



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, February 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/94243830947?pwd=bCsrQUtpbXlraktlbEZrcFpvamJPUT09>

Webinar ID:

942 4383 0947

Passcode:

788574

To access the meeting by phone:

Dial 1-669-900-6833 or

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

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

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

Speakers' time is limited to three minutes.

CONSENT AGENDA

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

1. **Approval of Minutes** – February 10, 2021 (3)
2. **Approval of Warrant List** – February 24, 2021 (13)
3. **Appointments by Mayor** – Two (2) Members to the Cultural Arts Committee (18)

REGULAR AGENDA

4. **STUDY SESSION** – Fiscal Year 2021-2022 Council Priorities Study Session (21)
5. **Recommendation by Town Manager** - Extension of Local Emergency Declaration in Response to Novel Coronavirus (COVID-19) (34)
6. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (38)
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.*
7. **TOWN MANAGER REPORT** (39)

WRITTEN COMMUNICATIONS

8. **Town Council Digest** – February 11, 2021 (40)
9. **Town Council Digest** – February 18, 2021 (51)

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

AVAILABILITY OF INFORMATION

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

SUBMITTAL OF AGENDA ITEMS

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. xxx, FEBRUARY 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; Mayor Maryann Derwin.

Absent: Vice Mayor Craig Hughes

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

Attendees: Rita Comes
Kristy Corley
David Cardinal
Christina Corpus
Linda Craig
Rusty Day
Lorrie Duval
Anne Fazioli-Khiari
Carole Goodstein
Jon Goulden
Val Harnish
Ed Holland
Betsy Morgenthaler
John Mumford
Judith Murphy
Liz Nielsen
Nan Shostak
Steve Toben
Andrew Thompson
Bob Turcott
Nan Shostak
Caroline Vertongen
Cindie White

ORAL COMMUNICATIONS

Coralin Feierbach. Ms. Feierbach said she lives in Belmont, California, and is the former Mayor and Councilperson of Belmont. She said City of Torrance Councilmember Mike Griffiths is the Founder of California Cities for Local Control. Mr. Griffiths sent an email to the Council describing the increasing attempts by the California legislature to take away cities' local zoning power. She encouraged the Councilmembers to pay attention to the email and join the many other cities by replying to the email as individual Councilmembers and also pass a resolution stating the Town's strong support for local zoning control.

CONSENT AGENDA

- (1) **Approval of Minutes** – Town Council Regular Meeting of January 27, 2021.
- (2) **Approval of Warrant List** – February 10, 2021, in the amount of \$85,233.19.

- (3) **Appointment by Mayor** – Member to the Parks & Recreation Committee
- (4) **Appointment by Mayor** – Members to the Conservation Committee
- (5) **Recommendation by the Conservation Committee** – Request for Committee Charter Change
- (6) **Report by Town Manager** – Annual Automated License Plate Reader System Audit
- (7) **Recommendation by Town Manager** – Committee Handbook Edits, Harassment Policy

Mayor Derwin invited comments from the public.

Rita Comes commented regarding Agenda Item #6. She asked why the Town Manager did not look at the license plate readers report. She said the log shows that someone had logged in with the Town Manager's email.

Kristi Corley said she was late to come to the meeting and would like to make a public comment. Town Attorney Silver said the Mayor may, at her discretion, reopen Oral Communications for Ms. Corley. Ms. Corley said the CZU Fire had another evacuation three weeks ago due to landslides from rains. She asked if the Town has money in the budget for extra fire hydrants and money to implement an extensive updated evacuation plan.

In response to Ms. Comes' question, Town Manager Dennis explain there was a typo on the staff report.

Mayor Derwin invited the Councilmembers to pull items, if desired, from the Consent Agenda for further discussion. Hearing no requests, Mayor Derwin called for a motion.

Councilmember Aalfs moved to approve Consent Agenda. Seconded by Councilmember Wernikoff, the motion carried 4-0, by roll call vote.

REGULAR AGENDA

- (8) **Acceptance of Gift of Spring Down Property**
 - (a) Adoption of a Resolution Approving and Authorizing the Town Manager to Execute a Pledge Agreement for Acquisition of Spring Down Equestrian Center and Endowment (Resolution No. 2843-2021)

Town Manager Dennis said this is a once-in-a-generation discussion and is so rare to having something so incredible to bring to the Council. He said this set of conversations between the Town and Mrs. Goodstein has been going on for some time.

Greg Rubens is an attorney retained by the Town to assist the Town Manager and subcommittee in the negotiation of this pledge agreement regarding these properties. Mr. Rubens described the proposal for Ms. Goodstein to pledge some of the properties that she control, including the equestrian center, to the Town of Portola Valley, along with a significant endowment of \$7 million to help fund acquisition of one of the properties that is held by a trust and also to help support the equestrian center. He said it was Ms. Goodstein's desire to leave something significant to the Town that will preserve some of the Town's heritage and provide for the equestrian lifestyle that she loves so much. He explained that the gift will occur at some time in the future through Ms. Goodstein's estate planning documents. Mr. Rubens explained the pledge agreement, the conditions, and the fiscal impact, as detailed in the staff report. Staff recommended that the Town Council adopt a resolution approving and authorizing the Town Manager to execute a pledge agreement concerning the gift of real property and the endowment provided therein and of the Spring Down Equestrian Center as provided in the Pledge Agreement.

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

David Cardinal commented that this gift is amazing and great.

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

Councilmember Richards expressed to Ms. Goodstein the Town's immense gratitude for this amazing offer. He said it is a very valuable Town asset that has been there for a long time. He said both of his children rode horses there and his younger sister rode there even before Ms. Goodstein owned it.

Councilmember Aalfs echoed the thanks to Ms. Goodstein for making this happen and also thanked staff and Council. He thanked Mr. Rubens, Councilmember Richards and Ann Wengert for the work they've done in the past year.

Councilmember Richards moved to Adopt a Resolution Approving and Authorizing the Town Manager to Execute a Pledge Agreement for Acquisition of Spring Down Equestrian Center and Endowment. Seconded by Councilmember Aalfs; the motion carried 4-0, by roll call vote.

Mayor Derwin acknowledged this extraordinary historic gift to the Town. She said in 1992 when she first saw Portola Valley from the back seat of a realtor's car, she was struck not only by the beauty of the Western Hills, the peaceful winding roads lined with oaks, and the flocks of turkeys and families of deer, but also by the trails. She said the realtor told them that the trails were not only for walkers and hikers but also for horses and equestrians and that Portola Valley had a proud history as a horse community. She said just at that moment a horse walked by with a rider and her first impression of this town was this is place for horses. She said the horse as a prominent feature of the town has faded a bit, but thanks to Carol Goodstein's generous gift, the town's historic connection with horses will never be broken and that heritage will not be lost.

Mayor Derwin said that Ann Wengert could not be at the meeting tonight but sent a statement to be read into the record. "Carol, my heartfelt thanks for your incredible generosity and entrusting Spring Down to the Town's future stewardship. Spring Down is an amazing asset to Portola Valley and exemplifies yours and Stan's long-term commitment to the equestrian community and to your beloved community. I am so proud to have worked with you and your team and marvel at your unwavering commitment and incredible generosity. Your legacy will endure and benefit future generations of equestrians and Portola Valley residents."

Town Manager Dennis read Ms. Goodstein's statement provided for the press release: ""My goal for Spring Down has always been to keep horsemanship and connection with horses affordable to everyone. I feel so fortunate to be financially able to make this offer to the Town. Spring Down has been my peaceful paradise in Portola Valley since 1984. It's been a gift to our horses, horse loving community and my entire staff. Our wonderful family atmosphere has helped support mental and physical health for both myself and our many clients. Horses have been my passion since the age of 7. When I'm in their presence they make me smile and I form close bonds with them. To be able to share this gift now and into perpetuity is an incredible dream come true. I have often wondered about what I could do to show my gratitude for all the joy I've had with life in Portola Valley, my horses, the horse community and this beautiful town. Now you have my answer, it's Spring Down. I give enormous credit to my husband Stan as without his support and assistance from the beginning until he passed in 2016 I never would have been able to accomplish this gift. I thank him in my prayers daily."

Town Manager Dennis thanked Ms. Goodstein on behalf of the Town staff and expressed their appreciation for the trust she has put in them to ensure that Spring Down remains the jewel that it is in perpetuity.

Rusty Day said this is an incredibly generous and inspirational gift. He said for any resident in Town to step forward with gratitude for what the Town has provided in terms of inspiration, serenity, conservation,

and quality of life, and to return this kind of gift to the Town and all the current and future residents of the town is just remarkable. He said we are all humbled and should all be deeply gracious and thankful to have among our residents someone with such generosity and foresight, not just Mrs. Goodstein but obviously her husband, Stan, too. He said for her to recognize his inspiration in leading her to his gift, even long after his death, is a very inspirational and amazingly moving story.

Betsy Morgenthaler joined all the voices in unreserved and unbounded enthusiasm. She thanked Mrs. Goodstein and said this might be the one thing that can get her back on a horse. She said Ms. Goodstein will be with us always wherever she is.

(9) **Report by Town Manager and Planning and Building Director – Regional Housing Needs Allocation Update**

Town Manager Dennis said this is the Town's second report on RHNA and said there will be more in the coming months.

Planning & Building Director Russell shared the background information on the RHNA process, the overall Housing Element process with FAQs, the updated RHNA allocation, methodology, grant funding for Housing Element activities, and next steps, as detailed in the staff report.

Mayor Derwin asked if it would be considered an unforeseen circumstance if the fire map comes back showing all of Portola Valley in a high fire danger risk category. Planning & Building Director Russell said ABAG will put out guidance materials on how to submit appeals. She said once those materials are out, that will be a good time for staff to check directly with them about that. Town Manager Dennis said staff will be coming back to the Council asking for direction but staff's perspective would be a significant change as it relates to the way at least one arm of the state is looking at Portola Valley and there would need to be further conversations around what that means as it relates to the draft allocation. He said unfortunately staff has been expecting the fire map update for almost a year and they have no idea when it will arrive.

Mayor Derwin invited questions from Council.

Councilmember Aalfs said ABAG's response to the Town's letter mentioned a County designation of a WUI. He asked if someone could explain that process. Planning & Building Director Russell said she found that section of the letter to be confusing. She said she read it as designations within the unincorporated areas of the County that were looked at differently. She said she did not think they meant that there is a County process to apply a WUI someplace other than in the County. Councilmember Aalfs said it did not seem a place could simply call themselves a WUI and sidestep any the requirements.

With no other questions from the Commissioners, Mayor Derwin invited public comments.

Kristi Corley said these RHNA allocation numbers are confusing to residents. She asked if there is a way to help residents better understand them, perhaps directing them to a video or a website or a document. She said she understands that this document will end up in the minutes but her concern is that Portola Valley residents be educated as to what RHNA means. She said in the future, the residents may be interested in SB-9 and SB-10. She said she attended a Los Altos Council meeting where they had put together an ad hoc committee of the Councilmembers that were going to report back to the residents, which she thought was an interesting way to do it. She said it looks like it is being done here with Town Manager Dennis' reporting and Planning & Building Director Russell's reporting but there is so much more to learn about how these allocations come about and the eight-year session that goes from 2023 through 2031, eight years building 253 homes. She said there is an evacuation and fire risk issue around building and these things go together.

Mayor Derwin said it is a great idea to educate the residents about RHNA and the Town can do a lot more to explain to people about this mysterious process.

Andrew Thompson commented about the Town waiting for some indeterminate time for someone to provide a fire risk map. He said it would seem appropriate for the Town itself and its own Fire Marshal to do that on its own. He said he is extremely concerned about fire risk in town. He said they've lived on Westridge for nearly 30 years and it occurred to them that they may be the only residents who regularly clear their ladder fuels and maintain their property so they don't have the kind of fire risk they see all around them. He said he runs the Shady Trail daily, which is stacked with fuel. He said his concern is that the Town isn't taking into its own hands what is an enormously potent fire risk. He said he is grateful to the Town for taking care of much of Westridge and much of the town this year, but it is essential we don't wait for somebody somewhere for some indeterminate time to determine our fire risk. He said the fire risk is massive and it should be the top priority of the Council to address it.

Rusty Day said with regard to the scope of the review the Town Council is undertaking when it considers the RHNA allocation, he is struck by the absence of consideration of the hazards we confront in town. He said a serious question is if the residents that are here are able to evacuate. He said the Town Councilmembers are increasingly beginning to appreciate that we have to evacuate not only Portola Valley but also Los Trancos, Ladera, and parts of Palo Alto through the town's three evacuation routes. He said there is not the time nor bandwidth to get everybody out. Secondly, he said since 2012 there has been a State mandate requiring that the Town, as of the next Housing Element Amendment, after January 1, 2014, to amend the Safety Element to perform a comprehensive wildfire hazard and risk assessment for the Town. As part of that assessment, the Town has the authority to designate very high fire hazard severity zones in Town. He said the Council has the authority to do that and doesn't have to wait for Cal Fire to do it based on hazard and risk assessment that should be performed under the requirements of State law. He said there should be funding in the budget for a town-wide evacuation drill which is the only way to find out if this town can be evacuated. He said traffic studies, models, and mathematical theoretical assumptions about evacuation can be done but the only real way to find out is to do it in a drill like every elementary school does every year. He said this town sits atop the San Andreas fault and has one of the highest fire severity zones on the Peninsula and that reality needs to be confronted. He said it needs to be demonstrated what it takes to evacuate the town. He said there needs to be a comprehensive wildfire hazard and risk assessment, development of the policies it requires, and implementation and funding the methods and procedures necessary to abate those risks.

David Cardinal said evacuation drills are good but people cannot be forced to comply. He said for those interested, there is a lot of CERPP and CERT information and drills that people can participate in.

Town Attorney Silver responded to Mr. Day's comments regarding the Town's Safety Element. She said the Town's current Safety Element in place was adopted in 2013 in conjunction with some other General Plan updates. Because the Town had a Safety Element already in place, it did not need to adopt another safety element in connection with the last Housing Element. She said with this upcoming Housing Element, there is a requirement to update the Safety Element and, as tonight's staff report has indicated, staff will be working on an updated Safety Element concurrently with the Housing Element. She said the Town of course takes fire safety very seriously and was one of the early adopters of a Safety Element back in 2012/2013 and it will be updated in conjunction with the upcoming Housing Element.

Rusty Day said the Safety Element on the Town's website is dated 2010 not 2013. He said it was not amended in 2013 to address the wildfire risk. He said the provisions of the Government Code specifically require an amendment as of 2014 or later, when the Housing Element is next amended, to specifically address the wildfire hazard and risk. He said the Governor's Office has provided the guidance necessary to satisfy that requirement but the Town's Safety Element does not begin to address those requirements.

Town Manager Dennis said he wants to clarify for the record that Mr. Day is incorrect. Town Manager Dennis read from the guidance Mr. Day referenced: "Safety Elements of local general plans must be revised, upon the next update to the Housing Element." Town Manager Dennis said the Housing Element had been updated in 2014. Town Manager Dennis said he is sorry that has been in the record and sorry that it has been disseminated but it is incorrect.

Mayor Derwin suggested that further discussion regarding this specific issue be taken offline with the Town Manager and Town Attorney. Mr. Day said he wanted to resolve it right now. He said the Housing Element on the website is dated January 14, 2015, and there was no amendment of the Safety Element after 2010. Mayor Derwin said Mr. Day's comments are noted and will be further reviewed.

Councilmember Richards said the Portola Valley is not quite as isolated as some may think. He said he has been attending the Emergency Services Council in the County for the last 12 years and every five years there is a new hazard mitigation plan put out that covers every city in the County, including Portola Valley. The San Mateo County Hazard Mitigation Plan is posted on the County website. He said San Mateo County is fortunate to have one of the most integrated and well-established mutual aid systems in the United States and are a model for many other counties in the country. He said the Council is not closing their eyes to the dangers in town, they realize they are real, and they have a lot of help.

Mayor Derwin said both of these issues will be revisited in the coming months.

(10) **STUDY SESSION** – Town Council Meeting Minutes

Town Manager Dennis described the background regarding the preparation of Town Council, Planning Commission, and ASCC meetings minutes. He said the meetings are not transcribed verbatim but are prepared as a detailed summary of the meetings. Staff has recently received notice that the Town's long-time transcription service is retiring and staff has been exploring the various options to replace the service, as detailed in the staff report. Town Manager Dennis reported that after the preparation of the staff report, Town Clerk Hanlon did find a legal transcription service that is available. Staff requested that the Council provide guidance and feedback on the next steps and recommended the establishment of a relationship with the new transcription service.

Town Clerk Hanlon said she talked with City of San Mateo today who shared information about a software program used by a few Bay Area cities. She said she is trying to determine if, once in-person meetings are resumed, the public should still be provided with the ability to interact as is done now on Zoom, if the meetings will be videotaped and added to the website, what type of minutes are desired, etc. She said San Mateo is still trying to figure out their system and trying to determine how to bring Zoom into their in-person meetings. She would like feedback from the Council on what kind of minutes the Council wants so that staff can work up some options to bring back to the Council.

Mayor Derwin asked if the question is whether or not to go with the short-term solution of the legal transcription company. Town Manager Dennis said that is staff's recommendation at this time. He said there is no reason for any major changes unless there is direction from the Council to do something different. He said if the Council wishes some sort of management system, one could have a transcription element to it. He said the Planning and Building Department in particular values being able to look at the historical minutes.

Mayor Derwin invited questions from the Council.

Councilmember Wernikoff asked if the proposal is to continue with the transcription of the detailed minutes as they are now, augmented with video and action minutes. Town Manager Dennis strongly recommended that action minutes be included in the future. He said they would be similar to what is already being done with the Council Meeting Summaries. Town Manager Dennis said when in-person meetings are resumed, it may be the decision of the Council that all Councilmembers must be there in person or that some may attend via Zoom or there may be a different software solution. He said the video element will not likely go away and has been an invaluable way to bring more people into the fold, engaging and participating. He said it is a natural progression to move to a model where the video is linked to the agenda in a more explicit fashion instead of someone having to cycle through long meetings to find what they want. He said the caveat to that is when the in-person meetings are resumed, it will have to be considered if it will be done from Zoom meetings on computers or if there will be equipment installed, which will be an expense. He said three or four years ago when they looked into this option, it was mid-five-figure expenditure.

Town Clerk Hanlon said the City of San Mateo right now is trying to figure out how to make this happen. They were considering putting an iPad on a tripod focused on the Council versus having everyone have a computer in front of them to be able to join the Zoom meeting.

Councilmember Aalfs asked regarding the cost of the software San Mateo was experimenting with. Town Clerk Hanlon said it is \$30,000 per year for agenda management, video, and a template for minutes. She said they do get transcription but it does not come out well, with only 60- to 70-percent accuracy. Councilmember Aalfs asked how much the current transcription services costs. Town Clerk Hanlon said approximately \$12,000, maybe a little more.

Town Manager Dennis said Vice-Mayor Hughes has expressed an interest in having a robust management system. Town Manager Dennis said staff is doing whatever possible to avoid any unnecessary software expenditures in the upcoming budget unless there is a provable impact on service delivery and/or reduction of what the staff is spending on administrative functionality that translates into more productivity. Town Manager Dennis said he does not think a \$30,000 system is a good fit and said there are other options at a lower cost. He said software is not costed to small towns but is costed to medium and large cities that do not blink at \$30,000.

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

David Cardinal said, as a journalist, they pay \$1 a minute for verbatim transcripts. He said the minutes that come out of the meetings he's seen are better than that and are annotated. He said it will cost a minimum of \$1 a minute to get a really good transcription.

Nan Shostak expressed appreciation to the staff and Council for the meetings. She said she does not have time to attend all the meetings and depends on really good minutes from the meetings to try to follow what's going on in town. She said the discussion minutes are tremendously helpful to give people who aren't at the meetings an inkling of exactly what the issues really are and peoples' view, which sheds a lot of light and gives a lot of transparency to what's going on in the Council. She said together with the Zoom recordings, she can get a really complete idea into what's happening. She said the other argument for keeping the discussion minutes is that if you have residents who are hearing-challenged, they can read the discussion and get a good idea of what is going on, which they can't get from the video. She is happy that a replacement for the transcription service has been found. She said if the Town goes to an automated computer system with 60 to 70 percent accuracy on the transcription, that is not good enough.

Jon Goulden said he would like to not make the automatic assumption, going forward, that in-person meetings resume. He said there has been more attendance via Zoom. He said he's been in meetings where they try to have both Zoom and in-person and it does not work well for the remote people. He said he would like to see the option of having the Zoom format be the normal operating mode with in-person meetings being the exception.

Rita Comes. Ms. Comes said as a person with a 10-year-old it is often difficult for parents to come to a 7:00 p.m. meeting. She said a lot of residents in town are sweet 17 and it is hard for them to leave their homes after 7:00 p.m. to drive to the Town Center. She said having the video and the current style of minutes is very nice for those unable to attend, being able to look at the minutes and video to capture whatever was missed in tone and voices and who said what. She thanked Town Manager Dennis and Town Clerk Hanlon for finding someone to continue that process. She said churches and a lot of public spaces are looking into the future on what will be necessary and she is sure there will be more reasonable cost options within the next six months to solve this problem.

Caroline Vertongen agreed that the combination of Zoom recordings and detailed minutes are the perfect solution. She said in October 2015 the importance of minutes was discussed, especially when trying to coordinate with all the committees, which are funded by the residents who spend their time to come up with resolutions.

Kristi Corley said it is true and dear to her heart that the Town does this one right. She said she likes to see her neighbors at the schoolhouse. She said with Zoom the Councilmembers see the residents but the residents only see the Council and staff but not anyone else. They do not know who is attending or how many are attending. She asked that the number of attendees at the Zoom meetings be provided. Town Clerk Hanlon said there were currently 29 participants. Ms. Corley said the more that number can be announced would be wonderful. Ms. Corley was supportive of continuing Zoom but also showing all the neighbors. She would not want to see a Zoom meeting delayed but wants to see it as it happens. She said action minutes only show the action item and how the Council voted and she wants to know the pro and con discussion around the action item. She does not want to eliminate the discussion minutes and have only action minutes, which will not give residents enough information about a topic. Mayor Derwin said there were now 28 participants.

Betsy Morgenthaler. Ms. Morgenthaler highly values the detailed minutes. She said she shows up for many meetings but she is unable to attend some of them and reading through the minutes is far more efficient for her than watching a video. She said from a transparent standpoint, especially as the Town heads into the coming few years with a very substantive agenda and conflicts trade-offs, capturing that territory accurately is critical to good decision making. She said, with regard to accuracy and cost, she will apply for the job in San Mateo for \$30,000 a year with only 60 percent accuracy. She said the Town should aim for at least as high as the COVID vaccine effectiveness.

With no additional public comment, Mayor Derwin brought the item back to the Council.

Councilmember Aalfs said the Town should reach out to the new transcriber to try to continue with the current process. He said the current transcription is a middle-of-the-road between an action agenda and a verbatim transcript. He said at times that has been frustrating because not everyone always likes how a conversation gets paraphrased. He agreed that it is better to capture discussion around items instead of action minutes and it is definitely easier to search.

Councilmember Richards said it makes sense to continue with the current process as much as possible, at the moment. He said it may be good to have action minutes that could be connected to the video so you would not have too much to read but it would take you to the right spot on the video. He said that may not exist yet so will need to evolve.

Councilmember Wernikoff said there appears to be broad support to continue with the detailed minutes and Town Manager Dennis is already doing a more general version of action minutes that can be refined. She was supportive of that.

Mayor Derwin said it appears that the consensus is to keep the process the same for now. There is also support for Town Manager Dennis expanding the Council summary to action minutes. Mayor Derwin asked if the Councilmembers want to direct staff to explore the other options now or wait.

Councilmember Aalfs said he would like to keep an eye on the other options but there is no hurry. He said it would be good if there is an automated service that could produce a good verbatim transcript that could be skimmed or keyword searched, but that is not yet available. He said he would like to explore that option when it's available but, for now, the current process is the best choice.

Councilmember Wernikoff said relative to the other more important work that needs to be done, this should be a lower priority and more of a "nice to have" option.

Councilmember Richards agreed.

Mayor Derwin directed staff to put this on hold right now and move forward with the replacement transcriptionist.

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

Councilmember Richards – Attended Emergency Preparedness Committee meeting where they discussed battery backup and other options. He said the EPC is looking into medical issues and in the process of integrating with CERT. They are working on addressing issues with subcommittee reporting that will satisfy everyone, trying to streamline the meetings better.

Councilmember Aalfs – Attended his first Airport Roundtable meeting in place of Ann Wengert where they discussed reconstituting the subcommittees that do a lot of the actual work. He joined the technical working group, which deals most frequently with landing noise issues. He said there has been controversy regarding whether or not to invite Palo Alto to join the roundtable. He said Cecilia Taylor from Menlo Park brought up inviting Palo Alto which was not popular but he said he voiced that it was a reasonable thing to explore. He attended his first Parks and Recreation meeting where they discussed possible dog park locations, repair/replacement of the skateboard ramp, and the bathroom facilities at Ford Field. He said Peninsula Clean Energy (PCE) is dealing with PG&E exit fees, which PCE credits back to users, that are being elevated by 58% over the next three years. He said their cash position has been built up to \$200 million which will be depleted some through 2023 and they are discussing the impact on their reserves policy, rate policy, programs, etc. He said in 2025 a lot of the exit fee goes away. He said in the long run the PCE is in very good shape but there will be a couple years to look closely at budgets.

Councilmember Wernikoff – None of her assigned committees met. She attended the Bicycle, Pedestrian & Traffic Safety Committee meeting as the alternate, where they reported on bike accidents, red curbing in Willowbrook, no littering signs on Westridge, storm preparation, and an update on the Corte Madera encroachment permit. She said there was a small group of community members that wanted information about that and the PVSD Superintendent held a Zoom call with them which was productive and informative, and provided a forum for an open dialogue.

Mayor Derwin – Attended Library JPA meeting where they discussed their strategic plan which was recommended to be extended to 2025. There was pushback on that recommendation and Mayor Derwin will be on the subcommittee to further research it. She said there was a partnership between the County and Redwood City to operate the Fair Oaks Library and now the Library JPA will take it over. They also discussed the fiscal year midyear financial report. She attended several City Selection Committee meetings where many elections were held. Mayor Derwin is on a search committee on C/CAG to find a new Executive Director to replace Sandy Wong. Rather than going with a recruiter they will be going with County HR. She said WASC held an emergency preparedness meeting. She attended her Race Forward training and said the trainers were inspiring. She said the League of Women Voters will be holding a series of community meetings regarding climate change. Mayor Derwin held a Coffee with the Mayor this morning where most of the discussion was around wildfire and housing.

(12) **TOWN MANAGER REPORT** – Town Manager Dennis said he also participated in the Coffee with the Mayor this morning, where there were 15 people. He said it is anticipated that the playing fields will be opened in the next couple of weeks. They are working on coming up with an equitable way to ensure that fields are available for all of the different desired uses. He said Senator Josh Becker will be attending the March 10 Council meeting, presenting updates on State activities and taking questions from residents. He said it appears that Nationwide is now issuing non-renewals of fire insurance. He said staff will provide some options. He said Assemblyman Berman and the State Insurance Commissioner's Office want to hear from residents suffering from non-renewals and staff will put out that information. Town Manager Dennis attended the Woodside Highlands Road Maintenance District Residents' Advisory Committee meeting where they appointed a chair and discussed their budget. He said the Town is delighted to bring them into the Town fold and have their work be more publicly accessible and transparent.

Councilmember Wernikoff announced that all of the Sequoia residents have received their second vaccine. She said she will help however she can to advocate for more clarity regarding next steps on their behalf.

WRITTEN COMMUNICATIONS

(13) **Town Council Digest** – January 28, 2021

#5 – Letter to the Town Council from resident Christine Sherry re Housing in Portola Valley. Mayor Derwin said that Ms. Sherry wanted to make sure that all of the Councilmembers and staff read her letter.

(14) **Town Council Digest** – February 4, 2021

None.

ADJOURNMENT [8:47 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						
55504	8	ACCOMTEMPS	360.57	02/24/21		
55505	41	AT&T	289.24	02/24/21		
55506	44	BANK OF AMERICA	7,117.25	02/24/21		
55507	76	CALIFORNIA CHAMBER OF COMMERCE	116.27	02/24/21		
55508	78	CALIFORNIA WATER SERVICE CO	1,909.79	02/24/21		
55509	80	CALPERS	26,724.01	02/24/21		
55510	218	ICMA	12,008.94	02/24/21		
55511	229	INTL INSTITUTE OF MUNI CLERKS	175.00	02/24/21		
55512	234	J. W. ENTERPRISES	402.48	02/24/21		
55513	295	LYNX TECHNOLOGIES INC	625.00	02/24/21		
55514	307	MAZE & ASSOCIATES	1,600.00	02/24/21		
55515	330	NAVIA BENEFIT SOLUTIONS	1,000.00	02/24/21		
55516	343	OPENGOV INC.	48,624.00	02/24/21		
55517	364	PERS HEALTH	11,501.23	02/24/21		
55518	367	PG&E	1,946.50	02/24/21		
55519	411	SAN MATEO LAWNMOWER	218.22	02/24/21		
55520	428	SHARP BUSINESS SYSTEMS	20.64	02/24/21		
55521	437	SMALL BUSINESS BENEFIT PLAN TR	2,218.70	02/24/21		
55522	448	STATE COMP INSURANCE FUND	1,442.33	02/24/21		
55523	468	THERMAL MECHANICAL INC	2,935.65	02/24/21		
55524	485	US POSTMASTER	245.00	02/24/21		
55525	489	VERIZON WIRELESS	373.96	02/24/21		
55526	553	COUNTY OF SAN MATEO-PSC	16,532.25	02/24/21		
55527	595	ALPINE HILLS TENNIS & SWIMMING	10,000.00	02/24/21		
55528	596	GEORGE ZDASIUK	726.00	02/24/21		
55529	597	WILLOW GROVE LLC	2,300.00	02/24/21		
55530	598	GOLDFARB LIPMAN ATTORNEYS	272.00	02/24/21		
Check totals:			151,685.03			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			151,685.03			
Check totals:			151,685.03			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			151,685.03			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 02/24/21	8 55504	ACCOUNTemps Temp/Clerical/Acct'ng Support, Week-Ended 02/05/21	360.57	360.57	57137541
Vendor: 55505	41	AT&T January Statement January Statement January Statement	289.24	197.14 46.09 46.01	000015993651 000015993650 000015993652
Vendor: 55506	44	BANK OF AMERICA November Statement December Statement	7,117.25	2,352.81 4,764.44	1388-NOV 1388-DEC
Vendor: 55507	76	CALIFORNIA CHAMBER OF COMMERCE 2021 Employee Poster/HR Guide - CID#510550	116.27	116.27	11506767
Vendor: 55508	78	CALIFORNIA WATER SERVICE CO Water Service, 1/9/21 - 2/8/21	1,909.79	1,909.79	JANUARY 21_SVC
Vendor: 55509	80	CALPERS January Unfunded Liability December Retirement - CLASSIC December Retirement - PEPRA	26,724.01	6,687.55 16,141.44 3,895.02	100000016285638 100000016234247 100000016237739
Vendor: 55510	218	ICMA Defer Comp, Q2_20	12,008.94	12,008.94	Q2_20
Vendor: 55511	229	INTL INSTITUTE OF MUNI CLERKS 2021 Dues, S. Hanlon through 03/31/2022	175.00	175.00	2021_DUES
Vendor: 55512	234	J. W. ENTERPRISES Portable Lavs, 1/14/21 - 2/10/21	402.48	402.48	228999
Vendor: 55513	295	LYNX TECHNOLOGIES INC January Maint./Parcel Study & Assessor Updates	625.00	625.00	9254
Vendor: 55514	307	MAZE & ASSOCIATES Cybersecurity Awareness Staff Training Program	1,600.00	1,600.00	38219
Vendor: 55515	330	NAVIA BENEFIT SOLUTIONS Annual Plan Year Fee, 2021	1,000.00	1,000.00	10325559
Vendor: 55516	343	OPENGOV INC. OGFS/Transparency/PLC Pmt Portal, 01/15/21-01/14/2022	48,624.00	48,624.00	INV00001838

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 55517	364	PERS HEALTH February Health	11,501.23	11,501.23	100000016304116
Vendor: 55518	367	PG&E January Statements	1,946.50	1,946.50	JAN STATEMENTS
Vendor: 55519	411	SAN MATEO LAWNMOWER Mower Repair & Service	218.22	218.22	208792
Vendor: 55520	428	SHARP BUSINESS SYSTEMS January Copies	20.64	20.64	9003159633
Vendor: 55521	437	SMALL BUSINESS BENEFIT PLAN TR March Dental / Vision	2,218.70	2,218.70	MAR-2021
Vendor: 55522	448	STATE COMP INSURANCE FUND December Premium	1,442.33	1,442.33	269118-DEC
Vendor: 55523	468	THERMAL MECHANICAL INC Boiler Replacement, Community Hall Service Call for Water Temp., Community Hall Bldg Regular PM Service, October '20	2,935.65	1,001.90 333.75 1,600.00	80515 80548 80514
Vendor: 55524	485	US POSTMASTER Annual Bulk Mail Permit Renewal 2021	245.00	245.00	PERMIT#581_2021
Vendor: 55525	489	VERIZON WIRELESS January Cellular	373.96	373.96	9872033681
Vendor: 55526	553	COUNTY OF SAN MATEO-PSC FY 2020-21 - 3rd Qtr. Contract Dispatch Svcs. Jan-Mar '21	16,532.25	16,532.25	PVPD 21-03
Vendor: 55527	595	ALPINE HILLS TENNIS & SWIMMING Refund Deposit, 4139 Alpine Rd.	10,000.00	10,000.00	BLDC 0013-2017
Vendor: 55528	596	GEORGE ZDASIUK Refund Deposit, 48 Hillbrook	726.00	726.00	PW0087-2019
Vendor: 55529	597	WILLOW GROVE LLC Refund Deposit, 844 Portola Rd.	2,300.00	2,300.00	BLDC0012-2017
Vendor: 55530	598	GOLDFARB LIPMAN ATTORNEYS ADU Legal Counsel through 12/30/2020	272.00	272.00	138931

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Check Date Totals			151,685.03		
Grand Total			151,685.03		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
February 24, 2021

Claims totaling \$151,685.03 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

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

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor

Form Name: Committee Application
Date & Time: 12/05/2020 4:35 PM
Response #: 109
Submitter ID: 5465
IP address:
Time to complete: 9 min. , 48 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) Cultural Arts

Applicant Information

Full Name	Heidi Kendall
Email Address	
Street Address	Bear Gulch Drive
City/Zip	Portola Valley
Number of years in Portola Valley	<1
Cell Phone	
Home Phone	
Other Phone	Not answered
Emergency Preparedness	Not answered

Preferred Phone Contact Number

(o) Cell

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

As a brand new Portola Valley resident, I would like to begin to put down roots, meet people, and participate in the community life of my new home. I am optimistic that we will all get vaccinated by summer and with that assumption, we will want to plan fun and interesting activities very soon. I am retired and have time to give, and I love art, music, performances, ... as a consumer and admirer -- without much in the way of talent myself!

My background includes managing a children's museum for several years. This entailed coordinating exhibits, planning and implementing activities and events, fundraising, and supervising staff and student interns. Activities included a wide variety of arts and sciences, music, crafts, and performances to entertain and inspire young children and their grownups. I have also served on a number of boards of directors over the years, including as an elected official in my former city of Missoula, Montana (City Council and public school board). Many years of board experience, on nonprofit and government boards, taught me that board and committee members do a lot of work that would just not get done without them.

We are living in a challenging time, and people all over the world are making unusual and difficult sacrifices. It is hard not to be able to gather together to share public experiences. In the words of Gail McGovern, American Red Cross CEO, "I really believe when we're all set free from captivity, we are going to be so happy and kind to each other." (New York Times article, 10/11/2020). In that optimistic vein, I would like to be involved in bringing that joy to our community when we can. Page 19

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

No.

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

New Text Information

Form Name: Committee Application
Date & Time: 02/17/2021 1:09 PM
Response #: 125
Submitter ID: 5532
IP address:
Time to complete: 12 min. , 51 sec.

Survey Details

Page 1

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

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

(o) Cultural Arts

Applicant Information

Full Name	Ryan Breen
Email Address	
Street Address	Alpine Road
City/Zip	Portola Valley 4028
Number of years in Portola Valley	20+
Cell Phone	
Home Phone	
Other Phone	Not answered
Emergency Preparedness	Not answered

Preferred Phone Contact Number

(o) Cell

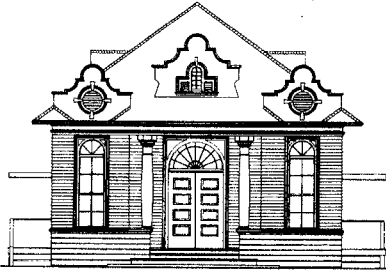
Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee.

I've been excited to get involved in a town committee since moving back to Portola Valley in July 2020. I was initially interested in the Trails & Paths committee given my affinity for hiking and decades of experience cruising PV's trails, but Cultural Arts is my greatest passion, and I'm sure I'd have more to offer there. I have about 15 years of experience managing a traditional folk/bluegrass band called Windy Hill, including hiring and booking bands for events, supporting event production (i.e. sound and stage equipment), etc. I also have a strong network of musicians and artists in the Bay Area.

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

No.

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



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: February 28, 2021

RE: FY 2021-22 Council Priority Study Session

RECOMMENDATION

Staff recommends that the Town Council hold their first of at least two study sessions on the FY 2021-22 Council Priorities.

BACKGROUND

For the past five years, the Town Council has adopted “Council Priorities” that are used to develop the annual budget. Council Priorities set the foundation for the Council’s major initiatives in the upcoming fiscal year, are the basis for major projects to support the initiatives, and are a tool that residents can use to understand the Council’s focus and track progress on meeting those goals.

The 2020 Council Priority process was severely disrupted by the COVID-19 pandemic; the typical process was set aside in lieu of efforts to ensure that the budget would not be adversely affected by pandemic-related expenditures and unexpected revenue loss.

One result of these actions is that there will not be the normal progress report on the current fiscal year’s progress on priorities.

DISCUSSION

Staff is recommending a focus in FY 2021-22 on service delivery and core projects based on the following issue areas:

1. Wildfire/emergency preparedness
 - a. Implementation of Wildfire Preparedness Committee Recommendations, and exploration of additional proposals
 - b. State Mandated Safety Element Update
 - c. Hazard Mitigation Plan Update (five year cycle)
 - d. Additional planning efforts
2. Service Delivery
 - a. Post COVID vaccine service return
 - b. Staffing needs
 - c. Technological and software improvements

- d. Website update implementation
3. Land Use Projects and Programs
 - a. Stanford Wedge and other major projects
 - b. Housing Element Update
 - c. Design Guideline changes
4. Established programming
 - a. Trails and Open Space support
 - b. Communications
 - c. Sustainability
 - d. Facility maintenance

The transition back to more in-person service delivery, as more people receive their vaccines, will take time and additional resource, and should not be underestimated in its need for focus and staff time.

Staff seeks input and guidance on the draft structure above.

The typical increase demands on government serviced delivery continued in 2020 (as opposed to those caused by the COVID-19 pandemic), and have not slowed in 2021. Government is typically asked to provide additional services for newly-identified needs, while still continuing existing services. As the smallest staffed municipality in San Mateo County, the pressure in individual employees to provide more service without augmented resource is immense. The Town Council has recognized these pressures and has adjusted the delivery of major projects accordingly over the last year.

As the Town increases the number of communication tools with residents, and as the use of those tools increases, the demands on service delivery continue to grow. For example:

- PV Connect requests have expanded
- More residents are participating in Council, commission and committee meetings, which increases the desire for information about the Town's programs and initiatives from both staff and committee volunteers
- New services, such as in-house stormwater permitting monitoring, support for committees (communication and project support), open space property maintenance, technology to support increased participation and permitting, etc., have placed new requirements on staff

Staff has also seen an increase in the complexity of the issues the Town is engaging on, the raw number of permit application conversations prior to submittal, and mandates from the state:

- The growth in complicated land use issues, many occurring at the same time, have required flexible staffing in the Planning and Building Department
- This complexity has resulted in increased participation by the Town's committees to provide guidance and recommendations to the Town Council
- The number of land use permitting requests have grown, likely as a result of delayed projects due to COVID

- In the last two years alone, changes to ADU law, hazard mitigation planning, and stormwater permit monitoring have been delegated to local jurisdictions, without any increases resources to support
- Local measures, such as organic approaches to rodents and trail maintenance, have increased staff time to address such matters

The management team is exploring ways to ensure that high-quality service is provided to residents and visitors alike, while acknowledging the changes to the number and type of community needs.

Committee/Commission Requests

On January 27, 2021, the Town Council held its annual workshop with Committee and Commission chairs. The Chairs shared their ideas for programming in the upcoming budget discussion (minutes from that meeting are attached as Attachment 1). A summary of those requests are below:

- ASCC
 - Design Guidelines updates for Wildfire
 - Post-project sign-off conditions
- Conservation
 - Continued/enhanced maintenance funding for open space properties, including Spring Down and the Frog Pond
- Cultural Arts
 - Renewal event post-COVID vaccinations
- Emergency Preparedness
 - AM Radio relocation
 - Upgrade/replace medical supplies
 - Communications
 - Integration with WPV Ready/CERPP
- Historic Resources
 - Enhanced support for digital collection browsing
 - Protection for rapidly-disappearing architectural styles in homes in town
- Parks and Recreation
 - Events, such as the Town Picnic and Zots to Tots
 - Skateboard ramp
- Sustainability
 - Continued energy efficiency upgrades
 - EV Charging
 - Battery Backup for Town Center
 - Climate Action Plan
- Trails and Paths
 - Trails maintenance program
- Wildfire Preparedness
 - Continued support of current adopted programs, and potential future proposals as highlighted in December 2019

Many of these proposals are currently part of the draft four-part recommendation that began this discussion section. Staff seeks input and guidance from the Council on which committee/commission projects should be supported in the FY 2021-22 budget.

FISCAL IMPACT

There is no fiscal impact associated with acceptance of this report and holding a study session on this topic. There will be substantial resource allocations made because of the completion of the Council Priorities.

ATTACHMENT

1. January 27 Council Meeting Minutes

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

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

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

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

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

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

REGULAR AGENDA

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

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

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

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

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

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

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

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

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

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

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

Dale Pfau, Chair, Emergency Preparedness Committee. Mr. Pfau shared a slide presentation explaining the goals of the committee, with the current emphasis being on supporting the Town in wildfire preparedness. He described the communication activities they support such as AM and shortwave radio, and liaising with WPV Cert, WPV Ready, and Woodside Fire. He said that Councilmember Richards, the Council liaison for their committee, has been very good at providing guidance and direction. He said over the coming year they will be focusing on how the committee liaises with Woodside and their new EOC and EPC, continuing with Woodside Fire, and with the resurgent WPV Ready and WPV Cert, and how they all work together and avoid duplication of efforts. The priority list includes relocation of the Town AM Radio (approximately \$25K); upgrade and replace the medical supplies at Town Center (approximately \$3K-\$4K); increase outreach and communications coordination (approximately \$2K-\$3K); integrate/coordinate efforts with CERT/WFPD/Woodside EPC/EOC (\$3K-\$4K); and locate a WPV-CERT Trailer in Portola Valley.

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

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

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

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

driven or committee driven. Mayor Derwin said this committee's roots were in the Climate Change Task Force that was established in 2006 that she and Steve Tobin co-chaired.

Paige Bishop, Chair, Cultural Arts Committee, and Director of Portola Valley Summer Concert Series. Ms. Bishop said she is moving and will need to resign from her Town positions. She said John Badger will take over both positions if the Council agrees. She will be available to support Mr. Badger via Zoom. She said because of COVID they are only looking at the outside possibility of being able to have a community event by October but hope to have some kind of celebratory event at that time. She loved the title idea of "Renewal" from Mayor Derwin. She said at some point the renewal of the community should be celebrated and she would like to build on that theme. She said with regard to their budget needs, they will most likely be within the regular budget guidelines. She expressed how difficult this move is for her and said it was an incredible honor to have worked for the community on behalf of music and bringing everyone together. Councilmember Richards said he hopes Ms. Bishop gets all the credit she deserves for all the years she's managed to bring music into town and her support of the invaluable priority of maintaining and building community.

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

Gary Hanning, Chair, Trails & Paths Committee. Mr. Hanning said the town will miss Paige Bishop and they owe her mountains of gratitude. He said the beloved Summer Concerts bring the town together and are looked forward to by the families in town. Mr. Hanning thanked everyone for their support of the trails during this pandemic. He said the trails have never served as well as they are serving everyone today. He said he thinks they are probably saving lives, giving people an avenue to get out and exercise and to see neighbors and friends at a safe outdoor distance. He said the social contact is so important and we've just begun to measure the impact of not having that, particularly certain groups of residents. He said the trails are open and he encouraged residents to get out and use them. He said he is very proud of the Trails Committee, Town staff, and everyone who made it possible to close the Sequoia trail two days a week so that the Sequoia residents could get out and exercise safely on a trail close to home. He said that is the highest risk group and it was so important for them to get out and they have shared their immense gratitude for having that trail to themselves two days a week. He said they receive a monthly trail maintenance update from Public Works and work very closely with Public Works Director Young identifying new trail maintenance issues. He said the ongoing effort of the Trails Committee has been prioritizing a capital-intensive project list that consists of projects that lie outside of the normal maintenance cycles. An example would be the all-season Sequoia trail where the base rock is getting pushed down into the mud and the mud is taking over. He said, like Conservation, they operate on a very small budget and they need to start thinking about when they can spend the money. He said this year the budget has been very lean because of the uncertainties due to COVID. He pointed out that the trails in Portola Valley are open to the public, not just Portola Valley residents, and the Town foots the bill. He said no other community does it that way. He said they've been looking at ways to get additional resources such as through grants and volunteer labor. He said one of their planned volunteer trail days was scheduled for earlier this year but had to be cancelled. Some residents and expert volunteers were going to rework a portion of trail at zero cost to the Town. He said they are trying to find creative ways to pay for the maintenance of the trails because it is not likely the Town can sustain that expense forever. The Horse Fair was cancelled last year and will be cancelled again this year. He said the equestrian culture is deeply embedded in the history of Town and is one of the facets that the Trail Committee works

very hard to keep alive. The Horse Fair has been kept to under \$10,000 per year but it may need to be increased due to increased attendance. He thanked Ellie Ferrari and Barb Eckstein, the heavy lifters for the Horse Fair. Mr. Hanning said the committee is also working with the Stanford housing project. He said one of their objectives there is to expand the trails network. He said the trails came about through the subdivision process so it is an understatement to say the committee was excited when the project came up. He said they are guided by the Trails and Paths Element of the Town's General Plan, and there are also committee members who know that land very, very well. He said the Alpine Canyon Trail has existed there since the 1960s, where people used to ride their horses on that trail to get to the Alpine Inn, but the trail is not on the Town's trail map. He said that will be one of the main arteries into the Wedge, connecting it to the Westridge neighborhood. He said traffic can flow easily between Westridge and the Wedge and from Westridge to Ford Field. He said traffic from the Wedge can flow up to Westridge and easily connect to Shady Trail, which goes all the way to Hidden Valley, which can take you to the Town Center. He said this is an amazing opportunity to grow the trail network and interconnect the neighborhoods. He said another objective is to offer a variety of trails to all of their different trail user groups – hikers, runners, baby buggies, equestrians, bicyclists, etc. He said the Trails Committee mantra is "something for everybody." He said they are also working with Fogarty Winery who would like to connect their tasting room to the trail system. He said they are very interested in the possibility of granting a trail easement from Razorback Ridge to their tasting room. Mr. Hanning said he agreed completely with Ms. Murphy that Trails and Conservations have many aligned interests and always support each other.

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

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

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

Michael Tomars, Ad Hoc Wildfire Preparedness Committee. Mr. Tomars said their committee has taken great strides in going from zero to 60 in a short period of time, becoming new experts. He said they are committed to try to bring the town to a better place in responding and being prepared for these types of events. In doing so, they have had to identify the primary risks, and the list continues to evolve, especially given with what they saw with the CZU Complex. He said all of their current mitigation measures have been reviewed in addressing those risks. They consider the impacts on both public and private lands with a holistic approach. He said they examine all the educational opportunities available and any incentive programs they can tap. In their mission, they wrap in all the material input they receive and reach out to multiple stakeholders. He said it is a large task but is something they have embraced. He said throughout the year they have definitely placed more emphasis on vegetation management and home hardening. The committee is comprised of three subcommittees dealing with 1) communication and evaluation; 2) home hardening and insurance infrastructure; and, 3) vegetation management and defensible space. He said they were working very hard in their initial year on the home hardening issue, putting through essential Code modifications. He said these items were approved in 2019 and asked what the process is for getting them to the finish line. Mr. Tomars said they made incredible strides with vegetation management in October of last year, building upon issues tackled in their initial year. He said the jewel in the crown is the requirement for large land owners (50 acres or more) to have a vegetation management plan in place to be reviewed by Woodside Fire and inspected periodically. He said this impacted Windy Hill under Mid-Pen, Coalmine Ridge under Portola Valley Ranch and Blue Oaks, the Wedge, Hawthorns, El Mirador, and Neely. Mr. Tomars said he spoke with Fire Marshal Bullard this week to review steps necessary to get this to the finish line. He said the committee will need to develop a template vegetation

management plan that outlines various aspects of what should be included in the plan along with an annual certification to ensure the plan is being followed. He said there were easier things to put into place such as restricting vegetation within 10 feet of underground transformers, adding the flammable five (junipers, cypress, acacia, pine, eucalyptus), expanding the defensible space from 100 to 200 feet for slopes of more than 30 degrees, and the right-of-way cleanup targeting hazard trees and underbrush. He said regarding funds, they have tried to keep their work revenue neutral and do not require a dedicated budget. He said honestly speaking, however, a budget would help because some of the tasks are difficult to accomplish on a timely basis unless funds are available. To prioritize that, to get the most bang for the buck, the committee will be working the first quarter of this year in developing and crystalizing those types of ideas. He said the Town Council should see some product coming out of that.

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

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

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

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

final sign off on approved permits, doing the specific things they were instructed not to do prior to their permit approval. For example, if the ASCC says not to put in a particular type of lighting and the homeowner does it anyway six months later.

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

Mayor Derwin invited concluding comments or thoughts from the Councilmembers.

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

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

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

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

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

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

Nancy Lund, Chair, Historic Resources Committee, had technological difficulties and was able to provide her committee's report until the end of the workshop. Ms. Lund said her job is to gather information to keep track of what's going in town, record and organize it in some way so it can be found again later. She said last year 37 people came to ask questions. She encouraged everyone to feel free to come and ask questions. She said they have a digital collection and non-digital collection. She said most of the photographs are digitized and organized into 120 different categories. She said there is a digital database of 13,000 entries to identify all of the photos. She said they do not have a way yet to click on an item in the database that will pull up the digitized item. She said that could become an expense issue because they don't know how to link that up and they may need to hire an expert. She said there is also a digital database of 3,165 non-digital items that are kept in a file cabinet. In addition, there is a special Regnery collection, the work done by the prior Town Historian, Dorothy Regnery, which includes the early Hispanic

and early Anglo times on this land, with 743 card catalog digital ways to search. She said they also have the bound issues of the Almanac from 1967 until they went digital in 2002. She said the Almanac used to be 40 to 50 pages long with articles reporting on Council meetings, School Board meetings, sporting events, etc., which is a regional history of the five little towns in the area. She said they also have the negatives that go with the photographs in the various newspaper issues. They have a card file for searching articles. She said they also keep an eye on the historic resources. For example, they oversaw the placement of the historic marker on the Mangini Roadhouse which was the first Town Hall, and the historic marker on Harry Hallett's store, which is a modern interpretation of his store from the turn of the century when the little village of Portola was here. She said she is very concerned about the Allen-Woods, Hawthorns property, the 80 acres that extends along Alpine and Los Trancos Road. She said that property was bequeathed to the Peninsula Open Space Trust who passed it on to Mid-Pen. Mid-Pen had a study done by architectural historians who classified 11 acres as important enough to be eligible for listing on the National Register of Historic Places. She said it is a priceless resource for the town and Mid-Pen is having a hard time finding a partner to oversee it, restore the buildings, and occupy them. She said it is now an expense for Mid-Pen, trying to keep it in a state of arrested decay, and their mission is open space preservation and not historic preservation. She is concerned they will eventually request a demolition permit. Mayor Derwin said she remembers going there years ago and climbing through a window and roaming around the magnificent house and agreed it will be a tragedy if it is town down. Ms. Lund is hoping that somebody from some of the committees can come up with some ideas. She said a Town use would be a huge undertaking but maybe somebody else wants to take it on as a place to live in. Town Manager Dennis said that right around the time of the CZU fire, he and Ms. Lund realized they did not have a formal plan in place to address saving the Town's heritage. He said Ms. Lund spent very valuable time to come up with a plan to be implemented in case the town was in danger of a fire. Ms. Lund said the thanks go to Jim Lipman for that. Councilmember Wernikoff said she is familiar with the ins and outs of the various parties involving with the Hawthorns. She asked if there has been any proactive outreach within the town to see if there are parties interested in taking on a project there. She said many people may not even know it's there. Ms. Lund said there had been outreach for a short period of time when they put out requests for proposals and the little committee called Friends of Hawthorns was formed. But since then it was under contract with the two families and was not available but it is now available again. Councilmember Aalfs said it's been several years since there have been any public discussions about it. Mayor Derwin thanked Ms. Lund for the exquisite work that she does.

Mayor Derwin invited public comment.

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

Kristi Corley said she has been attending some of the committee meetings and is impressed by the leaders, some of whom have been doing it for more than 20 years and some 40 years. She thanked them for their leadership on the committees and commitment to the town. She asked why the Bicycle, Pedestrian & Traffic Safety Committee is not participating in the workshop because she was looking forward to hearing their report. She said they are very important because in looking at some of the pedestrian reports there have been some biking accidents and a lot of external bicyclists coming through town. She said traffic is also a concern. Mayor Derwin said not all committees were able to attend tonight's workshop. Vice-Mayor Hughes said he is the liaison to the BPTS and he provides monthly reports of their activities to the Council. He said they have not heard from them tonight about their plans for the upcoming year because they were unable to attend. Kristi Corley said her son was able to go to the Hawthorns area through a Scout project. She said she is curious about if there are tours of the buildings or trails so the residents can experience it and walk through it. She said, with regard to the

vacancies on the committees, she saw a list of Woodside committees in the Almanac but never saw one from Portola Valley. She said as her children are moving away and getting on with their careers, she is looking around to see what would be a good fit for her.

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

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

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

Town Manager Dennis said because there were a few committees who were unable to attend tonight, he will reach out to them to ensure he can transmit their thoughts to the Council and also invite them to attend the meeting on February 10. He said the next formal budget meeting is set for February 24, a study session on the priority setting process for the Council. The committees' annual reports come in April and May. He said the priority setting process is finalized in April at which point staff and the liaisons will share the priorities with the committee members. The draft budget is typically brought in April but it may be May this year because they may need extra time to include the new forecasting and trend analysis components of the budget. He thanked the committees for all the work they do. He said staff has the privilege of liaising with the committees on a variety of projects and appreciates all the committee members and chairs who keep them on task and educate them on a daily basis about all of the wonderful things happening in town.

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

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

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

Mayor Derwin invited questions and comments from the Council.

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

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

Vice-Mayor Hughes said his general inclination is to have as little restriction as possible as it comes in. He said bigger projects often require having the money in hand before starting and if the work ends up



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Cara Silver, Town Attorney

DATE: February 24, 2021

RE: Extension of Local Emergency Declaration in Response to Novel Coronavirus (COVID-19)

RECOMMENDATION

Staff recommends that the Town Council extend the Town's Local Emergency Declaration for another 96 days, thus expiring on June 1, 2021, and amend the Council subcommittees' membership.

BACKGROUND

In response to the COVID-19 pandemic, the Town Council adopted a Local Emergency Declaration at a special meeting on March 17 (Attachment 1).

The order:

1. Declares that a Local Emergency now exists throughout the Town of Portola Valley, California;
2. During the existence of this Local Emergency, the Town Manager/Director of Emergency Services shall have the authority to adopt emergency orders or regulations to ensure the health and wellbeing of the public and mitigate the effects of the Local Emergency, including but not limited to public health, safety and welfare measures, employee service levels and purchasing and procurement;
3. During the existence of the Local Emergency, the City Council authorizes the Mayor to appoint a subcommittee of two council members to approve the warrant list on behalf of the Town Council in the event regular Town Council meetings are cancelled or prompt payment is needed while the Council is not in session.
4. During the existence of this Local Emergency, the powers, functions and duties of the Town Manager/Director of Emergency Services and the Town Council shall be those prescribed by state law, by the existing ordinances and resolutions of the Town Council as well as this resolution and any subsequent emergency orders or regulations adopted by the Town Council or Director of Emergency Services.

To augment this declaration, the Council has authorized the following COVID-19-related subcommittees:

1. Local Emergency Order support – Mayor Aalfs and Vice Mayor Derwin (now Mayor Derwin and Vice Mayor
2. Fiscal Matters – Councilmembers Hughes and Wengert
3. Reactivating Full Town Service Delivery – Mayor Aalfs and Councilmember Richards

The emergency order was extended for 30 days on May 13, 2020, 45 days on June 10, 2020, 60 days on July 22, 70 days on September 23, 2020, and 80 days on December 9, 2020.

DISCUSSION

Substantial restrictions on business operations and individual's activities are expected in the coming weeks and months will remain in place, staff believes that an extension of the current local emergency order is warranted. Service provision continues to be disrupted by the shelter-in-place, and important, immediate decisions are required to be made on a regular basis. Extension of the order will allow for continuity of service and allow staff to respond quickly to new needs.

Staff recommends that the order, as currently drafted, be revised for an additional 96 days. This current extension would extend the local emergency through June 1, 2021.

Staff also recommends the following amendments to the makeup of the Council subcommittees, to reflect the election of Councilmember Wernikoff, the retirement of Councilmember Wengert, and the annual appointment of a new mayor:

1. Local Emergency Order support – Mayor Derwin and Vice Mayor Hughes
2. Fiscal Matters – Councilmembers Hughes and Wernikoff
3. Reactivating Full Town Service Delivery – Councilmember Aalfs and Richards

ATTACHMENT

1. March 17 Local Emergency Order

Approved by: Jeremy Dennis, Town Manager



RESOLUTION NO. 2819-2020

URGENCY RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY DECLARING EXISTENCE OF LOCAL EMERGENCY

WHEREAS, Government Code Section 8637 authorizes the Town Council to declare a local emergency; and

WHEREAS, Portola Valley Municipal Code defines a local emergency as “actual or threatened, existence of conditions of disaster or of extreme peril to the safety of persons, property and environment, within or affecting the territorial limits of the town, caused by such conditions as air pollution, drought, earthquake, epidemic, fire, flood, human acts, plant or animal infestation or disease, riot, severe weather, sudden and severe energy shortage, technological interruptions, the governor’s warning of an earthquake or volcanic prediction, or other conditions including conditions resulting from war or imminent threat of war, which are, or are likely to be, beyond the control of town services, personnel, equipment and facilities and requiring the combined forces of other public agencies to combat”; and

WHEREAS, the Town Council hereby finds conditions of extreme peril to the safety of persons and property have arisen within the Town due to the following:

The Centers for Disease Control and Prevention has stated that a novel coronavirus named “COVID-19” is a serious public health threat, based on current information.

The County of San Mateo’s Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County. The Health Officer further clarified that implementation of activities prescribed in his statement March 5, 2020, is now critical;

On March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic; and

WHEREAS, implementation of the Health Officer’s direction may have immediate or future impacts on the Town’s ability to provide services to the community as follows:

Urgent modification to Town services, including temporary closure of the Portola Valley Town Hall, cancellation of upcoming non-essential Town sponsored events and meetings, and increased telework by Town employees; and

Additional service impacts such as temporary closure of Town facilities and/or postponement or cancellation of programs and services involving the Town’s recreation centers, library, and Town Hall including planning and building services; and

Reassignment of available staff to deliver the following essential services necessary to protect life and property of the Portola Valley community: emergency building inspections, public works emergency response, public information and Town Council support, and the internal services necessary to support essential services including payroll, accounts payable, procurement, information technology, and critical fleet maintenance; and

Reassignment of staff may impair ability to make progress on Town Council priorities and work plan and comply with mandated state and federal reporting; and

WHEREAS, the economic impact of COVID-19 is projected to cause significant reductions in Town revenues; and

WHEREAS, That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency;

WHEREAS, said Town Council does hereby find that the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and

NOW, THEREFORE, the Town Council of Portola Valley does hereby:

1. Declare that a Local Emergency now exists throughout the Town of Portola Valley, California;
2. During the existence of this Local Emergency, the Town Manager/Director of Emergency Services shall have the authority to adopt emergency orders or regulations to ensure the health and wellbeing of the public and mitigate the effects of the Local Emergency, including but not limited to public health, safety and welfare measures, employee service levels and purchasing and procurement;
3. During the existence of the Local Emergency, the City Council authorizes the Mayor and Vice Mayor to approve the warrant list on behalf of the Town Council in the event regular Town Council meetings are cancelled or prompt payment is needed while the Council is not in session. In addition, the Council hereby appoints a second subcommittee consisting of Council Members Wengert and Hughes to provide input and direction to the Town Manager regarding other financial issues that arise during this local emergency.
4. During the existence of this Local Emergency, the powers, functions and duties of the Town Manager/Director of Emergency Services and the Town Council shall be those prescribed by state law, by the existing ordinances and resolutions of the Town Council as well as this resolution and any subsequent emergency orders or regulations adopted by the Town Council or Director of Emergency Services.
5. This Local Emergency shall continue until it is terminated by proclamation of the Town Council. Pursuant to Section 8630 of the Government Code, the Town Council shall proclaim the termination of a local emergency at the earliest possible date that conditions warrant. The need for continuing this local emergency shall be reviewed within 60 days by the Town Council.

REGULARLY PASSED AND ADOPTED this 17th day of March, 2020.



Jeff Aalfs, Mayor

ATTEST



Sharon Harlon, Town Clerk

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

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Wednesday – February 11, 2021

1. Agenda (Cancellation) – Trails & Paths Committee – Tuesday, February 16, 2021
2. Agenda – Planning Commission – Wednesday, February 17, 2021
3. Town Hall Closure in observance of Presidents' Day – Monday, February 15, 2021
4. Letter from resident Valerie Baldwin re Concerns with proposed Stanford development and Housing – Wednesday, February 10, 2021
5. Letter from resident Mary Hufty re Town Evacuation and Wildfire Safety – Wednesday, February 10, 2021
6. Invitation to the February Council of Cities meeting – Friday, February 26, 2021
City Selection Committee meeting begins at 6:30 pm

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

1. None



Town of Portola Valley
Trails and Paths Committee Meeting
Notice of Cancellation
Tuesday, February 16, 2021

TRAILS & PATHS COMMITTEE MEETING

CANCELLATION NOTICE

The regular meeting of the Trails and Paths Committee, scheduled for Tuesday, February 16, 2021 has been canceled.



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Planning Commission
Wednesday, February 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/95650209083?pwd=eDVZVVBQb2dvZzlxL3lBcDlyemxVQT09>

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

Meeting ID: 956 5020 9083 **Passcode:** 645900

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 Laura Russell at russell@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. Upcoming Planning Commission Work Program (L.Russell)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Reports
 - a. PV Donates

APPROVAL OF MINUTES

4. Planning Commission Meeting of January 20, 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

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

PUBLIC HEARINGS

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

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED
Monday,
February 15, 2021

**In observance of Presidents'
Day**

In Case of Emergency: Sheriff's Office: 911

Valerie Baldwin

Wed 2/10/2021 12:43 PM

Dear Town Council,

We are very concerned with the development of the Stanford Terrace. After the wildfire came so close to our home, we are terrified we will not be able to evacuate in the rush of residents to get away. We will be jammed by our neighbors in the Ranch, Brookside, Ladera, and Westridge. I have desperately cornered some of our local firemen and councilmen on what was the town plan for evacuation. All have said there is no plan, but one will be figured out on the fly when needed. Not reassuring. Adding such a large community at the Terrace would severely exacerbate the situation. One related issue I have not heard anyone on your webinars mention is the clogged Alpine Rd artery while digging up the road for sewer, water, and PGE lines. How many months will this last and what if a wildfire or earthquake happens then?

Another issue I have not heard about is the severe lack of parking for the Terrace residents. I invite you to take a drive down my street, Echo Lane between Alpine Rd and Canyon, an area of town of smaller lots. There are cars all along the street as most homes have 3+ cars, garages full of stuff (not cars), and cars from visitors, house cleaners, gardeners, workmen. I could not believe Stanford has designed the Terrace with one-car garage per house and one parking space per apartment. They expect people in a 4-bedroom home to have one car? Ridiculous. House residents could squeeze a second car blocking their garage (how convenient is that?) or use just a few "guest" parking places. Emergency vehicles would be blocked if they parked in front of their homes. They should plan for 3 spaces per residence plus parking for visitors and home helpers. The restriction now planned could cause overflow parking onto the shoulder/scenic corridor along Alpine Rd. This will obviously restrict evacuation. Where will these vehicles go if you put up NO PARKING signs? Our conclusion: There are way too many homes planned for this.

We also feel the town should fight the State on this Build-Build-Build mandate of one size fits all. They should consider we are in a wildland-urban interface with severely restricted evacuation routes. Do they really want another Paradise?

Please take a new look at these plans. I know residents and firemen have additional concerns like wildfire on the hillside.

Thank you for your consideration,

Geoff and Valerie Baldwin
Echo Ln

February 10, 2021

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

Re: Town Evacuation and Wildfire Safety

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

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

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

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

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

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

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

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

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

Sincerely yours,

Ulrich	Aldag	Westridge Drive
Daniel	Alegria	Mapache Drive
David	Baszucki	Erica Way
Nella and Bill	Berry	Westridge Drive
Thomas and Helen	Buckholtz	Westridge Drive
Clay	Bullwinkel	Bear Gulch Drive
Ursula	Burger-Nafeh	Thistle
Gene	Chaput	Alamos Road
Monika	Cheney	Goya Road
Edith	Collin	Cervantes Road
Rita	Comes Whitney	Westridge Drive
Kristi	Corley	Golden Oak
Ginger and Don	Creevy	Westridge Drive
Rusty and Kristin	Day	Pinon Drive
Sonja	Declercq	Westridge Drive
Eric	Denys	Westridge Drive
Patty	Dewes	Paloma Road
Dolores	Dolan	Shawnee Pass
Charles, Maxwell, Fallon, Daniel, Mary	Falore	Bear Gulch Drive
Beatty, Buzz, James Teresa	Fann	Prado Court
Margaret	Godfrey	Tynan Way
Anthony and Bev	Goodrich	Cervantes Road
Brian and Jenny	Guichard	Alamos Road
Linda	Harley	Kiowa Court
Brenda and Jim	Heiple	Conil Way
Jonathan	Herrington	Possum Lane
Mary	Hillier	Corte Madera Rd
	Hufty	Mapache Drive

Andie	Hutchinson	Prado Court
Robert and Mary	Jack	Westridge Drive
Anu and Ravi	Khatod	Escobar
Leslie	Kraus	Portola Road
Leslie	Kriese	Wintercreek Court
Jacqueline	Kubicka	Hillbrook Drive
Annie	Lau	Pine Ridge Way
Syrus	Madavi	Westridge Drive
Terrance	McLarnan	Canyon Drive
Yvette	Michel	Gabarda Way
Eileen and Sean	Morgenthaler	Alpine Road
Eve	Moscato	Avenue
Matthew and Lori	Muffly	Westridge Drive
John	Nafeh	Thistle Street
Ruth	Ramel	Sandstone
Nigel	Ray	Dedalera Drive
John	Ruwitch	Minoca Road
Nan	Shostak	Larguita Lane
Nancy	Thompson	Sandstone Street
Andrew and Sylvia	Thompson	Westridge Drive
Patricia	Thorson	Brookside Drive
Patricia	Thorson	Brookside Drive
Anh	Truong	Minoca Road
Robert	Turcott	Pine Ridge Way
Ellen and Jim	Vernazza	Nathorst Ave.
Barbara, James,		
Paul	Vetter	Solana Road
Bryan	Walker	Russell Avenue
Valerie	Wookey	Shawnee Pass
Robert	Younge	Westridge Drive



Meeting Announcement
Friday, February 26, 2021
7:00 p.m.

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

Location
Join via Zoom: https://us02web.zoom.us/j/89796678173 Meeting ID: 897 9667 8173 One tap mobile: +1-669-900-9128

Schedule
6:30pm City Selection Committee
7:00pm Business Meeting
7:15pm Program
8:00pm 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: Planning for the Future

An energetic transformation is taking place in San Carlos' well-established east side industrial area which for decades has been home to a variety of low-intensity commercial and industrial businesses. As new biotech, life science, and high-tech office developments continue to bring new opportunities to the area, San Carlos is planning to face the changes and challenges that come with them along with the need to find new housing opportunities.

The City has prepared an overview of new strategic objectives, initiated and backed by the City Council, to develop a forward-looking vision for East San Carlos as part of **The East Side Innovation District Vision Plan** and the **San Carlos Housing 2040** plan as well as lessons learned through implementation of child care initiatives. Join us as we present our latest planning efforts.

Please RSVP to cityclerk@cityofsancarlos.org or 650-802-4219 by Friday, February 19th.
RSVPs are not required, but appreciated!

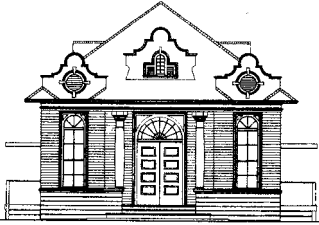
TOWN COUNCIL WEEKLY DIGEST

Thursday - February 18, 2021

1. Agenda (Special) – Sustainability Committee – Monday, February 22, 2021
2. Agenda – Architectural & Site Control Commission – Monday, February 22, 2021
3. Agenda – Conservation Committee – Tuesday, February 23, 2021
4. Letter from resident Rusty Day to the Town Council, re SB 1241 and the Town's Response – February 11, 2021
5. Letter from Town Attorney Silver to the Town Council in response to email from resident Rusty Day re SB 1241

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

1. None



TOWN OF PORTOLA VALLEY
Special Sustainability Committee Meeting
Monday, February 22, 2021 10:30 PM to 2:30 PM
Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

Join Zoom Meeting:

<https://zoom.us/j/99862182632?pwd=TFh5UDZuVFdaTSt3Ty9PS3lkbTJCZz09>

Meeting ID: 998 6218 2632

Password: 256635

To access the meeting by phone, dial:

1-699-900-6833

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

*Mute/Unmute - press *6*

*Raise Hand - press *9*

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes**
- 4. Old Business:**
 - a. Updates from Maryann**
 - b. Updates from Brandi**
 - c. Review of Sub-Committee Work**
- 5. New Business:**
 - a. Review and Vote on Update to Committee Charter – Meeting Frequency**
 - b. Elect Committee Officers**
 - c. Discuss Emergency Power During Blackouts**
 - d. Discuss Induction Stoves**
- 6. Discuss Date and Topics for Next Meeting**
 - a. March 15, 2021 at 10:30 am**
- 7. Announcements**
- 8. Adjournment**



TOWN OF PORTOLA VALLEY

4:00 PM – Architectural Site Control Commission Meeting
Monday, February 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.

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Join Zoom Meeting Online:

Please select this link to join the meeting:

<https://zoom.us/j/98135164244?pwd=NSs5cTdCTUg4RlpBK1gwK3ZTTjBhZz09>

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

Meeting ID: 981 3516 4244 **Passcode:** 654158

Or Telephone:

1.669.900.6833

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

*6 - Toggle mute/unmute.

*9 - Raise hand.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to Dylan Parker, Assistant Planner at dparker@portolavalley.net by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Commissioners and included in the public record.

We encourage anyone who has the ability to join the meeting online to do so. You will have access to any presentations that will be shown on your screen and can easily ask questions using the "raise your hand" feature when the Chair calls for them.

4:00 PM - CALL TO ORDER

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Architectural Review for New Prefabricated Barn with Horse Corral Area, File # PLN_ARCH 12-2020, 19765 Skyline Blvd, Stalley Residence (D. Parker)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Report
 - a. PV Donates

APPROVAL OF MINUTES

4. ASCC Meeting of February 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.

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

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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, February 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/93881653902?pwd=a3c1WnZPd2k5S1BIRWRWVnNpMFhxUT09>

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: 938 8165 3902

Password: 834598

SPECIAL MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes for January 26, 2021
4. Site Permits -
 - a. Assignments schedule
 - b. Neely Winery
 - c. 622 Portola Cal Water Pumping Station Chiariello - done
 - d. 370 Golden Oak Heiple-done
 - e. Priory CUP amendment request -
5. Tree Permits -
 - a. Approved Revision of Significant Tree / Shrub List (Appendix A)
6. Old Business
 - a. Aiming for more efficiency
 - i. Written Subcommittee reports attached to agenda
 - ii. Less frequent oversight of Open Spaces
 - b. Oversight of Significant Town Owned Properties
 - i. Spring Down – report (Appendix B)
 - ii. Town Center -
 - iii. Frog Pond
 - iv. Triangle Park, Ford Field, Rossotti's Field

- c. Committee/Town cooperation
 - i. Public Works - Murphy
 - ii. Sustainability and Environmental Resources Committee - Murphy
 - iii. Trails - Coleman
 - iv. Open Space – Chiariello
 - v. Fire Ad-Hoc – Plunder
 - vi. ASCC? – Plunder
 - vii. Priorities/Budget requests. Murphy next steps (Appendix C)
 - d. Backyard Habitat - Plunder
 - f. Tip of the Month - Magill
 - g. What's blooming now - Magill
 - h. Kudos - Plunder
 - i. Predators / Rodenticides – Chiariello, Plunder, Kawaja
 - j. Broom Pull – 1st week of March virtual
 - i. Evening Lecture – Ohlone Care of Land Professor Matt Kroot
 - j. Emeritus Group
7. New Business
- a. Donation Program for Small-Scale Town Projects (Appendix D)
8. Adjournment
9. Next meeting: Tuesday, March 23, 2021 at 7:00 pm via Zoom

Subject - SB 1241 and the Town's Response

Thu 2/11/2021 3:53 PM

From: Rusty Day

To: Maryann Moise Derwin <mderwin@portolavalley.net>; Craig Hughes <chughes@portolavalley.net>; John Richards <jrichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; Sarah Wernikoff <swernikoff@portolavalley.net>

CC: Jeremy Dennis <jdennis@portolavalley.net>; Sharon Hanlon <shanlon@portolavalley.net>; Don Bullard <djbullard@woodsidefire.org>

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

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

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

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

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

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

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

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

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

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

While the 2010 amendment of the Safety element addressed and incorporated the seismic safety changes required by sections 65302(g)(1) and (2), it did not address or provide any of the wildfire changes or requirements later imposed in 2012 in section 65302(g)(3). Nor did it perform the comprehensive, community-wide wildfire hazard and safety assessment, set forth appropriate goals, policies and objectives based on that assessment to abate and reduce the identified wildfire hazards and risks in town, or establish the implementation measures needed to accomplish those goals, policies and objectives, which section 65302(g)(3) required the Town to perform by the next revision of the Housing element after January 1, 2014.

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

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

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

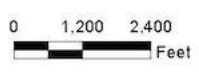
This is why more than 80 residents wrote the Town Council asking it to adopt the budgetary measures needed to fund the required wildfire hazard and risk assessment, to revise our Safety element based on that assessment to comply with State law, and to fulfill the long-standing mandate stated in our 2010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

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

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



- CH (h+) CHAPARRAL (highest)
- CS (h) COASTAL SCRUB (high)
- FPO (h+) FIRE-PRONE OAK WOODLAND (highest)
- FPUF (h) FIRE-PRONE URBAN FOREST (high)
- FPUF (h+) FIRE-PRONE URBAN FOREST (highest)
- GR (m) GRASSLAND (moderate)
- MEF (h+) MIXED EVERGREEN FOREST (highest)
- MG (l) MOWED GRASS (low)
- RF (h) REDWOOD FOREST (high)
- US (m) URBAN SAVANNAH (moderate)
- VIN (l) VINEYARD (low)



Basemap: Town of Portola Valley
Vegetation Data Source: Moritz Arboricultural Consulting
Map: TRA Environmental Sciences, Inc.
October 2008

RE: SB 1241 and the Town's Response

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FROM: Cara E. Silver

TO: Maryann Moise Derwin <mderwin@portolavalley.net>; Craig Hughes <chughes@portolavalley.net>; John Richards <jrichards@portolavalley.net>; Jeff Aalfs <JAalfs@portolavalley.net>; Sarah Wernikoff <swernikoff@portolavalley.net>

CC: Jeremy Dennis <jdennis@portolavalley.net>; Sharon Hanlon <shanlon@portolavalley.net>; Don Bullard <djbullard@woodsidefire.org>; dukeandbarney@gmail.com

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

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

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

Mr. Day's assertion is incorrect:

- The Town was not legally required to do so. At the time, State law only required updates for areas classified as "Very High Fire Hazard Areas" (VHRHA). While CalFire recommended a portion of Town be designated a VHFHA, in 2009, the Town Council elected not to accept this recommendation. This was due in large part to residents' objections to the designation due to the arbitrary nature of the mapping, the noted deficiencies, the lack of public input, the inequitable focus on only one area of Town and concerns it could result in non-renewal of property insurance. As explained in the 2015 OPR Guidance and by Fire Safe San Mateo County: "These maps are recommendations provided by CalFire, and are not necessarily actual designated wildfire severity. Such zoning designations do not go into effect unless, and until, they are adopted by ordinance by local agencies. Local agencies are not required to report such zoning actions and CalFire does not have a current list of local agencies that have adopted ordinances establishing Very High Fire Hazard Severity zones within their boundaries." The Safety Element explicitly notes "While Portola Valley has not adopted the State maps, it has exceeded the State requirement by adopting Chapter 7A to apply to all new construction throughout town limits. Chapter 7A dictates the use of fire-resistant exterior materials and adherence to various design details."

- Other cities in the Bay Area did not amend their Safety Element in 2014-2015. A survey of General Plan updates in the Bay Area (which are on the same Housing Element cycle as Portola Valley) shows that no other community made the types of updates in 2014-2015 that Mr. Day contends were required by law. This shows that the Town understood the requirements of SB 1421 at the time of the update, and that its interpretation is correct.
- The Town in consultation with Woodside Fire elected to commission an alternative study, known as the Moritz report. This report surveyed high risk vegetative fuel sources. The Moritz report classified multiple area in the Town as “highest” risk, but this rating system only applied to vegetation. It is not the equivalent to the CalFire rating system of “Very High Fire Hazard Area” which also takes into account factors such as fuel loading, slope, fire weather, winds, and other relevant factors. (Government Code Section 51179.) Mr. Day incorrectly conflates the two rating systems.
- The OPR Guidance had not been released at the time the Town adopted its Housing Element. State law requires cities to follow the OPR Guidance when updating their Safety Elements. OPR adopted its first Technical Guidance in mid-2015, several months after January 14, 2015, the date the Town updated its current Housing Element. The 2015 OPR Guidance, while technically still in effect, does not take into account experience from any of the recent fires. To address this, OPR is now in the process of further updating this guidance and as stated above only a draft version is available.
- There was no need to perform an update in 2015. State law recognizes that General Plan update processes are multi-year efforts. The Town had just updated its Safety Element on July 28, 2010, and after much debate and community input had elected not to designate the CalFire recommended “Very High Fire Hazard Area” in its zoning ordinance. The Moritz report had performed an exhaustive study identifying vegetative fire risks, and the OPR Guidance had not been released; therefore, the Town properly determined an update to the Safety Element was unwarranted.
- The Town has far exceeded the State Safety Element Requirements. By adopting Chapter 7A of the California Building Code for the entire town, Portola Valley has done more than most municipalities to expand wildfire protection code and regulations.

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

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

Cara E. Silver
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