



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, March 24, 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/96131923096?pwd=cDI4ZmhZSW5uZXFObHB6c2FVT0xmZz09>

Webinar ID:

961 3192 3096

Passcode:

684686

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** – San Mateo County Board of Supervisor Don Horsley (4)
2. **PRESENTATION** – San Mateo County Resource Conservation District (5)

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** – March 10, 2021 (6)
4. **Approval of Warrant List** – March 24, 2021 (20)
5. **Request from Sustainability Committee** – Change to Committee Charter (26)
6. **Appointment by Mayor** – Member to the Finance Committee (29)
7. **Recommendation by Planning & Building Director** – Contract Amendment with MIG, Environmental Review (30)
Consultant, Neely Winery, Spring Ridge, LLC Conditional Use Permit Amendment

REGULAR AGENDA

8. **Recommendation by Planning & Building Director** – Annual Housing Element Progress Report for 2020 (58)
9. **Recommendation by Town Manager** – Amendments to Qualifications for Planning and Architectural & Site Control Commissioners (71)
10. **Colleagues Memo** – Potential Use of Open Space Funds for Open-Space Easements (104)
11. **Colleagues Memo** – Update on COVID Restrictions on Town Center Indoor Access and Activities (106)
12. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (108)
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.*
13. **TOWN MANAGER REPORT** (109)

WRITTEN COMMUNICATIONS

14. **Town Council Digest** – March 11, 2021 (110)
15. **Town Council Digest** – March 18, 2021 (122)

ADJOURN TO CLOSED SESSION

16. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Government Code Section 54957
Title – Town Manager

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

There are no written materials for agenda item #1

There are no written materials for agenda item #2

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. xxx, March 10, 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: Senator Josh Becker
Helen Wolter, Assistant to Senator Becker
Jeremy Dennis, Town Manager
Cara Silver, Town Attorney
Howard Young, Public Works Director
Brandi de Garmeaux, Assistant to the Town Manager
Laura Russell, Planning & Building Director
Cindy Rodas, Finance Director
Sharon Hanlon, Town Clerk
Robert Seeley – CalWater Rep
Dawn Smithson – CalWater Rep
Ed Holland – Chair of Bicycle, Pedestrian & Traffic Safety Committee

Attendees:
Kristi Corley
Annelise Connell
Caroline Vertongen
Betsy Morgenthaler
G. Kohs
Gary Godfrey
Jean Isaacson
Kevin Welch
Mary Hufty
MJ Lee
Nan Shostak
Patty Dewes
Rita Comes
Rusty Day

ORAL COMMUNICATIONS

Kristi Corley said she was very interested in the traffic studies which might give more information about the impact of major projects going on in the Town and how they might affect Portola Road and Alpine Road. She said she was recently made aware of a study from 2017 that San Mateo County did on Alpine Road, near 280, and she will forward that study to the Council, as she thinks it is worth sharing. She said she hopes it can be added to the Project page for the Stanford Wedge and shared with all Commissioners and Committees. She said that studies done during the pandemic won't show true traffic numbers on those roads, but this 2017 report will show relevant information. She thanked the Town of Ladera for bringing it to her attention, and suggested the report may also be useful for wildfire and earthquake evacuation planning.

(1) **WELCOME** – California State Senator Josh Becker.

Mayor Derwin welcomed Josh Becker, who was elected to the California State Senate District 13 in November of 2020. She said the district stretches from South San Francisco to Sunnyvale and from Pacifica to Año Nuevo. She described the District as a rich slice of California, which includes the tiny farming village of Pescadero, the tech hubs of Palo Alto and Mountain View and the uber affluent enclave of Atherton, where 52.3 percent of the adult population has been vaccinated, and the vibrant working class community of color, East Palo Alto, where 14.6 percent of the adult population has been vaccinated. Mayor Derwin added that in Atherton there have been 186 reported cases of COVID, while in East Palo Alto there have been 4254 reported cases. She said Senator Becker brings fresh perspectives, experience, competencies and accomplishments very different from his predecessors. He has a joint MBA JD from Stanford, which knits together tech, innovation, public policy, education, climate change, and a passion for social justice. She said he understands the world of the “haves,” to which he belongs, and he also cares deeply and wants to uplift the lives of the “have nots.” She said she does not think the 13th District could have a more fitting representative than Senator Josh Becker. The Mayor also welcomed Helen Wolter, District Representative for Senator Becker.

Senator Becker thanked Mayor Derwin and the Council Members for the warm introduction and the invitation to speak.. He said he looks forward to tackling today’s issues, as well as tomorrow’s, with the Council and appreciates all they have done to tackle the economic and social crises brought on by the pandemic. He acknowledged the many excellent leaders on the Council and also the Town staff. He said he ran for the State Senate because he wanted to make a difference. He said he is a problem solver and loves tackling challenging issues, of which there are many right now. He said since taking office he has been working with his colleagues in the State Assembly, as well as at the county and local levels to address the enormous challenges brought on by the pandemic. He said he feels optimistic that we can start to see the light at the end of the tunnel with the vaccinations. He is excited at the prospect of things getting back to normal.

Senator Becker shared that he has lives nearby and spent most of his life in West Menlo Park, but did live for a summer on Alpine Road, which was a great time. He said he lived in Palo Alto for two years, and then moved back to Menlo Park, and now lives close to the Dutch Goose, adding that he loves our neighborhoods.

Senator Becker said he is very excited about the pro tempore of the Senate, Toni Atkins, who he feels has been terrific and who pointed him to six important committees, including the Energy and Utilities Committee, the Transportation Committee, Business Professionals and Economic Development, Government Organizations, and Joint Audit committees. He said that close to his heart is his role as Vice Chair of the Joint Committee on Combatting Climate Change. He said since the Senate is only 40 people, they each serve on a lot of committees and can also introduce bills in committees they’re not on. Monday he will present two bills in the Elections Committee, which creates policies to improve voting by mail, as well as one of his energy bills.

Senator Becker said he has carried forward his “Prioritize Climate Now” plan from his campaign to the Senate, which is focused on the metrics of what are the sources of carbon in the state and what to do with each one of them, including transportation, buildings, the electricity sector other major sources, such as concrete and cement. He said he is also asking what we are doing from an environmental justice perspective and encouraging private sector innovation, such as with the “Million Solar Roofs” program that was rolled out in 2017. He said he has a bill now to do the same with electric buildings. He said S.B. 68 is around electric-ready homes for those who want to upgrade their homes right now, as an example of things they are working on in the buildings sphere. On the electricity sector, he said we are at about 54 percent clean energy right now. He asked, how do we get to 100 percent? He said this is what his 24/7 Clean Energy bill is about. The goal is making sure utilities are procuring clean energy at all times of the day, and that we have clean energy even when the sun is not shining and the wind is not blowing. He said the goal of the bill is to get to 85 percent clean energy by 2030 and to 90 percent by 2035.

Senator Becker described another of his bills which encourages low income folks to buy used EVs and high mileage hybrids. Another bill addresses low carbon concrete. He said that eight percent of global emissions are from concrete and cement, and that no one is addressing this issue in a systematic way.

He said that this is an opportunity to lead here in California. Their bill focuses on that, both in the public sector as well as a low carbon fuel standard for concrete and cement used in the private sector as well.

In regard to education, Senator Becker said there is a bill they are working on with San Mateo Community College, who approached him wanting to take advantage of a surplus by waiving enrollment fees and provide greater flexibility to meet the students' full cost of attendance, including food, transportation, housing, mental health services and technology. He said they also have four criminal justice bills, which you will see as a focus, as well as economic opportunity and social mobility. He said thinking deeply about economic mobility, it starts with early childhood education, K-12 and access to higher education, but beyond that, what are some other things we can do? He said they have some ideas about that, so it's an area that his office will be involved with.

Senator Becker stated that his greatest focus since taking office has been the pandemic, helping the area recover, getting kids back to school. He commended the Town's schools, leaders, parents and volunteers and said they're doing a great job about getting the kids back in school. He shared that, as a parent of two students at Menlo Atherton High School, that they are also very anxious to get them back in high school. He has supported from early on getting teachers vaccinated and treating them as frontline workers. He said their County has stepped up and they are now at the point where any teacher that wants the vaccine has been offered a first dose, which he is sure makes them feel better about coming back. He said we also need the PPE and the spacing precautions and to create a sense of safety and security, for the kids and parents and teachers. Senator Becker said he did a big push around high school sports. His two kids play high school sports, so he was glad the Governor reacted positively to that. He said they got outdoor sports back and some additional ones as well.

The Senator said right now he is working with the school districts throughout the county as best he can to provide clarity as to what's happening or not happening in Sacramento and how he and his team can advocate locally as well. They did pass a bill for \$6.6 million for schools to encourage re-opening and combat learning loss. He said there is also about another \$16 billion coming to California schools from the bill that was just passed by the House of Representatives. He said they are searching out how that money is going to flow and how to make sure that the schools benefit from it, as there are many that need it.

Senator Becker said that they have also passed some significant resources for small businesses and advised anyone who has any questions about how to access that money, to contact his office or contact Helen. He said that applies to accessing subsidies and childcare and other areas such as license fee renewal waivers, as well.. He said he has recently attended a hearing about the Office of Wildfire Technology Research and Development from Senator Dodd, so that is something he they be pushing through as well.

Senator Becker stated that changes that we've had have given him hope, but last year was a hard year, with the pandemic, the wildfires, the smoke, the Orange Wednesday. He is optimistic we can use new technologies to combat wildfires, which we will have to do as we're looking at another dry year. The Senator said in conclusion that he is excited to emerge from the pandemic and is looking forward to working with all of you.

Councilmember Wernikoff thanked the Senator for the overview and his work with reopening. She asked about high school reopening and concerns she has heard about next year and efforts to get ahead of it. Senator Becker said he understands, and that it's a frequent topic in his own household. He said there are some things to do now and there is also a need for trust about the fall. Acclimation has to happen for teachers, parents, students, distancing, whether it's four feet, six feet, or otherwise. He suggested there is time before fall to work out some of these things. Some financial investments could be made, and guidance on specifics to increase the comfort level of teachers, parents and students. He said he is optimistic. One thing to look at is the minutes of instruction, to account for the Wednesdays and hybrid changes, restoring the expectation of being back full time, and he will be taking these things up with colleagues. He said if the flow of vaccinations happens as expected in next few months, school will be really different situation, another reason for optimism.

Councilmember Aalfs thanked the Senator for coming to PCE meeting Monday morning to talk about bills 67 and 68 that he's put forward, which he supports and believes PCE will support once in final forms. He said he has questions too numerous to mention, but that he will address separately through the Senator or his staff.

Mayor Derwin invited comments from the public.

Betsy Morgenthaler thanked Senator Becker for his attendance and referred to the Mayor's opening remarks, contrasting Atherton and East Palo Alto and the unattractive disparity between them. She said the teachers were not prioritized by the top down, we are in a sad situation, and she wondered if there is something Senator Becker could do to rebalance. especially at schools, but also other frontline workers such as grocery stores.

Senator Becker said he has spent much time on this question, especially in recent weeks. He organized a press conference in Palo Alto recently to draw attention to this. He explained that a complex combination of factors are involved in equitably distributing the vaccine. He said he and some colleagues have written to the Governor asking to be able to prioritize vaccinations by census tract. The goal is to be able to focus doses, and to bring the vaccine to more remote areas or underserved areas of the county. He suggested the importance of trusted messengers in community, targeting and building trust, noting progress made in East Palo Alto and the Pacific Islander community via mobile clinics. He mentioned strategies, such as going door-to-door with the J&J vaccine, which has fewer refrigeration requirements. The Senator stressed the importance of getting Ravenswood back, which will help with getting the high school back. He again highlighted the layers involved in the process. He said he was on record back in December, advocating for getting the teachers vaccinated early, to help them feel more comfortable about re-opening.

Ms. Morgenthaler thanked him for his response and mentioned not wanting to blame communities like Atherton, which is a distraction to the problem.

Senator Becker responded that numbers get skewed based on the size of the community and he feels what is important is how to get this each community. He said a county may have a supply of the vaccine, but it's another matter to have a focused effort to reach the community with it. He said he has been in contact with Kathleen Kelly Janus, the Governor's philanthropy advisor, from our district, talking about going door-to-door to sign people up, and this is happening now. He said there is good momentum, but every day is urgent. He said he feels it's essential to focus on where the spread is and make sure the vaccines are prioritized there, too.

Mayor Derwin invited one more question from the public.

Rita Comes had heard that East Palo Alto may get the single vaccine to make it easier because it doesn't have to be refrigerated, and she is hoping that underserved communities will be able to get both vaccines so that they are 100 percent covered.

Senator Becker replied that there are no inferior vaccines and that all of the vaccines are a preventative for hospitalization and death, and no one community is only going to get only one kind of vaccine. He added that he received an email from Stanford regarding monoclonal antibodies, which has been the best tool for keeping people out of the hospitals. He said it's clear where there spread of the virus is, and volunteers can be sent to East Palo Alto, but what is needed from the County is refrigeration for the vaccines. That has been possible in some areas, but it will also be good to have the J&J vaccine to be able to go deeper into some of the underserved communities.

Mayor Derwin thanked Senator Becker for being gracious with his time with the Commission. She advised that Helen Wolter has offered to take any follow-up questions and can be emailed at Helen.Wolter@sen.ca.gov.

(2) PRESENTATION – CALWATER with Lessons Learned from the CZU Fire

Mayor Derwin said she had a meeting with CalWater in February, and they discussed the energy crisis in Texas, which also became a water crisis. This led to further discussions regarding unforeseen emergencies and disasters. Rob Seeley, who handles Regional Government Affairs, agreed to come to Portola Valley and share things they've learned last year from COVID, the CZU fires and other disasters, and improvements that have been made. She also welcomed Dawn Smithson, District Manager to the meeting.

Robert Seeley, CalWater Government Relations, shared a presentation on issues that they have dealt with over the past year in regarding the COVID as well as the wildfires to ensure safe, reliable, clean water on a day-to-day basis. His goal was to share what goes on behind the scenes at CalWater on regular basis, and then also share what private citizens can do should a bigger natural disaster occur, and how to be prepared personally.

Mr. Seeley presented background information on CalWater, the largest water distributor in the west and third largest in the United States, serving over two million people. He outlined the water districts across the state, Portola Valley being in the Bear Gulch District, and described how all of the districts work together, even though spread out. Mr. Seeley presented their emergency management plan, including communication and coordination between public and private entities. He described the National Response Framework, which includes: Prevent, Prepare, Respond, Recover.

Dawn Smithson presented the Emergency Operations Center Organization Chart, indicating all of the various entities involved in a disaster and how they fit into the organizational structure. While the first person on the scene of a disaster initially wears all of the hats, as others are brought in those hats are handed off. She said, while the chart looks complicated, the way to be able to carry it out in a real emergency, under pressure, is to practice, practice, practice. She said all management goes through annual training for a disaster, and community training also occurs. She described their Emergency Response Trailer Units which can house three teams of two individuals for a week while making system repairs. She shared a list of past occasions during which the EOC has been activated in the past four years. The management team, about 60 people, has been meeting almost every day during COVID.

Ms. Smithson highlighted a couple of major events and some of the lessons learned from them, beginning with the Erskine Fire, in which 14 of their 23 districts, 108 people in the company, responded to this fire. She shared that employees she sends to these fires generally come back different people and are changed. CalWater received the NAWC Living Water Award for their response to the Erskine Fire. She talked about the Oroville Spillway Incident, sharing that their CEO visited the fairgrounds where the evacuated people were located and delivered to them chocolates and movie tickets. From this event, they learned that they needed to have things automated. She talked about the Mendocino Complex Fire and how the fire was coming into their treatment plant, which had to keep running in order to supply water to fight the fire. She provided photos of the EOC headquarters showing their simple, yet functional system to keep everyone on the same page. She next spoke of the Woolsey Fire showing the importance of community coordination and relationship, such as when the tank trucks needed to be notified to go to a different zone to fill their trucks, to reserve the local supply for the fighters on the ground. Lastly, she spoke of the Camp Fire fire, the most destructive loss of life fire in the state's history. Many CalWater employees lost their homes in this fire. She said CalWater has a Critical Incident Response Management team which provides peer-to-peer counseling for employees to help them through such situations.

Ms. Smithson shared more lessons learned, including PSPS allows equipment to be running with generators and making sure there are engineers on hand to maintain and keep the generators operating. Their goal is for customers to not even think about their water being off during an outage, because they, at CalWater, are thinking about it. They have learned to embed themselves into the Cal OES, so that if they need to help out in the state, they can do that. They also have an Emergency Action Guidebook, which gives step-by-step checklists for every kind of emergency and which is given to every employee and placed in every service vehicle.

Mr. Seeley then presented a number of things that the public can do in the event CalWater cannot provide continuous water during an emergency. Most important is to have water on hand, at least one gallon per person per day, with a two-week supply recommended, and there are situations where more than that is needed. He said don't ration water, but drink what you need, so as not to become a medical emergency. Minimize need for water by reducing activity and staying cool. Make sure your water supply stays fresh. He described ways to create your own bottled water, and knowing what to do if your water supply runs low, for example, using melted ice, liquids from canned goods, et cetera. He described how to purify water and what not to drink.

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

Gerry Kohs referenced a book by Nicole Perlroth, a Portola Valley native, on cybersecurity issues, and asked if Council Members were aware of the book, which deals with cybersecurity issues on local utility companies.

Mr. Seeley responded that they heard about the hacking of the water system recently and said that CalWater has a robust cyber security system, with all employees required to complete cyber security training and that they are keeping CalWater state-of-the art to keep their water systems safe. Ms. Smithson added that CalWater's system does not use the software that was hacked in the recent Florida situation, but uses a more robust software.

Kristi Corley said she had a friend who lost her house in the Fountain Grove fire in Santa Rosa, in a hilly area similar to Portola Valley where the fire fighters lost pressure at upper levels and had to come down to lower levels to get water from hydrants. Mr. Seeley said that CalWater uses booster pumps and portable generators that can be brought in from the district or even from outside at a moment's notice to keep the pressure up. Ms. Smithson reiterated this, and said that the generators are extremely well-maintained, well-oiled. She said they protect them as if our lives depend on it, which they do.

Town Manager Dennis thanked Ms. Smithson and Mr. Seeley for their comments, and for Ms. Smithson's responsiveness over the past year when the Town was dealing with PSPS events and also their attention to conversations regarding relocating the Town's AM radio unit. Thirdly, he thanked her for her interest in the program they are considering related to painting some of their fire hydrants and is looking forward to working with her on that. He also said a big thank you for being such a partner in conversations around the Smart Water Meter program. Ms. Smithson thanked the Town for their support, specifically in the AMI, saying it would not have been successful without their partnership. She appreciated them coming to the table, speaking on behalf of the residents, their customers. Town Manager Dennis added his thanks to Brandi DeGarmo, Assistant to Town Manager, who managed the details of that.

Mayor Derwin thanked the participants for their discussion and shared that she does not, in fact, even think about her water supply during a fire, which is a testament to the incredible work of CalWater.

CONSENT AGENDA

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

Annelise Connell commented on item 8, regarding transparency, and said the budget document contains a discrepancy. It refers to an advisory committee but that committee only existed on paper and wasn't actually real or held a meeting, so it could have not produced the document. She suggested the document was created by a corporation whose name is not on the document. The budget was submitted for approval at last night's meeting of the newly-chartered advisory committee, but the committee did not require any written documents to justify the \$150,000 road paving line item, not even a pretense of transparency. She wonders what is going on and was recently talking to some members of the Town Council, sharing her concerns about a corporation submitting its own budget with the newly-formed committee rubbering stamping it. She hopes the Council will look at this transparency issue. She asks that the budget be sent back to the Advisory Committee, who should require transparency, collect all supporting documents from the corporation and include the survey paid for by the road maintenance district and all documents that the corporation presented at its own meetings. She said the Advisory Committee should put its own name on a fully transparent budget with all document to be entered into the meeting minutes. If this were done, she would fully support the budget.

Mayor Derwin invited other comments on the Consent Agenda. Hearing none, she brought it back to the Council.

Vice Mayor Hughes asked to pull item 8 from the Consent Agenda.

Councilmember Richards moved to approve items 3, 4, 5, 6 and 7 on the Consent Agenda. Seconded by Councilmember Alfs, the motion carried 5-0 by roll call vote..

Vice Mayor Hughes said he attended the formal meeting of the Woodside Highlands Road Maintenance District Residents' Advisory Committee last night, in which this budget was on their agenda and they voted to approve it, and then spent the rest of the meeting discussing in detail the bids received and what actions to take to move forward on the work. He understands Ms. Connell's point that there's historically been a lack of formality in terms of how the road maintenance district has been operated, but says that has been fixed with the action of the Council to appoint the formal Residents Advisory Committee, and they are doing the work that they are supposed to be doing. He thus recommends approving this time.

Vice Mayor Hughes moved to approve item 8. Seconded by Councilmember Alfs, the motion carried 5-0, by roll call vote.

REGULAR AGENDA

(9) Report by Bicycle, Pedestrian & Traffic Safety Committee – Update to Willowbrook Parking concerns

Town Manager Dennis introduced Ed Holland, Chair of the Bicycle, Pedestrian & Traffic Safety Committee, who has been receiving information from Willowbrook residents related to parking.

Mr. Holland reported that they were approached last fall by a number of residents of Willowbrook Drive who have properties closest to the Alpine Road, who were concerned about parking on that street. This was occurring mostly on weekends, during busy times. He said it is an exacerbation of the typical problem seen, influenced probably by COVID and shutdowns, with people becoming more familiar with the area and visiting more frequently. One resident, Mr. Jim Green, has surveyed his neighbors and begun an informal residents' group to gather their concerns to represent to the Bicycle, Pedestrian and Traffic Safety Committee. They've also brought their ideas for possible solutions. He presented some of these ideas. Driveways have been blocked at times or affected for line-of-sight to and from their driveways. The amount of parking and parking on both sides the roads, restricting traffic flow at busy times was also discussed. It was decided to form a subcommittee to discuss and decide what actions could be taken and the right way to engage with the residents. They have broken the problem into two things concerning safety. One, the direct safety and visibility from driveways. He said they are considering extending red curb areas at selected driveways at the request of individual residents. A letter to this effect

was circulated to residents of a heavily-affected area. Secondly, he said to take the residents' concerns and ideas into consideration going forward into discussions about the situation. He said they are not ready to make any formal recommendations or design changes, because it is a tricky problem, likening it to a balloon, where squeezing it in one place makes it balloon out somewhere else. The BPTS has taken the concerns affecting a number of locations as a running agenda item almost since its inception in 2012. He invited any questions from the Councilmembers.

Town Manager Dennis agreed that this is a tough problem because it blends different types of issues, and also COVID has exacerbated the problem, so it's not clear what the problem will look like in the future. He said the approach of the Committee and staff has been to be deliberate and not make any rash decisions, knowing a number of residents will be engaging in the program to paint the curbs. That will be happening as the weather clears. Mr. Dennis, Mr. Holland and Mr. Howard felt it was important that the Council be informed on what that discussion looks like. The engagement of the community in the area has been incredible, and they appreciate that the focus has been on the safety issues that they perceive. Mr. Holland added that the group does have some expectations, and he looks to the Council for advice in how to manage the situation.

Vice Mayor Hughes remarked on the presentation of Mr. Green at the meeting and acknowledging the work he has done getting the residents on the same page. They are all asking for generally the same thing. His recommendation would be to have a special meeting of the BPTS, or its subcommittee, on this issue, with staff, to come up with an action plan. He said Town Manager Dennis had suggested some temporary measures that might solve the problem in the near term, six months or so. At the end of summer, as the Town is coming out of COVID, they could see if the traffic problems persist at that point and if they needed a longer term solution. He felt one more working meeting with staff and BPTS and neighbors to figure out the short term plan would be helpful.

Town Manager Dennis said if the Council was comfortable with it, they could have that meeting and come back with recommendation for a short term solution that is balanced, yet addresses the expectation of the neighbors. Vice Mayor Hughes, referring to the balloon illustration, said he expects the solution to be a gentle squeezing without a huge impact on other areas, focusing on the more substantial direct safety issues. He thinks there are things that can be easily done that would not have a huge impact elsewhere.

Town Manager Dennis also suggested it would be helpful to describe what the particular issues are. First, the number of cars that park on both sides of the road, creating a safety issue as it relates to the interactions with other vehicles and bicycles coming off of Alpine Road. The Fire District is able to get vehicles through, but if someone is trying to turn around there, it could cause a delay. The second issue is, in the past, the curb on the east side at Alpine Road was painted, presumably because of the way vehicles come off of upper Alpine Road onto Willowbrook, The Sheriff's Office has increased patrols there in order to ticket people. Folks are also parking on the east side trail, blocking access and pushing people onto the street in order to get to the trailheads.

Mr. Holland said they've gotten emails from residents living further away from the problem, saying they don't want restrictions on traffic and that there are multiple viewpoints, although Mr. Green and his committee have legitimate complaints. Mayor Derwin asked if the problem is generally on weekends as opposed to weekdays, and Mr. Holland said very much so.

Councilmember Richards asked what other temporary measures beyond painting the curbs were being discussed. Town Manager Dennis said placement of bollards along the road could be a temporary solution, although unattractive. It could give information about how people park and alleviate some issues, but could also push the problem further down. He said the bollards would probably not go beyond the median.

Mr. Holland noted that the Windy Hill Open Space no longer has a solid gate across their entranceway. But there is an area of parking by the bridge as you enter their property. Down the driveway, before the bridge, there is probably room for a few cars there. He wondered about approaching them to open parking within their property at their end of the trail. He thought it might offer space for approximately ten

cars. Town Manager Dennis commented in regard to this point that it might be a good time to have a broader conversation with Mid-Pen around parking issues relating to existing and future facilities.

Mayor Derwin invited further questions or comments from the Council. Hearing none, she invited questions or comments from the public.

Mr. Kohs thought it was remarkable that there is a group of neighbors willing to give up parking on one side of the road and place it on the other for access and safety reasons. He remarked that on his own block, he couldn't imagine getting the neighbors to agree on something like that and he admired the neighbors for coming to that kind of agreement. Although it pushes some traffic further along, but he feels a temporary experiment like this seems reasonable.

Caroline Vertongen commented that one issue that has not been addressed, although she complimented Mr. Green and the neighbors for what they have done to try to solve the issue. She said they have tried to work with law enforcement to find out why the citations have no impact. She said they were told that San Mateo County cannot cite people from outside the county. She has tried to find out if that issue has been resolved, but not gotten answers. She said it's behavioral problems and not by Portola Valley residents, who she said are very open for people, but there are people taking advantage of their generosity and it's sad. Mr. Holland said nothing is illegal with what they're seeing with regard to the parking. He believes that citations have only been given for clear infractions of parking signage or blatantly blocking the roadway. He remarked that there is no desire to restrict people or show mean-spiritedness toward them. Town Manager Dennis noted that the Sheriff's Office in San Mateo County can cite vehicles from those who live outside San Mateo County, and that has been happening.

Councilmember Aalfs thanked those involved for their efforts to address this. He said there was a problem with this about a year ago when the lockdowns were first happening and part of the reason they asked Mid Pen to close Windy Hill for a while, because the situation on Willowbrook was so hazardous. He said he appreciates the focus on safety. His one suggestion was to maintain the focus on safety. Mr. Holland said the discussion had been helpful and also mentioned that Mr. Young thought if it continued to be problem after things return to normal, it might be time to bring in a traffic consultant to look at the problem again.

Mayor Derwin said that sounds like a good plan. She invited further comments from the public.

Betsy Morgenthaler complimented Mr. Green and the neighbors on their admirable attitude. She supports their coordination and working together as emblematic of what we all should do. She noticed on Sunday morning there was a lot of traffic. She checked out the Windy Hill parking lot. There were 49 cars there and the two handicapped places were empty. She said it was full to capacity, and she was glad it could accommodate all the cars. She applauded the idea of experimentation and thinks it will probably take a few iterations of it to learn from it. She advocates protecting open spaces and the beauty of them. She was standing in the parking lot of the Sequoias and noted that the parking lot there was not full, and she wondered about exploring that as an option. She also noted that on Portola Road the cars were very heavy, as is common. There were a number of cars over the white line and some fully blocking. Most beyond the Windy Hill parking sign can park more off-road, but to the south of that, they are very much blocking the entire bicycle lane/shoulder. She's said it's hit-or-miss with the Sheriff's Officers patrolling the area. In regard to the green cards that they are urged to put on peoples' windshields, she said they do not seem to make a dent in the problem.

Mary Hufty remarked, in regard to opening up parking at the base of Windy Hill, that yes, there is some parking there, and it is also one of the most beautiful places in Portola Valley, close to the creek, and she thinks it would be wise to have consensus between the Trails Committee and the Open Space Committee and the Bicycle Committee, that they all agree to that alternative.

Mr. Holland said he feels they have a path forward and a reasonable amount of the Council's blessing to pursue the situation as outlined. He said he doesn't want the focus to be on just one area but always have an eye on other safety concerns as well.

Mayor Derwin thanked the Mr. Holland and his committee for their work.

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

Vice Mayor Hughes said most of his topics had already been covered. He noted the ASCC met on Monday and discussed a new single family residence on 85 Palmer Lane, a substantial structure, but much of it is underground. It has a 2,000 square foot house and 4,000 square foot main level house, detached garage, detached artist's studio. There are a number of conditions to apply, but they were generally supportive of the project.

Councilmember Richards was unable to attend the Preparedness Committee, but Town Manager Dennis did. He mentioned that he and the Mayor have been working on setting up the groundwork for a Race and Equity Public Committee in Town. He said they are considering an April 20th agenda, at which point they hope to offer some basic ideas for the charter and framework. He said he is looking forward to that and to turning it over to a citizen's committee. They also talked to Rob Hayes at The Sequoias about the change in the structure there, with a new company taking over food service. They were approached by some of the workers and the union representative there who were concerned about what that is going to do to their livelihood. Rob gave them a positive review about the company, which is the largest food service company in the world and has been in charge of their food service for a long time. Previously, the managers of the system were Sequoias employees but will now be under this new company. He said they are in the process of negotiating the contract at present. He said they watch and wait to see how this pans out.

Mayor Derwin added that this will be all of the employees that are not clinical staff – the groundskeepers, the people who do the linens, et cetera, everyone except clinical staff – were essentially fired and were moved to the subcontractor, named Morrison, which is a division of Compass, who were already doing their food service. She said that the meeting with Rob, and his version, was quite different from the meeting they had with John Avalos and the workers. Councilmember Richards said at the time of that meeting there was little known about how the contract would pan out, and that has not yet been finalized but there is a fair amount of information that has come out and it looks positive, on paper anyway.

Councilmember Aalfs said Nature and Science met on the 25th. They are trying to push ahead with the speaker series. He believes they were working with staff to finalize a date for Roger Romani and "The Black Hole" talk, their first event. He said Leslie Field from Ice911 has also agreed to give a talk. He is not sure of the date for Roger's talk, hopefully later this month. He said Parks and Rec met on the 1st, and they are going to move forward with a pilot for a dog park, next to the sports court at Town Center. They are looking into putting up temporary fencing and having a dog park and seeing if people like having a place for having dogs off-leash. He reported that the skate ramp is gone. It was falling apart and was a danger. The Committee is thinking about steps to replace it at some point. He said there have been a few discussions with Alpine Inn. The parking lot next to Rossotti Field is half Town property and half Alpine Inn property, and we lease part of it to them, so that they can meet the parking requirements in their CUP. He said they have been having conversations mostly with Alpine Strikers, making sure that the Strikers have enough parking spaces for practices and possibly games this spring. He said Alpine Inn needs a certain number of spaces to meet its CUP, and he said they would like to make sure a certain number of spaces are carved out whenever the field is going to be active, so parents can easily get in and out to the field for practices and games. He reported that he is no longer the Chair of the Board of Peninsula Clean Energy and that Rick DeGolia from Atherton has taken over that spot, but he is still on the Board. Donna Colson from Burlingame has taken over as the Vice Chair.

Councilmember Wernikoff asked regarding Parks and Rec if there was an update on the discussion about timing for the basketball court. They are hopefully going into the Orange on Monday. Councilmember Aalfs responded that the Committee felt like once we go into Orange, they were ready to put the hoops back up. He couldn't remember where outdoor basketball became practicable again on the COVID charts. Town Manager Dennis stated it is Orange.

Councilmember Wernikoff said she has not had official meetings with PVSD but thinks everyone is aware there is work being done for support of the Parcel Tax Measure S and she thinks there will be more communication about that around Town. She said this is an update to the previous parcel tax that's been in place for 34 years. The current one expires in June, so this is to replace that. It would actually be a decrease in the tax. Annual right now is \$581, and it would be reduced to \$461. She said this is an important measure for the school and funds about \$1 million of their budget. She thinks the ballots go out in April and the vote is in May. Regarding The Sequoias, she had a sweet meeting with the crew and it was nice to see happy faces, because pretty much everything other than the dining hall is open now. It was night and day from the last meeting, and she is happy for all of them. She said the Cultural Arts meeting is tomorrow, so she doesn't have an update there. She said the Financial Reporting Subcommittee was approved on January 27th and they have had two meetings since then. She said she is on a learning curve but one observation she has had is that we don't seem to have the amount of financial reporting that a lot of other communities have, particularly even small communities. She said most have a minimum of quarterly reports, which we don't have. Some towns have as much as monthly reports. She has been sharing that she thinks that this should be a priority for our Town, to get to quarterly financial and investment reporting. She thinks Town Manager Dennis is working towards that and she understands it has been complicated by implementation of the new software system. Her understanding is the contract was executed in January of 2020 and we're still working on it, with a timeline of almost through the end of May – an 18-month implementation period, which is long. She feels we need to focus on that area to make sure that gets done so that we can get to the kind of reporting that we should have in the Town. The subcommittee is now meeting weekly. She said the other subcommittee she is on is the Website Subcommittee, a project that's been going on for some time. She understands the launch is for June. She shared that she is excited about the relaunch of the website and thinks it a great opportunity for the Town to step up communications, particularly as it relates to Planning, Emergency and Wildfire, as well as financial information. She is not sure what the upcoming meetings of the Subcommittee are going to be, but she thinks there is great opportunity for the project and is looking forward to the results.

Mayor Derwin asked Town Manager Dennis who is doing the website. Town Manager Dennis said Brandi and Kari are primarily responsible. The entire staff is involved in preparing materials and reviewing the website, which has been ongoing activity of Staff for weeks, but Brandi and Kari are primarily responsible day-to-day. The Subcommittee is Councilmember Wernikoff and Vice Mayor Hughes.

Mayor Derwin said February 26th at a virtual Council of Cities meeting and City Selection meeting, Mark Nagales from South Francisco was elected to the Northern City seat on the TA to replace Rico Medina, who was elected to a seat on SamTrans. The presentation was regarding how they are dealing with their RHNA number. San Carlos' previous number was 596. Their new number is 2,700, and they've been building housing. She said she thought it could be educational for the Town, so she had the slides sent over. They are now having their conversations on density with the community. They've had two online workshops. They are also talking about childcare. She said she did a search committee to replace the Ed, who is stepping down. She said she and Town Manager Dennis had a meeting with CalWater with an employee, Justin Skarb, essentially because CalWater has a lot of bills due from customers. At the end of 2020 they had \$9.6 million in overdue bills. She said in the Bear Gulch District, 345 customers are 90 days past due, for a total of \$240,00 and they are looking for help as to how they can collect those funds.

The Mayor said last week was Read Across America March, and she was able to participate, reading for 15 minutes to Ms. Rynewicz's 5th grade class. She said she enjoyed the experience, and it was a chance to remember how reading was her refuge as a child. She said she choose, "I Am Malala," about the young Pakistani girl who was a champion for girls going to school, and who was shot in the face by the Taliban. She read the Young Readers Edition, and she thinks they enjoyed the passages she read. She was asked by a teacher to judge two inventions, one by a fourth grader, one by a sixth grader, who are trying to get into the state competition. She said she recruited John Richards who is an architect to help her. She said the fourth grade invention was to deal with wasps. The other one was a device for saxophone players. Councilmember Richards helped explain the invention, which is a small handheld battery-operated vacuum to slip over the mouthpiece and suck out the excess spit. He said it was very

clever. Mayor Derwin shared that it was a pleasure to work with the schools, with the children, and she appreciated it.

Mayor Derwin reported that on March 4, Town Manager Dennis and she had a meeting with Ladera Church, a check-in about their proposed project. They have two pieces of property, one in unincorporated county, which is the main part. The other is in Portola Valley proper, and they would like to build six to eight units of affordable housing. Their two hurdles are to become an Affiliated Partner, of which they have completed one piece and have to complete the other pieces. Also, the language in the Affiliated Partner section of the Housing Element has to be rewritten, such that you don't have to be an employee of the church to live there. They talked about the timing and the Housing Element. She said she thinks they would like to do it sooner rather than later.

(11) **TOWN MANAGER REPORT**

Town Manager Dennis said he had a lengthy report to share. He said, regarding EPC, there was nothing in particular that came out of the committee. They have combined a few of their subcommittees to address issues around medical supplies, and we are very likely to see the CERPP division Portola Valley purchasing located next door to the substation, so may be using some of Portola Valley facility to help support that co-location.

He said the President is going to be signing a COVID relief bill probably Friday. The National Association of Cities has put out a spreadsheet on estimated amounts that cities or jurisdictions may be getting. The initial amount that is publicly available is \$860,000 for the Town of Portola Valley, which would be an incredible help as it relates to both impacts from COVID and support for other activities. Once the bill is signed, the first round, about half the amount, would be released in about 60 days.

He said it's been two years since the Town sponsored a Neighborhood Watch meeting, which is a meeting of all the captains of Neighborhood Watch. The Town was planning to do one March 20, 2020, when COVID hit, so it was put off, but it is planned for April, and is an opportunity to thank them for the work they are doing, and to welcome new Neighborhood Watch Committees into the fold and share information on how they can engage with residents and keep that fresh, which is a big struggle for Neighborhood Watch programs. The meeting will include Captain Corpus and other representatives of the Sheriff's Office.

He gave an update on the Mid Peninsula Regional Open Space District Board's planning process for the Hawthorn Complex. Mid Pen is expecting start more significant engagement later this year, particularly in the summer. He does not anticipate significant items to react to at that point, but he has been encouraging Mid Pen, as they develop public outreach to ensure that they include us and include residents in whatever forms that takes, and also talk to the maximum number of people, so no one is surprised.

He reported that the Wildfire Preparedness Committee will meet on March 18 and will be a substantial meeting because all the subcommittees have been very active over the last few months, since the last meeting. He anticipated topics to include insurance, evacuation planning, safety element planning, all things that we've been working on for some time, in addition of re-review of proposals that the Committee brought in front of the Council in December.

He said the fiscal system update, as Councilmember Wernikoff mentioned, has been an ongoing process. The contract was signed last year, with implementation started in and April, May, June timeframe. It has been a source of frustration for staff, the challenge being that elements of the system haven't been fully available, primarily from a reporting standpoint on the revenue side. There were challenges early on, to ensure that staff was able to get information into the system in a way that made sense. He said the Town utilizes three modules of Open Gov. The first module that was purchased but hasn't been deployed is the Transparency Tool, which you see in some other cities, which allows residents and visitors to take a look at the health of the budget, typically general ledger-related, year-to-date reports. Reports can also be created around an issue such as public safety. The second module was a Budget Builder, which staff has

been using the last couple years, which is one reason there has been a new budget presentation from the Town. The third piece is the Financial system which replaced Fund Balance, which was no longer being supported and was an antiquated system. Challenges have been related to it being a Cloud system. Secondly, since Open Gov has made it their own system there have been delays in getting some of the sub modules ready, and thirdly, there have been delays in getting some of those sub modules ready for prime time, which has meant that the Town has been delayed in getting information in the system. The Subcommittee has been meeting recently and he has appreciated their engagement. He has gotten more actively involved in the management of this and has been satisfied with the response from Open Gov. They have deployed additional resources and staff and he feel confident that the system will be up and running in a few weeks to do the two primary things they need to do – the basic financial reporting and monitoring, and secondly, ensuring that the financial system is talking well with the budget system so they can do their budget. A lot of that activity is happening offline right now. They've been able to do much of what they normally do, but there has been frustration that some of the tools have not been available. Town Manager Dennis said he is feeling positive even though it has been frustrating, but he is looking forward is excited to have a good system in place.

Vice Mayor Hughes added that it seemed to him and Councilmember Wernikoff that the transfer over to the new system was much less far along that they thought it was. There are some basic functions of the system that haven't been done yet. There was some data that is not in there, so generating reports is not something they could do. As they have worked with Town Manager Dennis and Open Gov they have a clearer picture of what the project timeline looks like and what pieces are remaining. Because of the fact that there are three separate systems, all integrated, it's a lot more complex than he understood at first, and there is still a significant number of things to do. He said that Councilmember Wernikoff saw a demo of what the system should look like and went through the detailed project timeline with Open Gov.

Councilmember Wernikoff said her main takeaway from an oversight standpoint is it seems like it has taken a long time to get we are, and we are far from where we need to be. She has been through some of these implementations in other aspects of her life and find that because they say it's going to be done in a couple of weeks, when it' taken 14 months to get to where we are now, she has some skepticism. Her understanding is that reporting is not going to be done until late May. She said they need to stay on it and it's an important thing for the Town to shore up.

Town Manager Dennis agreed that the skepticism is warranted. He said his level of involvement has drastically increased and he is talking to them almost on a daily basis. He appreciates that they seem to understand their frustrations which have led to delays. He said there are different elements related to reporting, some of which are needed now to do the most basic things, some of which aren't needed until later. He said some of the features not needed for day-to-day operations are the ones that will come a little later, and they have been doing them outside the system anyway.

Town Manager Dennis mentioned Councilmember Aalfs' presentation last week and hopes everyone got a chance to see it. It is up to almost 80 views – ten times higher than most Council meetings. He said they have completed interviews for the Finance Support position, so there will be more to announce in the coming days. He said the second tennis court has been painted for pickleball and looks great. He said he plans to write the first Action Minutes for the Council meeting tomorrow, as directed. There will be three pieces – Action Minutes, the Meeting Summary, and the Council Meeting Summaries, which he writes on a bi-weekly basis. He will start putting the Action Minutes into the Agenda and he will speak to the Mayor and Vice Mayor about whether Action Minutes are the ones being approved.

He reported PV Donates conversations have been great, with great feedback from the committees on what they would like to see. He said one question they came up with a couple times was is this program intended to replace current expenditures by the Council on big ticket items? He told them that that is not the intent, but it is intended to support smaller types of programs, not the big ones that people may be thinking about. There may be efforts related to PV Donates as it relates to making those programs successful. Finally, Town Manager Dennis mentioned that at the next meeting on the 24th, Supervisor Don Horsley will be attending and speaking on County-related issues. The presentation by the San Mateo County Resource Conservation District, the RCD, now has sphere of influence in our part of the world

and they are a very useful entity as it relates to agricultural issues traditionally, but they have also been engaged in wildfire-related issues and support Firewire. He said in April they anticipate Council priorities being finalized on the 14th. They are hoping to hear from Farmer's Market operators on the 14th as well, to hear how things are going. Later that month, the 28th will be the first major conversation about the Housing Element and the Race Equity Committee mentioned earlier.

WRITTEN COMMUNICATIONS

(12) **Town Council Digest** – February 25, 2021

None.

(13) **Town Council Digest** – March 4, 2021

None.

ADJOURNMENT [9:28 *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						
55569	8	ACCOMTEMS	2,566.41	03/24/21		
55570	31	ANNA DOBRENSKI	1,000.00	03/24/21		
55571	33	ANU KHATOD	4,742.79	03/24/21		
55572	34	ARC DOCUMENT SOLUTIONS LLC	93.40	03/24/21		
55573	41	AT&T	285.55	03/24/21		
55574	44	BANK OF AMERICA	1,763.30	03/24/21		
55575	80	CALPERS	28,889.73	03/24/21		
55576	113	CITY OF REDWOOD CITY	2,457.00	03/24/21		
55577	121	CLEANSTREET	3,564.12	03/24/21		
55578	129	COTTON SHIRES & ASSOC. INC.	26,740.71	03/24/21		
55579	151	DEL RIO ROOFING	2,000.00	03/24/21		
55580	174	ESRI INC.	1,600.00	03/24/21		
55581	197	GOVCONNECTION INC.	2,406.00	03/24/21		
55582	203	GREEN HALO SYSTEMS	114.00	03/24/21		
55583	233	IZMIRIAN ROOFING	1,000.00	03/24/21		
55584	290	LOS GATOS ROOFING	1,000.00	03/24/21		
55585	295	LYNX TECHNOLOGIES INC	625.00	03/24/21		
55586	334	NOLTE ASSOCIATES INC	12,282.69	03/24/21		
55587	351	PARAGON CUSTOM BUILDERS	1,000.00	03/24/21		
55588	367	PG&E	1,732.47	03/24/21		
55589	372	PINNACLE BUILDING & DESIGN	1,000.00	03/24/21		
55590	407	SABER ROOFING INC	2,000.00	03/24/21		
55591	421	SCOTT WEBER	15.28	03/24/21		
55592	431	SIERRA PACIFIC TURF SUPPLY INC	2,820.88	03/24/21		
55593	437	SMALL BUSINESS BENEFIT PLAN TR	2,218.70	03/24/21		
55594	447	STAPLES CREDIT PLAN	517.03	03/24/21		
55595	448	STATE COMP INSURANCE FUND	1,442.33	03/24/21		
55596	489	VERIZON WIRELESS	602.31	03/24/21		
55597	493	VINTAGE CONTRACTORS INC	1,650.00	03/24/21		
55598	536	S. H. ROOFING & CONSTRUCTION	1,000.00	03/24/21		
55599	610	CAL-PAC ROOFING	1,000.00	03/24/21		
55600	611	JERRY PAULSEN	1,000.00	03/24/21		
55601	612	VICTORIA KLEIN	65.50	03/24/21		
Check totals:			111,195.20			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			111,195.20			

Check totals:
ACH totals:
EFTPS totals:
Wire transfer totals:
Payment Manager totals:
GRAND TOTALS

111,195.20

111,195.20



Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 03/24/21	8 55569	ACCOUNTEmps Temp/Clerical/Acct'ng Support, Week-Ended 03/05/21 Temp/Clerical/Acct'ng Support, Week-Ended 03/12/21	2,566.41	1,124.13 1,442.28	57297513 57297515
Vendor: 55570	31	ANNA DOBRENSKI Refund Deposit, 175 Fawn Lane	1,000.00	1,000.00	BLDR0026-2020
Vendor: 55571	33	ANU KHATOD Refund Deposit, 128 Escobar Rd.	4,742.79	4,742.79	PERMIT# 15505
Vendor: 55572	34	ARC DOCUMENT SOLUTIONS LLC Public Records Request, Document Copies	93.40	93.40	2424444
Vendor: 55573	41	AT&T February Statement February Statement February Statement	285.55	46.02 45.29 194.24	000016140324 000016140326 000016140325
Vendor: 55574	44	BANK OF AMERICA January Statement	1,763.30	1,763.30	1388-JAN
Vendor: 55575	80	CALPERS March Unfunded Liability January Retirement - CLASSIC January Retirement - PEPRA	28,889.73	6,687.55 16,141.44 6,060.74	100000016349134 100000016260632 100000016260652
Vendor: 55576	113	CITY OF REDWOOD CITY February IT Support	2,457.00	2,457.00	BR58255
Vendor: 55577	121	CLEANSTREET February Litter/Street Clean January Litter/Street Clean	3,564.12	1,782.06 1,782.06	99587 99359
Vendor: 55578	129	COTTON SHIRES & ASSOC. INC. November Applicant Charges February Applicant Charges January Applicant Charges	26,740.71	5,595.00 2,503.00 18,642.71	2020-NOV 2020-DEC 2021-JAN
Vendor: 55579	151	DEL RIO ROOFING Refund Deposit, 10 Portola Green Refund Deposit, 145 Cherokee	2,000.00	1,000.00 1,000.00	BLDR0171-2019 BLDR0068-2020
Vendor: 55580	174	ESRI INC. GIS Renewal. 3/31/21 - 3/30/22, PO#6717	1,600.00	1,600.00	94001885

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	197	GOVCONNECTION INC.			
	55581	Server Anti-Virus/Ransomware, PO#6724	2,406.00	2,406.00	71049130
Vendor:	203	GREEN HALO SYSTEMS			
	55582	February Hosting/Access	114.00	114.00	3033
Vendor:	233	IZMIRIAN ROOFING			
	55583	Refund Deposit, 909 Westridge	1,000.00	1,000.00	BLDR0056-2020
Vendor:	290	LOS GATOS ROOFING			
	55584	Refund Deposit, 116 Portola	1,000.00	1,000.00	BLDC0003-2020
Vendor:	295	LYNX TECHNOLOGIES INC			
	55585	February Maint/Svc, Update Assessor Tables	625.00	625.00	9279
Vendor:	334	NOLTE ASSOCIATES INC			
	55586	November Applicant Charges & PW Support	12,282.69	12,282.69	JAN_2021-APPLIC
Vendor:	351	PARAGON CUSTOM BUILDERS			
	55587	Refund Deposit, 5 Redberry	1,000.00	1,000.00	BLDR0064-2020
Vendor:	367	PG&E			
	55588	February Statements	1,732.47	1,732.47	FEB STATEMENTS
Vendor:	372	PINNACLE BUILDING & DESIGN			
	55589	Refund Deposit, 501 Portola #8G	1,000.00	1,000.00	BLDR010-2020
Vendor:	407	SABER ROOFING INC			
	55590	Refund Deposit, 17 Coalmine View	2,000.00	1,000.00	BLDR0058-2020
		Refund Deposit, 165 Shawnee Pass		1,000.00	BLDR0057-2020
Vendor:	421	SCOTT WEBER			
	55591	Face Masks, COVID-19 Reimbursement	15.28	15.28	COVID_REIMB1
Vendor:	431	SIERRA PACIFIC TURF SUPPLY INC			
	55592	Fertilizer & Seed, Field Maintenance, PO#6726	2,820.88	2,820.88	0592081-IN
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	55593	April Dental / Vision	2,218.70	2,218.70	APR-2021
Vendor:	447	STAPLES CREDIT PLAN			
	55594	February Statement	517.03	517.03	2814-FEB21
Vendor:	448	STATE COMP INSURANCE FUND			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
03/24/21	55595	February Premium	1,442.33	1,442.33	269118-FEB21
Vendor:	489	VERIZON WIRELESS			
	55596	February Cellular	602.31	602.31	9874147396
Vendor:	493	VINTAGE CONTRACTORS INC			
	55597	PVTC Pickleball Striping	1,650.00	1,650.00	7022
Vendor:	536	S. H. ROOFING & CONSTRUCTION			
	55598	Refund Deposit, 187 Goya	1,000.00	1,000.00	BLDR0062-2020
Vendor:	610	CAL-PAC ROOFING			
	55599	Refund Deposit, 116 Russell	1,000.00	1,000.00	BLDR0105-2020
Vendor:	611	JERRY PAULSEN			
	55600	Refund Deposit, 418 Portola	1,000.00	1,000.00	BLDR0065-2020
Vendor:	612	VICTORIA KLEIN			
	55601	Leaf Blower Incentive Program, Reimbursement - Klein	65.50	65.50	KLEIN_LB-REIMB
Check Date Totals			111,195.20		
Grand Total			111,195.20		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 24, 2021

Claims totaling \$111,195.20 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

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


Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Brandi de Garneau, Assistant to the Town Manager 
DATE: March 24, 2021
RE: Review and Approval of Amendment to Sustainability Committee Charter

RECOMMENDATION

Staff recommends that the Town Council review and adopt the proposed amendments to the Sustainability Committee Charter (Attachment 1).

BACKGROUND AND DISCUSSION

The Sustainability Committee is requesting to hold monthly meetings rather than bi-monthly meetings to promote continuity of their discussions and efforts. In addition, the Committee has asked that the word “other” be removed from number 3 in Duties & Function as it implies that the organizations listed in the sentence before the word “other” are also conservation organizations. The final change reflects the staff liaison’s current title. The Committee voted on and unanimously approved the changes to their charter at their February 22, 2021.

FISCAL IMPACT

None.

ATTACHMENTS

1. Proposed Sustainability Committee Charter
2. Redlined Version of Edits to Charter

Sustainability Committee Charter

MISSION

The Portola Valley Sustainability Committee mission is to assist the Town of Portola Valley in reducing greenhouse gas emissions, developing comprehensive water conservation, energy efficiency, and waste reduction programs, and engaging and educating the residents of Portola Valley to meet the goals outlined in the Sustainability Element of the General Plan.

DUTIES & FUNCTION

To champion and promote the Town Council's sustainability, environmental, and ecological goals as codified in the Sustainability Element and Town code by:

1. Developing and recommending policies and actions to the Town Council related to sustainability and the natural environment.
2. Advancing recommendations to the Town Council on what the Town could do to sponsor and/or encourage efforts through incentives and/or Town regulations and policies.
3. Developing programs that educate residents and/or local professionals on best practices in resource use and efficiency. When possible, collaborate with Peninsula Clean Energy, PG&E, CalWater, or conservation agencies to host programs.
4. With Town Staff, increasing awareness of existing programs, developing new programs and using consistent "messaging" to encourage targeted, high-impact actions for residents and/or businesses. Provide input on public outreach, speakers and events.
5. Maintaining a presence on the Town website, including engaging and up-to-date information.
6. As appropriate, develop annual work plan on specific programs/efforts the Committee plans to undertake and provide to the Town Council as a Memo to the Digest. Prioritize this list based on available resources and timing of incentives and/or grants.

RESPONSIBLE TO

Town Council

COORDINATION

Staff Liaison – Assistant to the Town Manager-
Town Council Liaison

MEMBERSHIP

The membership of this Committee shall consist of a minimum of five (5) and a maximum of nine (9) members appointed by the Town Council in concurrence with the Town Council. In addition, the Committee may include advisory members from Cal Water, Peninsula Clean Energy, other local jurisdictions and/or local organizations working on sustainability issues.

MEETINGS

Regular meetings are to be held every month on the third Monday at 10:30 a.m.

REPORTS

The Committee will determine how frequently it will make reports to the Town Council, with reports occurring at least once per year.

Sustainability Committee Charter

MISSION

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3. Developing programs that educate residents and/or local professionals on best practices in resource use and efficiency. When possible, collaborate with Peninsula Clean Energy, PG&E, CalWater, or ~~other~~ conservation agencies to host programs.
4. With Town Staff, increasing awareness of existing programs, developing new programs and using consistent "messaging" to encourage targeted, high-impact actions for residents and/or businesses. Provide input on public outreach, speakers and events.
5. Maintaining a presence on the Town website, including engaging and up-to-date information.
6. As appropriate, develop annual work plan on specific programs/efforts the Committee plans to undertake and provide to the Town Council as a Memo to the Digest. Prioritize this list based on available resources and timing of incentives and/or grants.

RESPONSIBLE TO

Town Council

COORDINATION

Staff Liaison – ~~Assistant to the Town Manager-
Sustainability & Special Projects Manager~~

Town Council Liaison

MEMBERSHIP

The membership of this Committee shall consist of a minimum of five (5) and a maximum of nine (9) members appointed by the Town Council in concurrence with the Town Council. In addition, the Committee may include advisory members from Cal Water, Peninsula Clean Energy, other local jurisdictions and/or local organizations working on sustainability issues.

MEETINGS

Regular meetings are to be held every ~~other~~ month on the third Monday at 10:30 a.m.

REPORTS

The Committee will determine how frequently it will make reports to the Town Council, with reports occurring at least once per year.

Form Name: Committee Application
Date & Time: 02/25/2021 4:25 PM
Response #: 126
Submitter ID: 5535
IP address:
Time to complete: 13 min. , 33 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) Finance Committee

Applicant Information

Full Name	Stephen Cassani
Email Address	
Street Address	Cervantes Road
City/Zip	Portola Valley, CA 94028
Number of years in Portola Valley	17
Cell Phone	
Home Phone	
Other Phone	Not answered
Emergency Preparedness	Not answered

Preferred Phone Contact Number

(o) Cell

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

I have an interest in joining the Finance Committee. I love living in Portola Valley and would like to give back to the community, while learning more about the town and public finances. I have previously served as Co-chair of the Portola Valley Schools Foundation, the co-head of the Foundation's annual fundraising campaign, and co-chair of the Foundation's endowment. In addition, I am a former chair of of the Alpine Hills finance committee, and am a current member of that committee. Professionally, I am a former investment banker with extensive financing and banking experience. I currently manage a family office overseeing investment and development activities, primarily in the real estate sector. I believe that the volunteer roles I have held in Portola Valley over the years, as well as my professional experience, would be useful in my service to the Finance Committee.

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


I do not.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Laura Russell
Planning and Building Director 

DATE: March 24, 2021

RE: Contract Amendment for Environmental Review Consultant, Neely Winery, Spring Ridge, LLC Conditional Use Permit Amendment

RECOMMENDATION

Staff recommends that the Town Council approve Amendment 1 to the contract with MIG for the environmental review of the Neely Winery Conditional Use Permit Amendment.

BACKGROUND

In December 2018, Spring Ridge, LLC (Applicant) submitted an application for an amendment to an existing Conditional Use Permit (CUP) for additional land uses associated with the winery located at 555 Portola Road. The Planning Commission conducted preliminary review of the proposal in 2019 and early 2020.

On February 26, 2020, the Town Council adopted a resolution approving a contract with MIG for environmental review services under the California Environmental Quality Act (CEQA) for \$45,456 including a 10% contingency. The work was postponed due to the COVID-19 pandemic but resumed in the middle of 2020. The contract is with the Town and MIG reports to the Town; however, the cost of the contact is paid by the applicant through a deposit system.

DISCUSSION

Since the Town began the environmental review of the proposed CUP amendment, the applicant has made revisions in the project in response to comments from the community and staff. These changes resulted in additional work by MIG. The pandemic required an adjustment to the approach to the traffic analysis, which also required additional resources. As the analysis progressed, it became necessary to conduct additional biological studies and noise analysis to ensure those topic areas are thoroughly addressed.

At this time, staff recommends additional funding to cover applicant changes, traffic analysis, biological studies, noise analysis, and consultant attendance at public meetings. The requested increase is \$20,826 for a new total contract amount of \$66,282.

FISCAL IMPACT

The Town's policies require that the applicant pay the full cost of the environmental review. The budget of \$66,282 will be fully reimbursed by the applicant.

ATTACHMENTS

1. Amendment 1 to Agreement
2. Agreement with MIG

**AMENDMENT NO. 1 TO AGREEMENT
FOR ENVIRONMENTAL REVIEW SERVICES**

THIS AMENDMENT 1 (“Amendment”) is made as of March __, 2021, with respect to the Agreement (“Agreement”) by and between the Town of Portola Valley (“Town”) and MIG, Inc. (“Consultant”).

RECITALS

- A. The Town and Consultant entered into a professional consulting services Agreement on February 26, 2020, to provide environmental review services for the Spring Ridge/Neely winery CUP Amendment Project.
- B. The Town and Consultant desire to modify the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, the Town and Consultant do hereby agree as follows:

- 1. Scope and Level of Services. Section 1 of the Agreement is hereby amended as follows:

SCOPE AND LEVEL OR SERVICES. In addition to the services set forth in Exhibit A, Consultant shall also perform the services as set forth in detail in Exhibit A-1, attached and incorporated hereto.

- 2. Compensation. The compensation for services identified in Exhibit C of the Agreement is increased to a total not to exceed amount of \$66,282 as detailed in Exhibit A-1.
- 3. Agreement. Other than the amendments set forth in Sections 1 and 2 above, no other provisions of the Agreement are amended, and all other provisions of the Agreement are in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment 1 as of the date set forth above.

TOWN OF PORTOLA VALLEY:

Maryann Derwin, Mayor

CONSULTANT:

Paula Hartman

Paula Hartman, Principal

ATTEST:

Sharon Hanlon, Town Clerk

EXHIBIT A-1
(SCOPE AND LEVEL OF SERVICES
AND COMPENSATION)



Exhibit A-1

March 14, 2021

Laura Russell, Planning and Building Director
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Subject: Spring Ridge/Neely Winery CUP Amendment Project – CEQA Documentation
Budget Amendment Request

Dear Ms. Russell:

MIG is under contract to the Town of Portola Valley to provide environmental and California Environmental Quality Act (CEQA) consulting services for the Spring Ridge/Neely Winery Conditional Use Permit (CUP) Amendment Project. This memo presents MIG's budget amendment request for services that are outside the original scope of work. The specific out of scope tasks are outlined below and Table 1 contains the requested budget amount.

1. MIG Budget Amendment:

MIG's original scope of work assumed the project plan set was developed to a point it was able to support the CEQA analysis. MIG's project budget and schedule assumed that work would begin immediately upon receiving authorization to proceed and that there would not be any changes to the site plans. However, the plan set available at the start of our work did not contain the level of detail needed to support the CEQA analysis and MIG has reviewed and commented on three versions of the plan set. MIG has participated in an out of scope site meeting and conversations between the Town and project Applicant to fine-tune and adjust the project proposal and site plans based on early assessments of the project proposal. Additionally, the Woodside Fire Protection District Plan Review letter dated August 4, 2020 generated new questions that required follow-up.

MIG has spent project management time for communication and coordination well beyond what our budget anticipated because of the multiple plan sets and discussions revolving around changes to the project proposal and the COVID-19 shelter-in-place effect on collecting accurate traffic counts. We have also spent unbudgeted project management time due to the extended project schedule. MIG has been coordinating with the Town and the Applicant on potential revisions to the site plan to avoid certain biological resource impacts. The project Applicant submitted revised site plans on January 12, 2021 and has agreed to additional biological surveys needed to finalize the Biological Resource Report. The scope of work for the additional surveys is detailed below.

The changes to the site plan will require changes to the draft CEQA Project Description and supporting figures and revisions to the Biological Resources, Noise, and Traffic Reports. We are also requesting budget for MIG staff to attend additional meetings/conference calls and time for our technical experts to attend a public hearing.

Biological Resources Report – Additional Field Surveys

An initial assessment of the project site identified several biological resources that occur or may potentially occur in the project area. Additional biological surveys should be conducted to assess the presence or absence of these sensitive biological resources in the project area and this information will be incorporated into the Biological Resources Report.

MIG biologists will visit the site and complete surveys for the following biological resources:

- **Focused Survey for Michael’s Rein Orchid.** A focused survey for Michael’s rein orchid will be conducted by a qualified plant ecologist/botanist within the construction zone (identified as 20 feet) of the proposed new fence alignment. If the survey occurs prior to the bloom period for this orchid, all members of the orchid family will be depicted on a site plan map and marked for protection within the survey area. If the survey occurs during the appropriate bloom period (June to August) only populations of Michael’s rein orchard will be depicted on a site plan map.
- **Bat Roost Habitat Assessment Survey.** A bat roost habitat assessment will be conducted for all trees within 100 feet of the proposed parking area and new fence alignment, during the appropriate time of year when bats would be detectable (March 1 to August 31). If high-quality roost sites are present in areas where evidence of bat use might not be detectable (such as a tree cavity), an evening survey and/or a nocturnal acoustic survey may be necessary to determine if a bat maternity colony is present and to identify the specific location of the bat colony. If present, all active bat roosts will be mapped and clearly depicted on a site plan map.
- **Map San Francisco Dusky-footed Woodrat Houses.** Existing woodrat houses within 25 feet of the proposed parking area and the new fence alignment will be mapped and clearly depicted on a site map.
- **Raptor Nest Survey.** A survey for raptor nests will be conducted for all trees within 500 feet of the proposed parking area and new fence alignment. If present, all raptor nests will be mapped and clearly depicted on a site plan map.

The total cost estimate is summarized in the table below and is based on up to three site visits and time to incorporate the results into the Biological Resources Report. We have also allocated time for one round of edits/revisions to the report.

Noise Report – Revise Analysis Based on January 12, 2021 Site Plans

MIG submitted the draft Noise Report to the Town prior to the submittal of the current project plans so it will need to be revised to reflect the current project proposal. Additionally, MIG modeled various Distribution Day scenarios (authorized out of scope work) and presented the findings of the Noise Report (out of scope meeting) in a conference call to Town staff. We are requesting budget to cover authorized out of scope work and to revise the draft Noise report to reflect the current project proposal.

Preparation of Categorical Exemption (CE) Documentation:

Based on conversations with Town staff, MIG is requesting additional budget to prepare the CE documentation to ensure a comprehensive and thorough documentation and multiple reviews.

Additional Meetings

MIG is requesting time for attendance at meetings through the completion of the CEQA documentation and for additional MIG technical staff to attend the project public hearing.

Project Management

MIG will require additional project management time to account for senior review of revised technical reports, on-going team communications and coordination through completion of the project, and contract management.

2. Hexagon Budget Amendment:

Hexagon's original proposal was prepared in February 2020 (pre-COVID-19 shut-down), and they proposed to prepare a traffic operations study based on the existing traffic volume collected by tube counts at one location on Portola Road adjacent to the project site. However, due to the COVID-19 shutdown and the resulting alterations in regional and local traffic volumes/patterns, Hexagon had to undertake the following out of scope tasks in order to determine the baseline/existing traffic volume to be used for the study:

1. Conducted tube counts at the proposed project driveway and at 985 Portola Road, where a 2019 traffic count is available, to adjust the new count at the project driveway to reflect the traffic volume under normal conditions.
2. Evaluated the new traffic counts and compared to the traffic counts collected on Portola Road in the previous years.
3. Conducted site visits for the surrounding roadway network because the new traffic counts not only were lower than the 2019 counts but also showed an abnormal travel pattern compared to the previous traffic counts.
4. Prepared a memo to summarize the findings of the new counts and describe the approach to estimate the existing traffic volume on Portola Road for the study.

5. Coordinated with the Town for review and approval of the memo.

Additionally, Hexagon revised the description of the proposed project based on the January 2021 site plans and project proposal. These additional work tasks required an additional budget of \$4,500.

3. Budget Request

MIG is requesting authorization of \$20,826 additional budget, as shown below in the table below. We have estimated the amount of budget required to complete the CEQA documentation based on conversations with Town staff and the expectations for the thoroughness and completeness of the technical reports. MIG bills on a time and materials basis and will only bill for time actually spent.

Sincerely,

A handwritten signature in blue ink that reads "Barbara Beard". The signature is written in a cursive, flowing style.

Barbara Beard
Senior Project Manager



Table 1 MIG Budget Amendment Request (Time & Materials)

Staff Name	Beard	Peterson	Dugan	Gallagher	Broskoff	Ho	
Staff Title	Senior Project Manager III	Director - Biology	Director - Air/Noise	Senior Biologist	Biologist I	Support	Hours Total
Billing Rate (\$/hr)	\$195	\$195	\$195	\$150	\$95	\$95	
MIG Tasks							
1. Biological Resource Report							
Survey/ map bat roost habitat, woodrat houses, and raptor nests (one site visit)				5	2		7
Survey/map Michael's rein orchid (one site visit)				3			3
Evening survey for bats (one site visit that is contingent on the presence of suitable bat roost habitat)				3			3
Prepare Draft Biological Resources Report		2		6	4		12
Subtotal Hours for Task	0	2	0	17	6	0	25
Subtotal Cost for Task	\$0	\$390	\$0	\$2,550	\$570	\$0	3,510
2. Noise Report							0
Additional Noise Modeling for evening events			3				3
Revise Noise Report per 1/2021 Site Plans	1		8				9
Subtotal Labor for Task	1	0	11	0	0	0	12
Subtotal Cost for Task	\$195	\$0	\$2,145	\$0	\$0	\$0	2,340
3. Categorical Exemption Documentation							0
Revise Project Description per 1/2021 Site Plans	4				2		6
Draft Categorical Exemption	8						8
Final Categorical Exemption	4						4
Subtotal Labor for Task	16	0	0	0	2	0	18
Subtotal Cost for Task	\$3,120	\$0	\$0	\$0	\$190	\$0	3,310
4. Additional Meetings/Hearings							0
1/5/2021 Site Visit	2	2		2			6
Team Conference Calls	6	1	2	2			11
Public Hearing	4		1	1			6
Subtotal Labor for Task	12	3	3	5	0	0	23
Subtotal Cost for Task	\$2,340	\$585	\$585	\$750	\$0	\$0	\$4,260
5. Project Management							0
Quality Control	6						6
Team Communication/Coordination	4						4
Contract Management	2					4	6

**AGREEMENT FOR
ENVIRONMENTAL REVIEW SERVICES**

THIS AGREEMENT is made and entered into this 26 day of February, 2020 by and between the Town of Portola Valley, a municipal corporation, ("Town") and MIG, Inc. ("Consultant").

RECITALS

A. The Town desires to retain the professional consulting services of Consultant as an independent contractor to provide environmental review services to the Town, as described in more detail in Exhibit A. Consultant will work with the Town to analyze the Spring Ridge LLC application for a Conditional Use Permit amendment under the California Environmental Quality Act.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. SCOPE AND LEVEL OF SERVICES. The nature, scope and level of the specific services to be performed by Consultant are as set forth in detail in Exhibit A attached hereto.

2. TIME OF PERFORMANCE. The services shall be performed on a timely, regular basis in accordance with the Schedule of Performance attached hereto as Exhibit B.

3. STANDARD OF PERFORMANCE. As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow the highest professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

4. COMPLIANCE WITH LAW. All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the Town, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

5. TERM. This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect until the services required

hereunder have been satisfactorily completed by Consultant, unless earlier terminated pursuant to Section 17, below.

6. COMPENSATION. The Town agrees to compensate Consultant for its services according to the fee schedule set forth in Exhibit C, to a maximum of forty-five thousand, four hundred fifty six (\$45,456). The Town also agrees to compensate Consultant for its out-of-pocket expenses to the extent authorized in Exhibit C. In no event shall the total compensation and costs payable to consultant under this Agreement exceed the sum of forty-five thousand, four hundred fifty six (\$45,456), unless specifically approved in writing by the Town Council.

7. METHOD OF PAYMENT. Consultant shall invoice the Town for work performed after each task is completed as set forth in Exhibit B. Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices.

8. REPRESENTATIVE. Barbara Beard is hereby designated as the representative of Consultant authorized to act on its behalf with respect to the services specified herein. It is expressly understood that the experience, knowledge, capability and reputation of Barbara Beard were a substantial inducement for Town to enter into this Agreement. Therefore, Barbara Beard shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Consultant without the express written approval of the Town.

9. INDEPENDENT CONTRACTOR. Consultant is, and shall at all times remain as to the Town, a wholly independent contractor and not an agent or employee of Town. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Town or otherwise act on behalf of the Town as an agent. Neither the Town, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the Town. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold the Town harmless from any and all taxes, assessments, penalties, and interest asserted against the Town by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the Town harmless from any failure of Consultant to comply with applicable worker's compensation laws. The Town shall not have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to Town from Consultant as a result of Consultant's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

10. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the Town. Consultant covenants that all data, documents, discussion, or other information developed and received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by the Town. The Town shall grant such authorization if disclosure is required by law. Upon request, all Town data shall be returned to the Town upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

11. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town.

12. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Consultant agrees not to accept any employment or representation during the term of this Agreement which is or may make Consultant "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the Town on any matter in connection with which Consultant has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the Town.

13. ASSIGNABILITY; SUBCONTRACTING. The parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the Town Council, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.

14. INDEMNIFICATION.

14.1 To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees, agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive

completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

14.2 With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification.

14.3 The Town does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the Town or the deposit with the Town of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit D entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Attorney. Consultant agrees to provide Town with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

16. SUSPENSION. The Town may, in writing, order Consultant to suspend all or any part of Consultant's services under this Agreement for the convenience of the Town, or for work stoppages beyond the control of the Town or the Consultant. Subject to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

17. TERMINATION.

17.1 This Agreement may be terminated by either the Town or Consultant following five (5) days written notice of intention to terminate. In the event the Agreement is terminated, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the Town. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

17.2 In the event of termination, Consultant shall deliver to the Town copies of all reports, documents, computer disks, and other work prepared by Consultant under this Agreement, if any. If Consultant's written work is contained on a hard computer disk, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard computer disk to a soft computer disk and deliver said soft computer disk to Town. Town shall not pay Consultant for services performed by Consultant through the last working day the Agreement is in effect unless and until Consultant has delivered the above described items to the Town.

18. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

19. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the Town of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the Town's making of any payment to Consultant constitute or be construed as a waiver by the Town of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by the Town shall in no way impair or prejudice any right or remedy available to the Town with regard to such breach or default.

20. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To Town:

Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
Fax: (650) 851-4677

To Consultant:

MIG, Inc.
2055 Junction Ave. Suite 205
San Jose, CA 95131
Fax: (650) 327-4024

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

21. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

22. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be San Mateo County.

23. COOPERATION. In the event any claim or action is brought against the Town relating to Consultant's performance or services under this Agreement, Consultant shall render any reasonable assistance and cooperation which Town might require.

24. EXHIBITS, PRECEDENCE. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.

25. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior oral and written negotiations, representations or agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by

a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement effective as of the date written above.

TOWN:

By: _____

Mayor



CONSULTANT:

By: _____



Name (printed): Paula Hartman

Title: Principal

EIN _____

ATTEST:



Town Clerk

C. SCOPE OF WORK

PROJECT UNDERSTANDING

The Town of Portola Valley (Town) has received a CUP amendment application to allow wine tasting, on-site sales, and events at Spring Ridge Winery, located at 555 Portola Road. The overall site is 229 acres and includes residential and winery uses. The zoning for the parcel is R-E/3.5A/SD-2/D-R and the General Plan designation for the location of the proposed project is Proposed Community Preserve – Meadow Preserve.

The proposed additional uses would be located at an existing, approximately 2,474 square foot agricultural building in the far northeast corner of the property. Ingress and egress would be provided via a driveway that connects to Portola Road on the eastern side of the property.

It is MIG's understanding the CUP amendment application would limit wine tasting at Spring Ridge Winery to reservations made:

- Monday through Thursday, from 10:00 AM to 7:00 PM with a maximum of 30 visitors per day;
- Friday through Sunday, for a maximum of 16 hours per week and an average of 12 visitors per hour; and
- Special events.¹

The Town is continuing to work with the Applicant to refine the scope and scale of the events permitted. For example, the amended CUP may permit special events, but they would be subject to certain restrictions (e.g., wine club members only). Weddings and commercial events would not be permitted activities in the CUP amendment, and amplified music would not be allowed.

Minor physical improvements are proposed to the site to help facilitate the activities requested in the CUP amendment, such as 12 additional gravel parking spaces, lighting, and a new sign. Overflow parking may also be included in an existing field.

The Town is requesting proposals for the preparation of environmental analysis and a review of the project's suitability for a Categorical Exemption (CE), and preparation of an Exemption memo (should one be appropriate) in accordance with the provision of CEQA for a CUP Amendment to allow the proposed activities.

APPROACH TO CEQA DOCUMENTATION

MIG's proposed approach to the investigation of the project's suitability for a categorical exemption considers the existing uses of the project building and site, the General Plan designation of Proposed

Community Preserve – "Meadow Preserve", and the activities proposed under the CUP amendment application. The Town, as the CEQA lead agency, needs to prepare carefully considered, technically accurate, and legally defensible CEQA documentation for this project. In this light MIG is proposing the preparation of several technical reports on which to base the assessment of potential project impacts. Our scope of work includes the preparation of the following reports:

- Noise Impact Assessment Report
- Traffic Operations Report
- Biological Resource Report

MIG will prepare the Noise Impact Assessment and Biological Resource Report with our in-house experts. Hexagon Transportation Consultants will prepare the Traffic Operations Report. Each report is listed as a separate task in our scope of work and budget in the event the Town wishes to modify our proposed approach or scope of work. We are proposing scopes of work for each report that would support an Initial Study should it be determined that the project is not eligible for a CE. The Noise Report and Traffic Operations Report both present a thorough approach to the environmental documentation by recommending the collection of 24-hour noise measurements and new traffic counts to support environmental evaluation.

MIG will provide the draft reports for Town review and comment and then prepare final reports which would be used in evaluating the project's eligibility for a CE. The reports would include impact analysis based on commonly used Thresholds of Significance so they may be used for the preparation of an Initial Study should one be required.

MIG will prepare a thorough assessment of the project's suitability for a CE. Our memo report will provide a project description, a summary of the results of the technical reports, and a discussion of whether any of the exceptions that defeat the use of a categorical exemption apply to the project (CEQA Guidelines Section 15300.2) including: 1) a contribution to cumulative impacts; 2) a significant effect on the environment due to unusual circumstances; 3) damage to scenic resources with an officially designated scenic highway; 4) the project site is located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code; 5) cause a substantial adverse change in the significance of a historical resource.

Once the documentation is complete, we will coordinate with Town staff and the Town attorney to determine whether an exemption is appropriate for the project.

¹ The applicant has revised the proposed number and type of events. The project description will include the latest proposal.

As the RFP notes, there is a high level of community interest in the project. Our scope anticipates the need to maintain very careful documentation and records of our research so the Administrative Record for the CEQA evaluation is well organized and accessible.

Because the proposed project (as currently defined) is anticipated to have minimal ground disturbance, we have not included a cultural resource records search in our scope. Should the Town desire a records search be conducted to document known cultural resource locations within a ¼ to ½ mile of the project site, MIG's archaeologist is capable of ordering a records search through the Northwest Information Center.

WORK PLAN

Below is our scope of work, designed to provide flexibility in the preparation of the CEQA documentation for this project by including tasks for the CE as discrete work products that could be modified should the Town wish.

We propose the following tasks:

Task 1. Project Initiation / Kick-Off Meeting

Upon authorization to proceed, MIG will coordinate a project kick-off meeting with Town staff. The kick-off meeting could include a group site visit and a meeting to discuss: 1) Roles and responsibilities and lines of communication; 2) Identify project data needs and main CEQA issues; 3) Discuss potential Categorical Exemption categories; and 4) Confirm project deliverables.

During this task MIG staff would prepare a comprehensive data request outlining the information needed from the Town and the Applicant to support the CEQA analysis. MIG would begin to collect relevant data and project information (documents, maps, reports, etc.).

Task Deliverables:

- *Kick-Off Meeting and meeting minutes*
- *Data Request (electronic copy only)*

Task 2. Prepare Project Description

An accurate and comprehensive project description will be needed to guide the technical reports as well as to support the CE evaluation. MIG will prepare a draft Project Description for Town review and approval, respond to Town comment and provide a final Project Description. The Project Description will be supported with maps, project plans, and graphics as needed.

² The technical noise report would evaluate the project for consistency with the Town's exterior noise-level standard for residential land uses contained in Table 9.10-1 of the Town Municipal Code and Table 3, Non-Transportation Noise Standards, of the General Plan Noise

Task Deliverables:

- *Draft and Final Project Description (electronic copy only)*

Task 3. Noise Impact Assessment Report

MIG is proposing the preparation of a standalone technical noise report for the proposed project to support the project's review under the CEQA. The noise assessment would support an Initial Study, should one be needed.

MIG would prepare a clear and concise Noise Impact Assessment Report, consistent with Town of Portola Valley requirements and the CEQA Guidelines. The Noise Assessment Report would:

- Present ambient noise measurement results;
- Discuss the existing noise and vibration environment in the project vicinity and applicable Town standards, including General Plan policies related to noise;²
- Quantify any construction noise and vibration levels at sensitive receptor locations;
- Evaluate potential on-site operational noise levels resulting from project noise sources such as traffic, parking areas, and human activities including conversations;
- Quantify potential off-site operational noise levels resulting from project-related increases in traffic, if any, on local roadways; and
- Evaluate potential airport-related noise hazards.

MIG proposes to conduct short-term and long-term (up to 24-hour) ambient noise monitoring at up to three locations to adequately describe the existing noise environment in the project area and at sensitive receptor locations.

We have allocated time in the budget to consult with the Town on the locations of where the noise monitors should be set-up and to ensure we have a clear understanding of the Town's objectives for the noise report. This consultation budget will also allow us to explain the results of the noise report should that be necessary.

Construction Noise: At this point it is unclear how extensive any outside construction may be other than the creation of 12 new gravel parking spaces and installation of lighting. Additional construction could include stormwater runoff controls, landscaping, pathways, hardscape, etc. Our scope of work includes the assessment of construction noise in the event it is

Element (the standard will reflect a 5 dBA penalty for noise consisting primarily of speech, per footnote b) in the table).

a potential short-term impact. The noise analysis would identify typical construction equipment sound levels for any construction that may be anticipated, quantify peak and typical construction activity noise levels, and, if necessary, identify best management practices to reduce the magnitude of potential construction noise impacts to less than significance.

Operational Noise: MIG anticipates the proposed project would generate operational noise from potential on- and off-site sources such as traffic, parking areas, and customer conversations. MIG would estimate the noise levels resulting from these sources at nearby sensitive receptor locations and compare project noise levels to applicable Town standards. If necessary, MIG would identify measures to reduce project-noise levels at nearby sensitive receptor locations (e.g., residential receptors north of the project site, at 683 Portola Road, and east of the project site along Stonegate Road).

If traffic volumes warrant it, MIG proposes to use the Federal Highway Administration (FHWA) Traffic Noise Model, Version 2.5, to estimate pre- and post-project noise levels on roadways affected by project traffic (presumed to be up to four roadway segments). MIG would also estimate potential noise associated with typical vehicular operation in parking lots using equations contained in the Federal Transit Administration's *Transit Noise and Vibration Impact Assessment Handbook*.

Sound levels generated by conversation are dependent on a number of factors, including the direction of the speech, the number of people talking at once, the venue (e.g., indoors or outdoors), and the individuals' voice effort. MIG would evaluate different sources (e.g., noise models, research papers, etc.) to provide the appropriate justification for the potential noise levels attributable to patron noise at the project site.

Since the Town is still working with the Applicant to finalize the CUP amendment application, MIG has allocated time and budget for early consultation with the Town and/or Applicant to discuss the special events (e.g., ending time, if non-amplified musical instruments would be allowed, etc.), where the noise sources would be located, and the noise standards applicable to the project. Clear identification of these parameters is paramount in ensuring the analysis accurately evaluates the activities proposed in the CUP amendment. Preliminarily, MIG anticipates project and site design features (e.g., event hour limitations, temporary or permanent sound barriers, etc.) would be required for the project to meet the Town's exterior noise level standards.

The Noise Impact Assessment Report would include an executive summary, basic project description, an environmental and regulatory setting, and an impact assessment. The report would be supported with graphics and technical appendix materials as

necessary. MIG would respond to one round of consolidated comments from the Town before finalizing the Technical Noise Report for submittal to the Town of Portola Valley. We have allocated budget for only one round of comments on a draft report; should MIG need to respond to more than one round of comments additional budget may be required.

Task Deliverables:

- *Draft and Final Noise Impact Assessment Report (electronic copy only)*

Schedule: MIG proposes to provide the Draft Noise Impact Assessment Report within five weeks from Town completion of the draft Project Description (see Task 2) and would provide the Final Noise Impact Assessment Report within one week of receiving comments back on the draft report. Completion of the Noise Impact Assessment is dependent on traffic count data and trip generation data being available from Hexagon.

Task 4. Traffic Operations Report

Hexagon will prepare a traffic study that will evaluate traffic operations effects of the project on Portola Road on weekdays and weekends for both typical business days and event days. The study time periods will be confirmed with Town staff following finalization of the winery's operating plan. The study will also evaluate driveway operations and vehicle parking demand.

The tasks to be included in study are as follows:

1. Site Reconnaissance and Existing Observations.

The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, traffic control devices, and surrounding land uses. Observations of existing traffic conditions in the immediate vicinity of the project site will be made to identify any operational deficiencies.

2. Data Collection. Hexagon will conduct hourly tube counts at one location on Portola Road adjacent to the project site for a period of one week. The weeklong data collection will enable analysis of multiple time periods to be determined based on the winery's operating plan. Once the analysis periods are determined, Hexagon will conduct manual counts at the location to collect bicycle traffic on Portola Road and pedestrian traffic. The scope assumes up to four 2-hour bicycle counts will be collected.

3. Project Trip Estimates. The traffic generated by the proposed tasting room will be estimated based on the provided winery operation information (i.e. business hours, number of visitors and events). Peak-hour and daily project traffic will be estimated for up to four time periods that reflect traffic conditions on weekdays and weekends for both typical business days and event days. The project trips will be

assigned to the surrounding roadway network based on the existing travel patterns in the study area, freeway access points, and the relative locations of complementary land uses.

4. Traffic Operation Effects on Portola Road.

Project-generated traffic will be compared to the existing Portola Road traffic counted adjacent to the project site. The effect of project traffic on Portola Road will be evaluated for up to four analysis periods that reflect traffic conditions on weekdays and weekends for both typical business days and event days.

5. Driveway Operations. The traffic data collected in the above tasks will be used to evaluate the operations of the site driveway. Sight distance at the driveway will also be evaluated. In addition to evaluating driveway vehicle safety and the project's effect on vehicle traffic on Portola Road, the trail crossing of the project driveway will be analyzed to identify potential hazards to pedestrians, cyclists, and equestrians.

6. Parking Demand. The parking demand for the project will be estimated based on the Town Parking Code and the provided operation information. Peak parking demand will be evaluated for typical business days, and special events. We will provide a qualitative assessment of the potential for overflow parking.

7. Report Preparation. Our findings and recommendations will be summarized in a draft memorandum report. Hexagon will respond to one round of editorial comments from MIG and Town staff with no more than 8 hours of staff time to respond to the comments and prepare a final report.

Optional Task - Response to Additional Rounds of Comments: Hexagon will respond to an additional round of editorial comments from MIG and Town staff up to \$1,000 of labor.

Additional Services: Any work not specifically referenced in the above Scope of Services – for example (but not limited to) analyzing a modified project description or project alternatives, analyzing intersection levels of service, collecting average daily traffic volume data (i.e., tube counts) for multiple locations, analyzing more than four time periods/project scenarios, attending meetings, or responding to public comments or Planning Commission comments– shall be considered additional services. Additional services shall be provided upon authorization and will require additional budget and time.

Schedule: Barring any unforeseen delays, a draft traffic report will be submitted approximately five weeks after authorization to proceed. The final report will be delivered one week after receipt of all comments.

Task Deliverables:

- *Draft and Final Traffic Operations Report (electronic copy only)*

Task 5. Biological Resources Technical Memorandum

The biological analysis for CEQA will be supported by a technical memorandum that reports the results of project-specific research. The project is within a developed area, but adjacent to open spaces that support wildlife, including possibly special-status species. The Biological Resources Technical Memorandum will report the results of database research and a site visit to document the biological setting and habitats within the project impact area. It will provide a response to the CEQA checklist questions pertaining to biological resources, and it will include recommendations to avoid significant impacts to biological resources as determined necessary. It will include a summary of any federal, state, and local policies protecting biological resources triggered by project impacts.

Schedule: The Biological Resources Technical Memo will be completed five weeks from the completion of the Project Description.

Task Deliverables:

- *Draft and Final Biological Resources Technical Memorandum (electronic copy only)*

Task 6. Categorical Exemption Memo

Upon completion of the three technical reports MIG will prepare a thorough assessment of the project's suitability for a categorical exemption. Our memo report will provide the Project Description, a summary of the results of the technical reports, and a discussion of whether any of the exceptions that defeat the use of a categorical exemption apply to the project (CEQA Guidelines Section 15300.2) including: 1) a contribution to cumulative impacts; 2) a significant effect on the environment due to unusual circumstances; 3) damage to scenic resources within an officially designated scenic highway; 4) the project site is located on a site which is included on a list compiled pursuant to Section 65962.5 of the Government Code; 5) cause a substantial adverse change in the significance of a historical resource.

Schedule: The CE memo will be completed two weeks from the completion of the last technical report.

Task Deliverables:

- *Draft and Final CE Memo (electronic copy only)*

Task 7. Coordination with Town

Upon completion of the CE memo, MIG will coordinate with the Town staff and Town attorney to

determine whether an exemption is appropriate for the project. We have allocated 6 hours for this task, assuming it consists of one or more conference calls, and possibly additional support through additional minor research or documentation.

Task 8. Meeting and Hearings

Our budget includes attendance at two meetings. The first meeting is the kick-off meeting described and budgeted for in Task 1. This task, Task 8, includes time to attend one public hearing (preparation, travel, and attendance time). The cost for MIG's Senior Project Manager to attend additional meetings would be \$1,140 (\$190/hr. x 6 hours) (2 hours preparation, 2 hours travel, 2 hours meeting duration).

Hexagon's scope of work does not include attendance at any meetings.

Task 9. Project Management

The MIG Senior Project Manager will be the point of contact with the Town and will keep the Town apprised of project progress. If issues arise that will affect the schedule or budget, the Senior Project Manager will immediately inform the Town and discuss the best approach to resolving issues.

MIG has allocated budget for client communication, staff coordination and management of Hexagon's contract and scope of work to ensure we can communicate clearly and effectively. Additionally, this budget covers implementing our quality control review process and administrative time for contracting.

SCOPE OF WORK ASSUMPTIONS

In preparing this scope of work, MIG has made the following assumptions regarding the proposed project, available data, and approach to environmental review:

1. The Town will make reasonable attempts to respond to all requests for technical information necessary to prepare adequate technical reports evaluating the potential noise effects of the project.
2. Noise Monitoring: This scope of work assumes long-term noise monitoring at and adjacent to the project site at up to three (3) sites (10 hours of total staff time, inclusive of travel). Additional monitoring may be subject to additional time and labor which MIG would request authorization for prior to conducting additional field work.
3. MIG's SOW includes an evaluation of standard construction noise using standard noise propagation and attenuation equations. MIG's SOW does not include the use of any graphical modeling or evaluation

of atypical or unusual construction noise or vibration sources.

4. MIG's SOW includes an evaluation of off-site traffic noise sources (up to 4 roadway segments) using standard noise propagation and attenuation equations.
5. Project Changes: The scope does not cover new or revised analysis needed to address substantial changes to project design or variables made by the applicant or its design team after the start of work, such as changes in trip generation rates.
6. Administrative Drafts: MIG has allocated budget for responding to one round of Town comment (on each deliverable) before finalizing the report. Should the Town require more than one round of review, MIG may request additional budget.
7. Schedule Delay: Our budget estimate is based on the project schedule presented in this proposal. Should the project experience long delays, or experience multiple start and stops, MIG may reserves the right to request additional funds to cover the starting and stopping of work and for extended contract management.

Exhibit B

D. SCHEDULE

MIG's proposed schedule is presented in Table 1. MIG proposes to start work immediately upon receiving authorization to proceed and would complete the CE investigation (through Task 7) within 16 weeks from start of work.

We have allocated two weeks for the preparation of the draft Project Description to account for time to receive data request information. If all project information is available at the start of work, the Project Description can be prepared in a shorter time period. Preparation of the technical reports will occur concurrently with preparation of the Project Description, but the technical reports schedule will be dependent upon completion of a final Project Description. Completion of the Noise Impact Assessment is dependent on traffic count volumes and the results of Traffic Operations Report.

Table 1
Schedule for Deliverables

Task or Deliverable	Weeks to Complete	Total Weeks
Task 1: Initiate Project, Schedule Kick-off Meeting, Delivery of Data Request	5 days from Authorization to Proceed	1
Task 2: Prepare Draft Project Description	2 Weeks	3
<i>Town Review of Admin. Draft Project Description</i>	2 Weeks	5
Prepare Final Project Description	1 Week from receipt of Town Comments	6
Tasks 3, 4 & 5: Noise Impact Assessment Report, Traffic Operations Report, Biological Resources Memo	5 Weeks from preparation of Draft Project Description ^A	8
<i>Town Review of Draft Technical Reports</i>	2 Weeks	10
Prepare Final Technical Reports	1 Week from receipt of Town Comments	11
Task 6: Prepare Admin Draft CE Memo	1 week from completion of Technical Reports	12
<i>Town Review of Admin Draft CE Memo</i>	2 Weeks	14
Prepare Final CE memo	1 week from receipt of Town comments	15
Task 7: Coordination with Town on CE	1 week from finalization of CE memo	16
Task 8: Meeting/Hearing	<i>Town Discretion</i>	---

Preparation of the draft technical reports is estimated to take 5 weeks each, and the final reports will be completed within one week of receiving Town comments on the drafts. We have allocated two weeks for the Town to review each work product deliverable. Once all the technical reports are complete, the CE memo can be prepared which is estimated to take an additional week from when the technical reports are finalized.

Our ability to prepare the Project Description, technical reports, and CE memo hinges on the availability of all necessary project information identified in the data request.

E. BUDGET

MIG will perform the services outlined in this scope of work for the fees summarized in the cost table below. The cost table is based on our understanding of the project and the limitations identified above as factors triggering an increase in cost. If unforeseen conditions are encountered, or if we experience delays or circumstances beyond our control, we will notify the Town immediately to discuss modifications to the scope of services and/or project fees.

Contingency Fee/Optional Tasks: Table 2 shows a MIG 10% Contingency Fee which could be added to the budget to allow us to respond to unanticipated tasks without requesting additional services. The Contingency Fee would not be used without prior authorization from the Town. Hexagon has an Optional Task of responding to more than one round of comments to the traffic report. With a MIG 10% contingency fee and Hexagon \$1,000 optional task, the CE would be \$45,456.

Table 2 Project Cost by Task

Task	Total Hours	Total Cost
1) Project Initiation	25	\$3,405
2) Project Description	14	\$1,530
3) Noise Impact Assessment Report	54	\$8,550
4) Traffic Operations Report (Hexagon) – See Table 3 for Breakdown by Task	0	\$12,775
5) Biological Resources Technical Memo	49	\$5,220
6) CE Documentation Memo	22	\$2,690
7) Town Coordination	6	\$1,170
8) Hearings	6	\$1,170
9) Management	18	\$3,110
TOTAL MIG Labor Hrs	194	
TOTAL MIG Labor Cost (No Hexagon)		\$26,845
TOTAL MIG Labor Cost (w/ Hexagon)		\$39,620
Total MIG Expenses		\$587
TOTAL BASE COST (Labor + Exp)		\$40,207
MIG Optional 10% Contingency Fee		\$4,249
Hexagon Optional Task: Response to Additional Rounds of Comments		\$1,000
Grand Total: Base Fee + Contingency/Optional Fees		\$45,456

Table 3 Hexagon Cost by Task

Portola Road Winery CUP Amendment Project			Direct Expenses (travel, counts)	Hexagon Total Cost
	Hours	Cost		
1. Site Reconnaissance and Existing Observations	5.0	\$625	\$70	\$695
2. Data Collection	2.5	\$305	\$850	\$1,155
3. Project Trip Estimates	11.0	\$1,895		\$1,895
4. Traffic Operation Effects on Portola Road	8.0	\$1,180		\$1,180
5. Driveway Operations	6.0	\$930		\$930
6. Parking Demand	8.0	\$930		\$930
7A. Draft Report	32.0	\$4,950		\$4,950
7B. Final Report (1 round of comments/responses)	8.0	\$1,040		\$1,040
Total Base Fee	78.5	\$11,855	\$920	\$12,775
<i>Optional Task: Response to Additional Rounds of Comments</i>	<i>0.0</i>	<i>\$0</i>		<i>\$1,000</i>
Total Base Fee + Optional Task				\$13,775

EXHIBIT D**(INSURANCE REQUIREMENTS)**

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. **MINIMUM SCOPE OF INSURANCE.** Coverage shall be at least as broad as:

1.1 Insurance Services Office Form No. CG 0001 covering General Liability and Commercial General Liability on an “occurrence” basis.

1.2 Insurance Services Office Form No. CA 0001 covering Automobile Liability, Code 1 (any auto), Code 8 (hired autos) or Code 9 (non-owned autos), if Consultant has no owned autos.

1.3 Workers’ Compensation Insurance as required by the Labor Code of the State of California and Employer’s Liability Insurance.

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant’s profession. Architects’ and Consultants’ coverage is to be endorsed to include contractual liability.

2. **MINIMUM LIMITS OF INSURANCE.** Consultant shall maintain limits no less than:

2.1 **Comprehensive General Liability.** (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) combined single limit per claim and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 **Automobile Liability.** One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 **Workers’ Compensation and Employers Liability.** Workers’ compensation limits as required by the Labor Code of the State of California. One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.

2.4 **Errors and Omissions Liability.** Two Million Dollars (\$2,000,000) per occurrence.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officials, employees, agents and contractors.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provision set forth in subsection 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates, amendatory endorsements, and actual policies of insurance effecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

Town of Portola Valley
Attn: Town Clerk
765 Portola Road
Portola Valley, CA 94028


6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall obtain separate certificates and endorsements for each subcontractor.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Laura Russell, Planning & Building Director 

DATE: March 24, 2021

RE: Annual Housing Element Progress Report for 2020

RECOMMENDATION

Staff recommends receiving the report and authorizing staff to submit the report to the Department of Housing and Community Development.

BACKGROUND

State law requires that the Town submit a Housing Element Annual Progress Report (APR) to the California Department of Housing and Community Development (HCD). This report must be provided on forms developed by HCD and completed by Town staff each year. The Town's progress towards meeting its Regional Housing Needs Allocation Process (RHNA) goals is tracked through issued building permits in the calendar year.

The form also includes brief descriptions and updates on the programs from the Town's adopted Housing Element, which was certified by the California Department of Housing and Community Development on January 30, 2015.

The APR is due to HCD by April 1st of each year. State law requires that the governing body consider the APR at a public meeting where members of the public are invited to comment. The Town's practice is for both the Planning Commission and Town Council to review the APR prior to submittal. The Planning Commission reviewed the report on March 17, 2021. The Commission asked some questions but did not suggest any revisions to the report.

This report focuses on reporting on the current Housing Element cycle. The Town Council discussed the RHNA for the next Housing Element Update on [February 10, 2021](#). A FAQ on Housing Elements is also attached for residents to that are new to the discussion on Housing Elements.

DISCUSSION

The Town of Portola Valley's RHNA is 64 net new units for the 2015 to 2023 housing cycle. In 2020, four building permits were issued for net new housing units. Those permits included three new Accessory Dwelling Units (ADUs) and six units of Affiliated Housing

at the Priory. The new total number of net new units during this RHNA cycle is 88. Portola Valley has exceeded the total number of units assigned to the Town through the RHNA process; however, there is a deficiency in the low and moderate income categories. The units are distributed across income categories as shown in the table below.

Town's Progress in Meeting RHNA Goals

Income Category	RHNA	2020 Units (permits issued)	Total Units to Date	Remaining RHNA
Very Low	21	1	32	
Low	15	1	7	8
Moderate	15	6	14	1
Above Moderate	13	1	35	
Total	64	9	88	

The Annual Report also includes reports on the Programs in the Housing Element, which are included below.

Program 1: Inclusionary Housing

The Town Council adopted the Housing Strategic Plan in 2016 and the implementation is ongoing. At that time, Council postponed additional work on the inclusionary housing program to ensure the approach was comprehensive in light of other housing efforts. In late 2018, Council formed a Subcommittee to discuss the potential changes to the Inclusionary Housing Program and how to use the existing funds. That work was postponed by the pandemic but expected to resume.

Program 2: Affiliated Housing

Priory School started construction on six units of housing in 2020. Stanford's 39 unit housing project (inclusive of 12 BMR units) for the Wedge Property is currently in review. Staff is having communications with The Sequoias about the potential for Affiliated Housing. The Town Council indicated a desire to expand the Affiliated Housing Program to add additional partners.

Program 3: Second Units / Accessory Dwelling Units (ADUs)

Town Council approved the amendments outlined in the Housing Element in 2015. Additional amendments were adopted in compliance with 2017 State law changes. In 2017, the Town received a grant from Home for All to conduct community workshops on housing topics, which were held in 2018. Accessory Dwelling Units became a focus of that effort. In fall of 2018, additional zoning code amendments were considered to further encourage ADUs and allow ADUs in all zoning districts. The ordinance was adopted in early 2019.

Program 4: Shared Housing

The Housing Element calls for the Town to work with HIP Housing to publicize their home sharing program to help increase resident participation. Staff helped promote the program by providing a booth at the Farmers' Market and forwarding their informational fliers to the PV Forum. Information on HIP's program is also available at Town Hall and the library, and on the Town's website. Staff plans to expand exposure to the program by including it in future discussions and promotion of ADUs and housing options.

Program 5: Fair Housing

The Town has publicized the County-wide fair housing program Project Sentinel, a housing counseling agency, by making brochures and handouts available at both Town Hall and the library. Information on Project Sentinel is available on the Town website.

Program 6: Energy Conservation and Sustainability

Town Council approved the Green Building Ordinance in 2017 and staff has been reviewing applications for compliance since it went into effect. The Council is currently considering additional updates to the Green Building Ordinance.

Program 7: Explore Future Housing Needs

Council identified housing as a significant priority three years in a row. In 2019, the Ad Hoc Housing on Town-Owned Property Committee reviewed properties owned by the Town that may be suitable for housing and reported back to Council. Council Subcommittees continued to meet on housing topics during the reporting year. Communications with residents on housing topics continued at a high level in 2020.

Program 8: Transitional and Supportive Housing Ordinance Amendments

The Transitional and Supportive Housing Ordinance requires updating in order to fully comply with state law. Staff anticipates completing the ordinance update before the end of the Housing Element cycle in 2022.

FISCAL IMPACT

There is no fiscal impact associated with submitting the Housing Element Annual Report.

ATTACHMENT

1. Annual Housing Element Progress Report for Calendar Year 2020
2. Frequently Asked Questions on Housing Elements

Jurisdiction	Portola Valley	
Reporting Year	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								
1					2	3	4							5	6
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below							0	1	0	0	0	0	0		1
	079-074-210	10 Paso de Arroyo		PLN_ARCH02-2020	ADU	R		1						1/29/2020	1
	079-053-320	302 Portola	Priory	BLDR0180-2019	5+	R									0
	079-121-210	145 Bear Gulch		BLDR0216-2019	ADU	R									0
	079-160-130	225 Portola		BLDR0066-2020	ADU	R									0
	076-261-160	848 Portola		BLDR0051-2019	ADU	R									0
	080-500-030	7 Bayberry		BLDR0257-2017	SFD	O									0
	077-290-010	185 Meadowood		16062	SFD	O									0
	080-040-140	5905 Alpine		BLDR0039-2016	SFD	O									0
	080-241-020	5 Blue Oaks		BLDR0218-2017	SFD	O									0
	077-050-210	40 Meadow		BLDR0143-2017	SFD	O									0
	077-080-050	128 Escobar		15506	ADU	R									0
	079-074-080	40 Hillbrook		BLDR01145-2019	ADU	R									0
	080-241-460	3 Buck Meadow		BLDR0044-2019	ADU	R									0
	077-050-010	199 Mapache		16176	ADU	R									0
	079-051-120	195 Georgia		BLDR0088-2018	ADU	R									0

Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Affordability by Household Incomes - Building Permits							Affordability by Household Incomes - Certificates of Occupancy										
7							8	9	10							11	12
Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units Issued Certificates of Occupancy or other forms of readiness
0	1	1	0	0	6	1		9	0	3	0	0	0	0	7		10
								0									0
		1			5		6/5/2020	6									0
	1						7/14/2020	1									0
					1		11/2/2020	1									0
						1	7/16/2020	1									0
								0							1	1/30/2020	1
								0							1	3/2/2020	1
								0							1	3/16/2020	1
								0							1	7/2/2020	1
								0							1	12/2/2020	1
								0							1	2/3/2020	1
								0		1						2/18/2020	1
								0		1						2/28/2020	1
								0		1						7/28/2020	1
								0						1		12/23/2020	1

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	21										32	
	Non-Deed Restricted		7	10	6	4	4	1					
Low	Deed Restricted	15						1				7	8
	Non-Deed Restricted		2	1	1	1	1						
Moderate	Deed Restricted	15										14	1
	Non-Deed Restricted		3	1	2	1	1	6					
Above Moderate		13	14	8	6	2	4	1				35	
Total RHNA		64											
Total Units			26	20	15	8	10	9				88	9

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Inclusionary Housing	Amend the inclusionary housing program to make it more effective	2016	The Town Council adopted the Housing Strategic Plan in 2016 and the implementation is ongoing. At that time, Council postponed additional work on the inclusionary housing program to ensure the approach was comprehensive in light of other housing efforts. In late 2018, Council formed a Subcommittee to discuss the potential changes to the Inclusionary Housing Program and how to use the existing funds. That work was postponed by the pandemic but expected to resume.
Affiliated Housing	Work with owners of the three properties to encourage housing to be built	Ongoing	Priory School started construction on six units of housing in 2020. Stanford submitted a 39 unit housing project (inclusive of 12 BMR units) for the Wedge Property. Staff is having communications with The Sequoias about the potential for Affiliated Housing. The Town Council indicated a desire to expand the Affiliated Housing Program to add additional partners.
Second Units (Accessory Dwelling Units)	Amend the zoning ordinance to encourage second units. Monitor the program and take additional steps to increase second unit production if necessary.	Initial amendments completed in 2015. Continuing updates.	Town Council approved the amendments outlined in the Housing Element in 2015. Additional amendments were adopted in compliance with 2017 State law changes. In 2017, the Town received a grant from Home for All to conduct community workshops on housing topics, which were held in 2018. Accessory Dwelling Units became a focus of that effort. In fall of 2018, additional zoning code amendments were considered to further encourage ADUs and allow ADUs in all zoning districts. The ordinance was adopted in early 2019.
Shared Housing	Continue to work with HIP Housing to improve publicity of its home-sharing program to residents and employees	Ongoing	HIP has attended the Farmer's Market. Staff shares publicity materials through the website and online forum. Staff plans to include HIP in upcoming events related to housing.
Fair Housing	Continue to publicize County-wide program	Ongoing	Staff continues to ensure information on Project Sentinel is readily available on the website.
Energy Conservation and Sustainability	Continue green and energy conservation measures, revising them and developing new ones as necessary	Ongoing	Town Council approved the Green Building Ordinance in 2017 and staff has been reviewing applications for compliance since it went into effect. The Council is currently considering additional updates to the Green Building Ordinance.
Explore Future Housing Needs and Potential Housing Programs	Analyze housing needs and trends and explore potential programs to meet future housing needs	Ongoing	Council identified housing as a significant priority three years in a row. In 2019, the Ad Hoc Housing on Town-Owned Property Committee reviewed properties owned by the Town that may be suitable for housing and reported back to Council. Council Subcommittees continued to meet on housing topics. Communications with residents on housing topics remained high during 2020.
Transitional & Supportive Housing Ordinance Amendment	Amend the zoning ordinance to fully comply with State law relative to transitional and supportive housing	2015	The amendments were delayed but staff anticipates completing the update before the end of the Housing Element Cycle.

Jurisdiction	Portola Valley	
Reporting Year	2020	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	1
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	6
Above Moderate		1
Total Units		9

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	1
Number of Proposed Units in All Applications Received:	1
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0



TOWN OF PORTOLA VALLEY

HOUSING ELEMENT FREQUENTLY ASKED QUESTIONS

Updated February 4, 2021

1. What is the Housing Element?

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

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

Answer: The Housing Element must include:

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

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

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

4. How much housing do we need to plan?

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

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

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

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

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

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

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

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

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

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

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

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

Answer:

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

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

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


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



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager 

DATE: March 24, 2021

RE: Amendments to Qualifications for Planning and Architectural Site Control Commissioners

RECOMMENDATION

Staff recommends that the Town Council amend the Commission and Advisory Committee Policies & Procedures Handbook to allow only Portola Valley residents to serve on the Planning and Architectural Site Control Commissions.

BACKGROUND

The Commission and Advisory Committee Policies & Procedures Handbook guides the duties and responsibility of all volunteers who serve on Town commissions and committees. For all of these bodies, the Town allows for volunteers to live in adjacent communities that are considered part of the Town's "sphere of influence", such as Ladera, Los Trancos Woods, Vista Verde, portions of the Stanford lands known as the Webb Ranch, and an area north of Skyline Boulevard and west of Page Mill Road. (Pages iv-v, Attachment 1). This allows for committees and commissions to focus on skill sets that residents in these areas may have that are not currently represented on the body.

During the most recent ASCC recruitment, the Town received applications from at least one applicant who lived in a sphere of influence community; while that person was not ultimately appointed to the ASCC, there was some concern indicated by Council members after the vote on whether the sphere of influence policy should be modified for the two Town commissions responsible for land-use responsibilities.

DISCUSSION

While it is not uncommon for some planning and design review commissions to specifically require some expertise that may come from someone who lives outside the city (an architect, for instance), the nature of Portola Valley's Planning and Architectural Site Control Commissions is very much a "neighbor helping neighbor" model that emphasizes the closeness and physical "smallness" of the Town. There has not been a need for specific

skill sets from volunteers in the sphere of influence, and the Town has always had great success recruiting quality candidates for the bodies.

Staff recommends that the Commission and Advisory Committee Policies & Procedures Handbook be amended to delete the sphere of influence exception for the Planning and Architectural Site Control Commissions in the following manner (red italics are additions, ~~strikethrough~~ are deletions):

- ***Portola Valley Sphere of Influence*** (Pages iv-v)

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

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

- ***Membership Qualifications***

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

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

Volunteers for the Planning Commission and the Architectural Site Control Commission shall live in Portola Valley, and no applications from residents of lands in the sphere of influence shall be considered.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENT

1. Committee Handbook



Town of Portola Valley

Commission and Advisory Committee Policies & Procedures Handbook

Adopted by the Portola Valley Town Council
February 10, 2021

TOWN OF PORTOLA VALLEY
COMMISSION & ADVISORY COMMITTEE

Policies & Procedures Handbook

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THE NEEDS AND REWARDS OF VOLUNTEERING

~ by *Bill Lane, Former Mayor*

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

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

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

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

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

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

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

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

TOWN OF PORTOLA VALLEY GOVERNANCE

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

Town Council

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

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

The Town Council:

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

Mayor

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

Vice Mayor

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

Council Meetings

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

Posting of Meeting Agendas and Ordinances

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

Commissions and Advisory Committees

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

A committee's responsibilities are of two types:

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

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

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

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

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

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

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

Official Town Commissions & Committees

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

The Town has 15 permanent Advisory Committees:

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

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

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

Town Manager

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

Portola Valley Sphere of Influence

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

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

Town Governance Documents

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

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

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

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

LIST OF COMMISSIONS & ADVISORY COMMITTEES

COMMISSIONS

Architectural & Site Control

5 Members

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

Planning

5 Members

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

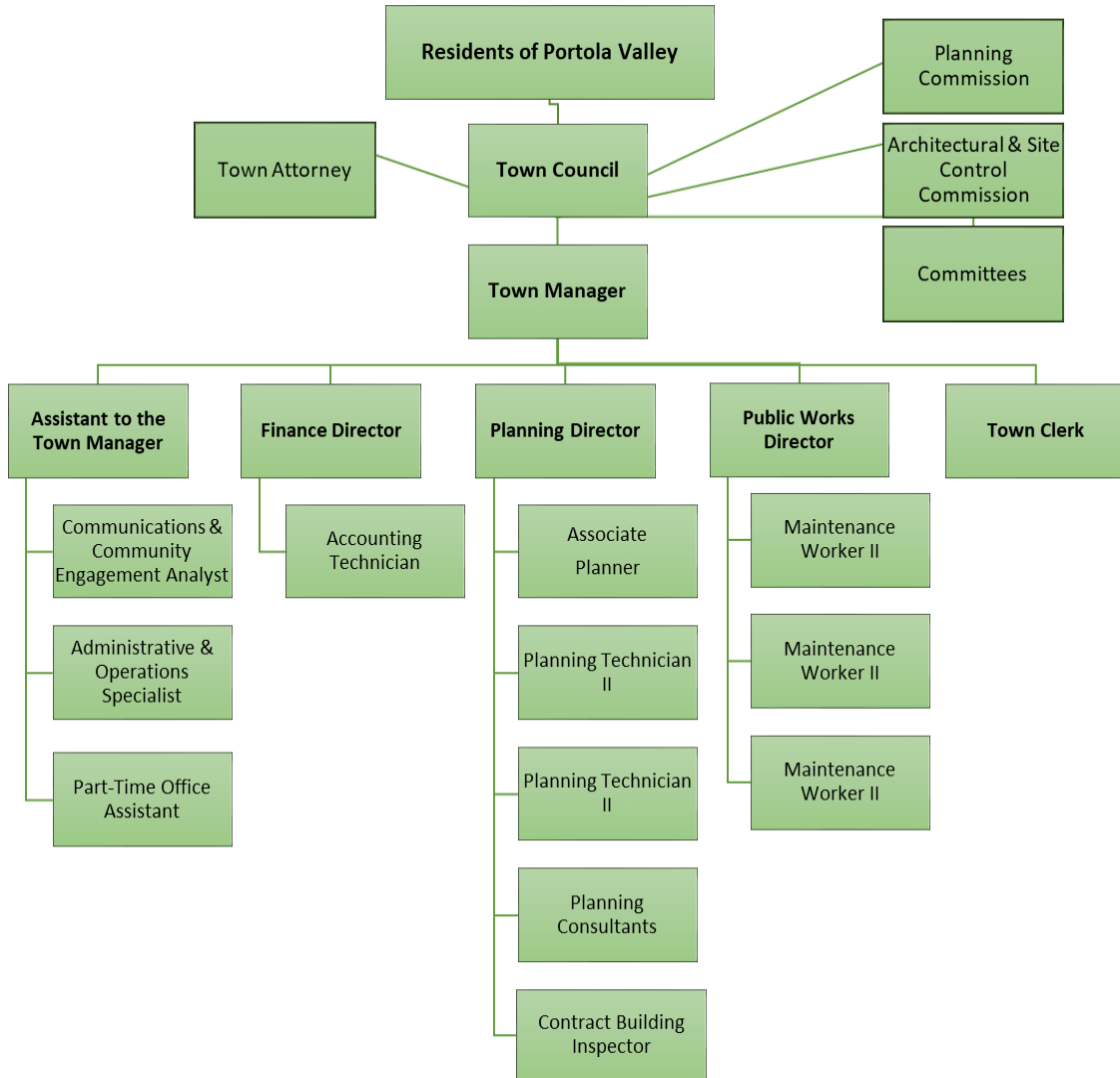
ADVISORY COMMITTEES

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

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

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

ORGANIZATION CHART



COMMISSION & ADVISORY COMMITTEE MEMBERSHIP

Membership Qualifications

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

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

Notice of Vacancies

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

Application and Selection Process

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

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

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

Terms of Office

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

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

Conflict of Interest

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

Meeting Attendance & Recusals

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

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

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

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

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

Resignation

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

Removal

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

Compensation

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

Insurance

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

ADVISORY COMMITTEE AUTHORITY, ROLES & RESPONSIBILITIES

Jurisdiction

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

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

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

Annual Committee Calendar

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

Town Council Priorities Workshop

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

Committee Annual Report

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

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

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

Scope of Authority

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

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

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

Ad Hoc Committees

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

Role of the Chair

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

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

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

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

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

Role of the Secretary

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

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

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

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

Role of the Council Liaison

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

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

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

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

Role of the Staff Liaison

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

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

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

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

ADVISORY COMMITTEE POLICIES & PROCEDURES

I. Meetings

Ralph M. Brown Act

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

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

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

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

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

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

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

Agendas

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

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

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

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

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

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

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

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

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

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

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

Meeting Notification (“Noticing”)

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

There are two types of meetings: Regular and Special

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

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

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

Quorum

Definition of a quorum:

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

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

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

Meeting Cancellation

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

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

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

Minutes

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

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

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

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

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

Motions

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

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

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

Subcommittees

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

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

II. Finances

Annual Budget Process

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

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

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

Annual Budget Appropriation

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

Expending Committee Budgetary Funds

In order to expend budgeted funds, the committee must:

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

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

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

Reimbursement for Small Items (\$100 or less)

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

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

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

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

Sponsorship of events is prohibited.

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

III. Charter Changes

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

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

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

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

IV. Process for Committee Requests for Action

Requesting Placement of Item(s) on Town Council Agenda

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

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

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

Referral of Items to Other Committees

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

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

V. Miscellaneous Policies

Harassment

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

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

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

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

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

Sexual Harassment

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

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

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

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

Committee Communications

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

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

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

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

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

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

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

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

Using the Town's Bulk Mail Permit

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

Committee Events

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

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

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

Food/Beverage Service & Insurance

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

Staff Support for Committee Events

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

VI. Fundraising

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

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

Overview

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

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

Authorization to Undertake Fundraising

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

Initiating a One-time Fundraising Event

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

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

Fundraising Group/Committee Responsibilities

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

Anonymous Donors

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

Gifts of Securities

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

Thank You Letters

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



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Vice-Mayor Hughes

DATE: March 16, 2021

RE: Potential use of open space funds for open-space easements

RECOMMENDATION

Refer to the OSAC a request to pursue having the town use its open space funds to purchase open space easements on private properties in town from owners who might not wish to sell their properties, but would be willing to grant easements over portions of them.

BACKGROUND

The town has a restricted fund for open space acquisition, which as of June 2020 had a fund balance of \$6,871,192. The town's Open Space Acquisition Committee (OSAC) has historically worked on identifying and educating the town on potential opportunities for purchases of open space land. While we have been successful in receiving donations of both land and money, we have been less successful at identifying opportunities to make such purchases, largely because the price of land is so high relative to the funds available.

DISCUSSION

It may be that case that the town can get significantly more "bang for the buck" by pursuing not the purchase of land outright, but the purchase of conservation or other open-space easements on sections of land.

The town has received, over the years, several outright donations of easements on private property, where the owner has retained the underlying property itself. We could likely relatively cost-effectively follow the same model for easement purchases, where we pay property owners in exchange for the agreement to restrict development in perpetuity on part of their property.

The establishment of such a program, with a model easement agreement and an outreach/marketing program, could well lead to interested easement-granters, and might even shake loose some who might be willing to give rather than sell those easements to the town.

There are several questions/issues which might be productively referred to the OSAC:

1. How do you value such an easement?
2. How much of the \$6-7 million in the open space fund might we be willing to spend on such easements?
3. How much land could we potentially obtain easements on given likely pricing and the funds available?
4. Where would we want to purchase such easements, and where would we maybe not want to purchase them? We might not want to buy an easement on land which is already undevelopable even without the easement; we might want to target adjoining properties to create wildlife corridors; etc.
5. If we resolve the other questions, how would we want to do outreach/promotion around this idea?

FISCAL IMPACT

This project may involve legal questions in which the OSAC might want to engage with the town attorney (or another expert), but likely most such questions would be related to a specific easement once a willing candidate is identified. If there are such legal questions requiring attorney hours, the Town Manager could bring those back to council for approval if appropriate; the recommendation would not be to grant the committee an open license to use billable hours at this point.

The project might lead to easements being identified for purchase, but those would each come back to the Council for review/approval/expenditure.

There may be other staff time requirements related to assisting the OSAC with its work.



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Councilmembers Jeff Aalfs and John Richards

DATE: March 24, 2021

RE: Update on COVID Restrictions on Town Center Indoor Access and Activities

RECOMMENDATION: Current COVID-19 restrictions for the use of indoor Town facilities should remain in place until all staff who interact directly with the public are vaccinated, and San Mateo County moves into the yellow tier

BACKGROUND

For over a year, indoor activities and access to Town Center facilities has been limited by the ongoing COVID-19 pandemic. Public access has been prohibited, events/rentals cancelled, and Town meetings have been held remotely.

Under the orange tier, telework is encouraged and offices can be opened with modifications. As municipal services are considered essential, office spaces were modified to allow access by staff, and all external facing town services were modified to be performed online. Staff, for the last half year, has utilized a two-team approach, with the staff split into two groups that can work in their offices under strict rules such as social distancing and mask wearing on a “one week on, one week off” system.

Recent news on increased vaccinations and large decreases in cases and hospitalizations in San Mateo County has resulted in moving into the orange tier (third of fourth levels indicating various types of restrictions on myriad activities).

The Subcommittee appointed to guide town wide COVID-19 restrictions recently met to discuss how to address the improving situation as it relates to the use of indoor Town Center facilities.

DISCUSSION

The Subcommittee continues to prioritize the health of Town staff and those who have business with the Town. We do not believe that the current restrictions related to visitors, use of indoor facilities, virtual meetings, or the modified staff schedule should be amended until all staff who interact directly with the public are vaccinated, and the County moves into the yellow tier.

Vaccines are effective in almost completely eliminating severe COVID-19 cases, drastically reducing total cases, and reducing asymptomatic spread. For those who work and do business with the Town, our Town Center must continue to be a safe haven to the maximum extent possible from potential spread of COVID-19 cases.

By continuing with these successful policies, the Town can provide simple-to-understand guidance to residents, visitors and staff alike.

The Subcommittee will continue to meet, as needed, and as conditions improve to provide further recommendations to the Council and staff.

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 – March 11, 2021

1. Agenda – Sustainability Committee – Monday, March 15, 2021
2. Agenda – Trails & Paths Committee – Tuesday, March 16, 2021
3. Agenda – Planning Commission – Wednesday, March 17, 2021
4. Agenda – Ad-Hoc Wildfire Preparedness Committee – Thursday, March 18, 2021
5. Agenda – Nature & Science Committee – Thursday, March 18, 2021
6. Invitation to Council of Cities Meeting – Friday, March 26, 2021
7. Letter to the Town Council from Congresswoman Eshoo re Passage of Economic Relief Bill
American Rescue Plan Act

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

1. None



TOWN OF PORTOLA VALLEY
Special Sustainability Committee Meeting
Monday, March 15, 2021 10:30 AM
Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

Join Zoom Meeting:

<https://zoom.us/j/94858565838?pwd=UkFjRVJxcFIXUIZhSGhsVGVVbChjdz09>

Meeting ID: 948 5856 5838

Password: 567264

To access the meeting by phone, dial:

1-699-900-6833

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

*Mute/Unmute - press *6*

*Raise Hand - press *9*

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of February 22, 2021 Minutes**
- 4. Appointment of Secretary**
- 5. Old Business:**
 - a. Updates from Maryann**
 - b. Updates from Brandi**
 - c. Updates from Subcommittees/Review Committee Priorities**
 - i. Blackout Protection – EV/Solar/Battery Backup/Energy Efficiency**
 - ii. Climate Change Reading Discussion Group**
 - iii. Smart Water Meter Implementation**
 - iv. Recruit New Members**
 - v. Capitalize on BayRen and PCE programs for building efficiency, electrification, and EV charging stations**
- 6. New Business:**
 - a. PV Donates (Town Manager – Jeremy Dennis)**
 - b. How to Respond to Misinformation (Rebecca)**
 - c. Preliminary Review of 2021-22 Committee Budget**

d. Discussion on how Town plans to save water and encourage residents to do the same (Walt)

7. Date and topics for next meeting

a. Next Meeting: April 19th at 10:30 am

8. Announcements

9. Adjournment



TOWN OF PORTOLA VALLEY Page 113
Special Trails and Paths Committee Meeting
Tuesday, March 16, 2021 8:15 AM

Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

Join Zoom Meeting:

<https://zoom.us/j/92834869670?pwd=WDIxK3dISVFZVDBtUnByU205d1NhQT09>

Meeting ID: 928 3486 9670

Password: 906585

To access the meeting by phone, dial:

1-699-900-6833

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

*Mute/Unmute - press *6*

*Raise Hand - press *9*

1. Call to Order
2. Oral/Community Communications
 - a. Letter from Peter Fournier
 - b. Letter from Bob Turcott
3. Approval of Minutes from January 19, 2021 meeting
4. Old Business
 - a. Trail Conditions, Work, and Budget for January/February 2021 – Howard Update/Discussion
5. New Business
 - a. Spring Down Equestrian Center: Group/Discussion
 - b. Eagle Scout Spring Down Trail Building Project: Group/Discussion
 - c. PV Donates: Group/Discussion
 - d. Update Portola Valley Trail Map: Group/Discussion
 - e. Upper Palmer Trail Restoration: Group/Discussion
6. Other Business
7. Adjournment



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Planning Commission
Wednesday, March 17, 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/94055530805?pwd=ci9iT2MyeGRwNnhWVExnbnNpcWxEQT09>

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

Meeting ID: 940 5553 0805

Passcode: 624899

Or Telephone:

1.669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID

*6 - Toggle mute/unmute.

*9 - Raise hand.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to Dylan Parker 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.

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Preliminary Review of an application for a Municipal Code Text Amendment, a Conditional Use Permit Amendment, and Architectural and Site Development Review for an expansion to the existing fire station (Station #8), 135 Portola Road, Woodside Fire Protection District, File #PLN_ARCH22-2019 (D. Parker)
2. Housing Element Annual Report (L.Russell)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

3. Commission Reports
4. Staff Reports

APPROVAL OF MINUTES

5. Planning Commission Meeting of February 17, 2021

ADJOURNMENT**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

AVAILABILITY OF INFORMATION

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PUBLIC HEARINGS

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TOWN OF PORTOLA VALLEY
Ad Hoc Wildfire Preparedness Committee
Thursday March 18, 2021 6:00 PM
Virtual Meeting

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/98401874174?pwd=bG52Ym9WVEM2YjM5cW5vd2ZEB2c1QT09>

Phone into Zoom Meeting:

1-669-900-6833

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

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

Meeting ID: 984 0187 4174

Password: 389430

1. Call to Order
2. Open Communications for Items not on Agenda
3. Approval of October 13, 2020 Minutes
4. Welcome New ASCC member
5. Subcommittee Updates
 - a. Resident Communications and Outreach/Evacuation Routes
 - i. Conversation with Town Partners
 - b. Home Hardening/Insurance/Infrastructure Back-up
 - c. Vegetation Management/Defensible Space
6. Update from Fire Marshal Bullard on Committee Proposals
7. Presentations
 - a. MROSD – Windy Hill Wildfire Preparedness
 - b. PG&E – Wildfire Preparedness

8. Staff Updates

- a. State Insurance Commissioner's Office Conversations
- b. State Home Hardening Effort
- c. Virtual Emergency Operations Center
- d. Home Hardening Ordinance
- e. PG&E Tree Removals
- f. New Insurance Non-Renewals
- g. Small-Scale Resident Donation Program
- h. Firewise Conversation with Hillsborough

9. Committee Member Updates

10. Adjourn



Town of Portola Valley
Nature and Science Committee Special Meeting
Thursday, March 18, 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.

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Join Zoom Video Meeting:

<https://zoom.us/j/95003910988?pwd=VDINy012VkZVRDhpQzk4KzdzUUREZz09>

Phone into Zoom Meeting:

1-669-900-6833

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

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

Meeting ID: 950 0391 0988

Password: 353777

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



Meeting Announcement
 Friday, March 26, 2021
 5:30 p.m.

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

Virtual Location:
<https://sanbruno-ca-gov.zoom.us/j/97875653977?pwd=WFV0ZzVGZ2VESmxDVTJRNE5STXJQUT09>
Meeting ID: 978 7565 3977
Passcode: 429987
One tap mobile: 669-900-9128

Schedule

5:30 p.m.	Business Meeting
6:00 p.m.	Program
7:00 p.m.	Adjourn

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

Program:

- a. San Bruno CityNet Services, how San Bruno is bridging the digital divide and ensuring reasonably priced internet, cable television, and phone services are accessible to all residents and businesses.
- b. Overview of San Bruno Future Recreation & Aquatic Center.

Please RSVP to Deputy City Clerk Vicky Hasha at vhasha@sanbruno.ca.gov

or

call 650-616-7061 by Friday, March 19, 2021.

RSVPs are not required but *are appreciated!*



*Congress of the United States
House of Representatives
Washington, D.C. 20515*

*Anna G. Eshoo
Eighteenth District
California*

March 10, 2021

The Honorable Maryann Derwin, Mayor
Town of Portola Valley
765 Portola Road
Portola Valley, California 94028

Dear Mayor ^{Maryann} Derwin,

As you know so well, the COVID-19 pandemic has been an enormous financial burden on local governments, forcing them to make difficult budget cuts at a time when there is increased demand for the many essential services you provide. Having served in local government for ten years prior to my service in Congress, I have fought hard since the beginning of the pandemic to deliver relief to cities and counties of all sizes, and I'm thrilled to report that help is finally on the way.

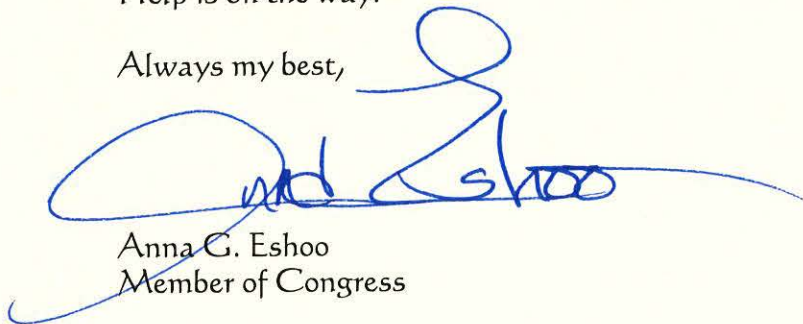
Today the House passed the *American Rescue Plan Act* which is the largest economic relief bill in our country's history. It provides a total of \$350 billion to state and local governments to replace revenue losses due to the pandemic. The U.S. Treasury will award half of each local government's allocation within 60 days after enactment of the bill and the second half one year later. The funds will remain available until December 31, 2024. As I write to you, the bill is on its way to President Biden to be signed into law.

Portola Valley will receive an estimated \$859,826 based on a modified version of the Community Development Block Grant formula. This amount is an estimate prepared by the staff of the House Committee on Oversight and Reform, and the final amount could differ because the Treasury Department may use more recent population data to calculate the award.

Local governments and their essential workers are on the front lines of responding to the pandemic, and this critical assistance during these challenging times will provide resources that are so critically needed. Thank you for your leadership on behalf of our mutual constituents, and should you have any questions, let me hear from you.

Help is on the way.

Always my best,

A handwritten signature in blue ink, appearing to read 'Anna G. Eshoo', with a large, sweeping flourish extending to the left.

Anna G. Eshoo
Member of Congress

cc: Members, Portola Valley Town Council

TOWN COUNCIL WEEKLY DIGEST

Thursday – March 18, 2021

1. Agenda – Architectural & Site Control Commission – Monday, March 22, 2021
2. Agenda – Conservation Committee – Tuesday, March 23, 2021
3. Agenda – Woodside Highlands Road Maint District Residents' Advisory Committee – Tuesday, March 23, 2021
4. Email from Ursula Burger – Sharing Commentary from the SF Chronicle re Building in an Urban-Wildland Area – March 15, 2021
5. Email from Rita Comes (for PVNU) – Sharing an Email addressed to the Planning Commission regarding the WFPD CUP Application and Code Amendment for the related item on the March 17, 2021, Planning Commission agenda – March 17, 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 22, 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/94272974330?pwd=ZkxmWFh lai81OTJMb2RDMmZGV1ZFdz09>

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

Meeting ID: 942 7297 4330 **Passcode:** 298785

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. Conceptual Design Review of a new residence, File # PLN_PAR12-2021, 627 Westridge Drive, Murad/Bedford Residence (D. Parker and S. Avila)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Report

APPROVAL OF MINUTES

4. ASCC Meeting of March 8, 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.

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ASSISTANCE FOR PEOPLE WITH DISABILITIES

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PUBLIC HEARINGS

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



**TOWN OF PORTOLA VALLEY
Special Conservation Committee
Virtual Meeting
Tuesday, March 23, 2021 – 7:00 PM**

Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

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

<https://zoom.us/j/94252336379?pwd=RkZ4M1NRM01JWURrcTUxRXh3eHRldz09>

To access the meeting by phone, dial:

1-699-900-6833

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

*Mute/Unmute - press *6*

*Raise Hand - press *9*

Meeting ID: 942 5233 6379

Password: 567898

SPECIAL MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes for February 23, 2021
4. Site Permits -
 - a. Link to assignments schedule - Magill
 - b. 622 Portola Cal Water Pumping Station Chiariello
 - c. 5 Possum - Plunder
 - d. 370 Golden Oak – resubmitted – Heiple
 - e. 214 Grove - ?
5. Old Business
 - a. Oversight of Significant Town Owned Properties
 - i. Spring Down – Subcommittee met 3/18
 - ii. Town Center – Subcommittee met 3/9
 - iii. Frog Pond – Subcommittee met 2/18 Murphy (Appendix A)
 - iv. Triangle Park, Ford Field, Rossotti's Field
 - b. Committee/Town Cooperation
 - i. Public Works - Murphy
 - ii. Trails - Coleman
 - iii. Open Space – Chiariello
 - iv. Fire Ad-Hoc – Plunder

- c. Backyard Habitat - Plunder
 - d. Tip of the Month - Magill
 - e. What's blooming now - Magill
 - f. Kudos - Plunder
 - g. Predators / Rodenticides – Chiariello, Plunder, Kawaja
 - h. Broom Pull – recap
 - i. Donation Program for Small-Scale Town Projects - Dennis
- 6. New Business
 - a. Budget – Deadline to submit May 3 (Appendix B)
 - 7. Adjournment
 - 8. Next meeting: Tuesday, April 27, 2021 at 7:00 pm via Zoom



Town of Portola Valley

Woodside Highlands Road Maintenance District
Residents' Advisory Committee Meeting (WHRMD RAC)
Tuesday, March 23, 2021 – 7:00 PM

Special Videoconference Meeting via Zoom

VIDEOCONFERENCE MEETING AGENDA

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<https://zoom.us/j/91089848873?pwd=Y2hmY1BHfWlBR1dIMVYzaWdTQm5kUT09>

Phone into Zoom Meeting:

1-669-900-6833

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

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

Meeting ID: 910 8984 8873

Password: 300616

1. Call to Order
2. Roll Call: Members present, absent and guests; Assign Secretary for meeting
3. Oral Communications
4. Approval of Minutes from March 9, 2021
5. Old Business
 1. Projects Schedule & Reports
 - Paving Subcommittee
 - Drains Subcommittee
 - Signage Subcommittee
 2. Spring Road Day
 3. Financial Statement
 4. Survey: Lower Santa Maria
6. New Business
 1. Projects Submitted by Residents
 - a. BGT Markers
 - b. Upgrading the Road: One Turn at a Time
 - c. Widening the Road
 - d. Swale along Upper Santa Maria (at 145)

7. Other Business:

8. Announcements:

9. Adjournment:

Date & Time of Next Meeting

Sharon Hanlon

From: Ursula Burger
Sent: Monday, March 15, 2021 5:32 PM
To: Town Center; Maryann Moise Derwin; John Richards; Jeff Aalfs; Sarah Wernikoff; Craig Hughes
Subject: Good commentary in the SF Chronicle re building in an urban-wildland area

Dear members of the Town Council,

For your information and consideration as you consider the Stanford Wedge Project (sorry if the formatting is off - copied this from the SF Chronicle).

Best,

Editorial: California's dangerous sprawl will continue until its cities grow

[Chronicle Editorial Board](#), [Chronicle Editorial Board](#)

March 11, 2021 Updated: March 11, 2021 4 a.m.



Burn scars left by last year's LNU Lightning Complex fires near Middletown, Lake County, where a new residential development is being challenged.

Stephen Lam / The Chronicle

A 1,400-home development planned on the northern outskirts of the Bay Area would come with fire-breaking vineyards, flame-detecting cameras, fire-safe refuges and brush-devouring goats. All that's missing is a flame-retardant suit for every proud new homeowner. They may well need one: The site in Lake County has been burned by more than 10 wildfires since the 1950s, according to a lawsuit against the project, five of them in the past 15 years.

California Attorney General Xavier Becerra is among those offering a better means of protecting the prospective residents of this tinder box, as The Chronicle reported: His office has joined a legal challenge to prevent the project from being built.

Granted, California desperately needs housing, **but building more single-family homes in the hinterlands is exactly the wrong way to do it**. Even when such developments aren't in fire-prone areas, putting more people and property at serious risk, they force more

Californians into long commutes, exacerbating climate change and all its depredations, including the more catastrophic wildfires of recent years.

Nor is the Guenoc Valley Project an anomaly. Becerra's office is also examining projects in Monterey and San Diego counties while considering further legal action. Massive new developments on the Bay Area's eastern outskirts, meanwhile, must grapple with flood instead of fire risks while presaging more extreme commutes from the Central Valley.

Most of the housing growth in the Bay Area and across California is taking place on the metropolitan fringes, and the pandemic-driven exodus from San Francisco has been mostly in favor of the state's suburbs and exurbs. Multifamily construction in the cities and inner suburbs has slumped.

Becerra's office is acting against the Lake County development under a recent addition to the California Environmental Quality Act, known as CEQA, that rightly requires more consideration of wildfire risks to new developments. Legislation under consideration would go further by prohibiting construction in the so-called urban-wildland interface, where much of the new housing in California and the country is being built. The trouble is that state officials are doing far less to encourage housing construction where it should take place, near offices and public transit. Often, the very same CEQA is being misused to prevent urban and suburban development despite a distinct dearth of legitimate environmental implications, but the Legislature has been loath to do anything about that.

Homes are being built in the way of wildfires not just because Californians like to live in the boondocks — though many certainly do — but also because so few are being built where people already live and work. State officials and legislators will have little success or support in stopping exurban sprawl unless they enable urban growth.

Sharon Hanlon

From: Rita Comes
Sent: Wednesday, March 17, 2021 4:37 PM
To: Town Center; Laura Russell; Town Center; Craig Hughes; Sarah Wernikoff; Maryann Moise Derwin; Jeff Aalfs; John Richards; Jeremy Dennis
Subject: WFPD CUP Application and Code Amendment

Sending at 4:36pm 3/17/21

Re Portola Valley Planning Commision Agenda Item for 3/17/21 Public Meeting

To the Portola Valley Planning Commision



We write in support of the Fire District’s application for a conditional use permit that would enable its pre-existing fire station on Portola Road to improve its residential and support facilities for 24-hour staffing of the facility.

We oppose, however, the proposed amendment to the Municipal Code to add “Public Buildings,” a broad and non-specific array of indeterminate potential uses, as a recognized category of uses under 18.40.030 that may be permitted as conditional uses in residential zones. The clear and obvious need to permit a pre-existing fire station, staffed 24 hours/day, to qualify for a conditional use permit in a residential neighborhood does not demonstrate the need for or propriety of changing our zoning ordinance to allow any use that can be categorized as a “public building” to be permitted in a residential neighborhood. Do we really need or want to authorize a “public” authority to purchase any residence in any residential neighborhood and then convert that residence to some future “public” use?

If an amendment to the Municipal Code is required to allow the Fire District’s application for its intended and pre-existing use, then that amendment should be limited to the actual and demonstrated need for 24 hour fire protection of our community. What exactly is the reason to create an exemption that is much, much broader than the present application and the demonstrated need?

Please distribute to the commision and put this in the public record for tonight's meeting.

Thank you.

Rita Comes Whitney
Portola Valley Neighbors United
pvnu.org