arrives and to perform a comprehensive, competent and impartial assessment of the wildfire hazards and risks confronting Portola Valley. Needless to say, that assessment must provide the informed and reliable bases to establish the goals, policies and programs needed to limit, contain and reduce the wildfire hazards and risks that imminently confront all of us.

Our future safety depends on your prompt and successful leadership and fulfilment of these critical initiatives.

Rusty Day

On Feb 17, 2021, at 12:25 PM, Cara E. Silver wrote:

This responds to Mr. Day's February 11 email to the Town Council. Staff has spent considerable time researching Mr. Day's allegations and legal analysis. Many of the assertions made by Mr. Day are inaccurate.

First, as mentioned at the February 10 Town Council meeting, the Town is planning an update to the Safety Element concurrently with the Housing Element as required by State law. The Safety Element is part of the General Plan. General Plan updates can take between 6 months to 3 years to update depending on the complexity. The State Office of Planning and Research (OPR) Guidance which directs the fire hazard planning aspect of this update has not yet been finalized. A draft of the Guidance was released for public comment in November 2019 and we expect the final draft to be published sometime this year. In addition, CalFire is in the process of updating the fire hazard zones throughout the State. The latest CalFire update was performed in 2007. In addition, as described in detail in the February 10 staff report, the Town has not yet received its final Regional Housing Needs Allocation. The Town, like all other cities in the County, is working with San Mateo County's 21 Elements to begin this multi-year update of the Housing/Safety elements. The Town Council has already taken several budgetary actions authorizing this update and the item on the February 10 agenda provided further detail on the comprehensive and lengthy process involved in updating the General Plan. Thus, despite not having the necessary reports and data from the State, the Town is well ahead of the curve in its

update process. This update of course will incorporate the most up-to-date information available to the Town and will include all statutorily required analyses.

Mr. Day also stated in his email (as well as at the Town Council meeting, and at other meetings and suggests in the latest PVNU letter) that the Town was “squarely required . . . to amend and update the Safety element of its General Plan by January 14, 2015, the date on which the Town amended its Housing element.”

Mr. Day’s assertion is incorrect:

- The Town was not legally required to do so. At the time, State law only required updates for areas classified as “Very High Fire Hazard Areas” (VHRHA). While CalFire recommended a portion of Town be designated a VHFHA, in 2009, the Town Council elected not to accept this recommendation. This was due in large part to residents’ objections to the designation due to the arbitrary nature of the mapping, the noted deficiencies, the lack of public input, the inequitable focus on only one area of Town and concerns it could result in non-renewal of property insurance. As explained in the 2015 OPR Guidance and by Fire Safe San Mateo County: “These maps are recommendations provided by CalFire, and are not necessarily actual designated wildfire severity. Such zoning designations do not go into effect unless, and until, they are adopted by ordinance by local agencies. Local agencies are not required to report such zoning actions and CalFire does not have a current list of local agencies that have adopted ordinances establishing Very High Fire Hazard Severity zones within their boundaries.” The Safety Element explicitly notes “While Portola Valley has not adopted the State maps, it has exceeded the State requirement by adopting Chapter 7A to apply to all new construction throughout town limits. Chapter 7A dictates the use of fire- resistant exterior materials and adherence to various design details.”
- Other cities in the Bay Area did not amend their Safety Element in 2014-2015. A survey of General Plan updates in the Bay Area (which are on the same Housing Element cycle as Portola Valley) shows that no other community made the types of updates in 2014-2015 that Mr. Day contends were required by law. This shows that the Town understood the requirements of SB 1421 at the time of the update, and that its interpretation is correct.
- The Town in consultation with Woodside Fire elected to commission an alternative study, known as the Moritz report. This report surveyed high risk vegetative fuel sources. The Moritz report classified multiple area in the Town as “highest” risk, but this rating system only applied to vegetation. It is not the equivalent to the CalFire rating system of “Very High Fire Hazard Area” which also takes into account factors such as fuel loading, slope, fire weather, winds, and other relevant factors. (Government Code Section 51179.) Mr. Day incorrectly conflates the two rating systems.
- The OPR Guidance had not been released at the time the Town adopted its Housing Element. State law requires cities to follow the OPR Guidance when updating their Safety Elements. OPR adopted its first Technical Guidance in mid-2015, several months after January 14, 2015, the date the Town updated its current Housing Element. The 2015 OPR Guidance, while technically still in effect, does not take into account experience from any of the recent fires. To address this, OPR is now in the process of further updating this guidance and as stated above only a draft version is available.
- There was no need to perform an update in 2015. State law recognizes that General Plan update processes are multi-year efforts. The Town had just updated its Safety Element on July 28, 2010, and after much debate and community input had elected not to designate the CalFire recommended “Very High Fire Hazard Area” in its zoning ordinance. The Moritz report had performed an exhaustive study identifying vegetative

fire risks, and the OPR Guidance had not been released; therefore, the Town properly determined an update to the Safety Element was unwarranted.

- The Town has far exceeded the State Safety Element Requirements. By adopting Chapter 7A of the California Building Code for the entire town, Portola Valley has done more than most municipalities to expand wildfire protection code and regulations.

Town staff is preparing an FAQ to assist the public in analyzing these complex issues.

As you know, there have been a number of attempts by the Town to correct the record of PVNU when it previously misstated information regarding land use process, Town code, the relationship with the Woodside Fire Protection District, and other items that have been disseminated in the community. We continue to hope that PVNU will, in the future, first reach out to Town representatives to answer questions about complex state and local regulations before publishing incorrect materials.

Cara E. Silver
Town Attorney

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From: Rusty Day
Sent: Thursday, February 11, 2021 3:52 PM
To: Maryann Moise Derwin <mderwin@portolavalley.net>; Craig Hughes <chughes@portolavalley.net>; John Richards <jrichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; Sarah Wernikoff <swernikoff@portolavalley.net>
Cc: Jeremy Dennis <jdennis@portolavalley.net>; Sharon Hanlon <shanlon@portolavalley.net>; Don Bullard <djbullard@woodsidefire.org>
Subject: SB 1241 and the Town's Response

At Mayor Derwin's suggestion last night, I am writing the Council members to detail the Town's obligations under SB 1241 as well as the Council's authority and responsibility to designate Very High Fire Hazard Severity Zones within town.

Although Ms. Silver and Mr. Dennis suggested last night that there was some mistake or ambiguity about the Town's obligation to amend its Safety element by January 2015 in accordance with SB 1241, there is in fact no mistake or ambiguity. SB 1241, enacted into law in 2012 and codified at Government Code section 65302(g)(3), squarely required the Town to amend and update the Safety element of its General Plan by January 14, 2015, the date on which the Town amended its Housing element.

Section 65302(g)(3) provides in relevant part:

“(g)(3). Upon the next revision of the housing element on or after January 1, 2014, the Safety element shall be reviewed and updated as necessary to address the risk of fire for land classified as state responsibility areas, as defined in Section 4102 of the Public Resources Code, and land classified as very high fire hazard severity zones, as defined in Section 51177. This review shall consider the advice included in the Office of Planning and Research’s most recent publication of ‘Fire Hazard Planning, General plan Technical Advice Series’ and shall also include all of the following”

The statute goes on to enumerate five categories of information and analyses that must be included in the updated Safety element, including the area(s) of very high fire hazard severity zones within town and the distribution of existing and planned uses of land in those areas.

In December 2008 Cal Fire notified the Town that it had designated an area within Portola Valley as a very high fire hazard severity zone pursuant to Public Resources Code section 51178. At that point, pursuant to Public Resources Code section 51179(a), the Town “shall designate, by ordinance, very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the director pursuant to section 51178.”

The statute goes on to provide in section 51179(c) that the Town “may, at its discretion, include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the director, as very high fire hazard severity zones following a finding supported by substantial evidence in the record that the requirements of Section 5182 are necessary for effective fire protection within the area.” To make clear that State law does not restrict the Town’s power to promulgate even more restrictive fire protection measures than State law provides, section 51175(c) provides that “[I]t is not the intent of the Legislature in enacting this chapter to limit or restrict the authority of a local agency to impose more restrictive fire and public safety requirements, as otherwise authorized by law.”

At the recommendation of Fire Marshall Denise Enea, the Town retained Moritz Arboricultural Consultants in 2008 to conduct a comprehensive, ground-confirmed study of wildfire hazards throughout the entire town. Based on a comprehensive field investigation throughout town, Moritz Arboricultural concluded and reported that there were in fact 19 highest hazard fire severity zones distributed throughout town, including areas within and immediately adjacent to many of its most populated residential areas. A copy of the fire hazard assessment map prepared by Moritz Arboricultural and provided to the Town is attached below, with the 19 highest hazard fire severity zones circled in red.

Despite Cal Fire’s designation and the Moritz recommendations, the Town adopted no ordinance designating any areas within town to be a very high fire hazard severity zone.

On July 28, 2010 the Town amended the Safety element of its General Plan to incorporate the seismic safety requirements and analysis imposed by Government Code section 65302(g)(1) and (2). The Safety element has not been amended or further updated since July 2010.

While the 2010 amendment of the Safety element addressed and incorporated the seismic safety changes required by sections 65302(g)(1) and (2), it did not address or provide any of the wildfire changes or requirements later imposed in 2012 in section 65302(g)(3). Nor did it perform the comprehensive, community-wide wildfire hazard and safety assessment, set forth appropriate goals, policies and objectives based on that assessment to abate and reduce the identified wildfire hazards and risks in town, or establish the implementation measures needed

to accomplish those goals, policies and objectives, which section 65302(g)(3) required the Town to perform by the next revision of the Housing element after January 1, 2014.

The next revision of the Town's Housing element occurred on January 14, 2015 with no revision to or update of the Safety element. Indeed, the 2010 Safety element has never been revised or updated to incorporate the revisions required by section 56302(g)(3).

Correctly informed and properly advised, I trust the members of the Town Council will now understand and appreciate why more than 80 town residents wrote the Town Council yesterday asking why it is acceding to State mandates regarding increased housing development, while ignoring State mandates regarding wildfire prevention and safety.

In accordance with State law, the Town has long had the power and responsibility to designate very high fire hazard severity zones in town. It has also had the field-confirmed evidentiary basis to make those designations for at least 19 specific areas in town. In accordance with State law, the Safety element should have been revised and updated by January 2015 to perform a comprehensive wildfire hazard and risk assessment throughout the town, to set forth the goals, policies and objectives needed to abate and reduce those hazards and risks, and the implementation measures needed to accomplish that.

This is why more than 80 residents wrote the Town Council asking it to adopt the budgetary measures needed to fund the required wildfire hazard and risk assessment, to revise our Safety element based on that assessment to comply with State law, and to fulfill the long-standing mandate stated in our 2010 Safety element to conduct — before the next fire season this summer — Town-wide emergency evacuation drills. 2010 Safety element 4157(4)(b).

As the Safety element makes clear, "The results of these tests should be used to improve emergency response capabilities and also provide information for mitigation measures the town can take to reduce risk prior to a disaster." We do not need to repeat the disasters of the 2020 Butte fire, the 2018 Camp fire, the 2017 Tubbs fire or countless other examples to learn the lessons a Town-wide evacuation drill will teach us.

Given the erroneous assertions made last night by Ms. Silver and Mr. Dennis, please confirm that the Town Council will correct the record at its next meeting by publicly acknowledging its obligation, as of January 2015, to update the Safety element in accordance with SB 1241 and immediately undertake the steps needed to do so, including working with Fire Marshall Don Bullard to identify qualified candidates to perform the necessary work, soliciting bids for the work needed and budgeting the funds required to perform the work. Needless to say, the hazard and risk assessment required by SB 1241 is critical to the evaluation of any additional housing in Portola Valley. It should be done with an appropriate commitment of resources and urgency.

TOWN COUNCIL WEEKLY DIGEST

Thursday – March 4, 2021

1. Agenda – Architectural & Site Control Commission – Monday, March 8, 2021
2. Agenda – Woodside Highlands Road Maintenance District Residents' Advisory Committee – (WHRMD RAC) – Tuesday, March 9, 2021
3. Agenda – Cultural Arts Committee – Thursday, March 11, 2021
4. [Western City Magazine](#) March 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, March 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/96472930824?pwd=aFdqcEZLdlZkMENGaVZDUG1OS0dJUT09>

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

Meeting ID: 964 7293 0824 **Passcode:** 035389

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 Dylan Parker, Assistant Planner at dparker@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 and Site Development Review of a new single-family residence, File # PLN_ARCH16-2020, 85 Palmer Lane, Birkhofer Residence (D. Parker)
2. Appoint ASCC Member to Ad Hoc Wildfire Preparedness Committee

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. Commission Reports
4. Staff Report

APPROVAL OF MINUTES

5. ASCC Meeting of February 22, 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, March 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/98805139854?pwd=NGRzZmpydTVjL3VFc01OZWpkV1BqQT09>

Phone into Zoom Meeting:

1-669-900-6833

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

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

Meeting ID: 988 0513 9854

Password: 201595

1. Call to Order
2. Roll Call: Members present, absent and guests; Assign Secretary for meeting.
3. Oral Communications for Items not on the Agenda
4. Approval of Minutes from February 9, 2021
5. Old Business
 - a. Budget 2020-2021
 - b. Spring Road Day date
 - c. Projects Schedule & Reports
 - Paving Subcommittee
 - Drains Subcommittee
 - Signage Subcommittee
6. New Business
 - a. Financial Statement
 - b. Survey: Lower Santa Maria
 - c. Projects Submitted by Residents
7. Other Business
8. Adjournment
9. Date & Time of Next Meeting



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

**This Meeting is being held via
 Videoconference**

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/97832057163?pwd=aFE5N1Uybm0xbG5sRXhEWmNibIRUQT09>

Phone into Zoom:

1-669-900-6833

1-877-853-5247 (toll free)

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

Meeting ID: 978 3205 7163

Password: 614776

1. Call to Order
2. Oral Communications
3. Approval of prior meeting minutes (prior meeting was Thursday, February 11th, 2021, 1:00 - 2:00 PM)
4. New March 2021 Business:
 - John Badger now chairman (approved by Town Council)
 - Thank you to Paige for 15 years of leadership and for her amazing vision and execution on creating the Summer Concert Series!
 - New members Heidi Kendall and Ryan Breen have been approved by the Town
 - “PV Donates” - Items to be discussed from recent PV Town Council Staff Report:
 - Should there be a range of funds that could be donated?
 - Does the Council wish to discuss recognition of donations at this meeting or a future meeting?
 - Are there types of projects that you would want included in this program? Any that should not be included?
 - Should such a program be bound by an annual work plan, or be on an ad-hoc basis, as ideas come up?
 - Should there be a match to the program from Town funds?

- Upcoming Concert Event
 - Proposing early Fall timeframe: Proposed possible dates and discuss timing considerations
 - Should it have a special name as a one-off event?
 - Band selection
 - A/V support considerations
 - Budgeting
 - COVID-19 regulatory compliance considerations

- Update from Sarah Wernikoff (Town liaison) on town regulations relative to hosting “physical” events in Town buildings during COVID.

- Other upcoming events under consideration (from previous meeting)
 - Possible online media postings (followup from previous meeting - update from Kari Chinn)
 - Youth Photo Exhibit - Update from Sue & Sally
 - From previous minutes:
Pursuant to C19 regulations, Sue Chaput and Sally Stewart express interest in co-chairing an event similar to one in the past that provides either a physical venue (windows of the Multipurpose room at the Town Center) or Online. As before, this is not a contest but instead offers an incentive for young photographers to work towards sharing their favorite photos with the town (in whatever medium allows that within C19). Details will be offered at the next March CAC meeting: 3-11-21.
 - Author to Speak - Update from Sue
 - From previous minutes:
(Zoom Presentation): "Lenora" _____ . Details to be provided by Sue Chaput at 3-11-21 meeting.

 - Other follow up from previous meeting: “Poet Laureate”, “Honoring a PV Musician”, “Demystifying Pandemic Confusion”

5. Adjournment