



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, May 12, 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/97696073281?pwd=bG1QNDdYUHYwR0hQMjBuM1ZPRGdxdz09>

Webinar ID:

976 9607 3281

Passcode:

624418

To access the meeting by phone:

Dial 1-669-900-6833 or

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

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

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

Speakers' time is limited to three minutes.

1. **PRESENTATION** – To honor Captain Christina Corpus (4)
2. **PRESENTATION** – Mental Health Month Presentation from the San Mateo County Status of Women (5)
3. **PRESENTATION** – Reimagine SamTrans (6)

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.

4. **Approval of Minutes** – Action and Detailed Summary for April 28, 2021 (7)
5. **Approval of Warrant List** – May 12, 2021 (32)
6. **Recommendation by Assistant to Town Manager** – Adoption of a Resolution Approving and Authorizing (38)
Execution of Farmers' Market License Agreement
 - (a) Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement between the Town of Portola Valley and Nile Estep, dba Good Roots (Resolution No. ____)
7. **Appointment by Mayor** – Member to the Cultural Arts Committee (51)
8. **Sustainability Committee Survey- Book Club** (52)

REGULAR AGENDA

9. **Recommendation by Town Manager and Public Works Director** – Adoption of Resolution Designating the (56)
Road Remnant for Open Space Purposes
 - (a) Adoption of Resolution of the Town Council of the Town of Portola Valley designating the portion of Town Public Right of Way known as the "Road Remnant" for Open Space Purposes (Resolution No. __)

PUBLIC HEARING

10. **Recommendation by Planning and Building Director** – First Reading of Ordinance Adding Home (117)
Hardening to Building Code
11. **Recommendation by Wildfire Preparedness Committee** – Recommendation to Ban the Flammable Five (118)
12. **Recommendation by Assistant to Town Manager** – Website Update Launch (155)
13. **Discussion and Council Action** – Planning & Building Department Staffing (156)
14. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (164)
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.*
15. **TOWN MANAGER REPORT** (165)

WRITTEN COMMUNICATIONS

16. **Town Council Digest** – April 29, 2021 (166)
17. **Town Council Digest** – May 6, 2021 (175)

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).



Certificate of Recognition

Presented to

Captain Christina Corpus

May 12, 2021

In recognition of outstanding community service, the Town Council of the Town of Portola Valley wishes to thank Captain Christina Corpus for her dedication and commitment to the residents of Portola Valley.

Maryann Derwin, Mayor

There are no written materials for Mental Health Month Presentation from the San Mateo County Status of Women

There are no written materials for Presentation - Reimagine SamTrans



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, April 28, 2021

**THIS SPECIAL MEETING WAS HELD VIA
VIDEOCONFERENCE ONLY**

MINUTES WEDNESDAY, APRIL 28, 2021, 7:00 P.M.

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 that discourage large public gatherings, Portola Valley Town Council meetings are conducted electronically via ZOOM.

Convene Special Meeting

Mayor Derwin called the meeting to order at 7:00P.M.

Roll Call

Present: Councilmembers Aalfs, Wernikoff, Richards, Vice Mayor Hughes, and Mayor Derwin

Open Communications

The following members of the public addressed the Town Council:

- Carol Vertongen
- Bob Turcott
- Rita Comes
- Kristi Corley
- Nan Shostak
- Betsy Morganthaler

Presentations

1. To honor National Poetry Month in April, San Mateo County Poet Laureate Aileen Cassinetta read a poem.
2. To honor National Mental Health Month in May, San Mateo County Health and Substance Abuse Recovery Commission Commissioner, Captain Kristina Bell, will accept a proclamation designating May as Mental Health Month

Consent Agenda

3. Approval of Minutes – April 14, 2021 [*removed from Consent Agenda*]
4. Approval of Warrant List – April 28, 2021
5. Recommendation by Town Manager – Ad Hoc Wildfire Preparedness Committee Recommendations – Quarterly Report
6. Recommendation by Public Works Director – Adoption of a Resolution for FY 2021/2022 Street Resurfacing Project – Surface Seals Project No. 2020-PW01
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2021/2022 Street Resurfacing

Project Surface Seals No. 2020-PW01 (Resolution No. 2847-2021)

7. Recommendation by Town Manager and Wildfire Preparedness Committee – RFP for Emergency Evacuation Planning Traffic Engineering Services

8. Recommendation by Planning and Building Director – Contract Amendment with Good City Company for Planning and Building Services

The following members of the public commented on the consent agenda:

- Bob Turcott
- Caroline Vertongen
- Rusty Day

Mayor Derwin pulled Item 3 from the Consent Agenda.

Motion

Councilmember Richards moved and Councilmember Aalfs seconded a motion to approve items 4-8. The question was called and the motion was passed unanimously.

Item 3

Bob Turcott requested a correction to his comments on page 2 of the April 14, 2021.

Item 3 Motion

Vice Mayor Hughes moved and Councilmember Aalfs seconded a motion to approve item 3 with the corrections as stated by Mr. Turcott. The question was called and the motion was passed unanimously.

Regular Agenda

9. **Recommendation by Town Manager and Emergency Preparedness Committee** – Virtual Emergency Operations Center VEOCI Software
Presentation by Craig Taylor and Mark Bercow and discussion on Veoci virtual emergency operations center software.

Councilmember Aalfs moved to authorize the Town Manager to execute the contract with Veoci, Inc., for the Virtual Operations Center. Seconded by Councilmember Richards, the motion passed, 4-1, with Councilmember Wernikoff voting nay.

10. **Housing Element Update Discussion** – Work Program, Community Engagement Strategy, and Appointment of a Council Subcommittee

Presentation of staff report on Housing Element Update by Planning and Building Director Russell.
Discussion on:

- Creation of Ad Hoc Housing Element Committee, to be made up of 13 total members: two Council members; two Planning Commission members; one ASCC Commissioner; one member of the newly-formed Race and Equity Committee; and seven residents.
- Adopted a general timeline for the development of an update Housing Element, tentative budget, communications plan and other foundational elements of the process.
- Appointed a Council Subcommittee of Councilmember Aalfs and Councilmember Wernikoff to interview resident members of the Committee and establish roles and responsibilities of the Committee, using adopted Town policies as a guide.

Mayor Derwin moved to appoint Councilmember Wernikoff and Councilmember Aalfs to the Ad Hoc Housing Element Subcommittee. Seconded by Vice Mayor Hughes, the motion carried, 5-0.

11. **Colleagues Memo** – Proposed Race and Equity Standing Committee

Discussion led by Mayor Derwin and Councilmember Richards to form a Race and Equity Committee that is expected to begin meeting this summer. The Committee's charge is to identify and address systemic barriers to inclusion that may exist within the Town's policies, regulations, and practices.

Councilmember Aalfs moved to approve appointment of a Race and Equity Committee and nominate Councilmember Richards and Mayor Derwin as Liaisons. Seconded by Vice Mayor Hughes, the motion carried, 5-0.

PUBLIC HEARING

12. **Recommendation by Town Manager and Finance Director** – Adoption of a Resolution Approving a Revised Fee Schedule

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Revised Fee Schedule for its Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. 2848-2021)

Town Manager Dennis presented the revised fee schedule which reflects a modest increase in the fees based on a CPI change.

Councilmember Aalfs moved to approve the Resolution. Seconded by Councilmember Richards, the motion carried, 5-0.

13. Council Liaison Committee and Regional Agencies Report

All five Council members provided reports on the last two week's regional meetings, local committee meetings, subcommittee meetings, and other items of note.

14. Town Manager Report

The Town Manager provided his regular report.

Written Communications

The Council reviewed written communications for the body over the last two weeks.

Adjournment

The meeting was adjourned at 10:46 P.M.

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. xxx, April 28, 2021

CALL TO ORDER AND ROLL CALL

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

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

Absent: None

Others: Jeremy Dennis, Town Manager
Cara Silver, Town Attorney
Brandi de Garmeaux, Assistant to the Town Manager
Laura Russell, Planning & Building Director
Sharon Hanlon, Town Clerk

Attendees:	Judith Hasko	Kristi Corley	Leslie Kraus	Mary Hufty
	Nan Shostak	Rusty Day	Sandra Patterson	Sue Bennett
	Andrew Thompson	Tim Clark	Victor Schachter	Gary Nielsen
	Gary Morganthaler	Harriet Wrye	Helen Quinn	Jerry Shefren
	Jim White	John Mumford	Joyce Shefren	Angela Hey
	Barbara Vetter	Betsy Morganthaler	Bob Turcott	Dale Pfau
	Caroline Vertongen	David Cardinal	Lorrie Duval	Rita Comes
	Sylvia Tang	Dolores Dolan		

ORAL COMMUNICATIONS

Caroline Vertongen requested discussion on items (5) and (7) on the Consent Agenda and items (9) and (10) on the Regular Agenda, if possible. Mayor Derwin indicated she would respond to his at the beginning of the Consent Agenda.

Bob Turcott reflected back on November 8, 2018, when at 6:20 a.m. a faulty transmission line ignited spot fires in the Town of Paradise, 7.5 miles away. Eighty-five people died. Many Paradise residents were incinerated in their cars attempting to escape but weren’t able to because the road was blocked by fire or traffic. Mr. Turcott said perhaps they didn’t understand the risk they faced. He said a week ago, the Planning Department presented a proposal to the Planning Commission to reconcile ordinances with recent state laws concerning ADUs. Where the Town’s seismic safety ordinances conflict with state laws, the Town’s ordinances would be retained. The proposal would also retain the Town’s current ordinances addressing access for emergency vehicles, even if in conflict with state law. Mr. Turcott said that when asked why wildfire risk mitigation was not addressed, staff replied that a nearby community had attempted to do this but failed. Furthermore, an outside entity had threatened litigation had they succeeded. Mr. Turcott said the Town can’t, as its starting point, dilute its commitment to wildfire safety in order to proactively appease outside entities which have no interest in residents ‘safety or exposure to hazards. Rather, the Town’s starting point has to be first and foremost the safety of the people who live and work here and the safety of the generations that will follow. He said the risk of wildfire is graver and more imminent than seismic risk and has to be addressed with the same seriousness, not ignored. He said that Portola Valley led the state and the world in developing methods for addressing geologic hazard, and the same needs to be done with wildfire hazards. He said it is not just the right thing to do but is also required by State law. He said the residents need the Council’s leadership. The Planning Department, the Planning Commission, Town Staff, and Town committees all need to hear from the Council loudly and clearly and repeatedly that wildfire risk is our greatest threat, and wildfire risk mitigation is the Towns highest priority.

Town Attorney Cara Silver requested to make a comment, having been present at the Planning Commission meeting. She stated that what the Planning Commission is recommending is that the existing wildfire exception in the ADU ordinance be carried forward. Portola Valley was very insightful in having a wildfire exception in its original ADU ordinance, and the Planning Commission and the Council took considerable time and had several public hearings to develop a very specific exception addressing wildfire risk. She wanted to make it known that the Commission and the Council take wildfire risk very seriously, and it is incorporated into the existing ordinance and will be carried forward into any proposed ordinance.

Rita Comes said she has been doing anti-bias and racial justice Zoom workshops throughout California and Hawaii. She wanted to comment on item (11) but needed to leave early. Town Manager Dennis asked her to email her comment to staff.

Kristi Corley noticed on April 13th there was a seminar given by the County – Introduction to the Housing Element. For residents that weren't able to see the event, she asked if there is a way to post the event somewhere on the Planning webpage. Another seminar was held on April 22nd entitled "What is RHNA?" She said the Town is assessed 253 houses in eight-year period, which would mean 1,000 more residents. She thinks residents would also want to see that presentation. She would like County events as we as Town events to be on the Portola Valley calendar. Town Manager Dennis responded that staff plans to have a robust Housing Element/RHNA website, and materials such as those will be on that website.

Nan Shostak said she hopes the wildfire exception for ADUs will also be applied to any future building in Portola Valley, universally applied, not just for ADUs.

Betsy Morganthaler commented that during oral communications she previously heard the request to speak about something that the person was not going to be able to attend. She said the speaker got cut off abruptly in the previous exchange without the respect she wants to see from Town staff and the Town Council. She said it rattled her, it was painful moment, and she thinks we can do better.

(1) PRESENTATION – To honor National Poetry Month in April, San Mateo County Poet Laureate Aileen Cassinetto will read a poem.

Mayor Derwin Aileen welcomed Poet Laureate Aileen Cassinetto and noted her numerous acclaimed works, achievements and frequent appearances on various media outlets, local governments, colleges, schools and nonprofits to amplify the role of poetry in public discourse. Quoting Ms. Cassinetto, the Mayor said, "To be a poet laureate is to perceive and bridge the gaps that exist in a community. It is about creating empathy and recognizing our shared humanity. Our county is singularly diverse in terms of its geography and its demographics and in this landscape, we have the space we need to bring to the fore the issues that unsettle and divide us. But there is also more than enough room to hold up the ideals and hopes which define, connect and unite us. As an immigrant I came to America with some luggage overpacked with poems and the unshakeable conviction that I can be a poet here. I learned the most important lessons from being part of a community. That is, to be a poet is to help build, gather, restore. It's about hope, that great unifier, which transforms lives, which fortifies communities, which changes the world."

Poet Laureate Aileen shared she has celebrated National Poetry Month with Portola Valley residents for the past three years. She has participated in events at Woodside Priory and Woodland School. She asked the Council to consider establishing a Youth Poet Laureate program that would be open to middle and high school students who live or attend school in Portola Valley. She recognizes a wealth of talent and feels a Youth Poet Laureate would empower young people and encourage community participation.

Poet Laureate Cassinetto shared that she worked on a group poem with the first grade students of Miss Ivanna Hansen and Miss Monica Gojcaj at Woodland School, which was included in the anthology released by the San Mateo Arts Commission entitled, *I Have a Dream: Inaugural Poems for a New Generation*, by San Mateo County Youth. Copies of the book have been sent to the White House and

Library of Congress. Ms. Cassinetto then proceeded with the reading of the poem entitled, "Woodland Poem," written by the first graders:

You can put anything on the magic paper, shining sun, pollen for bugs, flying in the water, eating fish, cold yummy ice cream. I love watermelons on a hot summer day. Sunny days play catch, scraps like little vacuum cleaners. Peeps are yummy. Nature is awesome. The beautiful white petals are like unicorn mane. The keys on the piano are sparkling like bubbly water. I see a sparkling sunset with the colors green and purple. Rain falls. The deer look for shelter. She looks like a wild fox. She runs like no one's there. This leaf is ripped like a broken wing. Can you love love? Yes, everyone can love, love. Some are easy. Some are hard. Family is all healthy. Heart is full like a cheerful bird. When my mom is not around, I feel very lonely. My dog needs lots of love. My dog likes to eat my food. I see myself. There is a copy of me. It looks like white and pink cotton candy. It looks like a sunset could be a tree.

Councilmember Aalfs indicated his support of a local Youth Poet Laureate. Mayor Derwin agreed with him. Councilmember Wernikoff, Liaison for Cultural Arts, reported their committee has just been talking about this for Portola Valley, but not for youth. She will bring the idea to them at their next meeting. Ms. Cassinetto expressed her willingness to help the Committee structure such an endeavor.

(2) PRESENTATION – To honor National Mental Health Month in May, San Mateo County Health and Substance Abuse Recovery Commission Commissioner, Captain Kristina Bell, will accept a proclamation designating May as Mental Health Month.

Mayor Derwin said she was humbled and heartened to officially designate May as Mental Health Month. She shared about her personal experience with this ferocious and complex subject that strikes a deep chord for her. She shared that her life has been shaped and, in some ways, ravaged by family members who were challenged with the co-occurring brain illnesses of depression, anxiety and alcohol use disorder. She stated that, according to a survey done in April, 2020, by the San Mateo County Behavioral Health and Recovery Services and the Office of Diversity and Equity, in the county, about 33 percent of all adults have had a mental health issue themselves and 50 percent have had a family member with a mental health issue. When it comes to substance abuse, 13 percent will admit to a substance abuse issue, and 33 percent say they have a family member with a substance abuse issue. She said it doesn't matter where you come from. In fact, she said she believes, based only on anecdotal evidence, that in the more affluent communities of Portola Valley where the outward-facing veneer of perfection and success is the standard all are judged by, the numbers are even higher. She said she finds it unfathomable that in 2021, if you have a history of depression or addiction, you are still considered "less than," as if a brain disease is a character flaw, and you must hide your past from your friends and neighbors, your employers and sometimes even your own family, because the stigma is so profound, and that to be born with these organic, genetic functional disturbances that have been scientifically proven to be treatable is too often to be sentenced to a life of diminished opportunity, shame and worse. She said she is proud to bring this subject out of the shadows and to read the proclamation and present it to Captain Kristina Bell. Mayor Derwin dedicated the proclamation to the memory of her son, Charlie Derwin, and all the other boys like him, sharing that Charlie was diagnosed with depression at age nine, attempted suicide at age 16, fell into substance abuse to escape the depression at age 22, and who died in a crash at age 23.

Mayor Derwin read the Proclamation designating May 2021 as Mental Health Month and introduced Captain Kristina Bell, Commissioner, Mental Health and Substance Abuse Recovery Commission, representing the Chiefs and Sheriff's Association of San Mateo, who received the Proclamation.

Captain Bell addressed the Council, saying she is a captain with the Sheriff's Office assigned as a Bureau Chief in the city of San Carlos. She is also a family member of someone with mental health challenges. Captain Bell shared suggestions for promoting the event. Lime green is the National Color for Mental Health and represents how we want to bring light to an important issue that may be hidden or seen negatively. She said the Planning Commission and partners for the event have organized almost 50 virtual events featuring open mics, music, art, films, pet therapies, children's stories, speakers, panels and more, targeting a range of age groups and largely available in English, Spanish and other languages on

request. All events are free and open to the public. She encouraged to attend or share one or more mental health events, to wear lime green and to talk openly about mental health with others. Captain Bell thanked the Town of Portola Valley for raising awareness and acknowledging May as Mental Health Month.

Mayor Derwin thanked Captain Bell and San Mateo County Mental Health and Substance Abuse Commission and all other folks in the cities in the county publishing proclamations and lighting up city hall. s lime green to promote compassion, hope and recovery for those struggling with mental illness.

CONSENT AGENDA

- (3) **Approval of Minutes** – April 14, 2021
[removed from Consent Agenda]
- (4) **Approval of Warrant List** – April 28, 2021
- (5) **Recommendation by Town Manager** – Ad Hoc Wildfire Preparedness Committee Recommendations – Quarterly Report
- (6) **Recommendation by Public Works Director** – Adoption of a Resolution for FY 2021/2022 Street Resurfacing Project – Surface Seals Project No. 2020-PW01
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2021/2022 Street Resurfacing Project Surface Seals No. 2020-PW01 (Resolution No. 2847-2021)
- (7) **Recommendation by Town Manager and Wildfire Preparedness Committee** – RFP for Emergency Evacuation Planning Traffic Engineering Services
- (8) **Recommendation by Planning and Building Director** – Contract Amendment with Good City Company for Planning and Building Services

Mayor Derwin addressed Ms. Vertongen’s previous question by explaining that Consent Agenda items are voted on all at once by the Commission 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 and may speak once for up to three minutes. However, only members of the Council can vote to pull something from the Consent Agenda.

Mayor Derwin invited comments from the public on the Consent Agenda.

Bob Turcott requested a correction to the April 14th Council Minutes pertaining to his statement on page 2. Regarding item (7) on the current Consent Agenda, he thanked the volunteers on the Wildfire Preparedness Committee for their hard work and dedication to this important issue. He supports much in the plan and staff’s report, but he requested more. He said that the Charter of Committee indicates that their role is to advise the Town Council on ways to reduce fire danger and increase resident resiliency in a wildfire emergency. He said, unfortunately, the primary tool and the instrument that should be central to the Town’s approach is lacking from the plan, and this is the formal hazard and risk assessment, and the mitigating polices and ordinances that would be informed by it. He said that this has been called for in the California Code, and was needed years ago. He said that as ordinances undergo revision, they should be informed by the latest science, and the Planning Department and Planning Commission need the results of the hazard and risk assessment in order to do their work effectively. He feels the work should be expedited and asked the Council to pull item (7) from the Consent Agenda and instruct the Wildfire Prepared Committee to develop an accelerated plan to satisfy the requirements of SB 1241, and where appropriate exceed them, and then return it to the Council as a regular agenda item.

Caroline Vertongen agreed with Mr. Turcott's comments and reiterated that an accelerated plan is needed. She stated there have been many recommendations from many volunteers and professionals as well as many budgets approved to have it done and yet it has not been done. She said she doesn't think it is appropriate to hire another consultant which will defer the action, or that it is appropriate to buy another software application when cell phone and internet service is unreliable. She said the Town has the tools, the evacuation plan, recommendations, professional opinions and a radio that works. She said she hopes to soon have action.

Rusty Day echoed the points made by the two previous speakers. He said the State has a mandate for wildfire that must be fulfilled. By the next amendment of the Housing Element green on the date the town is required to fulfill the mandate but by next amendment of the Housing Element, Council must also amend the Safety Element, complete the Hazard and Risk Assessment for wildfire, develop the policies, programs, ordinances, and implement them. He said this needs to be done at same time as amending the Housing Element. Council should set the schedule, set the priorities and set the budget to get it done. He said he doesn't see this reflected in the proposals of the Wildfire Ad Hoc Safety Committee and is not addressed with the context or urgency or commitment that is applied to amending the Housing Element. He would like it taken off Consent and sent back to Committee or addressed in detail tonight.

Mayor Derwin invited further public comments Hearing none, she brought it back to the Council and pulled item (3) from the Consent Agenda.

Councilmember Richards moved to approve Consent Agenda Item numbers 4, 5, 6, 7 and 8. Seconded by Councilmember Aalfs, the motion carried 5-0, by roll call vote.

(3) **Approval of Minutes** – April 14, 2021

Vice Mayor Hughes moved to approve Consent Agenda item (3) with the corrections as stated by Mr. Turcott. Seconded by Councilmember Aalfs, the motion carried 5-0, by roll call vote.

REGULAR AGENDA

(9) **Recommendation by Town Manager and Emergency Preparedness Committee** – Virtual Emergency Operations Center VEOCI Software

Town Manager Dennis acknowledged the Chair of the Emergency Preparedness Committee, Dale Pfau, as well as Craig Taylor and Mark Bercow, who served on a subcommittee to look at various software packages. He introduced two members of the VEOCI team in attendance, Nathaniel Ellis, Co-founder, and Mark Demski, Account Executive. Town Manager Dennis spoke in regard to potential deficiencies identified by staff in the Town's Emergency Operations Center in wildfire events. In the event of a significant wildfire requiring evacuation of the Town, the ability to replicate the EOC operations would have been limited prior to consideration of this item. The CZU fire as well as the COVID pandemic highlighted the need for those having responsibilities for emergency operations to be able to be in contact and full functionality in any 24hour period. A search for software solutions began last fall and discussions were focused on the VOC tool.

Mr. Demski presented the VOC platform, described in detail its customization capabilities and additional day-to-day uses in addition to emergency management. He outlined the categories of capabilities available with the platform. The platform is cloud-based, Amazon AWS and very secure. Updates are taken care of by the company. The platform can share information with others in the who use the system, and its base is growing, including City of Los Angeles and Alameda County. San Mateo is also considering using it. Mr. Ellis gave a demonstration of the product and a walkthrough of the features. The product is a virtual emergency operations center that is used worldwide by various organizations. Its primary purpose is to facilitate real-time information sharing, communication, coordinating activities, executing checklists, et cetera, during incidents and emergencies. It offers mobile apps, text messaging, phone notifications, and email. Additionally, maps can be integrated showing potentially blocked roads

and other wildfire data. The system helps to ensure that procedures, tasks and activities are followed. It offers many other tools such as damage assessment, collection of information for FEMA, ICS forms for collecting reimbursement and other items. Communication tools, data collection and workflow type tools, requests for resources, mapping capabilities including information specific to the incident. The system ensures that people making decisions are all working off same information.

Town Manager Dennis they believe there will be use for the tool outside of emergency needs. It will help with having all emergency information in one place, consistency with forms, and other emergency information in old access databases. It will help with managing volunteers and others. He said if there is an internet disruption, the information is stored until the connection is restored and then it immediately loads up. He added that they also included Selena Brown who runs WPV Ready in Portola Valley. As they integrate emergency preparedness with CERT, including using the Buckeye Room for certain needs during an emergency, Selena saw a lot of benefit for having this system available for her volunteers and getting information to the Town, eliminating duplication of efforts.

Mayor Derwin invited questions from the Councilmembers.

Councilmember Wernikoff asked if there are other customers in the area that are using this same product. Mr. Demski replied they have all of Alameda County and many cities within that county. They are a hotbed for CERT as well as Palo Alto, San Bernardino, City of Alameda, who use them for CERT along with everyone else in the county using them for emergency management. Others include City of Los Angeles, Los Angeles Unified School District, cities within Los Angeles County, several universities in California and several health institutions in California. Corporate customers.

Town Manager Dennis advised the system the County uses that the Town has access to is Web EOC, which is going away. He has made the County aware of conversations with different vendors on this issue. He anticipates Web EOC getting phased out soon, and it will be systems like VEOCI that we'll be using. Mr. Demski stated the San Mateo Emergency Manager is very interested and is looking for grant funds, trying to get this into budget for the entire county.

Councilmember Wernikoff said she didn't hear mentioned any neighboring communities with similar fire issues here on the peninsula, and Alameda and Palo Alto are quite different environments. Town Manager Dennis advised there are not San Mateo County cities that are using this tool, although many cities were interested in what they are considering as its an issue for many cities. He has shared information with Woodside, Hillsborough, and Las Altos Hills, and they are considering their options, but the Town would be first in immediate area to consider using this tool. Mr. Demski added that Half Moon Bay is also looking at it seriously.

Councilmember Aalfs asked if everything is completely compatible if an emergency occurred during the day and staff is here, and if the tool is useful even if everyone is in the physical EOC. Town Manager Dennis said yes, this is the case.

Vice Chair Hughes referred to the cost shown in the staff report, \$19575, with the contract cost slightly more, with some training cost not mentioned in staff report. Town Manager Dennis said the training cost would be included.

Councilmember Wernikoff asked how many vendors were looked at, and how did they end up prioritizing this solution over others? Town Manager Dennis said they talked to three and looked at two pretty intensely. They prioritized ease of use, relationship to existing forms, how it would be used with partners such as CERT and WPV Ready and others. They looked at their best estimate of tools that would continue to be used in this area and other places as Web EOC goes away and at how the system could be used outside of the virtual EOC. They looked at cost and what is included in the cost compared to other vendors. He said the technical team looked at a variety of technical issues.

Councilmember Wernikoff asked who the other firms were and asked who the primary person among the staff would be managing the implementation. Town Manager Dennis said Ms. de Garneau will be taking the lead on implementation. She currently leads EOC training and other elements. He said that she is comfortable with this and was involved in all of the conversations. He said one of the other firms looked at was Infinite One, with the software called D-Lan [phonetic]. He will find the name of the third one and provide it to Councilmember Wernikoff.

Mayor Derwin invited comments or questions from the public.

Kristi Corley asked if there was an example of a situation fire or earthquake and how it works and is implemented in an emergency, how it played out in a real life example from other cities during an emergency. Town Manager Dennis said many cities currently use a system that is a paper system with variety of Incident Command Forms (ICS) forms used to track the needs in an emergency. The forms are important for access to federal funds when FEMA comes back later asking for them, so it's essential to be documenting everything done. Mr. Demski offered that in an emergency you would physically have people sitting at desks in a room with different responsibilities for activities and there is a conversation, a dialog. Ms. Corley was wondering if Mr. Ellis had documentation from actual emergencies in other cities. He responded they can look for an after-action report which would describe how the tool played a supporting role. Mr. Demski explained that during emergency there are multiple agencies assisting, and the role of an emergency management system is to coordinate those activities. The tool puts out information, so everyone sees it at the same time and comes up with a way to solve the situation. Then, five years later, FEMA comes back to audit and wants to see records of the many details of the incident. Everything is scrutinized in detail. The tool makes this all virtual in the system, and the entire incident can be pulled up along with all the documentation.

Nan Shostak asked why the County isn't taking the lead in choosing a system that will be used countywide if Web EOC is going away, instead of having cities individually choose software that may or may not integrate with each other and possibly may not integrate with the county. Town Manager Dennis said he can't speak to the County's efforts in this regard. He said staff would like to be leaders in Portola Valley and bring forward ideas that are innovative and appropriate for our community. He has no concerns with integration with Web EOC or other features. He said the hallmark of good software is that it does integrate with existing software. Mr. Demski said they are seeing that cities have their own product so they can manage their own users and incidents and do things individually without requiring the County to do things for them. This system can integrate with many of the town's systems and it's normal to have each city have their own system and connect to the County.

Andrew Thompson shared a concern about poor internet connection in his neighborhood, and they fear it will not work in an emergency, not just Comcast, but everything. He asked what the plan is for communication when connection is interrupted. Town Manager Dennis acknowledged the importance of this question. They have ongoing conversations with internet providers to ensure that they can meet the needs. Additional hours of backup power at internet sites are being implemented; and for those who have access to the Town's internet, there are backup generators. Internet would be a problem with any system, and this is not an attempt to solve that set of issues. He said cell phone coverage has been somewhat controversial in Portola Valley because of the infrastructure required, but that the town is in a better place than a few years ago relating to backup power, which is now at 72 hours. Mr. Demski noted that the oldest technology out there is amateur radio, which is a reliable backup communication. Town Manager Dennis agreed and said there is a very robust amateur radio system and operators in Portola Valley. Mr. Ellis agreed amateur radio is very important. Cell phone communication is poor in the town. He said in an emergency he has low confidence in the internet and cell communication. He said he sees it as an urgent need for the town to have not only software to support FEMA billing, but actually has a plan for shortwave radio, HAM radio, that is very comprehensive. He doesn't see other forms of communication working very well if there's a real emergency, because when everyone starts to use it, it may crash.

Caroline Vertongen asked if they have had ever successfully prevented major damage in an actual wildfire or earthquake. Town Manager Dennis said it is a tool for managing people more effectively and getting resources to the right places quicker than current systems and would play a preventative role. Mr.

Demski affirmed that information will be shared quicker, would allow bringing in maps of where wildfires are, looking at zones, power outages, and public data. The system will keep you informed of what is happening so preparative actions can be taken.

Town Manager Dennis added regarding HAM radio, it was very useful during CZU fires and other emergencies and they are looking to relocate the equipment in a place that get better coverage, but it is one of the older tools that will work in pushing out information to residents and visitors.

Harriet Wrye asked, as a horse owner from Santa Cruz County where he is part of the equine evacuation team, what plans there are in Portola Valley for emergency equine evacuation. Town Manager Dennis said this would be a longer conversation than possible tonight, but invited her to email him, and he would be happy to send her details on the Town's extensive set of operations in this regard.

Mayor Derwin, hearing no other public comments, brought the item back to the Council.

Councilmember Richards stated he has been involved in the discussions with the Emergency Preparedness Committee, and he thinks it fits in well with what is needed in the way of day-to-day operations capabilities as well as coordination with volunteers in the town and in Woodside.

Councilmember Wernikoff said she doesn't question the need for a tool like this to manage the EOC, but she doesn't feel she has enough information about the vendor and wonders why vendors that were used in areas like Petaluma or Tahoe, or Santa Cruz were not looked at.

Councilmember Aalfs commented on two significant concerns for years regarding the EOC in an emergency were, one, something happening when most of staff was out of town and unavailable to set up the EOC; secondly, that the EOC would not be available. He feels this is an important step in addressing both. He said he is comfortable moving forward.

Vice Mayor Hughes acknowledged the significant work on this and feels staff has reviewed a number of different options and selected the vendor they feel is most appropriate. He added, in addition to Councilmember Aalfs two primary concerns, the need to look at something like Starlink internet so if Comcast or other terrestrial communications go out, there would be more reliable power at Town Center by having an efficient satellite-based internet. He noted that a satellite phone was purchased recently, so persons can talk, but it would be good to have backup to access this and other communications platforms from Town Center.

Councilmember Aalfs thought the town had an account with Starlink. Ms. de Garneau replied the satellite phone was grant funded through Woodside Fire Protection District and staff had been looking at installing satellite internet just as the pandemic began which created complications. They are now once again looking into Starlink. She supported the need for satellite internet access availability for the EOC and cited a 2019 PSPS event in which staff created a virtual EOC and had to search for places to access the internet in order to communicate with each other. She said she sees this as very integral component of moving forward with emergency preparedness.

Mayor Derwin said she appreciated Councilmember Wernikoff's reasonable concerns, but she has faith in people who have worked quite a while and made this decision, so she is fine with it the proposal.

Councilmember Aalfs moved to authorize the Town Manager to execute the contract with Veoci, Inc., for the Virtual Operations Center. Seconded by Councilmember Richards, the motion passed, 4-1, with Councilmember Wernikoff voting nay.

Councilmember Wernikoff voiced that she totally supports the need for such a system but is simply not comfortable voting for this vendor based on amount of information she has.

(10) **Housing Element Update Discussion** – Work Program, Community Engagement Strategy, and Appointment of a Council Subcommittee

Mayor Derwin complimented Planning and Building Director Russell on the magnificent staff report, which was a pleasure to read, and she acknowledged the time spent researching this was astounding.

Planning and Building Director Russell was appreciative of the comment and proceeded with her presentation on the Housing Element Update, beginning with an explanation of the Housing Element. The Housing Element is part of the General Plan, the highest-level policy document for a community, which guides development. Each city, town and county in California has a general plan. These have elements, which are like the chapters of the plan. The Housing Element is like a chapter of the General Plan and is the plan for housing in a community. She explained that usually cities and towns don't build the housing themselves but do create the rules for what type of housing can be built, where it can be built and what it will look like. Housing Elements are required by state law and are guided by target numbers which are updated every eight years. She went on to explain that the state law requirements are an important part of the conversation as well as the practice that has evolved amongst planners in California. The state law requirement says there must be an analysis of the housing needs and the demographics, an evaluation of the constraints in place preventing the town from meeting those needs, identification of potential sites for housing, a housing plan with specific requirements with goals, policies, programs and quantified objectives, and a focus on fair housing. Also, community engagement is an essential component.

Planning and Building Director Russell next explained the Regional Housing Needs Allocation (RHNA), which is the target number the town is required to plan for during each eight-year cycle. This total number of units is distributed across different income levels to encourage housing for people that make less than the area median incomes. The State sets this target number for the region as well as the rules everyone must follow. The region distributes that number from the state based on a methodology, which for the Town is the Association of Bay Area Governments (ABAG). Information about them is available from their website as well as previous staff reports. The number arrived at is planned for by each city and town according to income levels of residents. Director Russell continued, Portola Valley's current Housing Element for the 2014 – 2022 cycle (RHNA-5) is 64 units. The Town has permitted 88 units so far in this cycle and is expecting to permit more before the end of the cycle, approximately 100. The vast majority of these units are accessory dwelling units (ADUs).

Director Russell said the Town is now planning for the next eight-year Housing Element Cycle (RHNA-6) which will run from 2023 – 2031. The RHNA is expected to be 253 units, but the final confirmation of that number won't be known until later this year, although staff expects it to be very close to this. Projecting forward based on the past ADU production gives a reasonable assumption that the Town would have 90 to 100 ADUs during that time period. Using this approximation, the Town would need to plan for approximately 150 to 160 additional units beyond the ADU production. Director Russell explained that the units are spread across different income levels used statewide, starting with the area median income and looking at those levels as a percentage of that median. For example, low-income households make 50 to 80 percent of the area median income; thus, the number of units that the Town needs to plan for is 42 units in that category.

Director Russell shared some challenges presented by the next Housing Element Update cycle, the higher RHNA being the most obvious. There are also new restrictions on what sites can be identified for housing under state law and changes to how zoning amendments are done, and it is possible for the State to impose prescriptive regulations and process in certain cases. She went on to say the timeline is challenging, especially with meaningful community input, and there are new requirements to affirmatively further fair housing, meaning actively working to dismantle segregation and create equal housing opportunities. The challenge in this is the newness of it and uncertainty about how to implement it.

Director Russell reviewed the Proposed Work Program for Council's consideration. The overall recommendation is for the Council to form a subcommittee to guide the process. Staff will use 21 Elements, previously approved by Council, to do a majority of the Housing Element work itself. This organization is a collaboration of all the cities, towns and San Mateo County to work together on housing

elements and other related housing work. Staff also proposes to hire a consultant to assist with other components and to assist with the committee outreach portion.

Director Russell reviewed some of the details for the Work Program. An attachment to the staff report includes a detailed description of what 21 Elements would be working on. Staff proposes that an additional consultant would assist with things such as community outreach, Ad Hoc committee meetings, mapping and other technical work, at an estimated cost of \$20,000. She said that, since all elements of the General Plan must be consistent, there will likely be updates to the Land Use Element and the General Plan Map, at an estimated cost of \$7,000. The Safety Element will also be reviewed and updated, with discussion of this at an upcoming Town Council meeting, with work expected to start this summer. Once key policies are developed, zoning code updates are anticipated as well, in order to implement and codify the policies. Doing these amendments within the Housing Element Update process will preserve more local control over the code amendments, without being subject to the more prescriptive rules in the State law. The budget estimate for this portion is \$25,000. Director Russell stated that all the General Plan and Zoning Code work is subject to review under the California Environmental Quality Act (CEQA). This methodology is used to analyze, and the document produced would be determined in conjunction with staff, the Town Attorney and our consultant once there is better understanding of what the policies and zoning code amendments might be. The estimate for this is \$165,000.

Director Russell then spoke about the committee engagement strategy. The Council Subcommittee would provide guidance to the overall effort and would form an Ad Hoc Committee for this purpose which would include Council and Planning Commission input, community-wide outreach, input from Committees and ongoing communications. The Ad Hoc committee's charge would be to create a Housing Element that complies with state law while maintaining town values. This would be the group to have detailed discussions to work through the analysis and policy proposals to come up with recommendations. Staff anticipates this committee meeting monthly, subject to change. A highly structured approach will be necessary in order to meet the state timeline. Public would be welcome to attend. Meeting protocols would be developed with the Council subcommittee and staff.

Director Russell presented recommendations for the Council to consider. First, the composition of the Community Outreach Subcommittee to include the two Council members, the same two as the subcommittee; two Planning Commissioners; and one ASCC member. These would be appointed by the respective bodies. Also, one member of the new Race/Equity Committee, if it is formed, and seven members of the community, for a total of 13 members on the Ad Hoc committee. She recommended that the members be residents but could either own or rent their homes.

Director Russell presented input on selection of the Ad Hoc committee, suggesting the Council Subcommittee review applications, conduct interviews and make recommendations to the Council. Selection criteria for ensuring a variety of viewpoints may include appointing residents of different parts of the town; long-term residents as well as newer residents; diversity of ages, gender identity and backgrounds; connection to the business to community who have connections to their employees; perhaps connection to a related profession, such as architecture, real estate, et cetera.

Director Russell described the proposed role of the Ad Hoc Committee and the role of the broader community in the process. Direct participation would occur at the beginning of the process; secondly, when there are draft policies, for a sense of the direction the plan is going; and thirdly, when there is a complete draft. At these points Council and Planning Commission would provide direct input. There will also be opportunities for communitywide outreach, as well as tapping into feedback from committees, given the broad experience of the Town's committees. To facilitate this a "committee of committees" would be formed to hear updates and provide feedback.

Director Russell next spoke about communication and described the 21 Elements website, which is in the process of being developed. The site will have surveys and a place for the public to provide comments. Updates will be posted with notifications to the residents using e-notice and the Town News as well. Additional methods of communicating with the public will be discussed as the process unfolds. Director Russell presented an overview of the timeline for the process as shown in the staff report, which would be

submitted for final Council approval in December of 2020. She shared the estimated budget for the project, a total of \$270,500. Staff has applied for State grants to assist with the cost of the Housing Element Update. The Town's SB2 grant has been amended to capture additional funds for this, bringing total grant funding to \$233,700, resulting in an estimated cost to the Town of \$36,800.

Director Russell shared that the Housing Element will also require significant staff resources, including the Planning and Building Director overseeing the process, the Town Manager working on coordination with subcommittee oversight and key decision points; a Senior Planner position currently vacant, who would function as day-to-day project manager; the Senior Planner to assist on tasks as needed; a Planning Technician to support the Ad Hoc Committee and staff on technical aspects; and Communications and Community Engagement Analyst to work on communications and outreach. In recent years, the consequences for noncompliance with State law have become more severe with possibility of litigation, fines, suspension of routing permitting authority, loss of state funding and grants, or if submission is late, a requirement to update every four years instead of eight.

Director Russell concluded her presentation with the recommendation that the Council form a subcommittee to oversee Housing Element Update process. Also, staff is seeking direction on staff's overall approach to the project; the appropriateness of staff's community engagement plan; appropriateness of the Ad Hoc Committee composition and selection criteria; and any other feedback or direction. She encouraged residents who would like to follow the process to sign up for e-notify from the Town's home page, under "eNotices."

Mayor Derwin invited comments and questions from the Council.

Councilmember Aalfs asked what types of prescriptive zoning changes could be imposed by the State for non-compliance with requirements. Planning and Building Director Russell summarized staff's interpretation of what is shown on the HCD website and advice from 21 Elements. If zoning is done after the Housing Element, certain rules would apply, primarily in regard to minimum densities, 20 units per acre, 16 units for each site, as well as requirements related to process. A zoning amendment for a site identified in the Housing Element as a housing site in the housing inventory, the minimum density requirement would apply. Councilmember Aalfs wondered if it would change the existing zoning in parts of town that are not being changed, and Director Russell's understanding was it would not.

Councilmember Wernikoff asked about 21 Elements and if all jurisdictions in San Mateo County are using it for managing the process. Director Russell stated that all cities and towns in the county are participating on some level, although different packages are offered, and different entities are participating at different level. Councilmember Wernikoff asked, since Portola Valley is one of the smallest towns, is pricing based on number of units, size of population, or any pro-rating of the package based on size of town? Director Russell said the package are pro-rated. Certain parts have a set price; other parts are priced according to the community size – small, medium or large – with Portola Valley being in the small category. Councilmember Wernikoff asked if 21 Elements would be making their recommendations based on the size and characteristics of a town. Director Russell replied 21 Elements meets regularly, with all directly involved and breakout meetings of smaller towns, so they are in tune with the Town's needs and will give a range of recommendations. These would be brought to the Ad Hoc Committee to be vetted. Some items, such as evaluation of the current Housing Element, they are working on directly for the Town, and the draft will be presented to the Town for review and changes.

Mayor Derwin stated that in this RHNA cycle, 21 Elements formed a subregion. She was chairing City/County Association of Governments (C/CAG) at that time. All were facing such enormous numbers and the bigger cities were having too many of their own issues, and this is why this time they are not all working together. Councilmember Wernikoff asked about the subregion. Mayor Derwin replied all 20 cities in the county worked together as a subregion. This time, 21 elements is forming smaller groups or working individually with cities. Planning and Building Director Russell said all are collaborating together in sharing information overall and then working in smaller groups in the way that serves us. The biggest change is that we can't move units around anymore. There used to be a process where bigger cities

would take more units for the smaller towns, but this is no longer allowed. Mayor Derwin said the big cities were very clear on this. Smaller cities were begging, but answer was no.

Councilmember Aalfs said in the last cycle, he thought Redwood City took on housing from other communities. In the past there was an interactive process, but that is not happening anymore. Mayor Derwin said the methodology has new criteria having to do with equity, and that not building affordable housing that is racially or economically diverse may no longer be excused, essentially attempting to get communities to become more diverse.

Hearing no further questions, Mayor Derwin invited questions or comments from the public.

Tim Clark, Ladera Community Church, 3300 Alpine Road, has a half-acre vacant land within Portola Valley and has been talking to staff about putting affordable housing there. They feel it would be a win/win situation for the church and the Town and for low-income individuals who currently have long commutes. They came a year-and-a-half ago and were admitted to Affiliated Housing Program, which needs to be changed before it becomes useful to them as a planning device. Last month they hired an architect to do a preliminary site assessment for either 6-10 units or the maximum of what the architect thinks the Town would approve. After discussion with staff, the max at present would be between zero and one units given the minimum size for single family in Portola Valley at present. He urged Council to consider a multi-family housing zoning ordinance and changes to the Affiliated Housing program, because they don't have enough families in the church to fill up the housing that's there, they are stuck until actions are taken. He said they feel strongly that affordable housing is an equity issue.

David Baszucki, Ladera, remarked on the values of Portola Valley. He considers these values to be wide open spaces, horses, trails, low traffic and rural lots. To maintain those, he feels state laws address pre-COVID days when everyone was commuting, and in the last year the world has changed, with a lot less commuting, more people working from home and more flexibility. It seems the law is out of step with the new world. This meeting seems to be about changed values of Portola Valley as mentioned. He said it doesn't seem like in post-COVID, these laws are necessary. He recommends the Council explore legal, ethical, but strongly committed ways to maintain the values of Portola Valley and not chip away at them, and he is happy to help in any way – legal fees, ways of offsetting loss of funding from State.

Mayor Derwin asked Town Attorney Silver to address these points. Attorney Silver confirmed the law has been around for years, adopted pre-COVID. RHNA numbers for the sixth cycle were based on a pre-COVID landscape and it will be interesting to see how the State addresses that. There has been some discussion about whether numbers should be revised. The problem is because the state is so large, areas have been subdivided and certain areas are on a different cycle. They have already planned for the higher numbers, so is it fair to allow cities in later cycle to be exempted from the higher requirements? She remarked that getting legislation through the State is difficult. Meanwhile, the requirements are coming upon us, and noncompliance with the Housing Element carries significant consequences. Many in the past attempting to fight the State have not been successful to date. She said requirements are well settled and the State Legislature has amped up the penalties for noncompliance. The State will essentially take away all local authority over local land use policy and have done it in different ways. Courts can take away the authority. The AG works in coordination with HCD and has authority to issue fines, bring formal lawsuits and file litigation against cities and towns for noncompliance. Also, noncompliance in this cycle will result in more intense ramifications in next cycle. She reiterated that the State has doubled down in this area and made it difficult for cities to resist the requirements.

Andrew Thompson complimented Planning and Building Director Russell on the plan presented. He didn't see any planned attempt to discuss the appropriateness of the RHNA allocation for the Town, given that there are a number of zones which are high fire hazard. He feels it would be appropriate to push back on the RHNA standards based on this circumstance and has heard there are other towns in this area of similar risk, which intend to do this. He encouraged starting with assessment of the fire risk in the town and ability to evacuate the people already living here, risks associated with death and loss of billions of dollars of property before acquiescing to a state allocation. He feels the town is at high risk and should try to make the case as to why it would be potentially disastrous to increase housing. In regard to losing

zoning authority for noncompliance, he added the State is currently working to pass legislation that would essentially eviscerate or eliminate local zoning authority anyway. He said the State will be pressuring every community in regard to housing and he feels every community should therefore be assessing their own ability to respond to the State's needs, but also to the needs of the people who already live in the communities. In Portola Valley, he feels there are great risks associated fire as well as other geologic risks. He would like to see the plan address educating the people imposing the standards about the risk the Town faces, which are very different than Palo Alto and Menlo Park.

Mayor Derwin stated she thought the issue had been raised with HCD. Vice Mayor Hughes affirmed this and stated a letter was written to HCD on this subject and how to pay for the additional work in such a small town. The reply was basically that Palo Alto has many times higher allocation than our town. She said she agreed, and the Town needs to make sure as we move forward that we carefully consider safety issues all kinds. She said in Planning and Building Director Russell's process laid out over next couple years that will be big part of the job - how to design a program that satisfies all the requirements of the Town.

Mr. Thompson commented further that the cost of planning will be laughed at with Portola Valley being one of the ten most affluent zip codes in the country, so we should claim nothing that's about money. It's all about safety and the fact that there are a few thousand people living here who are at risk of being burned. He said the money is not the point, because Portola Valley is an incredibly affluent community.

Town Manager Dennis remarked that staff has had conversations with counterparts in other cities, and he is not aware of a significant movement in any city to fight RHNA. There is no city that has reported to them that they plan to fight their numbers. Mayor Derwin agreed and said she knows people on every council, having done this for 16 years and having spent hours and hours with colleagues on other councils, assemblymen, state senators. She has not heard anybody that is fighting. Resistance is futile. Town Manager Dennis advised the purpose of the Committee is not to have that dialog with the State on an appeal or other issues. That would be up to the wisdom of the Council. The Committee's task would be to put together a plan that is right for the Town and its values, but also addresses the requirements from the State. He also commented that SB 9 and SB 10 have both changed in the last couple months and are not as onerous as first proposed.

Attorney Silver said they have indeed been recently amended; SB10 now says that a voter initiative cannot stop a zone change to a density of up to ten units per acre. However, the current bill has an exception for very high fire hazard areas, which it is good to see that the State is starting to recognize that there are some special considerations in these areas. The bill is nowhere near complete, and the movement has been favorable in terms of less State control in this area and does not eviscerate all zoning control. She appreciates the point, and all are aware of the fact that housing is a very important issue to this legislature, and more legislation in this area is expected.

Mr. Thompson said the biggest issue for Portola Valley right now is safety. There are those who can't buy fire insurance; people who won't buy homes in the area because of the perceived risk that you can't get out. He feels Ladera is a firebomb, a high density housing development with a gas station as the town's main exit route. If it catches fire, he said he doesn't know how we get out. He said Escobar is a high fire risk canyon and that we exist in an extremely fragile place and he feels we should be extremely aware of the risk. He said there are recent examples of towns that completely burned to the ground in four or five hours, and that could be us. He said contemplating putting high density housing into the town without thinking through how we get out in a real fire emergency is a very big issue that Council needs to address head-on in the context of the RHNA allocation.

Mr. Epstein [no first name given] commented that he agreed and thinks times have changed. There is a flow of people out of California, so why build so much housing in this area, especially considering that California was more about building in areas where there is high density, public transportation, et cetera. Building all these new units in this area. He is especially worried about friends in Los Trancos, adding with another 1,000 people, how are we going to get out? He said he was born and raised here, and although we have never had a major fire but with current drought that could change and the CZU fire was

a wakeup call. He said it is up to the Town to push back for safety reasons, not financial. He wondered why build in an area so far away from jobs, especially for people in lower income areas to have to commute, which is added expense for them. He said we need to challenge the number of units and the type of units and push back before complying, especially no having everything set up for an evacuation plan and other aspects of safety. He said the Council should be looking more about protesting instead of complying and pushing an agenda that will put residents at risk.

Kristi Corley listened to the RHNA talk on the 22nd. Southern California is one year ahead on RHNA cycle. There were 53 appeals and two small adjustments, probably adjusted only 10 percent. She asked about banding together with the other cities on this side of 280, as the cities more at risk of fire. She said some councils are putting together committees to look at this. She suggested reading the two that got numbers adjusted to see how their appeal read and why the others didn't. If you don't ask, you don't get, and we have a right to challenge. Secondly, she said with paying \$48,500 to 21 Elements to give talks about housing element and RHNA, and the talks don't get on our calendar so residents can go and learn. She asked that these be put it on the calendar. She encouraged use of the calendar for county educational events that the Town has paid for. She hopes to get one week's notice then a reminder. She is concerned about SB 9 going through the Senate right now. It splits lots and doesn't give the Town the option to not do that. She said if does go through, every lot in Portola Valley will be split. You can put a house, and ADU, a junior ADU and an ADU in a garage - four houses on one split lot. She said SB 10 allows for 10 units on one lot. She said we need to be involved and send letters to senators and encouraged the Town Council to do this.

Rusty Day observed that there's common ground between remarks of Tim Clark and David Baszucki to preserve the values of Portola Valley, including providing affordable housing for people who work and live here. He said e want to do that and including maintaining the open rural character is also important, but the Council should accept that we must do it in context of safety. He said in regard to the point made about the RHNA allocation methodology, he read very carefully the letter that Councilmember Richards and Vice Mayor Hughes received back from their request and thought it seemed to say that the baseline allocation in the RHNA methodology addresses concerns about natural hazards and says that growth outside the urban growth boundaries does not allow for growth geographies to overlap with worst fire hazard severity zones. He said the blueprint for growth geographies not only excludes Cal Fire designated very high fire severity zones, but also exclude high fire severity areas in unincorporated communities as well as county designated wildfire urban interface areas He said this raises the question, what has the Town Council done to inquire of RHNA? Are they aware of the very high fire hazard severity zone designated by Cal Fire in Portola Valley, and has it been excluded as a growth area in their calculations, and are they aware that there are 19 "highest hazard" areas in town? The Town Council is granted local authority under the government code to designate within local responsibility areas that Cal Fire never looked at, but Moritz did. He asked what the Town is doing to look at those areas and designate them. He said we have an urgent need to comply with the State mandate to perform a wildfire hazard risk assessment and designate very high fire hazard severity zones in town, because RNHA excludes those zones from its calculation of housing density and the housing allocation it assigns. He said if the Town cedes to the RHNA allocation and to adding 253 more homes in town and hundreds more residents in the next ten years, then they need to know where to do that safely and how do it.

Mayor Derwin advised Dr. Day that Town Manager Dennis is timing the speakers, who each have three minutes, and that his time had elapsed.

Bob Turcott agreed with Rusty Day's point and asked to give his three minutes to him.

Mr. Day continued that the urgency of getting a wildfire hazard and risk assessment done is so that we know and RHNA can know where the highest severity zones in town are and exclude them from the allocation. He said if the Town wants to embrace the growth, then we need to find out where and how it can be done without burning the town down. He reiterated the priority for a wildfire hazard and risk assessment and thinks it should be done by the most competent and best representatives from the community and outside to get it done. Much like 60 years ago for seismic safety, he wants to see the Town do the same for wildfire safety and to protect the people who live here.

Caroline Vertongen expressed gratitude for the new people who spoke at the meeting, saying we have been advocating for safety for many years and urgency is being neglected. She said she hopes message is clear – we don't need more tools we need action and hope that all speakers tonight will help the Town Council take action and not defer solutions.

David Cardinal was in favor of the Ad Hoc Committee. He said we can whine about the 250 houses and wish it was zero, but it's not going to be. Portola Valley is one of the richest most innovative, highest patent-awarded startup-founding towns in the world, so he'd rather phrase it as, "We need to provide 250 housing units. How do we do that safely?" He said this is a great charter for the Committee, and we should be able to come up with solution that is safe and uses any innovation we can come up with.

Jim White, longtime resident, thought the previous were great comments, and the last one is where he is at. There are lots of issues with workers work here, families with children, folks who have different issues that don't have housing options here. He said this is a solvable problem. The town has had environmental issues before, and does need to be prepared for it, but there is a broader political issue, with the Stanford project and others. He said he thinks we have to have some multi-family housing and do it responsibly, and there are groups that want to do that. He said he thinks it would be a waste of resources, limited staff and money to go try to challenge the State, and that communities that are very wealthy are not as diverse in many dimensions. He said this is not a fight we want to be standing up to, but the town can be a leader in beginning to solve some problems. He concluded that he is happy to help in any way he can.

John Silver, 355 Portola Road, expressed that he served roughly 30 years in government, 16 on Portola Valley's Council and 13 years on the County Planning Commission. He had understood the new RHNA numbers were going to be pretty big, and he is not happy to see it, but folks that want to fight the numbers should call their state legislator. He doesn't think Portola Valley, Woodside and/or Hillsborough banding together would be laughingstock of the state, to have wealthy communities perceived as exclusive and saying that we don't need to do our part. On the other hand, we do need to be concerned about safety, and those cases do need to be made. If taking safety seriously, what we object to in regard to new housing also needs to be applied to existing developed areas of town. People who are concerned about fire safety yet want to add development to their own parcels in steep and wooded areas, those things cut two ways. He thinks it would be good for people in town to push back with their legislators but said don't blame local government for what the State is doing, because this is not productive course of action.

Mayor Derwin remarked that the Assemblymember Berman was coming in May, and staff can also share contact information for Berman or Josh Becker.

Hearing no further questions or comments from the public, Mayor Derwin brought it back to the Council and asked Planning and Building Director Russell to reiterate the items that Council is requested to give direction on. Director Russell stated, first, whether the Council wishes to form a Council Subcommittee and appoint two members to it. Questions included the overall approach correct; is community engagement strategy appropriate? Is the Ad Hoc committee composition and selection criteria appropriate?

Mayor Derwin invited comments regarding appointing a Subcommittee.

Vice Mayor Hughes suggested going through remainder of discussion before picking the Subcommittee to get broader feedback on structure to better inform the thinking on a Subcommittee, although he feels that is a good idea.

Mayor Derwin invited comments on the overall approach as presented. Vice Mayor Hughes thought it seems appropriate and will be important dealing with the concerns and needs to inform everything else. He said it makes sense to first do the housing needs assessment but, next, what are the constraints on where the 253 units might go and what type they might be, how to make it safe, other issues raised tonight and more? He said, thinking about how the Housing Element will interplay with the Safety Element, past cycles have considered them separately, but weaving the two together will be necessary to effectively create a safe housing element. He thought the overall approach is good; the calendar makes

sense, as well as the various check-in points with the Council. He said the Ad Hoc Committee is a great idea. Regarding composition, he said he questions the recommendation that there should be residency requirement for people to live in town. Although he generally agrees with this, the current housing cycle aspect to consider is increased diversity, so his thought is how to better inform that. Having a member of new Race and Equity Committee makes sense but bringing in thoughts and views of people who are not currently residents in some form might be a good idea. They would not necessarily be members of the committee, but maybe have speakers or presenters or discussion points come in.

Councilmember Aalfs thought the overall approach is good and said he definitely thought subcommittee is needed to move forward, as it will be too cumbersome for Council to directly oversee. He agreed with the Vice Mayor's point about having an advocate or spokesperson, or technical advisors, for the greater community. He said he did wonder if having 13 people is cumbersome for meetings, especially Zoom meetings, although he sees point of wider range of people from town. He suggested maybe five instead of seven members of the public, just because sharing larger meetings gets wieldier, but it is also important to have wide representation of the community. Regarding the general timeline, he comments that it will be a lot of work for the committee member, but it is what's required, given the deadline. deadline. wieldy

Councilmember Richards said he likes the approach and thinks it works very well in the context of the ideas that Vice Mayor Hughes and he sent to the State, saying that we want to figure out how to do this, we want to make it work and work safely. He said he thinks it covers all the bases and should move ahead with forming the subcommittee. He said he has a concern, also, with the size of the committee, but it may be a necessary evil, and they need to involve as many people as possible. He said he thinks more representation from people outside the community as more of a consultant-type approach makes more sense than having people on the committee from areas of influence.

Councilmember Wernikoff definitely agreed with need for a subcommittee. She asked about volunteers, and perhaps some sort of job description, so they know the expectation. She said she agrees on pros and cons of the size of committee but would err on the side of being more inclusive than less inclusive, even if cumbersome. She thinks communication throughout will be key, especially with the more heated issues where there is inaccuracy or misinformation floating around. She said she would like to make sure there is good information on the website. An update of the website is coming up in early summer and should double down on communication, so there's a centralized resource for clear, concise information about what's going on, so there are not inaccurate rumors floating around. She liked Vice Mayor Hughes' comment that the Safety Element is going to be happening at the same time, and it's a great coincidence that we are needing to consider fire issues as a huge priority as part of this process. She said she thinks it would be good to clarify people's concerns that the two things are being considered in partnership together. She said when thinking about other counties, we are unique and smaller, so it would be good if there are ways to have subset that we're working with within the 21 Elements that are more like us. She echoed Mayor Derwin's comments, and said the packet was very well put-together and off to a good start.

Mayor Derwin appreciated Councilmember Wernikoff's comment about getting accurate information up on the website. Planning and Building Director Russell explained that 21 Elements is creating websites that the Town can utilize, which will have things such as surveys and comment forms available. The site will be user-friendly and be able to graphically show things like milestones reached or documentation of meetings, blog-style, so people can see updates from the most recent and going backwards. Director Russell said it is very early in development of the 21 Elements page, and it will probably mid-May when it will actually come out. There will also be a need to figure out how the 21 Elements web page interfaces with the Town's own web page for specific news and the Town's own e-notice functions.

Mayor Derwin asked if hiring a consultant was mentioned. Planning and Building Director Russell said yes, this will be a joint effort between 21 Elements and Town Communication staff and then coordinated with the Town. The consultant will also be helping with the outreach component. Director Russell remarked that reaching out to employees in town who do not live in the town is challenging and that to address this, 21 Elements has formed a committee and they are inviting neighborhood groups religious organizations, outreach groups, housing advocacy groups, multi-languages, and a diverse set of

residents across the county. They are convening meetings of 20-some organizations to try to get feedback around the needs of employees to help staff feed that into their process.

Mayor Derwin agreed with most fellow Councilmembers. She thought the Safety Element should definitely be rolled into the Housing Element. She said she feels a subcommittee is essential and the composition is good, and 13 members is necessary. She remembers the Climate Change Task Force in 2006 had many more than that and said there would be many more than seven people wanting those seats. She thought the job description idea was good and would help make it clear that it would be a big commitment. Councilmember Wernikoff added it's almost like picking a jury, including people willing to see all sides and come into it with good faith. Mayor Derwin commented on the need for creative thinkers to figure out how to solve this very tough problem.

Mayor Derwin moved to appoint Councilmember Wernikoff and Councilmember Aalfs to the Ad Hoc Housing Element Subcommittee. Seconded by Vice Mayor Hughes, the motion carried, 5-0.

Town Manager Dennis said per direction of the Council tonight that the subcommittee will have authority to construct this plan. He said he hopes to bring the item back on May 26th with recommendations for members to serve on the committee. Staff will start work tomorrow to get out appropriate materials for recruiting. Vice Mayor Hughes' understanding is the subcommittee would work with staff to send out a call and collect resumes, as well as conduct interviews. He asked if appointments to the subcommittee would come back to the full Council for approval. Councilmember Aalfs and Town Manager Dennis agreed this would be the case.

Councilmember Aalfs asked whether there is an appeal process for the RHNA number. Planning and Building Director Russell said yes, there is, and 21 Elements will send an update when that is released. It is expected to happen this summer, and staff will update the Council when that information is available. Councilmember Aalfs felt strongly the Town should participate in an appeal in parallel with the work going forward. Town Manager Dennis said they would bring that back as an item as they get more information. Mayor Derwin said they have talked to legislators about the fire danger. Town Manager Dennis added there have been staff-to-staff level conversations with Senator Becker as well. Mayor Derwin said there are certainly areas in town where residents cannot build.

Mayor Derwin suggested a five-minute break.

(11) **Colleagues Memo – Proposed Race and Equity Standing Committee**

Mayor Derwin shared that this proposal was initiated a year ago in June after approving a Resolution condemning the murder of George Floyd. Subsequent activities were held over the past year. Professor Jennifer Eberhart, author of *Biased*, visited the Town. A townhall meeting regarding policing was held with the Sheriff, the D.A., and black leaders in the community, moderated by Henrietta Burroughs from EPA Today. Conversations were held with tribal elders from the Ramaytush. A few months ago, Lucy Neely and Kim Acker reached out to Mayor Derwin and asked if an equity committee could be formed. Mayor Derwin said the memo from her, and Councilmember Richards lays out the background, purpose, proposed projects, and other specifics. She asked the Council for feedback regarding the proposal and added that two councilmembers would need to be appointed.

Councilmember Richards said they are exploring things with this proposal and shared that he has personally realized this is something he has not been as clued into as he should be. He said the problem was not created by people of color, but by the rest of us and we are obligated to resolve it in his view. He said he wants to invite and encourage everybody and anybody willing to help. He feels the committee will evolve from what has been put down in the initial memo, depending on the members' wishes.

Mayor Derwin said within the last couple weeks as the community started to really get behind condemning the violence toward Asian Americans, she put together a resolution but realized it would be

better if a committee were doing this. Others have reached out to her asking for other resolutions and causes, and she realized that there is no limit to how an equity committee could be helpful.

Mayor Derwin invited comments from the Councilmembers.

Councilmember Aalfs said he would hope the committee could find diversity across race, gender, income, sexual orientation or gender identify in the somewhat less diverse town of Portola Valley. Mayor Derwin added this was part of the idea of having an advisory committee.

Vice Mayor Hughes asked how big the committee would be. Councilmember Richards said they talked up to seven members, plus the two liaisons from the Council.

Mayor Derwin said it would use the same process as the Housing Element Committee, with a call for volunteers. The two councilmembers appointed to the subcommittee would do the screening and make a recommendation to bring back to the full Council.

Mayor Derwin invited comments from the public.

Rita Comes said when these things are being created, she has offered to sit down, as a person of color in this community, if somebody wanted to have a conversation with her, but as of yet no one has reached out to her. She said she has been very vocal about this. A few people in the community have reached out to her and she has had very interesting conversations. She said she doesn't speak for all African Americans, but only for herself and her own experience, but the needs and stresses of African Americans in this community are different from other communities. She would like the criteria of who gets to join to be run by her or someone else who knows about what their needs might be, about things they would like to see addressed. She said she is easy to find and reach out to, and she hopes that happens before this move forward. Mayor Derwin responded that these items are suggested things the committee may want to take up, but the committee will decide what they want to do.

Hearing no other comments from the public, Mayor Derwin invited comments from the Council.

Councilmember Wernikoff said she thought it was a great proposal for all the reasons previously stated.

Vice Mayor Hughes agreed with Councilmember Wernikoff.

Councilmember Aalfs moved to approve appointment of a Race and Equity Committee and nominate Councilmember Richards and Mayor Derwin as Liaisons. Seconded by Vice Mayor Hughes, the motion carried, 5-0.

Vice Mayor Hughes encouraged the Liaisons during the committee's goal setting remember that the Sheriff's contract is coming up in a couple years. Discussion in this regard may be helpful over the course of the meetings. Mayor Derwin agreed.

Councilmember Aalfs remarked that PCE is currently drafting a diversity and equity inclusive statement, which started from the Citizen Advisory Committee. Donna Colson and Michael Smith are the Board Liaisons currently. Councilmember Aalfs said the PCE statement made a point of saying they wanted measurable outcomes from their policy and talked about ways to benefit disadvantaged communities and communities of color tangibly and measurably within PCE territory. He said he liked the good sentiment in the wording along with measurable progress towards the goal.

Mayor Derwin wondered if the timeline ought to follow that of the Housing Element Subcommittee. Town Manager Dennis replied this would be advantageous since a member of the Race and Equity Committee is recommended to serve on the Housing Element Committee. He suggested aiming for two meetings from now if possible.

PUBLIC HEARING

(12) **Recommendation by Town Manager and Finance Director** – Adoption of a Resolution Approving a Revised Fee Schedule

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Revised Fee Schedule for its Administrative, Building, Public Works/Engineering and Planning Departments (Resolution No. 2848-2021)

Town Manager Dennis presented the revised fee schedule which reflects a modest increase in the fees based on a CPI change. Staff did omit from the recommended change the rental of Town facilities as previously directed by the Council, which also seemed appropriate given the interruption in usage due to COVID.

Mayor Derwin opened the public hearing. With no members of the public requesting speak, she closed the public hearing and brought the item back to the Council.

Councilmember Aalfs moved to approve the Resolution. Seconded by Councilmember Richards, the motion carried, 5-0.

Councilmember Aalfs thanked staff for putting forward the Resolution.

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

Vice Mayor Hughes reported he attended the Planning Commission meeting. The one item on the agenda was a discussion of updating the Town's ADU Municipal Code to comply with various changes in State law, of which there have been many since creation of the ADU ordinance. He said many changes in State law are quite substantial. By right you are now allowed to build ADUs in places that in many parts of Portola Valley could be very problematic. He said he is quite sure it will come back to them to hash through it and discover the right approaches to integrating these changes. He said I under State law, you might be able to build 850-square-foot unit four feet off the property line, so basically ignore all but four feet of setbacks. Planning Commission is trying to get creative, with staff's help, to incentivize people not to do this, but to respect setbacks, and to deal with safety issues. He said if you can't legally require something under State law, which trumps restrictions, how do you incentivize people to do the right thing? Potentially through a combination of incentives or letting them have a slightly larger ADU as long as they have a regular setback, et cetera. Vice Mayor Hughes said there is much work to be done in coming months, but they are heading in a good direction.

Councilmember Richards attended the Emergency Services Council on the 15th, which consisted primarily of a preview of the 2021-22 budget. Due to the reduced cost for the Fire Battalion Chief, all the towns will pay a little bit less. Instead of \$18,300 the Town will pay \$17,930. He said there are some significant revisions to the JPA agreement, primarily centered around moving the entire ESC from the Sheriff's Office to the County Manager's Office and some changes to a couple articles in order to stay current with federal rules, which will be approved in June. He said he attended the Conservation Committee on the 27th. He said they worked hard to shorten the meeting by having the subcommittee reports submitted early along with the agenda, so anyone attending could see them beforehand. He said this worked well and shortened the meeting from 2 hours to about a 1.25-hour meeting. A subcommittee to study fences and improve wildlife circulation was discussed. Nancy Reyerer reported on what they are doing in Woodside, talking of a joint committee with subcommittees from Woodside and Portola Valley. They will be investigating that. He said site visits were described, and that one of the members was the recipient of the Backyard Habitat Award. Councilmember Richards will be presenting that award.

Councilmember Wernikoff reported the CAC has picked a date for the Town event, October 9. It has been cleared by staff. It will be in conjunction with Parks and Rec. The working title is Portola Valley Live Revive, the idea being that it would be a post COVID get together with multiple events, including the run, the picnic and the party. The thinking was that having all the resources on deck at the same time would be easier versus two separate events. She mentioned the Finance Subcommittee, stating that he data is all there, but the challenge is still the reporting. Their goal is for this to be resolved by the end of May. She listened in on the ASCC meeting. Two projects were approved. One was a small addition, and one was a

pool. There was update to the Committee about the Wildfire Hardening Code. There were no action items relating to it. Today there was a Website Subcommittee update. Everyone has been working on getting the site launched and it should be an early June launch. She said the website is a great opportunity to have all the critical information in Town in the same source, particularly in regard to things like fire, housing, and the more controversial and important issues. She said she doubts if all the information will be updated in time for the June 1st launch but once it's there, the process to keep it updated will be easier with the new platform and processes.

Mayor Derwin attended a Resource Management and Climate Protection meeting on April 21st. They had an update on water supply from Tom Francis from BAWSCA. At the time of the meeting there was only a tiny part of the state that was not considered in a drought condition. She said Hetch Hetchy is an anomaly and is predicted to fill this year because of its water bank. She said the town is okay but are one of the only systems that is okay. SFPUC water reduction goal is to maintain summertime water use at no more than 2019 pre-pandemic levels but will not be mandatory rationing. They will ask retail to reduce by 10 percent voluntarily. The State could request or require further conservation activity if necessary. Some regions are already calling for measures such as mandatory rationing. Carol Steinfeld from the Sierra Club wants to have a Water Subcommittee on the RMCP Committee and thinks we do a one water agency in San Mateo county. She said Santa Clara Valley is with Valley Water, and they do everything – wastewater, water supply, site conservation, groundwater. There was much talk about that. She said BAWSCA is territorial about it, but she was happy to see that they have been working with Carol and will get a group together including the environmentalists to talk about this.

Mayor Derwin attended a presentation of state and regional hydrogen infrastructure and opportunities for use in heavy duty vehicle application. There was a presentation on the RICAPS countywide greenhouse emission inventories. The Search Committee for a new C/CAG Executive Director will be interviewing six candidates on Friday from 9:00 to 5:00. At the last meeting two panels were established – the search committee and the professional panel. Ten questions for each panel were agreed upon. She reported there was a Special Library Strategic Plan Subcommittee that was formed after the last Library meeting because some of the new members were not comfortable rolling over the strategic plan since they had no idea what was done in the past. Consultants gave survey results and they felt good about where we're at. They will do another small survey to fill in a few gaps.

Mayor Derwin reported the Flood and Sea Level Rise Resiliency District had a historic day, approving contracts for the first major construction project – the Bayfront Canal and Atherton Channel Flood Protection and Ecosystem Restoration Project. They adopted a resolution and awarded a construction contract. Dave Klein reported out from the Strategic Planning Committee who is to figure out funding. They decided to do a Climate Resiliency Parcel Tax in the county which would cover flood, sea level rise, wildfire and coastal erosion. She said she thought including wildfire is great, because then they will get buy-in from Portola Valley and Woodside. They are polling right now. They are looking at one proposal in which the tax rate is per building square foot – three cents or five cents per building square foot. On a 1,900 square-foot house this would be \$60 a year or \$100 a year. A sunset clause was discussed, how the money would be distributed, et cetera. Matt Fabry thought stormwater should be included. CEO, Len, has been there for a year. There will be a CEO performance review, and Mayor Derwin said she will be on that committee.

Mayor Derwin reported the League of Women Voters have been doing Zoom meetings, one of them tonight, a conversation with Assemblyman Mullin, "Collaborating to Address Climate Change." There will be another one on June 3rd on "Countywide Wildfire" with Don Horsley putting the program together. She attended a Silicon Valley Leadership Group Summit Series, called "Cities Matter." The speakers included "Mayor Pete," Pete Buttigieg; Nuria Fernandez, Federal Transportation Agency Deputy Director; Tony Atkins of SB 9; Alexa Arena, who is working on a San Jose Downtown Plan; Cindy Chavez, Santa Clara Board of Supervisors; Senate Wiener; Therese McMillan from MTC; the Chair of California Water Commission; a South Bay Civil Rights Advocate. Overall, she said it was very meaty and good.

Councilmember Aalfs attended the Historic Resources meeting, the annual meeting to approve their budget. He persuaded them to add a little to their budget. Their ongoing project is to digitize more old

records such as maps, photos, audio/video interviews. They would like to have as much as possible archived to the cloud. They have some opportunities to scan and put together audio files. They intend to ask for an additional amount in their budget in case they have an opportunity to digitize more things. They may also go out and obtain some technical help for the process. Mayor Derwin asked if they are doing this themselves. Councilmember Aalfs replied they are doing a lot of it themselves. They are contemplating enlisting a local high schooler who could help with some of it. He thought the Council would be happy to provide them with some more funds if they had an opportunity to digitize more things. Mayor Derwin acknowledged it is very valuable information, and Councilmember Aalfs said they are hoping to have it in a format for anybody to click on anytime they wanted.

(14) **TOWN MANAGER REPORT**

Town Manager Dennis announced Captain Christina Corpus will be transferred to the City of Millbrae as their new Police Chief under a Sheriff contract. Portola Valley will have an interim Police Chief, Lieutenant Mark Meyers, until a permanent replacement is found. Town Manager Dennis thanked Captain Corpus for all she has done for the town in the last four years, particularly mentioning that communication has been outstanding.

Town Manager Dennis announced that Action Minutes will be provided, and those should be seen on the next agenda. He shared that the Library opening went very well. People were delighted to be able to go in the library even if just for a few hours. Finally, he mentioned that on June 15th the State will reopen beyond the tiered system. Town staff is actively working on its plan to accommodate related to things like sports fields, outdoor facilities, rental of indoor facilities, access to Town Hall, et cetera. Staff will be meeting to discuss this and come up with a plan. The goal will be to open things up as quickly as possible to return to the most normal we can get to.

(15) **Town Council Digest** – April 15, 2021

(16) **Town Council Digest** – April 22, 2021

[none]

Mayor Derwin stated that on Friday night there is a Council of Cities virtual meeting hosted by Woodside at 5:30. Anna Eshoo will be the speaker, and she encouraged one of the councilmembers to attend with her.

ADJOURNMENT [10:46 *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						
55661	44	BANK OF AMERICA	6,046.14	05/12/21		
55662	79	CALIFORNIA WATER SERVICE CO	2,366.50	05/12/21		
55663	129	COTTON SHIRES & ASSOC. INC.	32,625.99	05/12/21		
55664	176	EXCEL LD	23.96	05/12/21		
55665	177	EXPRESS PLUMBING-EPS INC.	450.00	05/12/21		
55666	200	GRANICUS	614.00	05/12/21		
55667	213	HILLYARD INC	857.65	05/12/21		
55668	277	LADERA GARDEN CENTER	131.10	05/12/21		
55669	278	LAMPHIER GREGORY	6,398.00	05/12/21		
55670	368	PG&E	615.00	05/12/21		
55671	375	PLATINUM FACILITY SERVICES	4,936.68	05/12/21		
55672	376	PORTOLA VALLEY HARDWARE	213.23	05/12/21		
55673	411	SAN MATEO LAWNMOWER	1,845.84	05/12/21		
55674	481	TRENCHFREE INC	932.50	05/12/21		
55675	482	TURF & INDUSTRIAL EQUIPMENT CO	371.66	05/12/21		
55676	518	GOT GOPHERS?	1,050.00	05/12/21		
55677	557	JSD CONSTRUCTION	1,000.00	05/12/21		
55678	589	LELA JUE	82.04	05/12/21		
55679	623	AGUILAR & SONS	297.50	05/12/21		
55680	624	LENCIONI CONSTRUCTION	10,000.00	05/12/21		
55681	625	ERNST DEVELOPMENT INC	1,109.28	05/12/21		
55682	626	AARON BEREZ	1,935.72	05/12/21		
55683	627	SWIMMING POOL PERFECTIONS	1,080.17	05/12/21		
55684	628	TOM BOCHNOWSKI	12,810.26	05/12/21		
55685	629	WILKINSON CONSTRUCTION	457.50	05/12/21		
55686	630	ELEANOR DUFF	500.00	05/12/21		
55687	631	GARY POLLACK CONSTRUCTION	32.00	05/12/21		
55688	632	ROMERO CONSTRUCTION	1,000.00	05/12/21		
55689	633	RON DOLIN	10,000.00	05/12/21		
55690	634	ROEBBELEN CONTRACTING	2,000.00	05/12/21		
55691	635	PRIMO POOLS	309.22	05/12/21		
55692	636	PORTOLA VALLEY RD LLC	7,000.00	05/12/21		
55693	637	NEIL DAY	1,760.00	05/12/21		
Check totals:			110,851.94			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			110,851.94			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 05/12/21	44 55661	BANK OF AMERICA March Statement	6,046.14	6,046.14	1388-MAR21
Vendor: 55662	79	CALIFORNIA WATER SERVICE CO	2,366.50	95.00	Pw36-2017
		Refund Deposit, 20, 30, 40 Meadow Ln		115.00	Pw60-2018
		Refund Deposit, 420 Golden Oak		380.00	Pw26-2018
		Refund Deposit, 60 Valencia		365.00	Pw15-2018
		Refund Deposit, 170 Shawnee		156.50	Pw24-2018
		Refund Deposit, 20 Minoca		165.00	Pw04-2017
		Refund Deposit, 185 Meadowood		380.00	Pw25-2018
		Refund Deposit, 177 Favonio		365.00	Pw14-2018
		Refund Deposit, 168 Degas		115.00	Pw08-2018
		Refund Deposit, 127 Ash		230.00	Pw16-2018
		Refund Deposit, 725 Portola Rd			
Vendor: 55663	129	COTTON SHIRES & ASSOC. INC.	32,625.99	30,122.99	2021-MAR/APR
		March/April Applicant Charges		2,503.00	2021-FEB
		February Applicant Charges			
Vendor: 55664	176	EXCEL LD	23.96	23.96	1187594484
		April Telephone LD Service			
Vendor: 55665	177	EXPRESS PLUMBING-EPS INC.	450.00	450.00	25689
		Cleared Sewer Pipe, Library Building			
Vendor: 55666	200	GRANICUS	614.00	614.00	137064
		PV Redesign, Milestone 2 & 3			
Vendor: 55667	213	HILLYARD INC	857.65	261.45	604225381
		Janitorial Supplies		02.23	604247441
		Janitorial Supplies		12.26	604247442
		Janitorial Supplies		391.77	604257541
		Janitorial Supplies		189.94	604234451
Vendor: 55668	277	LADERA GARDEN CENTER	131.10	131.10	9624
		Floral Arrangement, John "Skip" Struthers			
Vendor: 55669	278	LAMPHIER GREGORY	6,398.00	6,398.00	2021-1046
		Planning Consultant 03/20/21 - 04/16/21, Stanford Wedge			
Vendor: 55670	368	PG&E	615.00	432.50	Pw0050-2019
		Refund Deposit, 357 Westridge		182.50	Pw0046-2018
		Refund Deposit, 10 Cherokee			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	375	PLATINUM FACILITY SERVICES			
	55671	April Janitorial Svcs	4,936.68	4,488.67	40981
		April Friday Disinfection Svcs		448.01	40982
Vendor:	376	PORTOLA VALLEY HARDWARE			
	55672	February Statement	213.23	213.23	193-FEBRUARY21
Vendor:	411	SAN MATEO LAWNMOWER			
	55673	Tool Wiring Repair	1,845.84	217.35	210167
		Turf Mower Repairs, PO#6730		1,628.49	210660
Vendor:	481	TRENCHFREE INC			
	55674	Refund Deposit, 357 Westridge	932.50	932.50	Pw31-2019
Vendor:	482	TURF & INDUSTRIAL EQUIPMENT CO			
	55675	Battery Backpack Repair	371.66	371.66	RO28408
Vendor:	518	GOT GOPHERS?			
	55676	Town Fields Gopher Trapping, April 2021	1,050.00	1,050.00	12851
Vendor:	557	JSD CONSTRUCTION			
	55677	Refund Deposit, 1305 Westridge	1,000.00	1,000.00	BLDR025-2019
Vendor:	589	LELA JUE			
	55678	Mileage Reimbursement, 01/2020 - 03/2021	82.04	42.29	REIMB_MILEAGE
		Reimbursement, PV Breakroom Tea Boxes		39.75	REIMB_BX_TEA
Vendor:	623	AGUILAR & SONS			
	55679	Refund Deposit, 10 Cherokee	297.50	297.50	Pw49-2018
Vendor:	624	LENCIONI CONSTRUCTION			
	55680	Refund Deposit, 200 Goya	10,000.00	10,000.00	BLDR0284-2017
Vendor:	625	ERNST DEVELOPMENT INC			
	55681	Refund Deposit, 10 Cherokee	1,109.28	465.97	Pw0018-2018
		Refund Deposit, 10 Cherokee		643.31	BPLR0003-2018
Vendor:	626	AARON BEREZ			
	55682	Refund Deposit, 10 Cherokee	1,935.72	1,935.72	BLDR0168-2019
Vendor:	627	SWIMMING POOL PERFECTIONS			
	55683	Refund Deposit, 185 Meadowood	1,080.17	1,080.17	BPLR0013-2018
Vendor:	628	TOM BOCHNOWSKI			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
05/12/21	55684	Refund Deposit, 185 Meadowood	12,810.26	12,810.26	BLDR0035-2020
Vendor:	629	WILKINSON CONSTRUCTION			
	55685	Refund Deposit, 185 Meadowood	457.50	457.50	PW0063-2019
Vendor:	630	ELEANOR DUFF			
	55686	Refund Deposit, 5905 Alpine	500.00	500.00	BLDR0039-2016
Vendor:	631	GARY POLLACK CONSTRUCTION			
	55687	Refund Deposit, 3343 Alpine	32.00	32.00	2092
Vendor:	632	ROMERO CONSTRUCTION			
	55688	Refund Deposit, 9 Hawk View	1,000.00	1,000.00	BLDR0174-2019
Vendor:	633	RON DOLIN			
	55689	Refund Deposit, 228 Westridge	10,000.00	10,000.00	BLDR0158-2017
Vendor:	634	ROEBBELEN CONTRACTING			
	55690	Refund Deposit, 501 Portola	2,000.00	1,000.00	BLDC0008-2019
				1,000.00	BLDC0007-2019
Vendor:	635	PRIMO POOLS			
	55691	Refund Deposit, 140 Campo	309.22	309.22	BPLR0023-2017
Vendor:	636	PORTOLA VALLEY RD LLC			
	55692	Refund Deposit, 850 Portola	7,000.00	3,500.00	BLDR0052-2019
		Refund Deposit, 848 Portola		3,500.00	BLDR0051-2019
Vendor:	637	NEIL DAY			
	55693	Refund Deposit, 99 Hillbrook	1,760.00	1,760.00	BLDR0096-2019
Check Date Totals			110,851.94		
Grand Total			110,851.94		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 12, 2021

Claims totaling \$110,851.94 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Jeremy Dennis, Treasurer

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

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Kari Chinn, Communications and Community Engagement Analyst

DATE: May 12, 2021

RE: Adoption of Resolution Approving and Authorizing Execution of Farmers' Market License Agreement

RECOMMENDATION

Staff recommends that the Town Council adopt the attached Resolution (Attachment 1) authorizing the Mayor to execute the attached Farmers' Market License Agreement (Attachment 2) between the Town and Nile Estep, dba Good Roots, a Sole Proprietorship ("Good Roots") for a two-year contract.

BACKGROUND/DISCUSSION

Since September 2018, Nile Estep of Good Roots has managed the Portola Valley Farmers Market. Mr. Estep has successfully managed the market, bringing in diverse produce and product on a weekly basis. During the longer summer markets Mr. Estep has added value to the market by bringing in musicians and activities for children.

In March 2020, Mr. Estep was able to quickly pivot the set up and management of the traditionally pedestrian Farmers Market to a drive-through farmers market to meet the needs of the Town during a pandemic. This was the first market to return to business in the Bay Area and first to provide service using recommended safe practices. In June, the market returned to in-person shopping with expanded booth placements and enhanced safety procedures. Since that time, an expansion of vendors has led to a large increase in usage. Staff has received a lot of positive feedback from the community.

Staff recommends that the Town Council approve the Resolution authorizing the Mayor to execute Agreement for Mr. Estep to manage the farmers' market for a two-year contract.

Staff has updated the Farmers' Market License Agreement (Agreement), with the assistance of the Town Attorney, to a two-year term with Mr. Estep. Every year Mr. Estep will provide the Town Council with an annual report. Mr. Estep provided his 2021 annual

report to the Council at their April 14, 2021 meeting at which time the Council was supportive of renewing the agreement.

The Agreement has also been updated to include the following provisions:

- Adds provisions for “Community Corner” tables that allow political, advocacy, and educational groups.

FISCAL IMPACT

The Town includes a nominal amount in the annual budget to support Farmers' Market activities and engagement. The proposal for the FY 2021-22 Fiscal Year is \$2,000.

ATTACHMENTS

1. [Resolution Farmers' Market License Agreement](#)
2. [Farmers' Market License Agreement](#)
3. [Site and Traffic Plan](#)
4. [Community Corner Application](#)

Approved by: Jeremy Dennis, Town Manager

RESOLUTION NO. _____-2021

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
APPROVING AND AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN
THE TOWN OF PORTOLA VALLEY AND NILE ESTEP, dba GOOD ROOTS**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Farmers’ Market License Agreement for operation of the Farmers’ Market at the Town Center (“Agreement”) between the Town and Nile Estep, dba Good Roots, a Sole Proprietorship (“Good Roots”) for a period of two years; and

WHEREAS, Good Roots has operated the Farmers’ Market at the Town Center September of 2018; and

WHEREAS, Good Roots has been running successful Farmers’ Markets in the area and has been able to adapt the market to meet Town and County emergency orders and recommendations;

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

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement as described above.
2. The Town of Portola Valley hereby approves the Agreement, and the Mayor is authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Good Roots.

PASSED AND ADOPTED at the regular meeting of the Town of Portola Valley on May 12, 2021.

By: _____

Mayor

ATTEST: _____

Town Clerk

**FARMERS' MARKET
LICENSE AGREEMENT**

THIS FARMERS' MARKET LICENSE AGREEMENT ("Agreement"), dated May 27, 2021, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and Nile Estep, dba Good Roots, a Sole Proprietorship ("Good Roots") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Town desires to have and Good Roots desires to operate a farmers' market at the Town Center, subject to all of the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is agreed as follows:

1. **Grant of License.** Town hereby grants to Good Roots a revocable license to use and occupy a portion of the Town Center for the purpose of operating a farmers' market wherein participating merchants will be engaged in the retail sale of agricultural products and other items customarily offered at a farmers' market for sale to the general public. The license granted herein shall authorize use and occupancy of the Town Center only by Good Roots and his authorized agents and participating merchants who are engaged in operation of the farmers' market pursuant to an agreement with Good Roots ("Participating Merchants"). The agreement between Good Roots and the Participating Merchants shall require each Participating Merchant to comply with all of the applicable conditions and requirements set forth in this Agreement.

2. **License Area.** The area of the Town Center to be occupied by the farmers' market operated by Good Roots shall be a portion of the parking area adjacent to the Historic School House, as shown on Exhibit A attached hereto and made a part hereof ("License Area").

3. **Condition of License Area.** Use of the License Area is being granted to Good Roots in its present condition and the Town shall have no obligation to make any alterations or improvements to the License Area to accommodate the farmers' market. Good Roots acknowledges that the Town has made no representations or warranties concerning the condition of the License Area or its suitability for a farmers' market. It shall be the sole responsibility of Good Roots to conduct such inspections of the License Area as he deems necessary to satisfy himself that the License Area can be used for the farmers' market.

4. **Term.** The term of this Agreement shall be for two years from May 27, 2021 through May 26, 2023. Good Roots will provide an annual report to the Town on the status of

the farmers' market. Before the end of the term, Staff will provide a report to the Town Council to evaluate the farmers' market. At that time, the Town Council will consider continuing the farmers' market, applying additional conditions or provisions, or terminating the farmers' market at the end of the contract period.

5. Permitted Use; Conditions. The License Area shall be used and occupied by Good Roots and Participating Merchants solely for the purpose of operating a farmers' market and related activities, such as entertainment, and for no other purpose without the prior written approval of the Town.

- a. Day and Time of Operation. The farmers' market shall be limited to Thursday afternoons for a period of four hours of operation with an additional two hours before operation for set-up and one hour after operation for clean-up. Aside from the time of year, farmers' market shall always close by sunset, so that clean-up is not occurring after dark. If the Town needs to cancel any particular week of the farmers' market due to a conflict with another event at Town Center, the Town shall provide Good Roots with at least one-week advance written notice. In addition, the Town Manager may give Good Roots permission for the farmers' market to occur on an alternate date for the Thanksgiving, Christmas and/or other holiday.
- b. Site Plan and Traffic Control. The farmers' market setup and booth lay out shall conform to the Site Plan contained in Exhibit A, which is incorporated by reference. Good Roots and Town may make minor changes to the Site Plan from time to time. Any changes to the Site Plan must be approved by amendment to this Agreement, which amendment may be executed by the Town Manager. Prior to commencing, a site-specific traffic control plan will be submitted to and approved by the Public Works Department.
- c. Participating Merchants; Booths. The maximum number of Participating Merchants shall be 30 and shall not be increased without prior written approval of the Town Council. Good Roots may allow a "Community Corner" booth space at the farmers' market for individuals and groups to engage in expressive activity, such as political advocacy, educational outreach or entertainment. Booth space must be reserved in advance. No sales activity or fundraising will be allowed in the Community Corner. Participants must comply with Market Rules adopted by Good Roots. Good Roots shall provide the Town with a space on the Historic School House steps for use by Town committees, Town staff, government agencies with jurisdiction in Portola Valley (e.g., Woodside Fire, Library) and Town service providers (e.g., GreenWaste Recovery) for outreach purposes. Musicians may be invited to enhance the atmosphere of the farmers' market. Amplified sound shall be allowed at Good Roots' reasonable discretion, provided it does not disturb adjoining property owners.

- d. Sustainability. Good Roots will ensure the farmers' market is "zero waste." Participating Merchants shall comply with the Reusable Bag Ordinance and shall provide compostable serve-ware and produce bags. To the greatest extent feasible, subject to Good Roots' reasonable discretion, Good Roots will seek to select vendors that are sensitive to the needs of Town residents and to engage vendors that are based in close proximity to the Town.
- e. Clean Up. Upon the conclusion of each farmers' market, Good Roots and Participating Merchants shall thoroughly clean the License Area, turn off hot water and access to outside spigots, place all trash, waste, recycling and debris into the proper receptacle (if necessary, transporting any extra waste or recycling to the Town's corporation yard and placing it in the proper receptacle), and restore the License Area to substantially the same condition as existed before the conduct of the farmers' market, including the repair of any damage to Town property resulting from the farmers' market activities.
- f. Food Demo Booth. Within the maximum number of Participating Merchants identified in subsection c. above, the Town shall permit a food demo booth. The Town shall pay the annual San Mateo County Health Department fee associated with the food demo booth. Good Roots shall obtain a permit for the food demo booth as "Portola Valley Farmer's Market Healthy Food Demo Booth" and shall be the responsible party with the food manager's certification. Good Roots will be responsible for scheduling local chefs to provide the demonstrations at the booth and the Town will provide access to the kitchen sink in the Community Hall for the individual(s) authorized by Good Roots each week to conduct the demonstration. Good Roots is responsible to ensure that the operation of the booth, including but not limited to the individuals making the demonstrations and the demonstrations comply with all applicable laws, ordinances and regulations.
- g. Food trucks, food tents and special events. Good Roots can submit for approval to the Town Manager plans for additional special events and food trucks and meal tents. Plans must include information about required permits from County Agencies and comply with all applicable laws, ordinances and regulations, before being approved by the Town Manager. The Town shall pay for permits associated with special event food tents. Good Roots shall obtain a permit for any special event food tent as "Portola Valley Farmer's Market Healthy Community Food Tent". Good Roots shall require and confirm that any food truck contracted for special events have the required San Mateo County Health permits.

- h. Market adaptations under emergency orders and other special circumstances. Good Roots can submit continuation of service adaptations during long term events such as emergencies orders. Market booths can be rearranged and extended within the license area to meet any health and safety guideline recommended by the Town, County or State. Barricades can be moved within the license area to the end of extended pedestrian areas of the market. Market adaptations must be approved by Town Manager prior to market changes.

6. **Termination.** Good Roots and the Town may terminate this Agreement at any time by giving at least one month advance written notice to the other party. This Agreement will automatically terminate at the end of the term, if not extended by the parties written agreement.

7. **Rent.** Good Roots shall pay to the Town as rent for the use and occupancy of the License Area the sum of One Dollar (\$1.00) per week, payable monthly in advance on the first day of each calendar month. Good Roots will also maintain a current Portola Valley Business License.

8. **Compliance with Legal Requirements.** Good Roots and Participating Merchants shall strictly comply with all applicable federal, state and local laws and regulations concerning transportation, handling, storage, and sale of food and other products offered for sale by the Participating Merchants at the farmers' market. Good Roots shall strictly comply with all applicable laws, ordinances and regulations pertaining to the operation of a farmers' market, including, but not limited to, the prohibition of pets within the License Area.

9. **Indemnity.** Good Roots agrees to indemnify, defend, and hold the Town, and its officers, officials, boards, commissions, employees, and agents, harmless from and against any and all claims, demands, causes of action, liabilities, costs or expenses, including attorney's fees, occasioned by or in any way connected with the condition, use or misuse of the License Area or the operation of a farmers' market thereon, or occasioned by any negligent act or omission of Good Roots or Participating Merchants, or arising from any breach of this Agreement by Good Roots or any Participating Merchants. The indemnity obligations of Good Roots set forth herein shall survive and continue beyond the term of this Agreement.

10. **Liability Insurance.** During the term of this Agreement, Good Roots, at his expense, shall procure and maintain in full force and effect: (i) comprehensive general liability insurance with an aggregate limit of not less than Two Million Dollars (\$2,000,000.00); One Million Dollars (\$1,000,000.00) per occurrence, insuring against all liability of Good Roots and the Town for bodily injury and property damage arising out of or in connection with Good Root's use and occupancy of the License Area. The general liability insurance policy shall name the Town of Portola Valley, and its officers, officials, boards, commissions, employees, agents, and volunteers as insured parties thereunder, and shall be endorsed to provide that: (i) the insurance coverage thereunder shall be

primary with respect to Town; and (ii) no cancellation or reduction in coverage will be made without 10 days prior written notice to the Town by the carrier.

11. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and shall be mailed or personally delivered to the other party at the following address:

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

Nile Estep, Good Roots
PO Box 1527
San Carlos, CA 94070

Any notice sent by mail shall be deemed received on the third business day after deposit of the notice in the U.S. Mail with proper postage prepaid thereon.

12. **Costs of Suit.** In the event legal action between the Town and Good Roots becomes necessary in order to enforce or interpret this Agreement, or any provision contained herein, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including reasonable attorney's fees.

13. **No Assignment.** This Agreement is personal to Good Roots and may not be assigned or transferred to any other party without the prior written consent of the Town.

14. **Successors and Assigns.** Subject to the restrictions against assignment by Good Roots, this Agreement shall be binding upon and inure to the benefit of the respective heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

TOWN OF PORTOLA VALLEY

NILE ESTEP, GOOD ROOTS

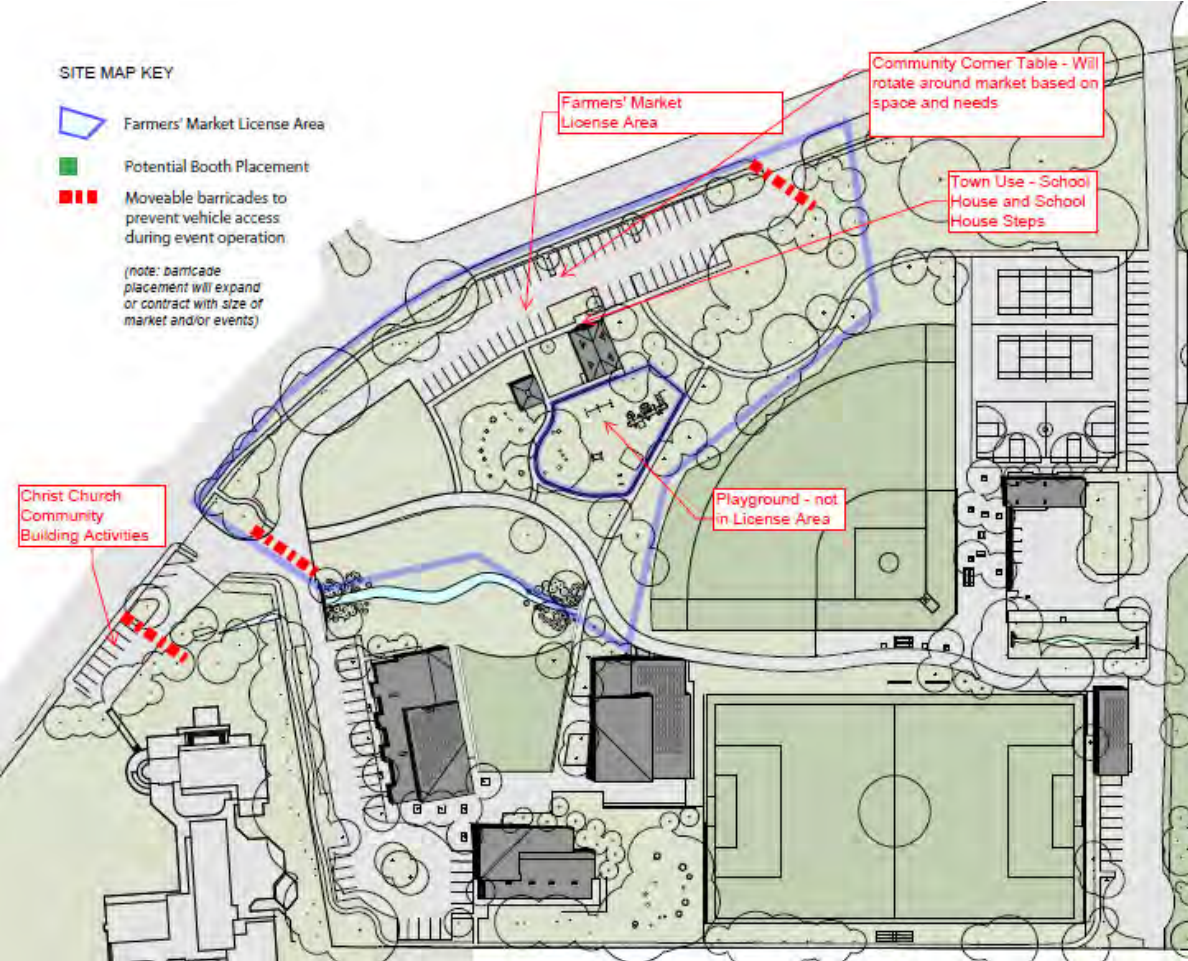
By: _____
Maryann Derwin, Mayor

By: _____
Nile Estep, Good Roots

APPROVED AS TO FORM:

Cara Silver, Town Attorney

EXHIBIT A Farmers' Market License Area & Site Plan



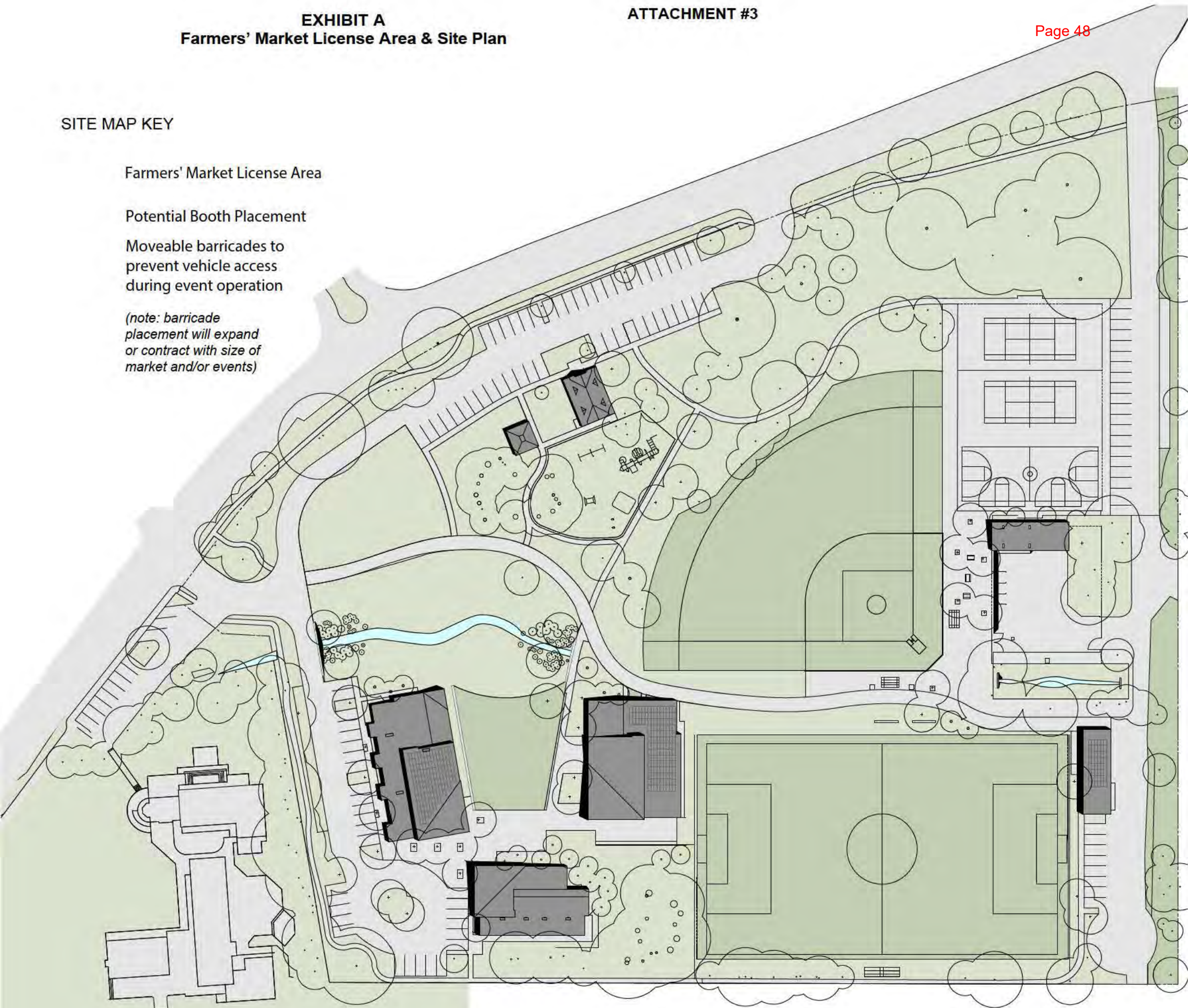
SITE MAP KEY

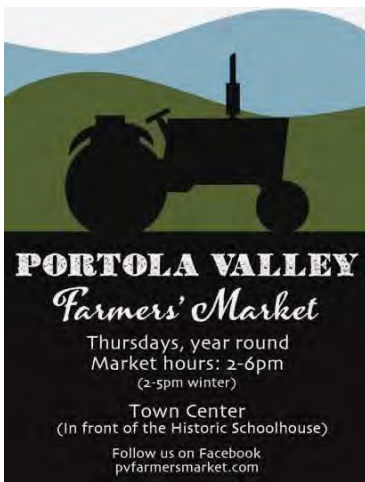
Farmers' Market License Area

Potential Booth Placement

Moveable barricades to prevent vehicle access during event operation

(note: barricade placement will expand or contract with size of market and/or events)





COMMUNITY CORNER

APPLICATION, REGULATIONS,
AND HOLD HARMLESS AGREEMENT

Please complete and return to
Lisa Sheridan, Market Manager

Lisa@goodrootsevents.com

Business/Organization Name: _____

Contact Name: _____ e-Mail: _____

Address: _____

Best Daytime Phone: _____

Description of Business and/or Promotion: _____

The date you are requesting: _____ Alternate date if not available: _____

Note: Space reservations accepted on a first come, first served basis.

PLEASE READ CAREFULLY

- The market is 2-6 pm (2-5 during winter). Please arrive between 1:15 and 1:30, with only one vehicle allowed in the market to unload. Lisa, the market manager (or designee), will show you to the location, where you will quickly unload, and then move your vehicle. You will be expected to remain for the entire market, and then bring your vehicle inside to pack up, under the guidance of Lisa (or designee).
- You are responsible for your full setup: canopy, tables, chairs, signage.
- This is an informational space only; no sales of any kind.
- You may have a donation jar, however no active solicitation of funds is allowed.
- Please remain in your booth; no walking the market with fliers or a clipboard for signatures. No bullhorns nor yelling, please.
- No food items are allowed to be given away, except bottled water and small, wrapped candy.
- No pets allowed.
- Drawings: If you are having a drawing for a prize(s), please do not call it a Raffle on your signage. It is a Drawing. The following MUST be on the entry blanks or on a sign by the entry blanks: **"No purchase necessary. Void where prohibited.** Winner need not be present to win. **One entry per person. Not redeemable for cash."**

2021 Portola Valley Farmers’ Market Hold Harmless Agreement

We, the undersigned, on behalf of ourselves and our heirs, hereby agree to indemnify, defend, save and hold harmless Good Roots and the Town of Portola Valley, and any of their respective agents, representatives, employees, and assigns, and other volunteers for our health, safety, and any injury and/or disability arising out, of or resulting from, our participation in the 2021 Portola Valley Farmers’ Market.

We hereby represent that we have no physical restrictions that would prohibit our participation in the 2021 Portola Valley Farmers’ Market. We understand that the Good Roots does not provide liability insurance or workers compensation insurance for us while participating in the Portola Valley Farmers’ Market.

We agree that during the course of our participation in the Portola Valley Farmers’ Market, we will follow the instructions of the Good Roots market managers in all areas, including but not limited to, the space at which we may set up, the amount of space that we may utilize, the time at which we set up and take down, and the activities that we may conduct.

By placing our signatures below, we acknowledge that we have read the above agreement/release and we understand and voluntarily agree to the terms and conditions, which shall be binding upon the heirs, administrators, executors, and assigns of the undersigned.

Print Name: _____

Signature_____

Date_____

QUESTIONS OR HAVE TO CANCEL/RESCHEDULE:

CONTACT MARKET MANAGER LISA SHERIDAN:

Lisa@goodrootsevents.com

650-520-5093

Form Name: Committee Application
Date & Time: 04/28/2021 11:31 AM
Response #: 130
Submitter ID: 5703
IP address:
Time to complete: 6 min. , 41 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	Tamara Turner
Email Address	
Street Address	Vista Verde Way
City/Zip	Portola Valley, CA 94028
Number of years in Portola Valley	23
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.

When my children attended PV schools I was Performing Arts Director for 3 years. I loved bringing arts and culture into our schools. This would be a way to help do the same thing for our community.

I also served on the EPC here in PV for 3 years and enjoyed the interactions that came with it.

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: Brandi de Garneau, Assistant to the Town Manager

DATE: May 12, 2021

RE: Sustainability Committee Survey – Book Club

A handwritten signature in black ink, appearing to read 'Brandi de Garneau'.

RECOMMENDATION

Staff recommends that the Town Council approve the attached Sustainability Committee Survey and allow the Committee to distribute it via the Town's communications channels.

BACKGROUND/DISCUSSION

The Sustainability Committee has a standing Climate Change Reading Discussion Group and Online List headed by Committee Member, Loverine Taylor. Ms. Taylor has created a curated list of books about climate change, environmental challenges and sustainability. The list includes the most informative, engaging, and important books available to help inform readers on the extent of the climate crisis and encourage people to make needed changes to safeguard the future of our planet.

The current list posted to the Sustainability section of the Town website:
<https://www.portolavalley.net/town-government/town-committees/sustainability-committee/sustainability-reading-list>

The Sustainability Committee is considering offering a low-key Climate Action Book club over Zoom if there is adequate, sustained interest in the Town to read and discuss some of the books on the list. The Committee has put together a survey to gauge interest in the Book Club and Committee outreach activities as well as to recruit new members. The survey, along with the Committee's outreach statement, are included in Attachment 1 for the Council's review and approval.

FISCAL IMPACT

None.

ATTACHMENTS

1. Sustainability Committee Survey and Outreach Message

PV Sustainability Committee Survey

Outreach Message:

The PV Sustainability Committee works to help the residents of Portola Valley adopt more climate-friendly habits and reduce the generation of greenhouse gasses.

To that end, thanks to the effort of member Loverine Taylor, we have created a curated list of books about climate change, (environmental challenges?), and sustainability.

The list includes the most informative, engaging, and important books available to help inform readers on the extent of the climate crisis and encourage people to make needed changes to safeguard the future of our planet.

The current list is attached and posted to the Sustainability section of the Town website.

The Sustainability Committee is also considering offering a low-key Climate Action Book club over zoom if there is adequate sustained interest in the Town to read and discuss some of the books on the list (no page requirements 😊).

If you are interested in potentially joining a Climate Action Book club and would like more information, please participate in our survey.

If you are interested in providing feedback on some of the priorities of the Sustainability Committee, please participate in our new survey [Sustainability Committee Survey](#).

PV Sustainability Committee

Survey:

Are you interested in participating in a Climate Action Book Club?

- Yes
- No
- Maybe
- Other:

Potential Climate Action Book Club

The Committee is exploring the idea of offering a low-key book club exploring some of the newer books about climate change and sustainability, reducing carbon footprints, and nature. (Low key: meaning join the book club but not be required to complete the book in order to participate.)

If yes or maybe, please provide email address so we can contact you if there is enough interest.

- Your answer

Would you participate under the following conditions?

- only over zoom
- In person, socially distanced, masked
- either

What timing would interest you most.

- Twice a month
- monthly
- every couple of months
- Other:

What time of day/week would work best for you:

- weekday during daytime hours
- weekday during evening hours
- weekend during daytime hours
- weekend during evening hours
- Other:

What pacing of books would interest you?

- 1 book per session
- 1 book spread out over several sessions
- Other:

Would you be interested in other activities that complement the books being read?

- movie night
- lectures
- sustainability activities
- Take personal actions with the club using knowledge gained from the books
- Create community challenges to incorporate lessons learned
- Share info gained to lobby for changes
- Other:

Sustainability Committee Public Activities

If the Sustainability Committee offered any of the following, how likely would you be to attend or participate:

- For sure!
- likely
- maybe
- not likely

- Sustainability/climate change book club
- Seminars and Talks on climate change and sustainability topics
- Sustainability Movie night (winter months)
- earth fair
- drought action fair
- Laundry to Landscape graywater workshop
- Solar power/battery talk
- HPHW talk
- Passive house/zero energy/green building talks
- all electric home talks
- Native garden tours

- Irrigation workshop
- Recycling center tours
- zero energy/green building tours
- Sustainability/climate change book club
- Seminars and Talks on climate change and sustainability topics
- Sustainability Movie night (winter months)
- earth fair
- drought action fair
- Laundry to Landscape graywater workshop
- Solar power/battery talk
- HPHW talk
- Passive house/zero energy/green building talks
- all electric home talks
- Native garden tours
- Irrigation workshop
- Recycling center tours
- zero energy/green building tours

What other activities related to sustainability, climate change, or drought action might interest you not listed above?

- Your answer

What information can the Sustainability Committee provide that would help you reduce your carbon footprint and adopt a more sustainable life style?

- Short research reports
- Short email updates and tips
- website links to useful resources
- Questionnaires to help you save energy or water
- Updates on new sustainable regulations
- Children's activities
- lists of contractors for sustainable building/landscaping projects
- Home energy audits
- Home water use audits
- Organizing group purchases for solar, water, batteries, etc.
- Other:

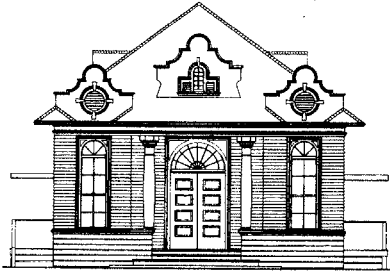
Would you be interested in joining the Sustainability Committee to help implement these activities?

The Comm ttee s ook ng for 3 more ded cated vo unteers to jo n the group and he p mp ement new act v t es.

- Yes
- No
- Maybe

What days and times would you be able to attend once a month meetings that last ~1-2 hours?

- Your answer



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager
Howard Young, Public Works Director

DATE: May 12, 2021

RE: Designating the Road Remnant for Open Space Purposes

A handwritten signature in black ink, appearing to read "Jeremy Dennis".

RECOMMENDATION

Staff recommends that the Town Council approve a resolution designating the portion of the existing Town right of way known as the "Road Remnant" for open space purposes.

BACKGROUND

The area known as the "Road Remnant" is a portion of Town Public Right of Way adjacent to the Frog Pond Open Space Preserve and Corte Madera School. The property is formally designated as Town Public Right-of-Way, but has been utilized by neighbors as a recreational amenity.

The site had been recommended for inclusion on a list of Town-owned properties for future housing by the Ad Hoc Housing on Town-Owned Property Committee, but at its December 11, 2019 meeting, the Town Council removed the road remnant from consideration for that use. The Council directed staff to determine a mechanism for designating the property for open space use in the short-term, and include the property for formal designation to open space during the comprehensive General Plan update.

The COVID-19 pandemic delayed consideration of this direction. On December 9, 2020, staff presented the Council with four options that would accomplish the Council's direction (Attachment 1- Staff Report 12/9/20). The Council chose Option 1, which directed staff to draft a resolution expressing the Council's intent to designate the Road Remnant piece for open space purposes (still remaining as Town Public Right of Way) and further to express the Council's intent to examine the General Plan and Zoning change amendments in connection with the Town's General Plan Update process (Attachment 2- Minutes 12/9/20).

DISCUSSION

In consultation with Conservation Committee Chair Judy Murphy and Open Space Acquisition Committee member Nona Chiariello, staff prepared the attached resolution and map (Attachment 3).

The boundaries within the Town public right of way were drawn to maximize the amount of open space purpose designated area, while preserving an adequate amount of road shoulder area. As a result, staff notes that the original map boundaries presented on December 9, 2020 (within Attachment 1) of the Road Remnant did change and increased significantly in size as depicted on the map within Attachment 3.

Staff and committee members recommend adoption of the resolution.

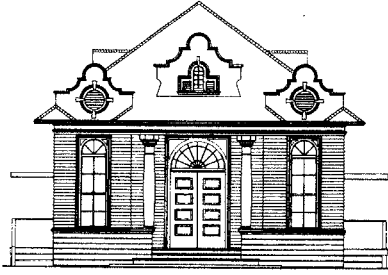
FISCAL IMPACT

There is no fiscal impact associated with adopting the resolution. There may be considerable future fiscal impact associated with associated General Plan work. There may also be proposed landscape maintenance work if proposed by the Committees which would have to be approved and budgeted for.

ATTACHMENT

1. December 9, 2020 Council Meeting staff report
2. December 9, 2020 Minutes
3. Resolution and attached Map dated 4/19/21


CC: Nona Chiariello, Open Space Committee
Judith Murphy, Conservation Committee



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director 

DATE: December 9, 2020

RE: Discussion of Public Right-of-Way on Alpine Road at Corte Madera Road and available options for designation as open space

RECOMMENDATION

Staff recommends the Town Council consider options for an open space designation to the “Road Remnant” on Alpine Road at Corte Madera Road and provide direction to staff for next steps.

BACKGROUND

The Town Council, at its December 11, 2019 meeting, removed what was known as the “Road Remnant” from the list of possible properties presented by the Ad-Hoc Committee on Town-Owned Properties for housing. Per Town Council discussion, the intention was to designate the “Road Remnant” as open space and to have staff bring a mechanism to do so. There was also discussion about understanding the mechanics and implications of making such designations over the land (Attachment 1 -Town Council minutes 12/11/19).

The area referred to as the Road Remnant is currently not a separate lot or parcel of land; rather, it is an existing extra wide section of Town public road right-of-way located along Alpine Road near Corte Madera Road (Attachment 2 – Location Map). According to a County right-of-way map, it appears that this right-of-way was provided in fee title to the County in 1958 and 1959. The Town Zoning map indicates the area is bisected in both a Residential Estate / 1 Acre / Slope Density 1-a zone and Residential / 2 Acre / Slope Density-2/Design Review zone. The General Plan map is unclear on its official designation (Attachment 3). Adjacent to this right-of-way is Corte Madera School property and an Open Space parcel unofficially known as the “Frog Pond”. The Frog Pond parcel was provided to the Town as part of the Ranch development. The Towns public right-of-ways are accepted publicly and dedicated for the use of public transportation and utilities. As the public street system belongs to the general public, there are many agencies (Town of Portola Valley and

public utilities) who may be utilizing or have an interest in the public right-of-way which may be affected.

Staff also notes that the current Alpine Road roadway adjacent to the Road Remnant crosses private property but is on a purchased roadway easement from 1893 according to County records. The easement for the road is also listed in the homeowner's title report (4678 Alpine Road) that they provided to staff. Staff believes that without the easement, the roadway could have been located within the public right-of-way on the Road Remnant.

This report solely focuses on the Road Remnant and does not address other issues related to the presentations made by three Town committees at the December 2019 meeting.

DISCUSSION

Relinquishing of the public right-of-way, designating lands, and creating lots or parcels involves detailed work by Public Works, Engineering, Land Surveying, Planning, and Legal. It also involves a review of the requirements and policies of the Town and State such as the Streets and Highways Code, Subdivision Map Act, Zoning, and conformance with the General Plan. Prior to expending extensive time and funds on detailed research and analysis of the above items, staff met to determine available options to pursue to achieve an open space designation, use, or similar result. During the December 11, 2019 Council meeting, discussions occurred without the benefit of exploring available options and policies. As the public street system belongs to the general public, there are many department, agencies and public utilities who may be utilizing or have an interest in the public right-of-way proposed to be affected.

The Town Attorney, Building and Planner Director, Public Works Director, and Consultant Town Land Surveyor coordinated to discuss available options to achieve the desired protection of the Road Remnant and general mechanics and implications for each option as a starting point. The following is a summary of our discussion and options from easy to difficult:

1. Adopt a resolution confirming Town Council's intent to utilize the public right-of-way portion of the Road Remnant for open space purposes.
 - This option gives the Town the most flexibility in case the Town wants or needs to use the right-of-way for road purposes and existing utilities in the future as it was intended.
 - Few costs are associated with this option, and can be completed quickly, with a rough order of magnitude that could be \$7,000 and 2-3 months time and potential annual maintenance costs.
 - Future council action, through the adoption of a resolution, could alter the open space designation.
 - There will likely be future costs to maintain as open space.
 - Note: 3316 of the Scenic Roads and Highways element of the General Plan indicates: "It is Town policy that land abutting our scenic routes should be zoned to maintain the maximum possible open space and scenic quality." At

the December meeting Council Member Hughes referenced this argument. See Attachment 3. This may also provide additional certainty to residents.

2. Amend zoning ordinance and General Plan to specifically clarify that the road remnant can only be used for road and trails/open space. Another similar option would be to consider an overlay zone such as a safe route to school zone within the limits.
 - This option provides the Town the flexibility in case the Town wants or needs to use the right-of-way for road purposes and existing utilities in the future as intended.
 - This option will take more Town resources due to the Amendment and program development process, including staff and consultant time to prepare studies, maps, reports, and amendment process. Preliminary rough order of magnitude could be \$10,000-\$15,000 and 4-36 months time.
 - Could be altered by future Council action related to a zoning change or alteration to a safe route to school zone.
3. Provide an easement over the Road Remnant to a special district such as the school district for use as open space. If the open space use terminates or Town needs for road purposes, easement reverts to town.
 - This option provides the Town some flexibility in case the Town wants or needs to use the right of way for road purposes and existing utilities in the future as intended.
 - Open space designation would be a permanent solution without opportunity to amend.
 - This option would limit the Town's opportunities to address future transportation and utility needs, unless specified in an agreement..
 - Potential costs include staff and consultant time to negotiate with third party/special district, prepare studies, maps, reports, and agreement. Preliminary rough order of magnitude could be \$12,000 and 3-6 months time and annual costs to the third party.
4. Create separate lots or parcels for open space preserve or equivalent, or grant open space easement or fee to Midpeninsula Regional Open Space District (MROSD) or Peninsula Open Space Trust (POST), or other open space conservancy with condition that it reverts back to the Town if open space use terminates. Note there are three separate statutory schemes for creating permanent conservation easements: (1) Scenic Easement Deed Act (SEDA); (2) Open Space Easement Act (OSEA) and (3) California Conservation Easement Act (CalCEA). All three procedures have unique requirements and limitations. Under these schemes, only a city/county, open space non-profit or Native American Tribe is permitted to own the property.
 - This option provides most degree of certainty for residents of all options.

- The Town's ability to re-align road, bikeways, utilities, or trails, etc. would be limited.
- Further analysis of public utilities is needed and would remove land dedicated to public transportation and utilities.
- Potential costs include staff and consultant time to prepare studies, analyze, maps, land survey, reports, and process to comply with the Subdivision Map Act. Rough order of magnitude could be \$40,000 and 6-12 months time.
- It is unlikely that MROSD or POST would be interested in acquiring a small lot that is not contiguous with any of its other properties, Also, conveying an open space property to a third party entails maintenance obligations and increased fire risk. If we grant fee we would have to parcelize and comply with the Subdivision Map Act. Not clear if non-conforming parcel could be created or conveyed.
- Current zoning of this area is R-E/1A/SD-1a and R-E/2A/SD-2/D-R. Zoning R-E/1A/SD-1a requires a 43,560 sq./ft. lot, and front set back of 50', rear setback of 20', and side setback of 20'. Due to its alignment and location fronting Alpine Road, a 50' setback would be likely without a variance process. With 90' and 100' right-of-way widths depicted on Attachment 2, the remaining area left outside the ROW is +/- 29,000 sq./ft and is not compliant with the current zoning designation as stated above.
- Attachment 3 is a Town handout provided to Town applicants that summarizes the process of subdividing and creating parcels. Since the Town would be the applicant, it would be developing all the engineering and land surveying work and submitting through the Towns normal process as outlined. The process outlined suggests 6-12 months time after submittal.
- Any parcelization would include nominal right-of-way along Alpine Road, equivalent to the right of way that already exists along the road towards Portola Road and towards Willowbrook Drive.

Staff also shared with the current Open Space Acquisition Advisory Chair Terry Lee and previous Chair and still current member Nona Chiariello the above concepts. Per the 12/11/19 Council minutes, previous Chair Chiariello at the time said they felt it (Road Remnant) should be open space and that the intention is definitely not to compromise in any way vehicular traffic or emergency egress.

After direction is provided, staff can further investigate the selected option or options for actual implications such as issues with utilities, title reports, and other cost incurring items requiring detailed verification and cost estimating.

FISCAL IMPACT

There is no fiscal impact for current discussion other than staff and consultant time. Staff will need to obtain detailed cost estimates for option(s) selected and further detailed analysis.

ATTACHMENTS

1. Minutes – Town Council Meeting 12/11/2019
2. Location map and diagram
3. Scenic Roads and Highways Element of the General Plan, Alpine Road Scenic Corridor diagram, General Plan diagram.
4. Towns process of subdividing handout

CC: Conservation Committee Chair
Open Space Acquisition Advisory Committee Chair
Trails and Path Committee Chair

Jon Silver, 355 Portola Road. Mr. Silver said he also resented the implication that the Council was being dishonest. As someone who spent 30 years as a public official, Mr. Silver said that the idea that a court is going to rule that the requirement for Housing Elements is unconstitutional is ridiculous and will not happen. He the U.S. Supreme Court first considered the right of localities to zone land in the 1920s in the Euclid case, which basically said States have the power to allow municipalities to zone land to protect the public health, safety, and welfare, but that right comes through the State. He said the idea that Portola Valley does not need to take this seriously is nuts.

Cornelia Tilney thanked the Town for holding this very helpful meeting and thanked the Council and staff for their time and the information provided on this incredibly complex subject. She asked if the rules about setbacks from streams, etc., will be preserved. She also asked if the current ADUs that may not be registered can be used to meet the requirements. Town Attorney Silver said that is a good suggestion because there is also a new bill that allows the Building Inspector to legalize some of those units. Councilmember Wengert asked if there were specific requirements in that bill that allows a Building Inspector to designate illegal units legal. Town Attorney Silver said there is a process to verify that the unit was in compliance with the building codes in effect at the time it was built.

Daniel Simon, 107 Crescent Avenue. Mr. Simon asked regarding the magnitude of the number of buildings required to be built within Portola Valley. Mayor Aalfs explained the Town is in the 5th cycle, which extends from 2014 to 2022 and the requirement was 64 units total, divided up between moderate, low income, very low income, and market rate categories. Mr. Simon asked what the delta was after taking away the ADUs built or in planning. Town Manager Dennis said 69 total units have been built that fall into the affordable category. He estimated approximately 40 percent of those are ADUs.

Lisa Lovazzano, 287 Westridge, Portola Valley. Ms. Lovazzano asked if the Stanford Wedge units would be part of the delta to apply to affordable units. Town Manager Dennis said that would depend on when and if they're approved, which is dependent on a number of factors the Town has no control over. Ms. Lovazzano asked if the fire hazards, the school surveys, and the traffic issues would be discussed before voting occurs on the Stanford property. Town Manager Dennis said there is a parallel EIR process that takes place during the application processes that will occur over an approximately 12-month period. Ms. Lovazzano said the fire hazard is a big issue. Town Manager Dennis said the consultant the Town hired is utilizing a fire consultant, who has significant experience in Portola Valley including working as PV Ranch's fire consultant and who also advised the Blue Oaks development. Mayor Aalfs noted that this issue was off topic. Ms. Lovazzano asked if an example of a disposable property would be like when the Town sold the Blue Oaks property that had been dedicated for open space or ADUs. She asked if the new rules would have prohibited the Town from disposing of that property and instead make that an affordable housing project. Town Manager Dennis said the Town could make other decisions for a property before disposing of it, such as deciding it still has a use.

(9) **Reports by the Ad-Hoc Housing Committee and Standing Committee's Conservation, Open Space, and Trails and Paths**

(a) Ad-Hoc Housing on Town Owned Property Committee Recommendations

Judith Hasko, Planning Commissioner and Ad-Hoc Housing Committee Member, explained that the Committee was comprised of seven members including Town Councilmembers, Planning Commissioners, and other community members who have historically been involved in Town matters and/or housing issues. Nicholas Targ, Planning Commissioner and Committee Member, noted that members of the public and Towns residents were also present and provided valuable input into the process. He said that a review of the minutes will provide a lot of information and is likely the best way to understand what went into the process leading to the conclusions represented in the chart. He noted that the conclusions represent only a rough consensus and there were some divergences.

Committee Member Hasko explained that the Committee was tasked to evaluate Town-owned properties with potential for use in future housing, evaluating each property's characteristics, and then to create a table with that information.

Committee Members Hasko and Targ described the chart, the process, each property, and the Committee's recommendations, as detailed in the staff report.

The Ad-Hoc Housing Committee's Recommendations to the Town Council were to: 1) Accept its recommendations on Town-owned properties that may be appropriate for modest housing opportunities to support the community, teachers, public safety workers, and employees, and 2.) Provide feedback to staff as appropriate on these recommendations.

Mayor Aalfs invited questions from the Council.

Councilmember Hughes noted that the Town Council appointed one Councilmember to the Committee, the Planning Commission appointed two Commissioners, and the other members were appointed by application. Everyone who applied was appointed.

Mayor Aalfs asked how much time was spent looking at fewer units on the two sites than shown in the draft proposal. Councilmember Wengert said the very first pass was a feasibility study to examine the maximum that could potentially be supported, recognizing they could always fall back to a lower number. She said there was no proposed project and it was merely a design exercise.

(b) Standing Committee Reports on Alpine Road Remnant Property

- Open Space Advisory Committee

Nona Chiariello, Chair of the Open Space Advisory Committee (OSAC), presented their recommendation that the Town formally designate a 1.3-mile section of the Alpine Road Scenic Corridor as open space and to formally combine it with Frog Pond Open Space.

Committee Chair Chiariello said OSAC did not set out to address the Alpine crescent on its own but rather as part of a partnership with the Conservation Committee. OSAC began more than a year ago to draft vision statements for each of the major Town-owned open space properties. Soon after they began their draft for Frog Pond, they received three written proposals – from Helen Quinn, Dana Breen, and Betsy Morgenthaler – to designate the Alpine Crescent as open space. She said they were advised, however, not to agendize those proposals until the Town specifically asked them to. Eventually OSAC determined that the Alpine crescent is integral to the Frog Pond Open Space and they could not articulate a legitimate and lasting vision statement without addressing those interdependencies and how they would be maintained. After explaining the situation, Councilmember Wengert allowed them to agendize the proposals. Committee Chair Chiariello thanked Councilmember Wengert for that decision. Committee Chair Chiariello said that by that time OSAC had received a fourth proposal, from Gary Morgenthaler.

Committee Chair Chiariello said they strictly limited public comment and discussion to open space values as presented in the General Plan, insisting that everyone recognize that it would be the Council's role to weigh alternative recommendations regarding the crescent.

Committee Chair Chiariello described the five aspects they found critical to their recommendation, which was unanimously approved by OSAC on September 23, 2019, and as detailed in their Committee report, which was included with the staff report.

Committee Chair Chiariello added it has been asked, given that upland is necessary to the Frog Pond basin, how much upland is really needed. She said they don't know exactly but noted there are sources of information they can access to get an idea. She said the question of how much upland a wetland needs is

often asked because there is so much development pressure on wetlands and so there have been scientific studies of this question. She shared one of the studies showing the approximate values of recommended core habitat and terrestrial buffers. Overlaying that graph onto the Frog Pond, the necessary area for Frog Pond extends well into the Alpine Road Scenic Corridor. She acknowledged that these are general guidelines and that every site is different and every species is different. She said OSAC believes that applying a precautionary principle such as this to the understanding of Frog Pond is one way to think about what the habitat really needs. Committee Chair Chiarello said the three species of frogs have somewhat different needs and may need different amounts of upland habitat. She said one alternative is to accept this precautionary principle and another would be to follow the guidelines of the General Plan and do an actual delineated wetland by a qualified biologist to determine what the needs might be of all the creatures living in the wetland.

Committee Chair Chiarello thanked the Council for receiving the report and thanked all of the residents of Portola Valley who provided valuable input to the Open Space Committee.

Mayor Aalfs invited questions from the Council.

Councilmember Hughes asked regarding the distinction between open space, scenic corridors, and greenways. He said a road runs through the area in question and he asked if the recommendation was to move the road out of the open space or somehow otherwise change things, especially given that right now there is a disconnect in the road because part of is on the Morgenthals' property. He said if someday a future owner of the property doesn't want the road on their property, the Town could potentially need to do something with that road. Committee Chair Chiarello said they felt it should be open space, mainly because of the interdependencies between the Alpine Road corridor, especially in the vicinity of the Frog Pond open space, and the Frog Pond property. She said they should be managed as a unit because they are potentially that interdependent. She said, with regard to the road, there are some statements about roads in the General Plan and the Open Space Element. She said there would need to be some kind of flexibility, perhaps adjusting the open space to the eastern boundary of the road. She said their intention is definitely not to compromise in any way vehicular traffic or emergency egress. She said they fully appreciate the need to maintain that road. She said she sees a very big challenge to the Council in terms of thinking about all of the Scenic Corridors being evacuation routes as well as the sustainability of those routes. Councilmember Hughes said greenway may be exactly what Committee Chair Chiarello is talking about – the concept of essentially being open space combined with a transit corridor, a greenway that both wildlife and humans can use. He said it is a bit different in character from the rest of Frog Pond in that it is a major road. Committee Chair Chiarello said it may be a semantic issue because their main concern is that the Scenic Corridor has a trail that runs the entire length, which should be regarded as functional open space because it is used by humans and wildlife, and it connects the Hawthorns, which will be hopefully open at some point, to other major open space preserves. She said their expectation is that use of it will increase by both wildlife and people.

Committee Member Craig Taylor said the important part of the wildlife corridor is to make sure wildlife can move back and forth. He said they are also starting conversations with Mid-Pen about taking down the fences in front of Hawthorn to allow wildlife to come down and move up the corridor. He said there is an opportunity here to open up that whole area.

Councilmember Hughes said it sounds like an informal designation but also not permanently disallowing any construction, road, etc., and that the goal is to just preserve it the way it is now. Committee Member Taylor said as long as wildlife and people can continue to transit without interruption that would capture the Committee's sense.

Vice-Mayor Derwin said there has been a lot of discussion that if the Alpine piece was ever developed it would adversely affect the Frog Pond. She asked if the school's large remodel and deck will adversely affect the Frog Pond. Committee Chair Chiarello said the idea of a deck sounds interesting, but she has not seen any plans for it. She said they've discussed setting up audio streaming from the pond, which would be totally

non-intrusive, so that students and the whole community can hear the Frog Pond chorus. She said one of the really interesting things about the three species of tree frogs is that their communication is by their call.

Committee Member Taylor said although it has to date not been an issue, if the school generates more pollution, such as with fertilizers, they would need to advise the school that they need to be a partner in protecting this area. Committee Chair Chiarello said that actually this had been an issue in the past and it was addressed.

Councilmember Wengert thanked the Committee for all their hard work.

Councilmember Wengert said she was looking at the connectivity issue. She said that in that 1.35-mile section there are a lot of trails currently in place and road access and easements or rights of way. She asked what changes, if any, would happen as a result of this recommendation. She added the Town has been trying to get Mid-Pen to let them rebuild the trail for at least eight years, recognizing that connectivity is huge. Committee Member Taylor said the issue of designating the entire corridor was to unify it, rather than have it be piecemeal with trail easements here and there. He said this improves the standing with Mid-Pen by making a strong statement about the value of the entire corridor. Committee Member Taylor said the Alpine crescent was always considered open space until the housing discussion occurred. He said they are hoping the issue will be resolved formally by the Council so it does not drag on and have to be discussed again 10 years from now. Councilmember Wengert said it is already today part of the Alpine Scenic Corridor and Mid-Pen has been the holdup in the linkage. Committee Member Taylor said a Scenic Corridor still sounds like something that has setbacks, more of a zoning designation, and they are stressing that this is a wildlife corridor that should be preserved and protected, which is not captured by "Scenic Corridor." Councilmember Wengert said this might be a separate issue from what is being addressed tonight because it is a bigger discussion with a bigger dimension. She said the discussion tonight will focus more on the road remnant Frog Pond parcel. Committee Chair Chiarello said the Committee's concern is that there is not a parcel there, it is all one parcel because the crescent is not parcelized. She said they want to think of that as one continuous unit interdependent with Frog Pond. Councilmember Wengert asked if that approach would affect private landowners, because that land was deeded to Mid-Pen through the Hawthorn estate.

Town Manager Dennis said there are two different concepts that may be helpful. He said there is the Alpine Road Scenic Corridor, which is on both sides, and has guidelines used for development. There is also the Town's right-of-way that moves from Windy Hill open space up Alpine Road through the Hawthorns. He said it narrows and widens to varying degrees through that 1.3-mile segment, widening most significantly at the road remnant property. He said on top of that right-of-way, the Town has dedicated trails. He said the vast majority of the southern part of Alpine Road is almost all owned by the Town with only a couple hundred feet that is ranch-owned property with an easement for the Town's trails. He said the code has very specific language around what the Town's right-of-way should look like, depending on the type of road (cul-de-sacs, minor collectors, major collectors, arterials). He said some thought should go into how the recommendation will affect right-of-way issues.

Ed Holland, Chair of the Bicycle, Pedestrian, Traffic & Safety Committee expressed support of the OSAC recommendation.

- Conservation Committee

Judith Murphy, Chair, Conservation Committee, thanked Nona Chiarello for her elegant presentation. She thanked the Council for the opportunity to present their Committee's unanimously approved recommendations that Triangle Park be formally designated and protected as a Town Park and that Frog Pond-Alpine Road corridor be formalized as open space and combined with Frog Pond Open Space.

Committee Chair Murphy said the Conservation Committee was not addressing where or where not to build housing. She said their report is on all Town-owned properties with respect to the importance of attention to upkeep.

Committee Chair Murphy described their analysis and recommendations for Triangle Park and the Frog Pond Park road remnant, as detailed in their report which was included with the staff report.

Committee Chair Murphy said the road remnant, the bulged area, at Frog Pond Park has no marked edges and is not a parcel. She said it is not just a bulge that needs protecting but the bulge exists in the context of the two larger areas, a classic example of the whole being so much more important than the individual pieces.

Mayor Aalfs invited questions from the Council.

Councilmember Hughes asked regarding the scope of creating a parcel where there isn't one. Town Attorney Silver said those issues need to be further researched. She said a survey would be the most critical aspect.

Mayor Aalfs asked where the boundaries were drawn when the parcel was defined as 1.3 acres. Town Manager Dennis said they were rough boundaries to provide a sense of scale.

Councilmember Hughes said one of the recommendations of the Ad-Hoc Wildfire Preparedness Committee was to clear shaded canopies alongside the major roads. He asked how that would play into a possible open space designation. He asked if there would be any impact in terms of being able to clear underbrush and those sorts of things if the designation changes. Committee Chair Murphy said there is maintenance done in open space but it is done with a higher level of attention to habitat. She said it would not be inconsistent and they would also find it important to improve the fire resiliency in that area. Town Manager Dennis said the Wildfire Preparedness Committee recommendations were about rights-of-way so, hypothetically, there would be some right-of-way designation in this area as part of a parcelization. Councilmember Hughes asked for more clarification regarding right-of-way and whether the right-of-way would be implicitly all of the land owned by the Town. Town Manager Dennis said one of the staff conditions would be some right-of-way per the code and whatever the right-of-way provides. Committee Chair Murphy said they are not asking that those problems be solved tonight but are taking the larger view and saying this is important and it should be protected as open space.

- Trails and Path Committee

Trails and Path Committee Secretary, Ellie Ferrari, said the Committee recommended that the Council protect and preserve the existing section of the Alpine Trail that traverses the road remnant parcel adjacent to Alpine Road and Frog Pond Park. They further recommended the trail that traverses the road remnant, coming from Willowbrook, be recognized as a vital access point and connector in the Town's trail network, as well as being an important wildlife corridor, as detailed in the Committee report, which was included in the staff report.

Mayor Aalfs called for a five-minute break.

Mayor Aalfs invited public comment.

Judy Lurie, Ohlone Street. Ms. Lurie said they've lived here 24 years, having come from south Palo Alto where it was getting too crowded. She said her instant attraction to Portola Valley Ranch was the view across the Frog Pond to Windy Hill. She said she is an artist and paints a lot while overlooking the Frog Pond. She said that view is iconic to Portola Valley.

Majda Jones. Ms. Jones thanked the Council for all their work and making these difficult decisions. She said she has attended many of these Committee meetings because she is very passionate about the open space upon which Portola Valley's ethos is built. She said she is not against affordable housing and thinks the Town should be building housing. She said, however, Portola Valley should not consider building housing on open space. She said it is too central to the sense of community, to what binds us together, and to what brings people out to meetings like this and inspires people to work for the community. She said the Committee Members speaking tonight were eloquent about the importance of open space. She said she is a conservation enthusiast and has been supporting conservation causes all of her working life. She said there

are places in the country where people are spending a lot of money to create wildlife corridors over and under highways and around obstructions and some parts of the United States have realized that wildlife is essential to the survival of the human race. She said EO Wilson has said a third to a half of the earth must be protected as open space in order to survive. Her friend, an attorney in Palo Alto working in housing and urban space, told her that while the Governor is interested in housing, he is also interested in preserving open space. Ms. Jones said Portola Valley is uniquely situated as a town that can provide both values. She urged the Council to recognize the huge community support to officially unite the Frog Pond and the remnant segment and designate it as open space.

Judith Murphy, 8 Portola Green Circle. Ms. Murphy said 600,000 vehicles commute into the Bay Area daily, with 80,000 over Pacheco Pass. She said she is very sensitive to the pressure the Town is under and supportive of their efforts to provide below-market housing. She said it clearly cannot remain 1964 here forever. She supported building on the Town Center property, which is appropriate and where it can be done without too much trouble. She was strongly opposed to leaving Frog Pond Park on the possible list. She said there is criticism that the people who feel strongly about it are concerned about their property values but she is not one of them and does not live near that area. She said it is a one-acre property that is miniscule for the housing effort but huge ecologically. She said she is not reassured by the Ad-Hoc Committee's assertions that no housing would be built on the site for quite some time and said kicking the can down the road does not solve the problem. She said leaving it on the possible list makes it easier to develop it at some point and weakens the ability for future Councils to protect the area. She said the pushback and persistent dogged insistence over many years that development must be wisely managed is the reason Portola Valley does not look like so much of the rest of the Peninsula.

Gary Morgenthaler, 4678 Alpine Road. Mr. Morgenthaler thanked the Councilmembers for their service and the wonderful Committee Members for their reports. He advised Councilmember Hughes that Alpine Road does cross a portion of his property. He said in the interest of being public spirited and trying to find a common solution, they are willing to cede an easement across their property to the extent that it doesn't already exist in the service of adopting the recommendation of the Open Space Acquisition Committee. Mr. Morgenthaler said 55 years ago Portola Valley was chartered as a community of single-family housing at the edge of open space and designated to be a resource for all of the Bay Area surrounding communities, offering them access to nature and open space. He said it was designed to be governed by citizen volunteers, such as the Council, who serve their community willingly and without pay. Permanent committees were also staffed by Town volunteers who advise the Town Council on matters of importance to the community, as they did tonight. He said he was proud of the citizens. He said the Town Council then set regulatory policies, guided by the General Plan, and otherwise faithfully and unobtrusively have governed the town for 55 years, a small rural community of 4,350 people. He said this has served the community well for the past 55 years. He said he wished tonight's meeting was in the red schoolhouse which has the pictures on the walls of the historical founders and Councilmembers, who would be symbolically looking down watching these proceedings and admonishing the current Council to remember the values around which the town was created, and to always stay true to them. Mr. Morgenthaler reviewed the arguments for and against development on the Alpine Road remnant. He said the school district has expressed no interest in becoming an affiliated housing partner. He said, in contrast, the citizens of Portola Valley are petitioning the Town Council to make Frog Pond Park permanent open space. He said it is designated a park in the General Plan, which is not available for housing development by anyone, including Town government. He said Frog Pond Park has for 55 years been designated as a neighborhood community park on the General Map and has been used that way. He said it is not within the authority of Town Council to change that without changing the General Plan. He said underlying this debate has been a fundamental misunderstanding. It has been said there is a different color of shaded green. He said he didn't know where that came from but the color values have been examined and that is not true and should no longer be said. To the extent that it is ambiguous to anyone, George Mader, who drew the map, is willing to come and tell the Council that is not true and that this has always been designated as Scenic Corridor and Open Space. Mr. Morgenthaler said the Town founders created the Alpine Road Scenic Corridor as a linear park, a single entity. He said it is a park in the Alpine Road Scenic Corridor Element and the Open Space Element. He said Frog Pond Park is part of the linear park. He said it is also part of a vernal ecosystem, environmentally sensitive, with two trails crossing it, and located on a historically dangerous curve. He said the Town Committees have advised that this park needs to

be conserved and preserved for the community. He said the Council should consider that the residents of Portola Valley overwhelmingly oppose development on Frog Pond Park. With little effort, he said the community has solicited and received 700 signatures opposing development there and they can get more. He said that is more than 20 percent of the voting population of Portola Valley. He said the community has also raised nearly \$120,000 to underwrite conservation of Frog Pond Park, which speaks to the passion around this property. He said the four Town Committees have voted unanimously to preserve this for posterity, as open space, as a linear park, as part of an ecosystem, as part of trails, and as part of a wildlife preserve, and he implored the Town Council to listen. He said this is democracy in action. He said whether they agree with it or not, this is the voice of the constituents speaking, loudly and clearly. He said the citizens do not want public housing or any housing on Portola Valley's parks, including Frog Pond Park. He said if the Council will listen, that is wonderful and they will be celebrated and invited to the celebration of the consecration of Frog Pond Park as permanent open space. He said if the Council is not listening, they need to understand that the community is adamant in wanting to protect the traditional values of Portola Valley and open space and will not go unheard by the Town Council.

Betsy Morgenthaler, 500 Portola Road. Ms. Morgenthaler said Gary Morgenthaler is her brother-in-law. She said it was a pleasure to welcome the new faces to what she considers a truly important historic moment in Portola Valley. She said the discussion tonight is about either valuing a habitat and natural wonder or sitting by while it is destroyed. She said the Councilmembers must take decisive action rather than capitulate to a future RHNA scenario that does not yet exist. She said it may exist in some sense in the future but does not ever need to exist as many houses built on Frog Pond-Alpine Road Open Space Corridor. She said the Council represents everyone in town and they need to do the harder work of creatively imagining best solutions. She said she is willing to support the Council in those efforts but not to drive faster toward destroying the values that originally brought the town together. She said it is historic and unprecedented that four Committees have united tonight to present a common resolution, representing enormous amounts of due diligence, showing up for countless meetings, and digging through historic files and minutes, amounting to piles of reading on the panorama of perspectives seen here tonight. She said they've all worked really hard. Some Councilmembers have stated that the Town wants a full-fledged volunteer spirit again and she is grateful to see it turn out in spades for Frog Pond. She said OSAC Chair, Nona Chiarello, outlined the five key aspects that make the case for a resolution to make permanent the existing open space of Frog Pond Alpine Corridor. She said its worth is obvious and the time is now. She said the history of the seriousness of tonight's issue was clear five years ago with the comments of former Mayor Steve Toben, currently Vice Chair of the Ad-Hoc Housing Committee. She said in 2014 he spoke to members of the Council and Planning Commission about the General Plan, beginning his remarks with what inspired him. He said, "Let me share a few provisions that are especially inspiring. Our community goals to preserve and enhance natural features and open space, because they are unusual and valuable assets for the Peninsula and the entire Bay Area ... to create an overriding impression of open space, natural terrain and vegetation, interrupted minimally by the works of people." She said in the face of pressure to locate more housing in the community, the Town can and must keep the community goals and values and ethics in mind as Steve Toben suggested in 2014. Unfortunately, the Town is behind the eight ball when it comes to preservation. She said Palo Alto has already dedicated all of its parkland to the most protected status of permanent open space. She said these sites are precious and once developed are gone forever. She said in the name of expedience the Town should not let the Frog Pond and Alpine Road Corridor go the tragic way of development. She said to complement the case made by the Committee Chairs, there is guidance to be found in the California Governor's Office. She said his stated desire is to build up, not out, and to locate housing around transit, while protecting our natural resources. She said she read the Natural Resource Agency report and the California Biodiversity Initiative protecting the State's natural resources which, referencing the losses due to climate change, calls for the preservation and restoration of habitats and wildlife migration corridors, including watersheds, marshes, wetlands, and active management of invasive species. She commended the four Committees for acting in concert with those values in mind. With regard to the Frog Pond Corridor's neighbor, Corte Madera School, she said this is the time to engage students in the important work of preserving whole ecosystems. She said the Almanac reported that renovations at Corte Madera School were oriented toward the Frog Pond and for the uninterrupted vistas of Windy Hill. She said there will be a deck overlooking the Frog Pond, providing lessons on the watershed. She said there is the opportunity tonight to do something immediate to make a long-term positive impact on everything from children's lives to protecting this vernal pond's robust capacity

for carbon sequestration, making a positive contribution to the stressors climate change has brought to this sensitive habitat. She said this community has the resources and the discernment to look past false dichotomies – housing versus protection. Alongside four Committees and a group of highly committed citizens who have been showing up and standing up, she asked the Council to take action now to show their support for formally dedicating the Frog Pond Alpine Road Corridor as permanent open space. She concluded with Steve Toben's 2014 General Plan remarks, quoting lifelong resident, Linda Yates, who said, "At the end of the day, the environment always wins in Portola Valley." Ms. Morgenthaler said that sounds prophetic to her.

Danna Breen, 4680 Alpine. Ms. Breen said that Wallace Stegner is a local author whose work celebrated the American West. She said he was an ardent spokesman for wild places and worked to preserve Peninsula lands. He was the first president of the Committee for Green Foothills. She quoted: "We need to remind ourselves constantly that the land resource itself is what must be served; that like liberty, democracy, all the freedoms guaranteed by the Constitution, live everything we truly value to the point where we might die for it, the heritage of our public lands is not a fact but a responsibility, an obligation, a task. A pleasure." Ms. Breen said the iconic and inspirational views of Windy Hill, with the lands of the Frog Pond in the foreground, have been celebrated for decades by local artists and photographers. She said it is a regional treasure. She said the philosophy of the General Plan is that Portola Valley serves the greater good regionally being rural and having low density. She said the Town is currently at near build-out. She said Paragraphs 1007 and 1008 at the beginning of the General Plan states: "As a part of the Midpeninsula, Portola Valley is important as a low-density residential area set in a natural environment, as a large natural scenic area to balance the intensively developed urban areas to the north and as a resource for residents of nearby areas ..." She shared a compendium of photographs and art inspired by the place.

Angela Hey, 4578 Alpine Road. Ms. Hey said she walked into the school last night with someone who said they didn't know what the noise was and it was the frogs. She said she hoped everyone has heard the frogs. Ms. Hey said she is on the Bicycle Pedestrian & Traffic Safety Committee and is worried about the ingress and egress to any building on that very tight corner. She said she has had to call the ambulance for a bike accident outside of her home. She said deer, birds, and fox use the area. She said she is from Yorkshire and grew up in a town the same size as Portola Valley. She said her village was absorbed by a big town and the planning rules then became very different. She said in school they spent an entire geography lesson discussing whether they wanted urban sprawl or for people to live in concentrated areas. She said they decided they'd rather have a few tower blocks rather than urban sprawl. She said in Hamilton Island in Australia they decided to build two 14-story tower blocks instead of having it spread out. She said this requires moonshot thinking. She said perhaps it should be considered to take over other parts of San Mateo County or building a tower block or, like the French, build a big chateau on Westridge that could house 10 families, or a campsite for tiny homes and mobile homes. She said the answer is quite clear, except for the Ad-Hoc Housing Committee and some others that feel that mandates are coming down from the State, that housing should not be built on the open space.

Helen Quinn. Ms. Quinn recommended that the Council accept not only the Committee reports but also the spirit of the reports and vote to take this property off the list for housing and to investigate how to make sure that this argument doesn't occur again. She said this property has always been considered a park. She said the Council needs to remove the argument in front of the State pushing for not designating open space.

Dan Quinn, 10 Bear Paw. Mr. Quinn said he came to the meeting thinking it was about housing but now he understands there are two separate issues that have been conflated and overlapped. He said the open space issue well predates the issues of affordable housing, although both very important issues. He asked the Council to act on both issues. He said the Ad-Hoc Committee explicitly did not consider the standing Committee reports and left it up to the Council to integrate the Ad-Hoc Committee with the standing Committees. He asked the Council to do that job and take the Frog Pond Park off the potential, someday, maybe-not-now developable list. He also asked the Council to act on the proposal consistent with all the Committees and to designate the open space as indicated in the OSAC report.

Mary Hufty, 257 Mapache. Ms. Hufty congratulated everyone for the great presentations and work. She said, speaking as a family practitioner, practicing for 30 years in this area, she has treated a lot of depression

problems, isolation, bipolar disorders, autism, etc., for which the best prescription is nature, the one teacher than can bring us back to earth and center people. She said people get health from the animals and landscape that surround them. She said she personally suffers from biophilia, an excess desire to be around animals, be with animals, and love animals. She said biophilia is a respected entity in medicine that brings people closer to good health from the top to the bottom. She said she loves the Frog Pond. She said, as Ward Paine said to the Ad-Hoc Housing Committee – “This is an easy one. This is one you can all be really proud of – a piece of land you already own that will become part of your legacy that will make a huge difference to the future of your town.”

Maria Southgate. Ms. Southgate wanted to give another voice to the decision-making. She hoped the Frog Pond land would come off the list and that the Council would actively pursue finding the best places in the community that might work to accomplish the goals that are needed, and not necessarily let the tail wag the dog. She suggested researching what can be done with other California communities, what other people are doing in the State. She said this needs to be done quickly if all of this is coming down the pipeline on January 1. She said she was born and grew up here and it is distressing that zoning can be changed on a place with an established identity and change how that land will be used. She suggested residents contemplating giving land or money to the Town to think about how that might impact their decisions.

Jon Silver. Mr. Silver shared a photo of a very small frog, taken at the side of Corte Madera School. He said Burt Brent left earlier but told Mr. Silver that he would have argued for a bigger footprint for frogs and a smaller one for humans in town. Mr. Silver apologized for sending his letter to the Council late this afternoon at the last minute. He said that while listening to the hearings before the House Judiciary Committee, he heard very good speeches about protecting the Constitution and the democratic system as well as speeches less concerned with that. He said it reminded him how lucky he feels to live in a town like a Garden of Eden in addition to have a wonderful people’s democracy, headed by this Town Council, that rises from the people. He thanked the Council for doing such a good job, as well as all the volunteers that are a part of that. He said he firmly believes that if the country were governed half as well as this town, they could make a heaven on earth. He said the Town founders have lived in harmony with the nature in town and tried to protect it. He said the town is wonderfully touched by nature and small enough that we get to know each other. He said he has spent most of his life trying to preserve this town as a wonderful place, serving on the Town Council from age 25 to 40, then serving on the County Planning Commission. He said he learned that while he might have high ideals, he had to concentrate on what he could actually accomplish. He said back in 2003 he worked with other active citizens to get the Town to rezone some unneeded commercial land for potential housing. He said the Town ultimately opted to allow housing on commercially zoned land, such as the parcel near Roberts Market. He said this was controversial but there were those who felt affordable housing could be done in an environmentally responsible way. He said when the Council heard the concerns, and that public opinion was split about 50/50, they directed the Planning Commission to reconsider and tweak things again, which they did, resulting in a slight decrease of potential development. Mr. Silver said, however, that when that recommendation came to the Town Council, two former Planning Commissioners (who are now members of the Ad-Hoc Housing Committee on Town Owned Land) passionately argued for the Council to ratchet back up the level of development, which the Council did. He said that ended up not passing, because it was too much. Mr. Silver said it is very important to think of the political and community context that makes something doable. He suggested two changes to the chart that could make a huge difference in community perceptions of where the Town is. He said that although Councilmember Hughes pointed out that the Ad-Hoc Committee was not recommending development on the Frog Pond adjacent park, the phrase “at this time” makes people very nervous. He suggested taking that wording out and leaving it as “not recommended for housing.” Mr. Silver said when he discussed this with George Mader, who was the planner working for the County before there was a Portola Valley, and who still has all his faculties, it was clear that the best interpretation of the existing Plan is that this area was already designated as open space. He suggested rather than giving it a new designation, just recognize what exists, then it will not be caught up in a situation if the State comes down with legislation saying newly-designated open space is invalid.

With no further questions, Mayor Aalfs brought the item back to the Council for discussion and invited comment by Vice-Mayor Derwin and Councilmember Wengert as members of Ad-Hoc Committee.

Councilmember Wengert thanked everyone for attendance and participation. She said it has been incredibly helpful to hear all of the feedback. She said it is very difficult for them to hear it opined, either directly stated or intimated, that this group has anything but a sharing of the open space ethos and values in this town. She said it is the core of who they all are and all that they do when they continue to work for this town. She said she understands that passions run high and people get very invested in things, but she said that has been the most challenging part of the process for her. She said at the heart of all she has worked on from the time she started on the Planning Commission and Council have been issues related to maximizing the Town's options to preserve as much open space as possible. She said, from her perspective, there is no question that tonight she would support preserving the Frog Pond road remnant piece as open space. She said one of the biggest pieces of their job on the Council is to listen to what the citizens want the Town to do on their behalf. She said her goal, in addition to preserving open space, is making sure the Town controls their fate moving forward. She said they know there are going to be a number of legislative efforts. She said she is sure that putting this parcel in open space is what should be done right now, recognizing there is a lot of work to do to look at other options.

Councilmember Richards said there have been very dramatic developments in town since he's been here – Windmill School, Portola Valley Ranch, The Priory, The Sequoias – and a lot of those projects had a huge impact on how the Town protected itself from too much development. He thanked the Ad-Hoc Housing Committee for their great work. He said they did exactly what the Town asked, providing a complete and thorough review of all the properties. He said he is also pleasantly surprised by tonight's comments from everyone. He said he is supportive of keeping this particular parcel as open space. He said he has been a proponent of open space forever and was a Sierra Club member at age 12 in 1962. He was supportive of removing this parcel from the list of possibly developable sites.

Councilmember Hughes expressed great respect for the Ad-Hoc Committee's work and said they did exactly what the Council asked them to do. He explained that at the beginning of this process, the Council was not even fully aware of what pieces of land the Town owned. He said this has been a long effort to get a clear understanding of what the possibilities are, which has now been achieved thanks to the work of the Committee. He said, with regard to comments about moonshot approaches, looking outside the box at what might be possible, this groundwork is what was needed from the Ad-Hoc Committee to be able to do that. He also greatly appreciated the very helpful work done by the other Committees. He said the Committee's recommendations are clear as to which properties the Committee thinks would be appropriate for development and which ones are not. He said he is less concerned about the exact phrasing in the one column and his takeaway from the report is not to build on this property. He said the work done has clarified why there are these processes in Town and why the Town ethos is what it is. He said it is universally acknowledged by everyone who has looked at this not to build on properties such as the Frog Pond Park. Councilmember Hughes said he agrees with the four standing Committees, the Ad-Hoc Committee, and the Scenic Corridor Element of the General Plan, which all very clearly state that open space should be preserved to the maximum extent possible within the Scenic Corridor. He said he was surprised, as was Councilmember Richards, by the aggressive comments considering there has been no disagreement on this issue and no one is in favor of building on that parcel.

Councilmember Hughes said they need to decide on the issue of the open space designation, technically accepting the reports, and looking more specifically at the Ad-Hoc Housing Committee report and the other properties. Councilmember Hughes suggested a motion for discussion -- moving to direct staff to draft a resolution of the Council declaring that the Council intends for all Town-owned land in the Town Scenic Corridors, which would include the Frog Pond Preserve and the entire strip of Alpine or anywhere else where the Town owns land within the Scenic Corridor, should be preserved as open space to the maximum possible extent, and restate Section 3316 of the Scenic Corridor Element of the General Plan, which says it is Town policy that land abutting our scenic routes should be zoned to maintain the maximum possible open space and scenic quality. Councilmember Hughes said the reason he is thinking in that direction is tied to his previous questions about how technically to accomplish this without creating a huge burden on staff, without having to hire surveyors and figure out exactly where the road needs to be, and without having to get easements over people's property where roads exist, yet achieve the goal that everyone wants – to make a

strong statement about the intent to maximally preserve open space, of which this piece of land is a part and which is already in the Scenic Corridor and is already protected as open space by the General Plan.

Vice-Mayor Derwin said her understanding was there is no such thing as permanent open space. Her understanding is that any open space the Town has can be changed with a General Plan amendment. Town Attorney Silver said that is true for any type of designation in the General Plan. She said there are vehicles to create permanent open space such as setting it up as a covenant or giving it to POST or Mid-Pen.

Vice-Mayor Derwin said the Committees put in a lot of work and the presentations were impressive. She asked if the Council had asked the Committees to weigh in. Town Manager Dennis said the Council did not request their input but they acted on what they were receiving from resident inquiries. Vice-Mayor Derwin said there were three other times when she would have loved to have had the Committees weigh in – when they were thinking about housing on the old AI's Nursery spot, when they were daylighting the creek, and when they were considering turf. She said she was completely in favor of housing on AI's Nursery property and probably the most active person on the Council to daylight the creek and she opposed turf at the Priory. She said she wanted the Committees to get involved at that time and was told that they could not get involved because it was politicizing them. She said she thinks at some point there should be a policy question about that since this was previously not allowed and now it is. She would like clear direction on whether the Committees will be weighing in on Stanford and all the projects.

Vice-Mayor Derwin said even when this Frog Pond parcel is put into open space, the Town is still obligated to find housing in Town. She said she has made note of all of the speakers who said they were in favor of housing but not on this parcel and will expect to see them at Stanford or Ladera Church or the Sequoias or the rezoning of the commercial corridor to mixed use. She said she has been doing moonshot thinking – building tiny home camps, buying a piece of property for all the Town's first responders, etc. She said she is hearing that the citizens are in favor of building affordable housing because it is needed, just not on the Frog Pond property.

Mayor Aalfs thanked the Ad-Hoc Committee for all of the work they have done. He said they were appointed in December of 2016 and they first met in early 2017. He said they have been working on this for three years. He also thanked Vice-Mayor Derwin and Councilmember Wengert for leading the charge in getting the Town focused on housing over the past several years. He said this process has been very valuable because now the State is asking what is being done with the land the Town is not using and Portola Valley has a very good answer because of the three years of work. Mayor Aalfs said this issue is one of six or seven initiatives the Master Plan addressed. He said they did employ moonshot thinking and tried to look at every possibility, part of a comprehensive strategy. He said, as it turns out, it is probably not the answer for more than a small fraction of what the Town needs to do. He said the ADU modification will likely need to be done again because the State is asking for more.

Councilmember Wengert asked if the goal is to accept or amend all of the Ad-Hoc Committee's recommendations. She said if they were amended, the Ad-Hoc Committee would need to agree to it. Mayor Aalfs said the Council can accept the recommendations but also go beyond them. He said the intent is to look at the entire report as well as the other Committee reports that relate specifically to the road remnant, Property #2. Town Manager Dennis said it is always good practice for when a Committee presents a report, for the Council to accept it. The Council can then provide staff with direction on the recommendations. Councilmember Hughes said they can accept the report and have a discussion about the recommendations and what actions may follow.

The Council agreed that the Conservation Committee's recommendations regarding Triangle Park will come back to the Council at another time because it is not part of tonight's agenda.

Councilmember Hughes moved to accept the Ad-Hoc Committee Report and the four Standing Committee reports as written. Seconded by Councilmember Richards; the motion carried 5-0.

The Council agreed with the recommendations for Properties #3 and #4 as written. For Property #1, Town Center, the Council preferred that no action be implied but the property be considered “appropriate for potential housing development.” For Property #2, the Alpine Road Property adjacent to Frog Pond, the Council ruled out housing on that property, with the logistical issues of designating it as open space to be resolved separately.

Councilmember Hughes moving to direct staff to draft a resolution of the Town Council declaring that the Council intends for all Town-owned land in the Scenic Corridor to be preserved as open space to the maximum possible extent, and restate Section 3316 of the Scenic Corridor Element of the General Plan, which says it is Town policy that land abutting our scenic routes should be zoned to maintain the maximum possible open space and scenic quality.

Councilmember Wengert said a potentially challenging issue is if the Town is faced with development along the primary corridors that would also fall under that designation. Councilmember Hughes said his motion is for Town-owned land and not private-owned land, which is already covered by the Scenic Corridor Element. He said this is basically a restatement of how the General Plan applies to Town-owned land within the Corridor. Councilmember Wengert said she did not disagree but was just contemplating if the Town was ever able to buy a certain suggested parcel, if that would be constrained by this definition – because it would be Town-owned property in a commercial section of the Scenic Corridor. She said there are no plans to proceed that way but it is not impossible. She suggested the language be brought back for further discussion.

Councilmember Hughes said his idea was to direct staff to consider exactly those kinds of things. He said he would not want to declare this resolution tonight without having more time to think through the possible effects and consequences, possible new land purchases, etc. He wanted to direct staff to think through some of those issues and bring back a resolution in that spirit, which may have some variations. Councilmember Wengert said, as they heard tonight, people may donate land to the Town. Town Manager Dennis said this is not necessarily a zoning issue but a designation of land issue. He said there is open space zoning with commercial and residential properties and there are parts of Open Space in residential zoning areas. Councilmember Hughes said that is specifically why he suggested it might be a resolution of the Council rather than a General Plan or Zoning change, which would be more complicated and involve a lot more work. Councilmember Wengert said it needs to be confirmed those more complicated situations can be avoided.

Town Manager Dennis confirmed that the Council wishes to direct staff to designate the Frog Pond Park road remnant as part of the Frog Pond Open Space. Town Manager Dennis said there is also a broader direction on how to address the other areas. He suggested the Council take a very direct vote tonight on the road remnant and then ask staff to come back to the Council to discuss the other issues.

Councilmember Richards said he does not know how to make a definitive motion given there are no property boundaries. He asked staff to make suggestions in that regard. Mayor Aalfs preferred the idea of merging the crescent of land to the Frog Pond and Councilmember Richards agreed but did not know the precise property boundaries.

Town Manager Dennis suggested staff bring back something to the Council that designates this property open space. He said the Council can, without creating a parcel, describe the property in some fashion, and that would be called the open space. Town Manager Dennis said it is preferable to get it surveyed, which will be an expense, but it is also possible to do it without parcelizing the property. Town Attorney Silver agreed and said it can be done by way of a resolution or a General Plan amendment. She said she is concerned about going beyond that in terms of all Open Space and Scenic Corridors because that has not been noticed. She said it is appropriate to direct staff to come back with some type of mechanism to do that. Councilmember Hughes acknowledged the notice requirement. He said he does not want to reduce what has been requested – which is the area from the Hawthorns to Windy Hill. He said it does not make sense to try to subdivide that into a smaller section of Frog Pond Park without the whole connection when that corridor is such an important part of that open space designation.

Mayor Aalfs said everyone is in agreement with protecting that right-of-way from Hawthorns to Windy Hill as some form of open space as long as it did not preclude a future action on a parcel or parcels. Councilmember Hughes said his motion does not restrict. Councilmember Wengert said it has been clearly signaled to all the residents that the Council hears them, is taking the Frog Pond parcel off the table, and that it will be designated as open space. She suggested waiting to understand how the mechanics of that works because she is uncomfortable not fully understanding the implications. Mayor Aalfs said the Council all agrees on that intention and asked if that is communicated clearly enough to staff so they can research the issue and bring something back to the Council in January that they can vote on as a formal resolution, protecting the whole stretch with some latitude.

Town Manager Dennis said he understands Council's direction to staff the desire for the road remnant property be in open space and to look more broadly at what open space designations would be for the other connected pieces in the rights-of-way and trails and the like. He said there are issues with rights-of-way that they must be very thoughtful of, utilities and other things that cross the rights-of-way or things the Town may want to do within the rights-of-way related to traffic, emergency preparedness, etc., that needs to be researched before staff would be comfortable providing anything back to the Council. Mayor Aalfs agreed and asked for confirmation that the Council was in agreement with the intent to protect the right-of-way from Hawthorns to Windy Hill as some form of open space.

Councilmember Hughes clarified that there is a distinction that applies to the right-of-way as opposed to the entire section of existing Town-owned property within the scenic corridor. He said the right-of-way is defined as 70 or 100 feet and the property is wider than that in some places. He would like to capture that it is not just the right-of-way but also the land adjacent to the right-of-way that belongs to the Town.

Councilmember Wengert suggested that Councilmember Hughes may be pushing for a motion that the Council is not looking for tonight. She suggested calling for a second to his motion and if there is no second, then the Council can move on with a motion that can be approved that just relates to the Frog Pond.

Mayor Aalfs suggested adopting and passing a motion directing staff to bring back a future resolution along the lines of Councilmember Hughes motion and addressing the logistics of it.

There was no second to Councilmember Hughes' motion.

Councilmember Wengert moved to approve designating the road remnant Frog Pond parcel as open space with the recommendation of how best to effect that designation to be brought back to the Council by staff. Town Attorney Silver noted that motion cannot be made because it was not properly noticed.

Councilmember Wengert moved to remove the road remnant Frog Pong parcel from the list of possible properties presented by the Ad-Hoc Committee on Town-owned properties. Seconded by Councilmember Hughes; the motion carried 5-0.

Councilmember Hughes moved to accept the Committee's recommendations that the Town Center property at the substation site be considered for housing, that the Los Trancos Woods property not be considered for housing at this time, and that the undeveloped portion of Ford Field be ruled out for future housing consideration. Seconded by Councilmember Wengert; the motion carried 5-0.

The Council directed staff to return to a future meeting to discuss the Council's desire to address the standing committee's broader recommendation of a connected open space designation for the trail system along western Alpine Road connecting multiple open space properties.

(10) **Report by Town Manager – Staff Resource Review and Proposed Adoption of Recommendations by the Ad-Hoc Wildfire Preparedness Committee**

[DATE: 12/3/2020 2:04 PM] [AUTHOR: jrenfro] [PLOTTER: DWG To PDF.pc3] [STYLE: WHP-Standard.ctb]
 [PATH: I:\Shared\Survey\PROPOSALS\20201006_Portola Valley Parcel Map\Drawings\Right-of-Way Exhibit - Town of Portola Valley\Right-of-Way Exhibit - Revised.dwg] [LAYOUT: 11x17]



SHEET NUMBER 1 of 1	ATTACHEMENT II: Location Map & Diagram TOWN OF PORTOLA VALLEY, CA		SHEET INFO		REVISIONS		
			DRAWN JR CHECKED JR APPROVED LAST EDIT 12/03/2020 PLOT DATE 12/03/2020 SUBMITTAL	NO. BY DATE REMARKS			
PROJECT NUMBER	DRAWING FILE NAME	SCALE 1" = 200'					

WHPacific
 1575 Treat Boulevard, Ste 100
 Walnut Creek, CA 94598
 925-953-1401
 www.whpacific.com

Attachment 3 - General Plan Scenic Roads info

Town of Portola Valley General Plan

Scenic Roads and Highways Element

Last amended March 11, 2015

Table of Contents

- Introduction 1
- Objectives 2
- Principles..... 2
- Description 3
 - State Highways..... 3
 - Local Scenic Roads 4
 - Connecting Roads 5

Scenic Roads and Highways Element

Introduction

- 3300 The state scenic highway legislation passed in 1963 set up a plan and program for the designation of “Official State Scenic Highways.” These were to be limited to state highways that traversed corridors of outstanding natural scenic beauty. The routes, nominated by local jurisdictions, were included in a master plan approved by the state. Official state designation comes only after the local jurisdiction provides assurance that the scenic quality of the road will be maintained and after such plans are approved by the Department of Transportation. Skyline Boulevard in San Mateo County, between Route 92 and the boundary with Santa Clara County, was the second highway in the state to receive official designation. Scenic highway law also authorizes the State Department of Transportation to designate county highways as “Official County Scenic Highways.”
- 3301 In 1973, the legislature required all cities and counties to prepare a scenic highway element; however, the law was subsequently changed to make this an optional element. Inclusion of roads in this element could in some cases be a first step toward official designation as state or county scenic highways. The legislation also provides for “unofficial” scenic highways and is not meant to preclude local agencies from developing and adopting local scenic routes.

Objectives

- 3302
1. To provide policies with respect to designation of highways within the planning area that are or may be eligible for scenic highway designation by the state.
 2. To provide guidance regarding the maintenance of the scenic qualities of our major roads. Because Portola Valley is a place of unusual natural beauty, all roads in Portola Valley can be considered “scenic.” However, it is possible that the pressure of increasing development and the resultant traffic could lead to the erosion of the aesthetic quality of our roadsides if care is not taken.

Principles

- 3303
- These principles are intended to guide future actions of the town and private parties.
1. Regulate density and land use, as provided in the general plan and zoning ordinances, with special attention to the view from the road.
 2. Give special consideration to site development, including controlled access for driveways and special setbacks for buildings.
 3. Keep the amount of roadway cuts and fills required in road maintenance or construction to a reasonable minimum.
 4. Contour and plant cut and fill slopes as an integral part of the road design, construction and maintenance process.
 5. Carefully control earth moving, grading, contouring and replanting in areas adjacent to and visible from the road.
 6. Keep traffic signs and markers to a minimum and place with consideration for the visual quality of the road. In addition, all commercial signs on scenic routes must be of such design as to be in keeping with a rural and natural atmosphere.
 7. Control the design of all structures abutting scenic routes, including review by the Architectural and Site Control Commission.
 8. Landscape all development along scenic routes and maintain such landscaping.

9. The town and user groups should be responsible for the regular pick up of trash in the rights of way of town scenic routes.
10. Encourage planting of native wildflowers, shrubs, and trees on public and private property. Wherever possible, remove aggressive exotic volunteers such as yellow star thistle, pampas grass, acacia, Scotch and French broom and eucalyptus.
11. Provide hiking and riding trails and bicycling paths separated from the pavement, where possible, as a part of future road improvements.
12. As a condition of their conditional use permit, require commercial developments along scenic roads to maintain a neat and tidy appearance. Surroundings of the buildings must be kept clean, and planted areas must be maintained.
13. Give high priority to placing underground all existing overhead utility lines, and structures to the extent possible, along the town scenic roads. Do not erect new or additional overhead facilities.

Description

3304 The regulations of the Town of Portola Valley are designed to protect the natural beauty of the whole area, including roadways. Skyline Boulevard is already an officially designated State Scenic Highway. It is not anticipated that official state designation will be sought for the Alpine or Portola Roads. Nevertheless it is the intention of the town to protect and enhance the appearance of scenic roads and highways by careful attention to adopted design principles.

State Highways

- 3305 The two state highways designated in this plan as scenic highways are Skyline Boulevard and Highway 280.
- 3306 Skyline Boulevard (Route 35), from the intersection with Route 92 south to the county border, became the second officially designated scenic highway of the state on January 22, 1968. The town, by Town Council Resolution No. 38-1965, joined with the Town of Woodside and San Mateo County in requesting the designation. Town regulations for that part of the Skyline corridor lying within the town, as approved by the state, may be found in pages 58 to 76 of *A Proposed Corridor Plan for a Scenic Highway, Skyline Boulevard, San Mateo County* published by San Mateo County in September of 1967.

- 3307 Special town regulations adopted for the Skyline corridor should continue to provide for special building setback lines and design reviews.
- 3308 Part of Highway 280 is within the planning area and the sphere of influence of the town. The town recommended and the state designated Interstate Highway 280 as a state scenic highway because of the beauty of the countryside through which it passes and because of the many excellent features of its design.

Local Scenic Roads

- 3309 The two roads designated in this plan as local scenic roads are Alpine Road and Portola Road.
- 3310 Alpine Road is now a route of great natural beauty and variety. The creeks it follows through the foothills are lined with tall trees, and the countryside has kept much of its rural tranquillity. The mountain canyon is still wild and new views open up at each turn of the road. A superb scenic route already exists. It is threatened by change. The challenge is to find and pursue the ways that can protect and preserve this route through the mountains for our present enjoyment and the delight of future generations.
- 3311 The town has, since its incorporation, endeavored to protect the scenic quality of the Alpine corridor. From a policy statement adopted in July 1969:
- 3312 “The policy of the Town of Portola Valley has always been to maintain a tranquil, rural atmosphere, and to preserve a maximum of green open space. The Alpine Scenic corridor should be developed in accordance with the policy. The natural look and feeling of the land between the road and the creek should be maintained. Trees and natural growth should be preserved and increased. Recreational uses should be in keeping with a peaceful and rural atmosphere.”
- 3313 In May, 1971, the town adopted the Alpine Parkway Plan, subsequently renamed the Alpine Scenic Corridor Plan, as a part of the town general plan which includes detailed description of the road and of related design policies (see part 6). Special provisions to implement the plan and to protect the corridor include:
1. Open space zoning for sections of the corridor.
 2. Special setback lines along a major portion of Alpine Road.
 3. An open space program which does and should include recommendations for land acquisition and regulations pertaining to the corridor.
 4. The recreation element and the trails and paths element which include proposals for trails and paths in the corridor.

- 3314 Alpine Road above the intersection with Ciervos Road is a recreation route restricted to horse, bicycle, pedestrian and emergency vehicle traffic. The town endorses this designation. Nothing in this plan is meant to negate this provision.
- 3315 Portola Road within the confines of Portola Valley is the most “urban” of the scenic roadways. It is nevertheless a road of more than usual natural beauty, running through what may be considered the heart of the town—the floor of Portola Valley including residential areas, The Sequoias, the meadow, orchards, stables and properties. Special consideration should be given to building size, design and setbacks along this road. The Portola Road Corridor Plan was adopted in 2015 as part of this General Plan and includes detailed goals, objectives and policies for the corridor.
- 3316 It is town policy that land abutting our scenic routes should be zoned to maintain the maximum possible open space and scenic quality. Land to the south and west of Portola Road is under special restriction, local and state, because it is underlain by major fault traces. The regulations of the town, and the design principles for Portola Valley scenic roads, should be sufficient to preserve the natural rural beauty of this corridor.

Connecting Roads

- 3317 Scenic roads in other jurisdictions such as Woodside, Menlo Park, Palo Alto and San Mateo County which connect to Portola Valley scenic roads are to be encouraged so as to provide a continuous quality of road corridor. All scenic roads in Portola Valley do, in fact, continue into adjoining jurisdictions. Also, the small portion of Arastradero Road in the town should be treated so as to be compatible with the scenic character in Santa Clara County and Palo Alto.

Scenic Roads and Highways Element, Appendix 1: Implementation of the Scenic Roads and Highways Element

Actions to date:

1. Adopted a special building setback line requiring a buildings to be set back at least 200 feet from the right-of-way of Skyline Boulevard.
2. Adopted a design review combining district in the zoning regulations that requires special design review of all development that borders Skyline Boulevard to the east.
3. Cooperated with the Midpeninsula Regional Open Space District in the establishment of open space preserves that border Skyline Boulevard.

Future actions:

1. The town should continue to administer the zoning regulations that help ensure the quality of the scenic highway.
2. The town should continue to cooperate with the Midpeninsula Regional Open Space District in its efforts to preserve open space along the highway.

Town of Portola Valley General Plan

Alpine Scenic Corridor Plan

Last amended April 25, 2001

Table of Contents

- Introduction 1
 - The Route 1
 - Purpose 1
 - Character of the Scenic Corridor 2
- Objectives 3
- Description 3
 - The Creeks 4
 - The Scenic Corridor 4
 - The Immediate Roadside 5
 - Primary Vista Corridor 5
 - Secondary Vista Corridor 5
 - Circulation 6
 - Land Use 7
- Plan Diagram 8
 - Plan Diagram Notations 8
 - Sheet #1 8
 - Sheet #2 9
 - Sheet #3 11
 - Sheet #4 and Sheet #5 12
 - Upper Alpine Road (north of the area shown on Sheet #5) 12

Alpine Scenic Corridor Plan

Introduction

The Route

6200 The Alpine Corridor extends from the base of the foothills at Santa Cruz Avenue up to the Skyline Boulevard summit, a distance of nearly ten miles. The integrating features for the entire length of the corridor are Alpine Road, trails and paths for walkers, equestrians and bicyclists, and the natural features of the corridor. Alpine Road changes greatly in character from an arterial road to a major collector and then to a minor collector and finally to an emergency road over its length. In addition, most of the corridor follows in succession portions of three creeks: San Francisquito, Los Trancos and Corte Madera. The route in part follows along the mutual boundary of San Mateo and Santa Clara counties and goes through sections of Menlo Park and Palo Alto in addition to Portola Valley.

Purpose

6201 The Alpine Scenic Corridor is a schematic guide for the conservation and development of the corridor. The plan:

1. delineates the approximate outlines of the scenic corridor,
2. includes creeks, road, trail and path facilities in general locations,
3. proposes activities appropriate within the scenic corridor,
4. identifies particular problems and opportunities regarding the scenic corridor, and

5. suggests some of the values of the scenic corridor to the communities it touches and identifies its importance to the larger Midpeninsula community.

6202 In addition to longer range actions, the plan focuses public attention on the actions that can be taken at this time to create, maintain and protect the scenic corridor. It also lists measures that can be taken, both public and private, to prevent damage to the corridor by actions that could seriously affect its future value.

6202a The basic goal of this plan is the conservation and enhancement of the beauty of landscape and the rich variety of plants and wildlife of the scenic corridor so as to maintain this band of pleasant open country for the enjoyment of all. A further goal is to carry local traffic and to provide recreational opportunities while preserving to the maximum extent possible the natural setting with improvements limited to trails, paths and features designed to protect and enhance the natural character and the public safety.

Character of the Scenic Corridor

6203 The Alpine Scenic Corridor is of particular importance since it serves as the gateway from the more developed urban peninsula to the rural setting of Portola Valley. The roadsides and creeksides in the corridor remain in a natural state through much of the route, although the lower section of Alpine Road is a busy thoroughfare linking Portola Valley, Ladera and other foothill communities to Midpeninsula employment and shopping centers. Residential properties, shopping centers, and tennis and swim clubs touch the roadway, yet most of the land is still rural in appearance with grassland pastures, rolling grass-covered hills studded with oaks, and steeper wooded hill and mountain sides. Low density building, generous setbacks and the native woods have preserved much of the natural setting and rural feeling. Magnificent stands of trees border the San Francisquito and Los Trancos creeks—oaks, bays and alders, 75 to 100 feet tall, many of them hundreds of years old. Small open meadows remain in bends of the creeks.

6204 The upper reaches of the Corte Madera canyon and the ridges above where the road climbs to the summit are only occasionally touched by development and are still in the wild state. The narrow winding Alpine Road parallels Corte Madera Creek for several miles and overlooks the fern covered banks of this year-around stream. At Ciervos Road, Alpine Road changes to a dirt road intended for only emergency vehicles, hikers, equestrians and bicycles. It then leaves the tight canyon at the Vista Verde Subdivision entrance and climbs to the wooded ridge with views across the canyon to Skyline Ridge and occasional dramatic vistas of the Bay plain.

6205 (Not Used.)

Objectives

- 6206
1. To establish the San Francisquito Creek system as an important element in the Midpeninsula waterway system.
 2. To protect the Alpine Scenic Corridor, providing a natural link between the mountains and the Bay plain, to add to the sense of order and well-being of those who live in the Midpeninsula – with intimate views of the creeks, the sight of rolling hills, and striking vistas of the Santa Cruz Mountains.
 3. To retain the natural beauty of the scenic corridor, a route through which many people travel and will travel daily so that the corridor will continue to provide a welcome contrast with the nearby urban activity centers.
 4. To define a scenic corridor that preserves the intrinsic qualities of the creeks and creeksides of the San Francisquito Creek system.
 5. To provide for the use and enjoyment of the creeks, valleys and canyons in a manner consistent with preservation of their integrity as natural features.
 6. To utilize the opportunity for passive and active recreation at appropriate locations within the corridor.
 7. To provide a basis for interjurisdictional arrangements needed to protect and enhance the corridor.
 8. To exercise extreme care to preserve the Corte Madera Creek riparian corridor when undertaking maintenance or improvement of Alpine Road between Willowbrook Drive and Ciervos Road. Particular attention should be given to utilizing biotechnical slope protection techniques.

Description

- 6207 The watershed landscape is a major unifying element of the corridor. The creeks and creekside trees, the valleys through which they flow, the canyons, the confining ridges and the mountain tops all relate to the watershed of the San Francisquito and its tributaries, including the Corte Madera and Los Trancos Creeks.
- 6208 (Not Used).
- 6209 The corridor is in essence a linear park which includes scenic resources, creeks, routes of travel, natural preserves, recreation sites and vista points. Two existing public recreation areas are shown: Ford Park, an essentially open park with a little league baseball diamond, and the soccer field south of Arastradero Road. Also, two

existing developed recreation sites and one commercial recreation facility are recognized in the plan—the Ladera Oaks Swim and Tennis Club, the Alpine Hills Swim and Tennis Club, and Alpine Beer Gardens at the site of Rossotti's historic monument. No additional "developed" recreation areas are proposed. The scenic corridor includes vista corridors and roadside areas that are specifically identified in order to 1) establish the basis for the regulations appropriate to protect the natural setting of the corridor, and 2) suggest a framework for cooperative community actions that can enhance desirable features or correct undesirable conditions.

The Creeks

6210 Although much of the scenic corridor is within the Town of Portola Valley, this scenic route is also of vital interest to the larger Midpeninsula community. Of prime concern are the creeks that form the common boundary of San Mateo and Santa Clara Counties. These creeks are not "wild" throughout their length, in the sense of remaining free flowing and unaltered by people, but they are largely unspoiled and offer opportunities by trail and path for education and enjoyment. They are a resource of great value, of a kind that is fast disappearing in our urban area. Therefore, these creeks and their immediate banks, including the well-defined band of trees along the creeksides and a suitable minimum width (at least 200') on either side of the creek, comprise a natural resource area which should be protected through public acquisition, stringent regulation and other appropriate means.

The Scenic Corridor

6211 The Alpine Scenic Corridor includes four areas of special concern: the creekside environment, the immediate roadside, the primary vista corridor and secondary vista corridor. All four of these areas contribute to the natural quality of the scenic corridor. Distant views seen from the road are identified in the element but are not included within the corridor. While all structures and modifications to the natural environment within the corridor are of concern, the degree of concern with details decreases with distance from the road. Unless otherwise noted, the following items are of concern within the four areas described in Sections 6212, 6213 and 6214, but the degree of concern should be tempered based on the visual impact when viewed from areas along the road.

1. Points of access to Alpine Road should be limited to the maximum extent possible.
2. All utilities along Alpine Road should be underground.
3. Building setbacks along Alpine Road should be increased as necessary to reduce the feeling of encroachment on the road.

4. In commercial areas, particular attention should be given to signs, lighting, parking and planting so as to provide the least possible intrusion on the natural feeling of the corridor.
5. Buildings and structures should be subservient to the natural landscape in design, materials and color.
6. Planting should be in keeping with the natural landscape, leaving native trees and open space grasslands where possible and using native plant materials or other drought resistant plants in keeping with the natural scene.
7. Removal of trees or other native vegetation cover should be stringently controlled.
8. On-street parking should be limited to the maximum extent possible.
9. The effects of any building near a riparian corridor or any alteration to the riparian corridor must be minimized in the planning and/or building process.

The Immediate Roadside

6212 This band on either side of the roadway, generally 50 to 100 feet wide, extends to the nearby stands of trees at the edge of the roadside, or to fences, banks or other features tending to define the roadside area. No specific limits of this area are indicated on the plan diagram. This strip is of great importance to the scenic values of the corridor. Here buildings, grading, clearing, planting and access roads should be carefully regulated.

Primary Vista Corridor

6213 The lands in view beyond the roadside determine the character of the scenic corridor and are thus designated as the "Primary Vista Corridor." This corridor takes in the nearby ridges viewed from the road and includes the foreground, up to an arbitrary 1000', where long vistas extend up valleys beyond the corridor. It is not practical to prohibit all building within this corridor, but in the development of individual properties, building construction and planting should be designed to be compatible with and retain the natural and rural appearance of the area.

Secondary Vista Corridor

6214 In the secondary vista corridor, including hills in the middle distance and the land in view down open valleys, all major projects should be carefully reviewed and stringently regulated to prevent any significant alterations of the natural scene.

Circulation

- 6215 The plan diagram establishes general routes for roads, trails and paths for local and through use. These routes will serve both general travel needs and provide recreation opportunities.
- 6216 **Roads.** The lower portion of Alpine Road, from Junipero Serra Boulevard to Willowbrook Drive, is an essential traffic carrier for Portola Valley, but this function should be subordinated to the natural features within the scenic corridor to the maximum extent feasible. Protection of the visual quality and mitigation of traffic impact in the corridor should be given highest priority.
- 6217 In the section of Alpine Road between Portola Road and the intersection of the Junipero Serra Freeway (Route 280) some improvements may be needed to increase safety and manage traffic.
- 6218 Between Portola Road and Willowbrook Road, the present facility should be adequate for anticipated future traffic with minor improvements.
- 6219 From Willowbrook Road south to Ciervos Road, Alpine Road is in the steep sided canyon of Corte Madera Creek. Because substantial widening or realignment in this narrow canyon is not possible without destructive cuts and fills, this portion should remain as a narrow, winding, low capacity route—a single lane road in some areas with turnouts for passing. Because of the limitations of this section of the road, it should be used for limited purposes, as follows: access for residents of the town to their homes; use by residents of Los Trancos Woods and Vista Verde, primarily in emergencies; and other public access, primarily by foot.
- 6220 Above Ciervos Road, Alpine Road should remain permanently closed to general public vehicular travel and maintained for only walking, riding, bicycling and emergency and service vehicles. Access to abutting properties should be provided from other roads connecting to Skyline Boulevard.
- 6221 **Trails and Paths.** Trails and paths along the corridor will serve both general travel and recreation needs for both local and through traffic, connecting with destinations outside of this corridor. The creekside is particularly suited to trail use because of the relatively few road crossings. The paths and trails shown are diagrammatic. Precise alignment will require more detailed studies giving more consideration to terrain and particular points of interest. The trails and paths element indicates general routes through the corridor. It further defines the standards and principles and the relationship of the trails and paths in the corridor to other local and through routes leading to destinations outside the corridor. The following types of trails and paths are shown on the corridor plan and are defined in the trails and paths element: hiking trail, riding trail, pedestrian path, bicycle

lane, bicycle path, through trail or path, local trail or path. Wherever possible, trails and paths should be separated from the traveled way to protect pedestrians, bicyclists and equestrians.

Land Use

6222 A policy statement issued by the Town of Portola Valley, July 1969, indicates the nature of uses of land considered to be suitable for the corridor.

The policy of the Town of Portola Valley has always been to maintain a tranquil, rural atmosphere, and to preserve a maximum of green open space. The Alpine Corridor should be developed in accord with this policy. The natural look and feeling of the land between the road and the creek should be maintained. Trees and natural growth should be preserved and increased. Recreational uses should be in keeping with a peaceful and rural atmosphere.

We recognize that a scenic corridor along a public road should be for public use. The hiking and riding trail and the bicycle path will be open to everyone. The Little League field, the soccer field, the Alpine Beer tavern and the tennis clubs are existing public and semi-public uses. Aside from this, we envision opportunities for peaceful, uncrowded recreation for the benefit of the residents of the Town and others. In order not to attract crowds that would make this impossible, we feel that there should be no advertisement to the transient passer-by, such as picnic tables visible from the road or visible parking areas.

(Note: In the foregoing, the term Alpine Corridor is used, but this term was subsequently changed to Alpine Scenic Corridor.)

6223 The recreation uses proposed in this plan conform to this concept of a corridor.

1. The creeksides and adjacent meadows should be considered as a natural reserve—a wildlife conservation area to be protected from over use—with only such uses permitted as are consistent with conserving these still natural areas. Large areas of impervious surfaces are to be avoided.
2. The creeks themselves, with running water and the plants and creatures associated with the creeks, are features of principal interest for those using paths and trails.
3. Sufficient public access to creeks and creeksides is essential to the enjoyment of the corridor, and opportunities should be provided for public use of this tranquil and natural landscape.

4. Recreation sites should be small in scale and access chiefly limited to trails and paths.
5. Areas of special educational interest should be identified for nature study and conservation education programs.
6. Viewpoints, groves of trees and creek areas of special interest should be identified as destinations for paths and trails.
7. Sites appropriate for group use by children should be identified, such as small natural amphitheatres and clearings suitable for club activities and school excursions.
8. Near Skyline Boulevard, the corridor should be integrated with the open spaces and trails of the Midpeninsula Regional Open Space District.

Plan Diagram

6224 The plan diagram is hereby incorporated into this element of the General Plan.

Plan Diagram Notations

6225 The Alpine corridor divides naturally into two sections. One is the lower rolling foothill section, which contains the meander of the San Francisquito and Los Trancos creeks and is characterized by the gentle grades and rounded contours of grassy oak-studded knolls contrasted with steep hillsides densely wooded with dark green live oaks and chaparral. The second is the upper section in the narrow canyon of the Corte Madera Creek, where the corridor closely follows the creek, climbs to the northern ridge and finally emerges from the forest to the open hilltops near the Skyline.

6226 Notations on the plan diagram mark specific features along the route such as vistas, recreation sites and problems where protective action is indicated. Some specific features have been noted to point up some of the important kinds of actions, programs and regulations that should be initiated at this time. Other notes indicate actions needed in the future. The following notations are keyed to the plan diagram and numbered, except for those in Sections 6231-6235 which concern upper Alpine Road. This area is north of the region shown on Sheet #5 and is not included in the plan diagram.

Sheet #1

6227 This portion of the scenic corridor is beyond the town limits and the primary actions will be needed by other jurisdictions.

1. View across golf course to East Bay hills; protect through regulations.
2. Overhead wires on both sides of road from Junipero Serra Boulevard for at least 1/2 mile to south; needs undergrounding program.
3. Small meadow with stand of buckeye trees; needs protection.
4. Corridor along path is arbitrarily set at 200 feet although views may be more distant; preserve tree cover.
5. Very harsh roadside; needs additional grading and low landscaping.
6. First view (after starting from north end of scenic corridor) of Jasper Ridge and most importantly the Skyline; keep open, needs special control of structures and tree planting.
7. View of freeway interchange, Ladera, Westridge, Skyline and boarding stable; needs additional planting of native trees and shrubs to soften roadside but not block distant view.
8. –
10. Left open.

Sheet #2

- 6228
11. Bare freeway ramps to west, groves of trees to east; needs landscaping of bare portion of freeway interchange.
 12. Harsh bank on west side; needs to be planted in harmony with tree cover on east side of road.
 13. Tree canopy is valuable for sequence of views; protect trees.
 14. Shopping and professional centers of excellent design, buildings with good roof lines and planting to screen auto parking; maintain quality by attention to planting, signs, lighting and colors. Signs should be externally lighted.
 15. Creek in this area has water through much of year; protect creekside through adequate setbacks and retention of riparian vegetation.
 16. Band of very large oaks screens houses from Alpine Road; these trees need protection.
 17. Large tree farm; operation needs to be controlled regarding runoff, traffic and creek pollution.

18. Vista to Skyline; keep view open.
19. (Not Used).
20. Antenna project on immediate creekside plain is a jarring visual element; urge removal when no longer being used.
21. Residential development; keep planting and buildings in view of Alpine Road compatible.
22. (Not Used).
23. Meadow and group of trees are creekside elements valuable to the scenic corridor, but Little League use detracts from visual aspects and creates traffic hazards; continued attention, such as through screen planting, is needed to enhance visual quality and minimize traffic hazards.
24. (Not Used).
25. Views of hills and oaks important to corridor; work with Stanford to retain open space quality.
26. Shallow creekside bowl bordered by trees; suggests possible opportunities for creekside study.
27. View of ridge behind Stanford; retain.
28. Vista to mountains; retain.
29. Steep wooded canyon and hillside (Stanford land); extreme care needed in design and construction if lands are developed in the future; maintain as permanent open space if possible.
30. Diversion ditch to Felt Lake; consider possible trailside point of interest.
31. Dam on Los Trancos Creek and fish ladder divert water to Felt Lake; possible trailside point of interest.
32. Rossotti's, an historic monument; enforce strict architectural and site development controls.
33. –
50. Left open

Sheet #3

- 6229
51. Vista to Skyline; keep open.
 52. Tree covered, steep roadside (subdivided); control development since any change in this area would have significant impact on views from road.
 53. This stretch of creek dominated by tall alders and bays; protect.
 54. Residences; cooperative action needed in unifying planting and fencing and to decrease adverse visual impact because of unsympathetic use of materials and color.
 55. (Not Used).
 56. Portola Valley Garage; appropriate screen planting including trees needed to mitigate adverse visual qualities.
 57. Open vistas of Skyline to north and west; preserve.
 58. Residences, yards close to roadside.
 59. Residential development close to roadway; increase planting.
 60. Vista opens up of Skyline range to the north; protect view.
 61. (Not Used).
 62. Residential and commercial development near roadway; replace exotics with more compatible planting and add screen planting.
 63. Commercial development, Nathhorst Triangle; needs continual attention re: planting, signs, lights, colors and traffic control.
 64. Residential development near roadside; maintain screen planting.
 65. Vista to hills; keep open.
 66. Corte Madera School; maintain planting to soften school appearance.
 67. Residential development fairly well screened by hillside planting; keep screen plantings.
 68. Vista to Bay; keep open.
 69. -

- 79. (Not Used).
- 80. Bottom portion of Windy Hill Open Space Preserve, a beautiful stretch of the creek and related uplands located at the junction of trails; keep largely in its natural state for the enjoyment of users of the trail and path system.

Sheet #4 and Sheet #5

- 6230 Occasional property access roads cross the creek, and there are scattered homes along the hill. Additional access roads, bridging and building would seriously threaten the wild quality of this part of the corridor. Trash dumped from the road now mars the creek. Continued control and maintenance are needed.
- 81. Strip of creekside dedicated to town for park purposes; preserve open space.
- 82. Steep hillsides on both sides of canyon; protect from development.
- 83. Narrow road along canyon above creek and very steep bank above road; do not widen road other than for occasional turnout.
- 84. Occasional flats along creek will allow for small study areas and trail stops.
- 85. A number of footpaths follow along the creek; care needed to minimize erosion on steep slopes.

Upper Alpine Road (north of the area shown on Sheet #5)

- 6231 The portion of Alpine Road above Ciervos Road is closed to general public vehicular travel and use is restricted to emergency vehicles, equestrians, bicyclists and hikers; retain these use restrictions.
- 6232 In the canyon woods are dense—maple, bays, oaks, and ferns on steep north banks—and at intervals, along the creek, there are a number of small flats for trail destinations; preserve this environment.
- 6233 Just above Ciervos Road, Alpine Road now crosses the creek and climbs by sharp switchbacks to a narrow ridge. Coal Mine Ridge comes into view across the canyon to the south, and from a few vista points along the road there are panoramic views across the Bay plain to the east. Preserve this area.
- 6234 Nearing the summit, the road goes under a canopy of trees in a dense oak forest, then emerges on the edge of small grassy meadows near the Page Mill intersection. In this part of the corridor are possible sites for picnic spots and loop trails that could be a part of the Skyline Scenic Regional Recreation Road.

6235 Fine vista points near the intersection of Page Mill and Alpine Roads overlook Montebello Ridge and the range of the Santa Cruz Mountains to the south.

Alpine Scenic Corridor Plan Appendix 1: Implementation of the Alpine Scenic Corridor Plan

Actions to date:

1. Special setbacks of 75 feet from the right-of-way have been adopted in the zoning regulations for Alpine Road from the town boundary at Ladera to Portola Road.
2. All new residences and major additions are subject to review by the architectural and site control commission. Such reviews require analysis with respect to the Alpine scenic corridor plan.
3. The town has adopted design guidelines that include lists of native plants that are to guide the ASCC in its actions. The use of native plants in the scenic corridor will help retain the natural beauty of the area.
4. Special planting requirements have been imposed on properties zoned C-C (community commercial) and A-P (administrative-professional).
5. Ford Field and the “Rossotti” soccer field, both of which have been acquired by the town, provide permanent open space within the corridor.
6. Striped road shoulders have been provided which are used by bicyclists although they do not meet state standards for bike lanes.
7. Some overhead lines have been installed underground through undergrounding district #1.

Future actions:

1. Additional open space acquisitions of land within the corridor are set forth in Open Space Element Appendix 2: Implementation of the Open Space Element.
2. Where acquisitions of land to protect the corridor are not appropriate, easements should be obtained to protect the corridor.
3. In any new developments with frontage on Alpine Road, care should be taken to preserve natural land forms and vegetation in close proximity to the road to protect the corridor.
4. Consideration should be given to adding the design review combining district of the zoning regulations to land along Alpine Road.




5. From Los Trancos Road to the southern town boundary, easements or dedications in fee should be secured as undeveloped acreage is subdivided. To the west of the road, implementation will be somewhat difficult because of the prevalence of small parcels of land. A combination of regulation and acquisition of easements or full fee title through purchase or dedication will be needed.

For the trail and path system, easements for recommended trails should be acquired as part of the subdivision process. Some easements on the west may need to be purchased. A bicycle lane in the roadway is recommended. This will require more detailed design study.

6. It is recommended that the town request a resolution by San Mateo and Santa Clara County Supervisors declaring mutual concern in San Francisquito and Los Trancos Creeks and their watersheds as valuable natural resources along their common boundary and designating these streams as “scenic streams.” The San Mateo County Supervisors should be asked to also designate Corte Madera Creek as a “scenic stream.” The entire corridor should be designated as an open space scenic preserve.
7. Change in creek flow of Los Trancos and San Francisquito Creeks should be investigated to determine whether there have been long term undesirable effects from diversion of waters and what remedial action, if any, may need to be taken. The need for creek bank protection in critical locations should be evaluated.
8. Advice of an ecologist or arborist should be sought for recommendations on tree care, particularly for large important trees. Valley oaks are reportedly not replacing themselves. Seeding, with protection of young trees from grazing cattle and other damage for a few years, could ensure perpetuation of these valuable groves on the hillsides. Introduced species of trees such as eucalyptus have seeded along the creek in some section and should be removed where undesirable. County cooperation should be sought.
9. The town should continue to pursue undergrounding of overhead lines through funds obtained from the utility companies.
10. Outside of the town, the town should seek the cooperation of other jurisdictions in the corridor to have overhead lines placed underground.
11. The town should cooperate with CRMP (Coordinated Resource Management and Planning) Process in its efforts to protect the San Francisquito Creek.
12. The town should sponsor programs for appropriate tree planting and for encouraging cooperative actions by residents and other property owners in landscaping and maintenance compatible with the scenic corridor.



LEGEND

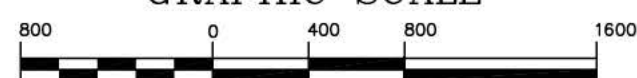
-  NOTATION KEYED TO TEXT
-  PRIMARY VISTA CORRIDOR BOUNDARY
-  SECONDARY VISTA CORRIDOR BOUNDARY

ADOPTION AND AMENDMENTS

PLANNING COMMISSION		TOWN COUNCIL	
RESOLUTION	DATE	RESOLUTION	DATE
2001-399	03/21/01	2001-1891	04/25/01



GRAPHIC SCALE



(IN FEET)
1 inch = 800 ft.

PRELIMINARY

TOWN OF PORTOLA VALLEY
SAN MATEO COUNTY, CALIFORNIA

ALPINE SCENIC CORRIDOR DIAGRAM

PORTOLA VALLEY GENERAL PLAN SECTION 6224

PRINTED 12/21/2009

PARKS, RECREATION AREAS AND OPEN SPACES

- NEIGHBORHOOD COMMUNITY
- OTHER COMMUNITY (Labeled)
- REGIONAL PARK (Labeled)
- PRIVATE REGIONAL FACILITY (Labeled)
- OPEN SPACE PRESERVE
- SCENIC CORRIDOR (Labeled) & GREENWAY
- SCENIC CORRIDOR CENTER
 - View
 - Lookout
 - Road
- OPEN SPACE - LIMITED DEVELOPMENT
- AGRICULTURE

RESIDENTIAL AREAS

LAND USE INTENSITY

- LOW - MEDIUM
- LOW
- CONSERVATION RESIDENTIAL
- OPEN RESIDENTIAL

Residential Open Space Preserve

Typical Land Area Per Dwelling Unit

Low - Medium	< 1 acre
Low	1-2 acres
Conservation - Residential	2-4 acres
Open Residential	> 4 acres

INSTITUTIONS

- SCHOOL
 - Building Area
 - Playfield
 - Elementary
 - Intermediate
- CHURCH
- OTHER (Labeled)
- LOW INTENSITY ACADEMIC RESERVE

COMMERCIAL AND RESEARCH - ADMINISTRATIVE

- LOCAL SHOPPING & SERVICE
- RESEARCH - ADMINISTRATIVE

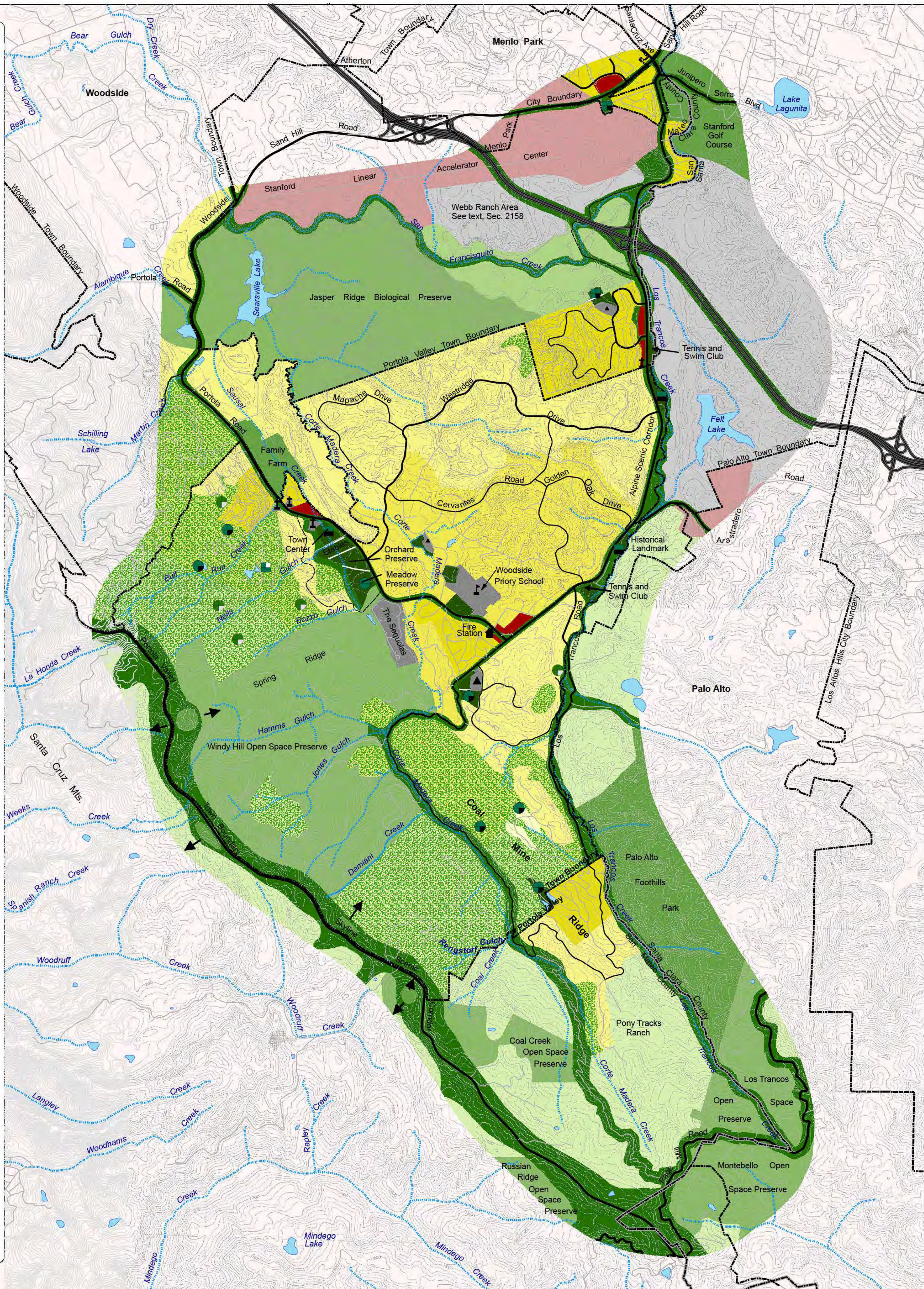
CIRCULATION

- FREEWAY
- ARTERIAL
- MAJOR COLLECTOR
- MINOR COLLECTOR
- Proposed

Trails, paths, bicycle routes and bicycle lanes are shown on the Trails and Paths Element of the General Plan. All scenic corridors and greenways are corridors for major trails and paths.

NORTH

0 2,000 4,000
SCALE IN FEET
1" = 2,000'



COMPREHENSIVE PLAN DIAGRAM

Part 5 of the General Plan - Town of Portola Valley

ADOPTED BY TOWN COUNCIL RESOLUTION 1965-17, 07/08/1965
 LAST AMENDED BY TOWN COUNCIL RESOLUTION NO. 1891-2001, 04/25/2001
 REPRINTED, 03/2007
 PREPARED BY:
 SPANGLE ASSOCIATES
 URBAN PLANNING AND RESEARCH
 770 MENLO AVE. #200, MENLO PARK, CA 94025

TOWN OF PORTOLA VALLEY

SUBDIVISION

What Is A Subdivision?

Subdivisions are created when property is divided for the purposes of sale, lease, or financing. If you wish to subdivide property, you must do so in accordance with the Town's Subdivision Ordinance contained in Chapter 17 of the Municipal Code and provisions of the State of California Subdivision Map Act. Further, the size and character of new parcels must be consistent with the existing zoning for the land, and must be found to conform with the Town's General Plan.

As a subdivider, you will be responsible for all improvements necessary to serve all proposed parcels or lots. These improvements may include streets, storm drains, water, sewage disposal, underground utilities, or any additional improvement which is necessary to adequately serve the proposed development. Further, certain fees must be paid in order to cover the new parcels' pro-rated share of park and recreation, storm drainage improvements, and possibly inclusionary lot in-lieu fees.

Special, more limited procedures exist for TRANSFER OF LAND BETWEEN ADJACENT PROPERTIES where no new parcel is created. Please check with the Planning Department if this situation applies to you.

How Do I Apply and How Much Does It Cost?

Application forms and filing information are available at Town Hall, 765 Portola Road, at the Building Counter. An application requires a filing fee and a deposit for professional services. The filing fee and deposits for professional services vary based on the number of parcels being created by subdivision and stage of subdivision processing. At the preliminary map, tentative map and record map stages, separate fees and deposits are required. At each map stage, the minimum deposit must be made. Please refer to the separate schedule of fees and deposits for more information.

What Are The Preliminary, Tentative and Record Subdivision Maps?

These maps represent the various stages of subdivision application processing. At each stage the mapping descriptions are required to be increasingly accurate and more supporting information is required. The form, information requirements and purposes of each map are described in detail in Chapter 17 of the Municipal Code. Briefly, they are:

Preliminary Map. At this stage, the applicant submits a preliminary map prepared according to requirements of Chapter 17.16 of the Municipal Code. The map is circulated for staff review. The proposed subdivision concept is reviewed for compliance with basic general plan provisions and Town regulations. Written reports are prepared and/or a subdivision committee meeting is held to provide guidance to the applicant in preparing the tentative map. No formal action is required or taken on a preliminary map.

Tentative Map. The tentative map is a critical step in the processing of any subdivision application. At this point the subdivider is responsible for submitting a technically accurate map description of the subdivision proposal that must be prepared by a registered civil engineer or licensed land surveyor. Also, the time schedule for map processing is extremely important. Once a completed tentative map, including necessary supporting data, is accepted for processing by the Town, the Planning Commission has 50 days, unless the applicant agrees to a longer time period, or unless it takes a longer period of time to comply with the requirements of the California Environmental Quality Act, in which to approve, deny, or approve the map with conditions. During this 50 day period, the tentative map is circulated to subdivision committee members for review, and a subdivision committee meeting is held. Written input and data developed at the subdivision committee meeting is assembled in a written report to the Planning Commission that is prepared by the Planning staff and circulated at least five days prior to the Planning Commission public hearing.

Planning Commission action will occur at a fully noticed public hearing. This means that at least ten (10) days prior to the Planning Commission hearing, it will be noticed by posting in several locations in the Town and by mailings to all property owners within 300 feet of the subdivision site. Persons attending the hearing will be given an opportunity to tell the Planning Commission their feelings on the proposed subdivision. After public hearing, the Planning Commission will take action on the tentative map. In taking action, the Commission must make specific findings on the acceptability of the subdivision. These findings are listed in the Town's Subdivision Ordinance and in the State Subdivision Map Act.

Record Map. Once a tentative map has been approved, the subdivider has 24 months to record a final or parcel map. These maps, once recorded, are the legal documents that actually create the subdivision. A parcel map is used for all subdivisions of four or less parcels. A final map is required for all other subdivisions of five or more parcels or lots. Prior to recording, final maps and parcel maps are reviewed by staff and the Planning Commission to ensure that they are substantially the same as the approved tentative map. (NOTE: the 24 month time period for filing the parcel or final map may be extended pursuant to State planning law and Town ordinance. Check with the Planning Department for more details.)

How Long Does It Take?

It usually takes between 4 and 12 months from the time a preliminary map is submitted and a tentative map is approved. The length of time will vary depending on the subdivision design and the conditions of the land proposed for division. As discussed above, once the tentative map is approved, the subdivider has a minimum of 24 months to record the subdivision.

When Does The Planning Commission Meet To Review Tentative Maps?

The Planning Commission holds regular evening meetings at 7:00 p.m. on the 1st and 3rd Wednesdays of the month in the Council Chambers at Town Hall. Planning staff advises the Planning Commission at these meetings.

Appeals

Revised 10/09/19

Any person dissatisfied with the decision of the Planning Commission may appeal to the Town Council. The appeal must be filed with the Town Clerk within 15 days of the Planning Commission decision by completing appropriate forms and paying a required filing fee and deposit. The deposit will be used by the Town to prepare a report to the Town Council on the appeal. The Town Council will normally hear the appeal at its next regular meeting after filing of the appeal.

Are There Any Special Concerns I Should Be Aware Of?

Yes. The Town's General Plan stresses that all new subdivisions must be designed to be in harmony with the character of the natural environment of the Town. This means that careful review will be given to ensure the protection of natural vegetation, topographic features, and drainage. Subdivisions that propose substantial alternation of the natural conditions will normally not be approved. REMEMBER, THE STATE SUBDIVISION MAP ACT REQUIRES THAT THE PLANNING COMMISSION FIND THE SUBDIVISION TO BE IN FULL COMPLIANCE WITH THE TOWN'S GENERAL PLAN.

Also, the Town has very special and important geologic hazard mapping and application review policies and procedures. These affect all applications to varying degrees. You may have to file more than one application in support of your request. Please check with the Planning Department regarding these matters PRIOR to preparing any development plans.

CONSENT AGENDA

Mayor Derwin said that in this time of transition, Portola Valley is reviewing the current policies, practices, and procedures to make sure they are still timely, up-to-date, and equitable for all. She said because of the much more complex issues the Town is dealing with, the current agendas are much longer. In order to be respectful of everyone in the virtual audience and to make sure that everyone can speak, the three-minute speaking rule will be enforced for everyone. She said has been standard practice at all City Councils in San Mateo County, as well as the elected boards and commissions. She said if someone feels they have more substantial comments than can be relayed in three minutes, he or she is welcome to write to any of the Councilmembers or to staff. Another change suggested tonight is a new approach to the Consent Agenda, recommended by Town Attorney Silver. Mayor Derwin will call for any public comment on the Consent Agenda. Councilmembers may choose to accept the public comments without pulling the item or they can ask to pull that item for further discussion. If an item of concern to a public member is not pulled, the public member is always free to follow up with the staff or a Councilmember. She asked members of the public to contact staff regarding consent agenda items they have questions about prior to the meeting, if possible. She said they will discuss on an agenda item next year whether or not they will continue to provide minutes in the curious hybrid verbatim manner or will transition over to the more standard practice of more general minutes that capture motions and the major substance of a discussion. In the meantime, Town Attorney Silver suggests that if the public has corrections to the minutes, they should raise the corrections off line with Town Clerk Hanlon prior to the meeting. Since Council meeting minutes are not intended to be verbatim minutes, corrections should be made only when the substance of a discussion was inaccurately transcribed. Although there is generally no need to do so, if the public wishes something to be added to the minutes, they should speak to Town Clerk Hanlon prior to the meeting.

Mayor Derwin invited comments from the public on the Consent Agenda.

- (3) **Approval of Minutes** – Town Council Regular Meeting of November 11, 2020.
- (4) **Ratification of Warrant List** – November 25, 2020, in the amount of \$175,284.16
- (5) **Approval of Warrant List** – December 9, 2020, in the amount of \$135,502.41.
- (6) **Recommendation by Finance Director** – Review and Approval of Amendments to Finance Analyst Job Description
- (7) **Appointment by Mayor** – Member to the Conservation Committee
- (8) **Recommendation by Town Manager** – Response to San Mateo County Grand Jury, Ransomware
- (9) **Recommendation by Town Manager** – Extension of Local Emergency Declaration in Response to Novel Coronavirus (COVID-19)

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

REGULAR AGENDA

STAFF REPORTS & RECOMMENDATIONS

- (10) **Discussion and Council Action** – Discussion of Public Right-of-Way on Alpine Road at Corte Madera Road and available options for Designation as Open Space

Public Works Director Young introduced the Town's Consultant Land Surveyor, James Renfo. Public Works Director Young presented the public right-of-way options on Alpine Road at Corte Madera Road,

providing the background and the discussion items and options, as detailed in the staff report. Staff recommended the Town Council consider options for an open space designation to the "Road Remnant" on Alpine Road at Corte Madera Road and provide direction to staff for next steps.

Town Manager Dennis noted that letters of support for both Options 1 and 2 were received from Judith Murphy, Jon Silver, and Lennie Roberts.

Mayor Derwin invited questions from the Council.

Councilmember Richards asked, with regard to the public agencies that may be utilizing or have an interest in the right-of-way, if this is for things like possible storm drains or pipelines. He asked if there were likely very many hidden unknown issues. Public Works Director Young said that could be an assumption but no one can guarantee it until the title reports are reviewed, and calling USA to find out exactly what utilities are there.

Councilmember Richards said the report mentions the possible need to use the right-of-way for road purposes or existing utilities. He said since there is a 100-foot right-of-way coming all the way up the hill, he asked if there was an anticipated need to have a wider right-of-way there. Public Works Director Young said these are proposals. He said on Alpine Road heading toward the school it is 90 feet and going toward Willowbrook it is 100 feet, which is consistent with a comfortable right-of-way. He said that will likely provide enough room for utilities or any future bike/ped projects in that area of road widening. He said there are no such plans now or in the near future and they are looking far into the future, 30 to 60 years from now.

Councilmember Richards asked if there are currently annual maintenance costs. Public Works Director Young said it is being mowed. He also noted there are trails through the area that will be maintained as part of the right-of-way. He said open space maintenance is headed toward a different direction. He wanted to point out that if this is open space that is categorized with the rest of open space, there may be different expectations from the Conservation Committee that equate to potential extra costs such as weeding, fire mitigation, etc.

Councilmember Richards said Option 2 mentions amending the Zoning Ordinance and General Plan. He asked if it would be possible to specify that the current road alignment would remain the same as it is now, so that it wouldn't be an option to change it at a future date. Public Works Director Young said he would defer to the Planning Director but he believes that is not possible; however, the General Plan could be changed if a road needed to be realigned.

Councilmember Richards asked if providing an easement would require a survey but not parcelization. Public Works Director Young said they would not have to parcelize it but would have to come up with some basic survey to provide a description to the third party.

Councilmember Richards asked if Item 4 would require a zoning change to avoid an issue with the current zoning creating a noncompliant lot. Public Works Director Young said that it would potentially require a zoning change.

Vice-Mayor Hughes asked if Option 2 required amending both the Zoning Ordinance and the General Plan. Planning & Building Director Russell said an important concept is that the Zoning Map and the General Plan should be consistent. She said, as has been discussed regarding this property, the General Plan Map is challenging to interpret so they would have to make an interpretation of the General Plan Map and confirm the understanding of the application of the greenways and how it is applied. She said it is likely they would need both the Zoning Map Amendment and General Plan Amendment.

Vice-Mayor Hughes said Options 3 and 4 seem to be taking away a property right currently enjoyed by the general public. He asked what that process is like. Public Works Director Young said the Town would have to relinquish the right-of-way, which was provided to the County and then to Portola Valley. The public process is to go to the Council to relinquish the right-of-way. Vice-Mayor Hughes asked if the

Council has the authority to do that or if it requires the authorization of a higher power. Town Attorney Silver said that right is relinquished via a Street and Highway Code abandonment process. She said the Council needs to make the finding that the right-of-way is no longer needed for right-of-way or utility uses. If that finding can be made, State law allows the Town to formally abandon the right-of-way. She said since the Town owns the property in fee simple, they would just be relinquishing the ability to use it as a right-of-way. If it were owned in easement, then the underlying property owner would be able to use the property without the burden of the easement. Vice-Mayor Hughes said in this case all of the property currently has a right-of-way on it. He asked if the right-of-way would be reduced with the remainder being an unparcelized piece of property that would be treated as described in the General Plan. He asked if there was such as thing as an unparcelized property that was not a right-of-way. Town Attorney Silver said it is an awkward and uncommon situation but it does occur. She said it would be a difficult parcel to develop for those reasons which is why these options are difficult to administer.

Consulting Land Surveyor Renfro said, in response to the idea of reducing the right-of-way through the portion to be used only for right-of-way utilities, that the abandonment process does not parcelize the land but abandons the rights-of-way. Since the Town owns it in fee, that would generally go through the process of reversion, which then requires going back in time to find out who originally owned the land. As the Town abandons that portion, it reverts to the previous landowner and is not parcelized over that mechanism. He said it is a research project to find out who owned the land when it was granted to the Town and it generally reverts back to that entity. Vice-Mayor Hughes asked if the Town would potentially lose ownership if selecting Option 3. Mr. Renfro said if the Town abandons the right-of-way it will revert back to whoever owned it before and the Town would lose ownership. It would not become a parcel.

Councilmember Wernikoff asked what the downside is of Option 1, which appears to be the fastest and least expensive route. Town Manager Dennis said Options 1 and 2, in particular, are only as permanent as any future Council action, so a future Council could make changes, rescind the resolution, pass a new resolution, or change the General Plan or Zoning to have a different use, which is true with all manner of property in town. Town Manager Dennis said staff wanted to present a range of options so included Options 3 and 4, which are more complicated. He said that, based on the community involvement last year, there was some interest in finding an option that was the most protective. However, the most protective options are also the least likely to occur or are very onerous.

Mayor Derwin asked how Options 1 and 2 would work. She said Option 1 is quick, easy, and inexpensive. She asked if Option 2 added another layer of protection. She asked if Option 2 could be done during the General Plan update in the next two years. Town Manager Dennis said staff's recommendation is that the Council pass a resolution for Option 1 fairly quickly and then direct staff to include Option 2 as part of the General Plan update. Staff does not recommend opening up the General Plan and Map for this individual purpose because it makes more sense to do it all in one swing.

Town Attorney Silver said there is a restriction that allows the General Plan to be updated no more than two times a year. Therefore, staff advises doing all amendments at one time in case a need arises to make another amendment.

With no further questions from the Council, Mayor Derwin invited comments by the public.

Helen Quinn, 10 Bear Paw. Ms. Quinn said staff has done a good job laying out the options. She said Option 1 plus Option 2 is the best choice. She said without getting into all the complications, it gives the community assurance that this Council and the upcoming General Plan have said the purpose of the land is either for the road, open space, trails, or utilities when necessary. She said this will be put into the record as the decision of the Council.

Betsy Morgenthaler thanked the staff and Council for the expansive view of the options and the level of precision, which she truly appreciates. She supported both Options 1 and 2 because they work together in tandem.

Danna Breen said there are close to 700 signatures supporting the designation of this land. She said Jon Silver has another 500 on his online petition. She said everyone is excited and enthusiastic to see this move forward. She wholeheartedly supports and agrees with Lennie Roberts' letter and is grateful for her wisdom. She said once Option 1 is in place, she can begin to collect the pledges.

Valerie Baldwin, Echo Lane. Ms. Baldwin agreed with Ms. Morgenthaler and Ms. Breen. She said that land is a wonderful, magical place, and would like to see it stay as Town Open Space.

Nona Chiariello said she submitted a letter tonight. She thanked the Council for returning to the question of Open Space protection for the Alpine Road remnant. She thanked Town staff for outlining the options. She was supportive of Options 1 and 2. She said the background section of the report states the road remnant is an existing extra wide section of Town public road right-of-way but Option 1 proposes a resolution to utilize the public right-of-way portion of the road remnant for open space purposes. She said if Option 1 is adopted, the Town's resolution should explicitly indicate that it pertains to the entire road remnant. She said it is understood that permanent protection for the road remnant cannot be guaranteed, but there should be a guarantee of the Council's intent via explicit language and maps. She said if Option 2 is adopted, it should entail amending both the Town Zoning Map and the General Plan Map in ways that are unambiguous and in agreement with one another about the Council's intent to protect the road remnant. She urged the Council to go a little further to strengthen Options 1 and 2 by recognizing in the resolution and in the General Plan when it is revised that the road remnant is not just an aesthetic element of the Scenic Corridor but also a buffer element for Frog Pond Open Space, so that if there is a future Council decision about using the road remnant in other way, it should require some kind of determination of the potential effects on the Frog Pond environment.

Deborah DeFillippo said she moved to the Portola Valley Ranch in 1986. She thanked all the Councilmembers for the amount of work and research that they all do and the time spent in service. She was supportive of Options 1 and 2. She also urged it to be strengthened to preserve it always as open space. She said the beauty of that unobstructed view, the serenade of the Frog Pond, and the ability of the children to go there is valuable and she is worried it will be disturbed if the remnant is not open space. She said it taught her sons and their friends to love nature and the environment.

Gary Morgenthaler, 4678 Alpine. Mr. Morgenthaler thanked staff and Council for the careful, detailed, and meticulous good faith effort to outline and delineate options for the community and be responsive to the concerns of the community and move the community forward. He was supportive of Options 1 and 2, which reflects what the community understood to be the will of the Town Council at its December 11, 2019, meeting.

Angela Hey said she does not understand the difference between an open space easement and a conservation easement. She asked if a conservation easement should also be considered. Public Works Director Young said that the Open Space Committee and the Conservation Committees were involved in the decisions made at the December 2019 Council meeting. He said the commitment was to the Open Space designation and not a conservation easement. Ms. Hey asked if the Town should be going further if they are trying to conserve space for the frogs. Public Works Director Young said the Open Space easement will be defined via the resolution. Ms. Hey said it bothers her that Bedwell Park at the end of Marsh Road is permanently designated open space and she is not sure there is enough permanence being dedicated to this open space. Town Attorney Silver said the word easement is being confused with a General Plan designation. She explained that a piece of property is designated as open space in the General Plan, which means that property can only be used for Open Space, land use designation. A conservation easement is a tool that is used to preserve property essentially as open space or in its natural state, a legal mechanism used to actually implement the General Plan designation. She said Bedwell Bayfront Park is an open space park that is owned by the City, the General Plan designation is open space, and it can only be used as a park. Since it is owned by the City and operated as a park, there is no need for implementing a further conservation easement in that situation. She said the staff report talks about using a conservation easement tool to further protect this piece of property, but there are some hurdles with that. She said members of the public noted that, for example, sometimes if a conservation easement is given to other nonprofits, they may take the land out of service in order to bring it up to certain maintenance levels.

Kristi Corley thanked staff for the thorough report. She asked if PVSD had any comments on this issue. She said the Corte Madera group uses it for their mile run twice a year in their PE class. Town Manager Dennis said they have not communicated directly with the school and wanted to provide Council with potential options and receive direction before having those kinds of conversations. Ms. Corley said she supports open space and supports the Corte Madera children continuing to use that for their mile run. She asked if changing the Zoning and General Plan is only for that corner or if it affects the whole Scenic Corridor in any way. Town Manager Dennis said this is only for the road remnant and not for other portions of right-of-way or other properties. Ms. Corley asked if it starts a precedent for what might be done in the future with other pieces of land on Alpine Road. Town Manager Dennis said it did not.

With no other public comments, Mayor Derwin closed the public hearing and brought the item back to the Council for discussion.

Vice-Mayor Hughes said prior to the discussion, he wondered if Option 3 and 4 were even possible – granting an easement on a piece of property that does not belong to the Town. He said if the public right-of-way is removed first, then the land reverts to its former owner, and the Town could not then grant an easement, making Options 3 and 4 not possible. Mr. Renfro said that if the Town abandoned the right-of-way and the land reverts to the previous owner, the Town would no longer have rights to the property. The Zonings in that area are one and two acres and the road remnant is only approximately 29,000 square feet, so it is a noncompliant area if they were thinking of parcelizing and preserving it in that manner.

Councilmember Richards said his understanding is that the corner could be parcelized, change the zoning, and make it into a separate parcel, basically using Option 4, without having to go through the reversion it back to the previous owner. Vice-Mayor Hughes said they can't grant the easement without first removing the public right-of-way, in which case it would revert. Mr. Renfro said if the right-of-way is abandoned, then it does revert. If the property is parcelized, then they have to be compliant with the Map Act and current Zoning. He said changing the zone from one acre or two acres is very difficult because it would be the creation of a spot zone. He said it would probably be difficult to come up with findings to allow that type of high-density zoning in an area that is not already currently high density. He said it is theoretically an option but with very low probability of success.

Vice-Mayor Hughes said if this is a spot zone, it would be difficult to create a zone that applies to only two-thirds of an acre, surrounded by lower density. He asked if Option 2 was even an option. He asked if the Zoning Map could be changed to apply to just this two-thirds of an acre piece of land. Mr. Renfro said Option 1 resolves that it remains in Open Space and to amend the Zoning and General Plan to add further protections would most probably apply to a larger area and not just the road remnant. He said there are areas toward Town and further south that are outside of the traffic element, the 90- and 100-foot rights of way, that these overlay zones would most likely apply, which would result in more benefit. Vice-Mayor Hughes asked if that would have a broader zoning covering not just this piece but also everything outside of the 100 feet along the scenic corridors that would pick this up but might pick up a couple other things as well. Planning & Building Director Russell said if they were going to undertake this as part of the General Plan amendment, they would look at it more comprehensively and it would be appropriate to designate certain areas as Open Space so they didn't run against these issues related to spot zoning because there would be clear policy intent behind it. She said there may still be possibilities and she agrees with Mr. Renfro's points, but they have not yet considered all of the possibilities before getting direction from the Council. She said it is possible but challenging to create a Zoning Map amendment that would be in the very immediate term, but it would be very appropriate and not particularly challenging to undertake it as part of the General Plan amendment process.

Vice-Mayor Hughes said his concern is committing to something tonight that turns out later to be technically impossible, so he is trying to make sure the legally impossible options are ruled out. He wanted to be sure that if they go with Options 1 and 2 and Option 2 involves creating a Zone and updating the General Plan, that will be possible to do. Planning & Building Director Russell said it will be relatively easy to fit into an overall General Plan amendment. She said they can also do additional research on the feasibility of doing the Zoning Code element in the nearer term if desired.

Councilmember Aalfs said there seems to be a consensus among the Council and the public that Options 1 and 2 are a good approach. He asked if anyone thought Option 1 without 2 or 2 without 1 was preferable.

Vice-Mayor Hughes said he has always been supportive of Option 1 and is not completely opposed to Option 2. He said he is not convinced that Option 2 adds much value considering it can be changed again by any future Council although it would require a slightly more substantial process since it will be embedded in the General Plan and Zoning Code in order to change it again. He said given that and the time and cost needed to figure out all the technical details of how to create the zone and integrate it into the General Plan, he is not sure it would be worth the cost and staff time, but he will support it if that is the general consensus.

Councilmember Aalfs said he supports Option 1 and Option 2.

Councilmember Richards agrees with Vice-Mayor Hughes and would be satisfied with a strong, specific and clear resolution. He appreciated the value of making it more complex for a future Council to undo, but agrees that it may not create a very significant barrier to change it. He supports Option 1 and would support Option 2 if he could be convinced it would not be too onerous a process and would have a better result.

Councilmember Wernikoff agreed with Councilmember Richards and Vice-Mayor Hughes. She said Option 1 is the path of least resistance and hits the goal in the least expensive and quickest way. She said Option 2 would double the time and cost and questioned how to quantify the value of the result.

Mayor Derwin supported Option 1 and Option 2. She said future Councils could be very different from today's Council and this shows the intent and this Council's desire to protect this piece of property, and it would make it more difficult to change it. She asked Planning & Building Director Russell if Option 2 would be very onerous and expensive if they do it as part of the General Plan update. Planning & Building Director Russell said they have not gone through the exercise of deciding the scope of the General Plan update but it is on their task list. She said if the Council sets it as a priority, she does not think it would be extremely onerous. She said it would be appropriate for the Town to undertake an evaluation of the current map of the greenways designation and ensure that the Town's values are expressed in the map. She said they would be doing much of that work anyway and this would not add significantly additional work as long as they assume they incorporate that into the scope of what they will be doing.

Councilmember Aalfs said when he said he supports Option 1 and Option 2, he is assuming that Option 2 is part of the larger process, which he agrees needs to be undertaken in the near future. Mayor Derwin agreed.

Vice-Mayor Hughes suggested adopting Option 1 and asking staff to bring the resolution as soon as possible to act on, and then leave Option 2 on the table without a firm commitment to do it. He said he is still concerned about how the technical aspects will play out as the General Plan is revised, looking at what the zone would include and how allowed uses would even be defined on that piece of land. He said there will be messy details that will take time, even if considered a part of the broader General Plan update, requiring a fair amount of work to capture whatever is desired for whatever this zone designation is. He supported firmly committing to Option 1 and leaving Option 2 on the table, so they can back out if it turns out to be technically too difficult.

Town Manager Dennis said if the Council directs staff to do the resolution, it can come back fairly quickly. He said the Council can also direct staff to look at this as part of the General Plan update, which may be a more affirmative way of saying that they should look at it and, as part of the update, report back to say they find it to be relatively easy or that it won't work. He said the General Plan update is not happening any time soon so there is some time. Mayor Derwin asked if the General Plan update might happen in 2022. Town Manager Dennis said he suspects it will be later than that, but they may be doing some work on it in 2021 and 2022. He said the first work that will happen is around the Housing Element. He said

using a conservative estimate, the General Plan update will take two to three years that is not anticipated to begin in any significant way for a while.

Councilmember Aalfs asked if the resolution could contain a reference to the upcoming General Plan amendment to state the intention to include this as part of a larger General Plan amendment looking at Open Space treatment of comparable land. Town Manager Dennis said it could.

Mayor Derwin asked that it be written strong enough to capture the Council's commitment to try to do this. Town Manager Dennis said there are many ways to capture the sentiment of the Council and what the residents have expressed.

Councilmember Richards said he agreed with including in the resolution to look at it as part of the General Plan update, with specific and strong language.

Vice-Mayor Hughes moved to direct the staff to draft a resolution expressing the Council's intent to designate the road remnant piece as Open Space and further to express the Council's intent to examine the General Plan and Zoning change amendments in connection with the Town's General Plan Update process. Seconded by Councilmember Richards; the motion carried 5-0 by roll call vote.

Town Manager Dennis noted that a hand was raised while the Council was deliberating. He advised that once the public comment section is closed, public comment is no longer allowed.

Mayor Derwin called for a five-minute break.

(11) **Report by Town Manager** – Update: Wildfire Building Code Update

Town Manager Dennis presented the Wildfire Building Code Update, the background, and discussion items, as detailed in the staff report. He reported that ASCC is expected to review the draft changes at their January 25, 2021, meeting.

Mayor Derwin invited questions from the Council.

Vice-Mayor Hughes asked for clarification about multi-paned tempered glass windows with mesh screens. Councilmember Richards said this refers to interior screens for skylights.

Councilmember Richards said 2(i) recommends non-combustible or IPE decking and fencing. He said IPE is not really a sustainable product and would not recommend it. Town Manager Dennis agreed and said that is included in their further conversations. He said this document is a reflection of what was initially adopted and they are aware of those concerns.

Mayor Derwin invited questions or comments from the public. There were none.

(12) **Study Session** – Budget Study Session 1

Town Manager Dennis led the study session, providing background, and discussion items as detailed in the staff report. Staff requested that the Council participate in the study session and provide staff guidance on next steps.

Mayor Derwin invited questions from the Commission.

Councilmember Wernikoff said trend analysis, including some past years, has been hard to get a sense of as a new person. She said it feels like one thing missing is a topline report that pulls all of the different elements together where some key performance metrics can be pulled out to look at on an ongoing basis. She asked, because this is a new tool, if staff looked at best practice reports from like-sized towns, that create kind of canned reports that are topline strategic performance metric type of reporting versus just the data. Town Manager Dennis said having all of the data from previous budget cycles and actuals in

RESOLUTION NO. _____-2021

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
DESIGNATING THE PORTION OF TOWN PUBLIC RIGHT OF WAY KNOWN AS THE
“ROAD REMNANT” FOR OPEN SPACE PURPOSES**

WHEREAS, the Town of Portola Valley was founded on goals, as stated in the General Plan, “To preserve and enhance the natural features and open space of the planning area because they are unusual and valuable assets for the planning area, the Peninsula and the entire Bay Area”, and;

WHEREAS, opportunities to enhance the Town’s open space provide valued recreational opportunities, scenic open viewsheds, and wildlife environments, and;

WHEREAS, the road remnant and proposed open space purpose area is on Alpine Road at Corte Madera Road, as depicted on the attached location map and diagram, dated 4/19/2021 with an approximate area shown of 59,965 square feet (referred to as “Road Remnant”), and;

WHEREAS, the Road Remnant has been enjoyed as a place of contemplation and tranquility for many years, and;

WHEREAS, the adjacency of the Road Remnant to Frog Pond Open Space benefits the pond with complementary habitat where people can observe, listen to and appreciate a beloved fixture of the Town’s commitment to open space principles, and;

WHEREAS, on December 9, 2020, the Town Council, after considering a staff report on options for the Road Remnant, directed staff to prepare a resolution designating the Road Remnant for open space purposes, and;

WHEREAS, as the Town begins a comprehensive General Plan update, staff will provide the Town Council with recommendations related to the Road Remnant’s permanent zoning designation and status in the Trails and Paths and Open Space Elements, and;

WHEREAS, the Road Remnant and proposed open space purpose area is and remains an existing Town public right of way with all its continuing rights as dedicated, including but not limited to trails, transportation, and utilities, and;

WHEREAS, designating this portion of the right of way for open space purposes ensures a new level of stewardship of the identified area by the Town, as appropriate and needed

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Portola Valley, California, that the Town of Portola Valley designates the property known as the “Road Remnant” for open space purposes.

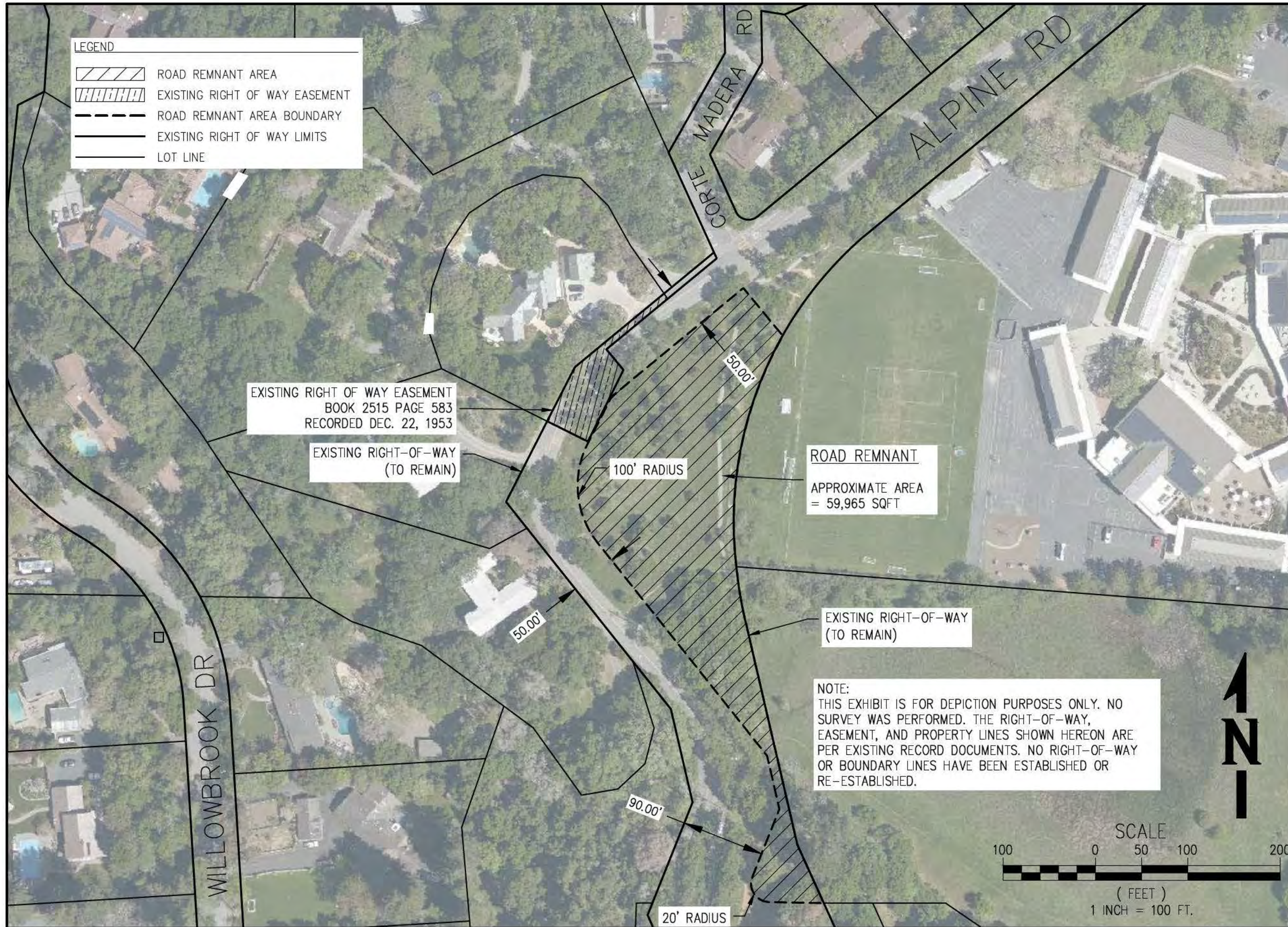
PASSED AND ADOPTED this 12th day of May 2021.

Mayor

ATTEST:

Town Clerk

DATE: 5/5/2021 9:40 PM [AUTHOR: george.palmiter] [PLOTTER: DWG To PDF.pc3] [STYLE: WHP-Standard.ctb] [LAYOUT: 11x17]
[PATH: i:\Shared\Survey\PROPOSALS\276_ORG_Walnut_Creek\20201006_Portola_Valley_Parcel_Map\Drawings\Right-of-Way Exhibit - Revised 2.dwg]



LEGEND

	ROAD REMNANT AREA
	EXISTING RIGHT OF WAY EASEMENT
	ROAD REMNANT AREA BOUNDARY
	EXISTING RIGHT OF WAY LIMITS
	LOT LINE

EXISTING RIGHT OF WAY EASEMENT
BOOK 2515 PAGE 583
RECORDED DEC. 22, 1953

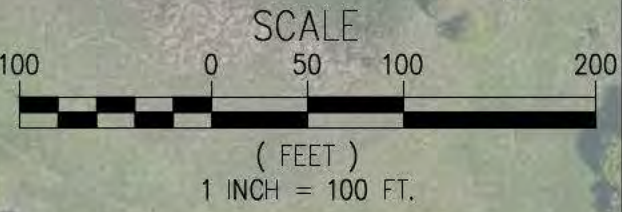
EXISTING RIGHT-OF-WAY
(TO REMAIN)

100' RADIUS

ROAD REMNANT
APPROXIMATE AREA
= 59,965 SQFT

EXISTING RIGHT-OF-WAY
(TO REMAIN)

NOTE:
THIS EXHIBIT IS FOR DEPICTION PURPOSES ONLY. NO
SURVEY WAS PERFORMED. THE RIGHT-OF-WAY,
EASEMENT, AND PROPERTY LINES SHOWN HEREON ARE
PER EXISTING RECORD DOCUMENTS. NO RIGHT-OF-WAY
OR BOUNDARY LINES HAVE BEEN ESTABLISHED OR
RE-ESTABLISHED.



NV5
3050 Citrus Circle, Suite 203
Walnut Creek, CA 94598
925-955-1401 www.NV5.com

REVISIONS		NO.	BY	DATE	REMARKS

SHEET INFO		DATE	DATE
DRAWN	GP	4/19/2021	4/19/2021
CHECKED	JR		
LAST EDIT			
PLOT DATE			

ATTACHEMENT: Location Map & Diagram
TOWN OF PORTOLA VALLEY, CA

PROJECT NUMBER: N/A
DRAWING FILE NAME: _____
SCALE: 1" = 100'

The first reading of the Ordinance adding Home Hardening to the Building Code has been continued to the May 26 Town Council Meeting.



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Michael Tomars, Chair of the Wildfire Preparedness Committee

DATE: April 15, 2021

RE: Recommendation to Ban the Flammable Five Trees

A handwritten signature in black ink, appearing to read "Michael Tomars".

RECOMMENDATION

The Wildfire Preparedness Committee (“Committee”) recommends that the Town Council (“Council”) ban new plantings of the “flammable five” trees (i.e., Juniper, Cypress, Acacia, Pine, and Eucalyptus).

This recommendation further supports the Committee’s ongoing efforts to develop a basic structure for promoting wildfire resiliency and represents the Committee’s evaluation of additional means for creating high impact, mandatory vegetation management programs.

BACKGROUND

On April 10, 2019, the Town Council created the Committee to address outstanding wildfire resiliency issues. Its charter, adopted in May 2019, states the following:

“Given the inherent risk of wildfire in Portola Valley and the changing character of wildfires due to climate change, the Ad Hoc Committee on Wildfire Preparedness shall advise the Town Council, on a limited duration basis, on ways to reduce wildfire danger, and increase resident resiliency in a wildfire emergency.”

The Committee presented its working proposals for a second set of recommendations to the Town Council on November 11, 2020.

DISCUSSION

Of the six proposals made to the Town Council in November 2020, the following three were determined to be more appropriate for inclusion in the Woodside Fire Protection District’s (WFPD) Fire Code than the Town’s Municipal Code: (i) prohibitions on vegetation within proximity of an underground transformer; (ii) a total of 200 feet of defensible

space on properties with a slope of greater than 30%, as defined by the code amendment; (iii) WFPD-approved vegetation management plans for all properties above 50 acres, regardless of ownership model.

The Flammable Five recommendation was reviewed by Town staff and the WFPD. Such reviews determined that this recommendation would be best situated within the Town's Municipal Code.

All the Flammable Five trees have a few things in common: are non-native species, contain resin, and are highly flammable. Tree resin is a natural, sticky substance that trees use to seal any wounds and is highly flammable. Eucalyptus leaves in a wildfire can spread embers over a mile away. Pine trees in particular are unfortunately abundant in town.

By officially banning the flammable five, both residents and licensed landscapers will be informed of their dangers. The ASCC and town planners can also condition new construction approval based upon the exclusion of these highly flammable plants. An official ban will also enable a formal marketing program around the Flammable Five that will encourage removal of these highly flammable species.

Additionally, the Committee recommends removal of the following two types of high-risk vegetation: Coyote Brush and Broom. But neither of these two non-native invasive are intentionally planted and therefore do not require an official ban.

The remaining two recommendations (i.e., funding vehicle for financing town cleanup, and cleanup of Right of Way (ROW) through clearing target hazard trees and underbrush) will be addressed in a separate memorandum.

FISCAL IMPACT

There is no perceived fiscal impact associated with the recommendation of the Chair of the Wildfire Preparedness Committee.

ATTACHMENT

1. 2020 Ad Hoc Wildfire Committee Recommendations, October 2020 Committee Meeting

ATTACHMENT #1

2020 Ad Hoc Wildfire Committee Recommendations



CZU Fire

1,487 structures
destroyed

925 residences

Worst Case

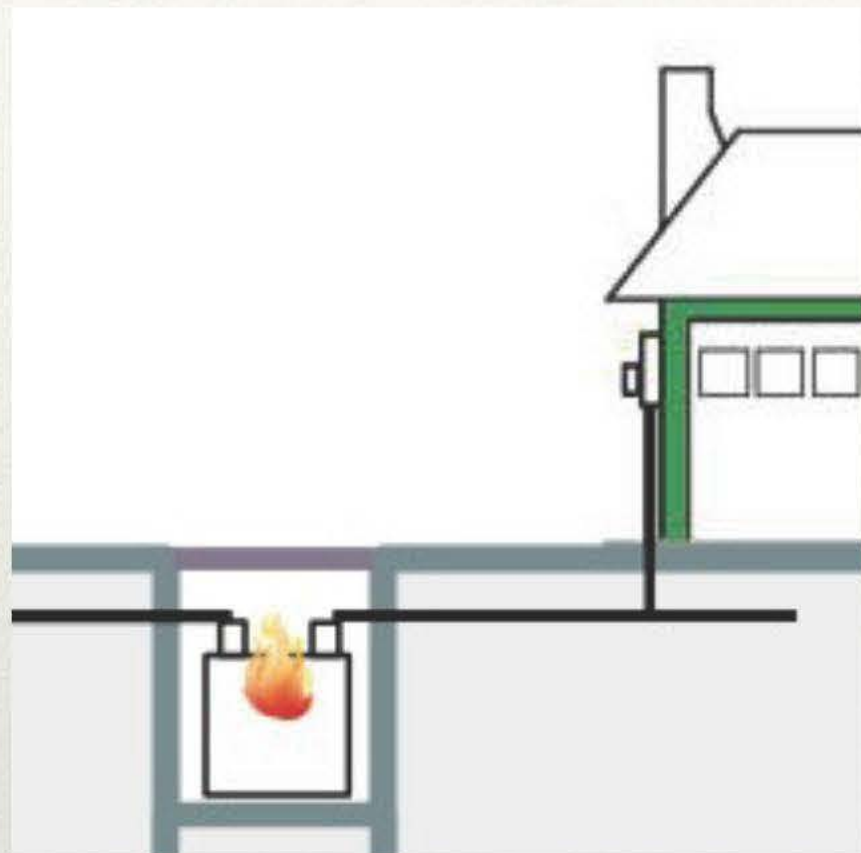


(Before): Mike Evans, co-owner of Tree of Life native plant nursery in Southern California, built this cabin over the course of three years. The cabin was carefully designed for fire safety, there was 100' clearance to mineral soil in all directions, and the forest understory was cleared for hundreds of yards all around. Both photographs by M. Evans.



(After): The Cedar Fire of 2003 burned so hot that the structure fire started on the inside: a piece of furniture, a pillow, a towel, the tablecloth (who knows?) ignited, perhaps spontaneously.

Post CZU Wildfire Recommendations



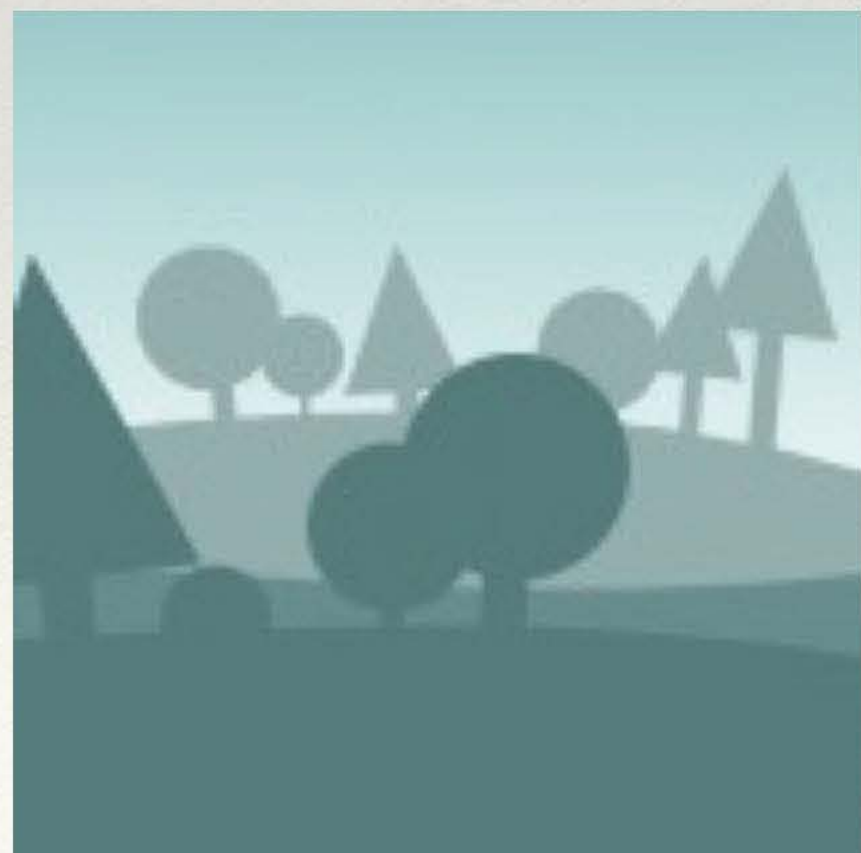
Underground Transformer Regulation



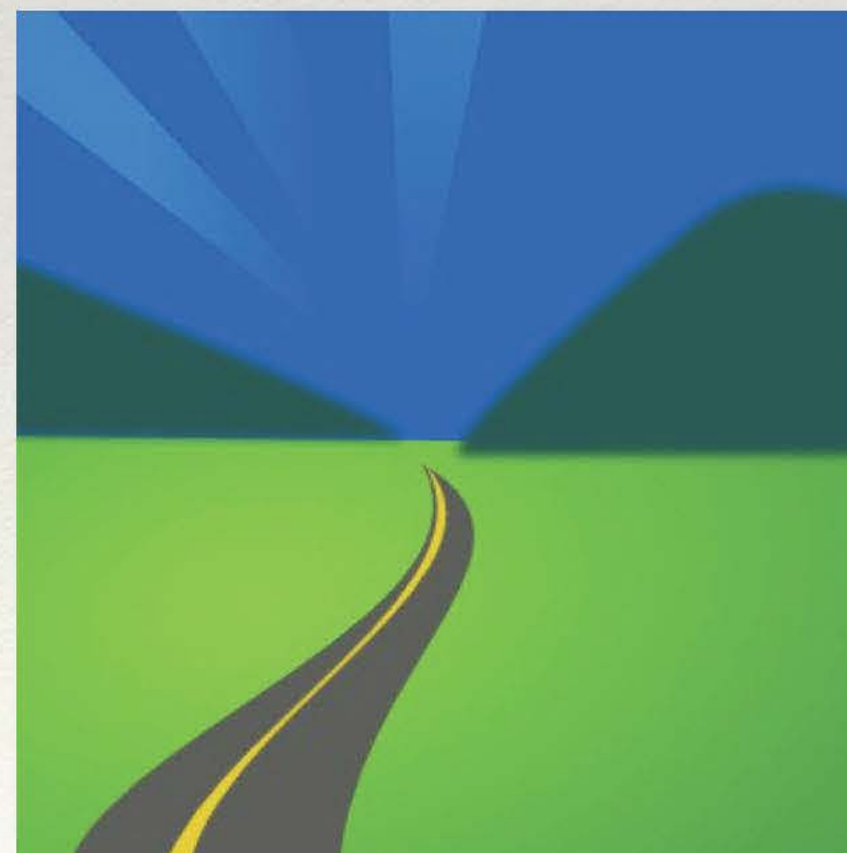
Ban the Flammable Five



Steep Slope Regulations



Undeveloped Land Regulations

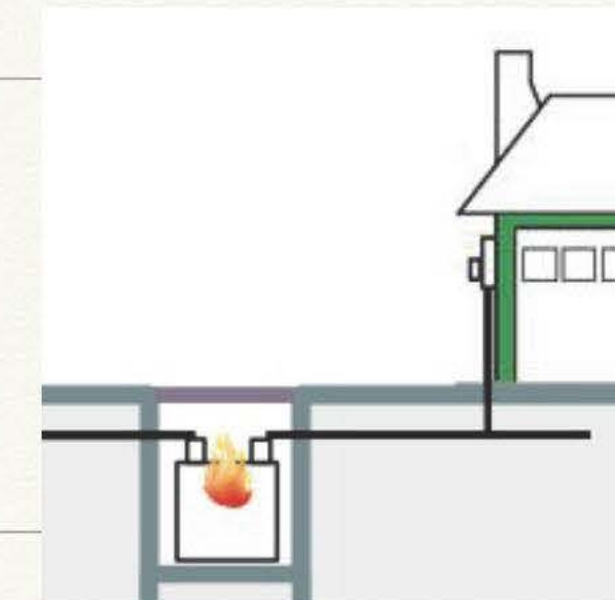


Town Owned Roadway & Property Cleanup

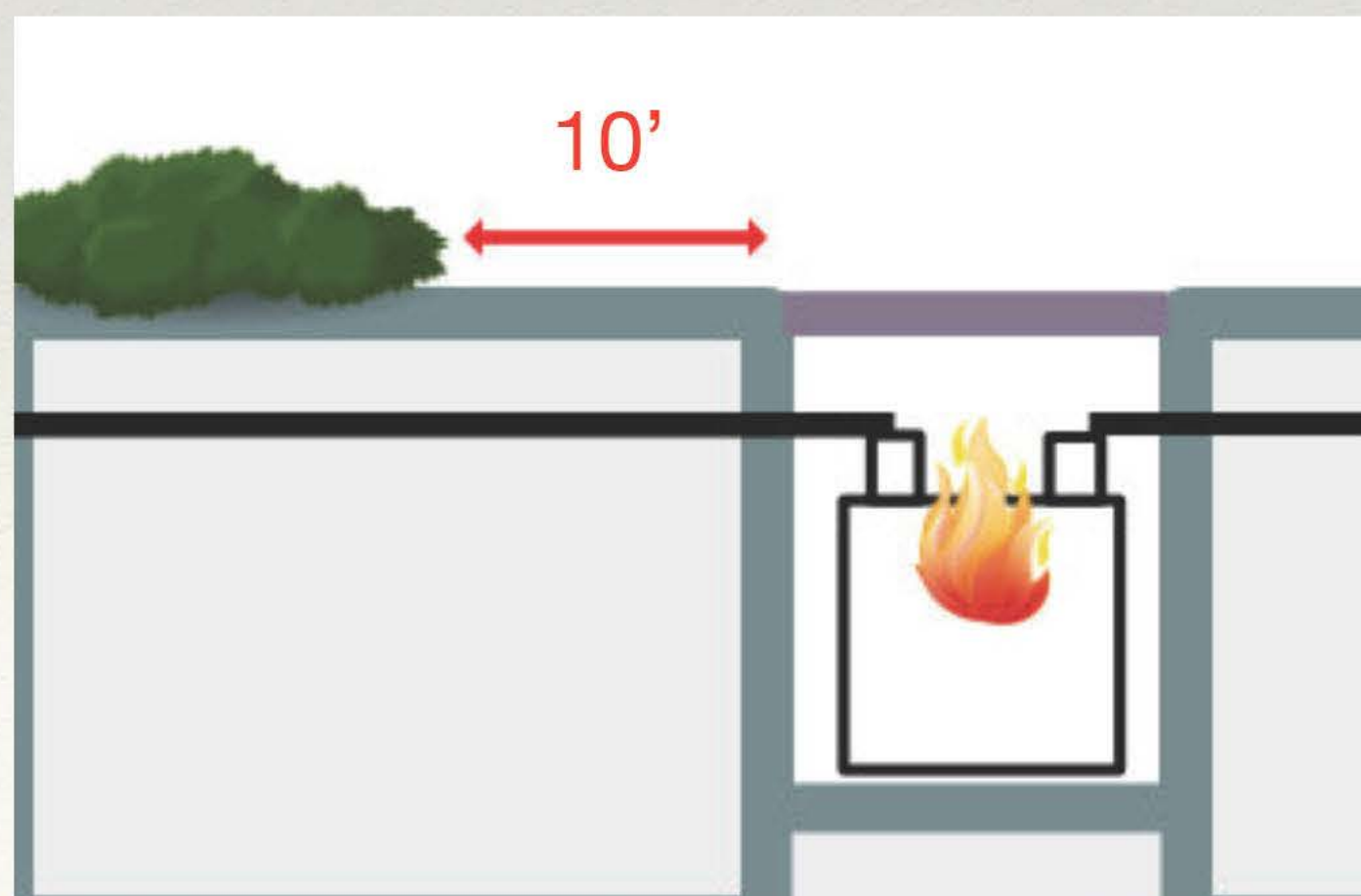


Financing Town Cleanup

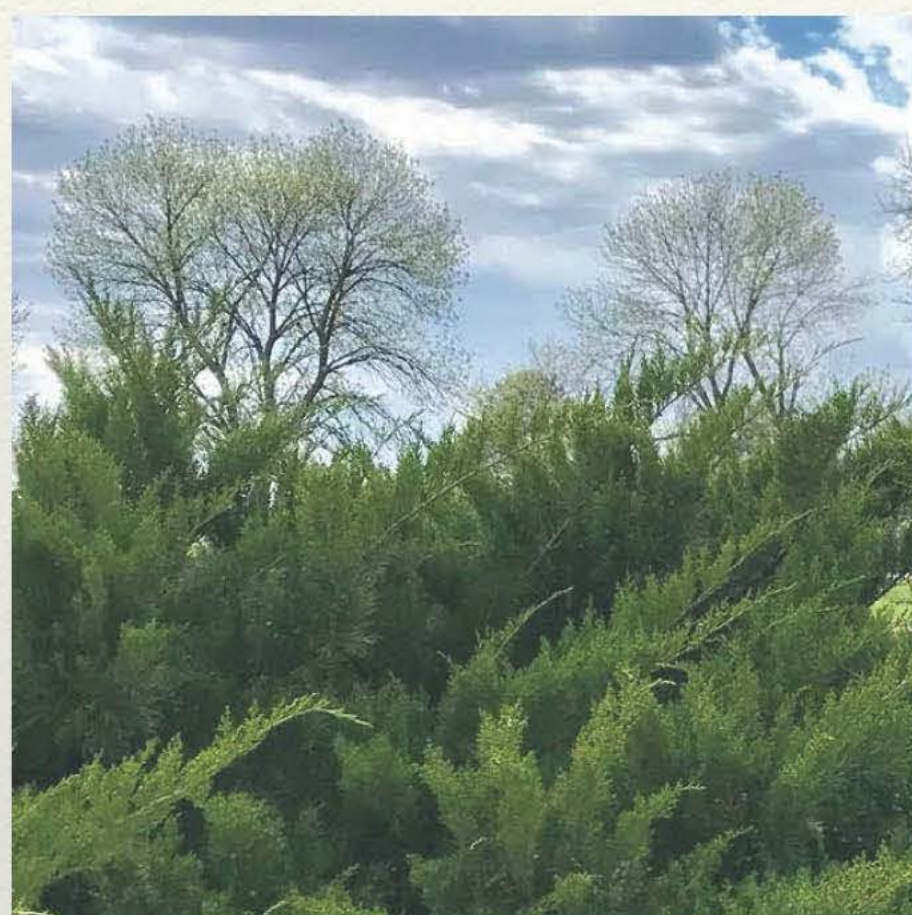
Underground Transformer Regulation



- ❖ On September 8th, an underground transformer blew up in the Ranch
- ❖ The cover flew off and open flames were visible
- ❖ WFPD regulation prohibiting planting within 10' of transformer cover



Ban Planting the Flammable Five



juniper



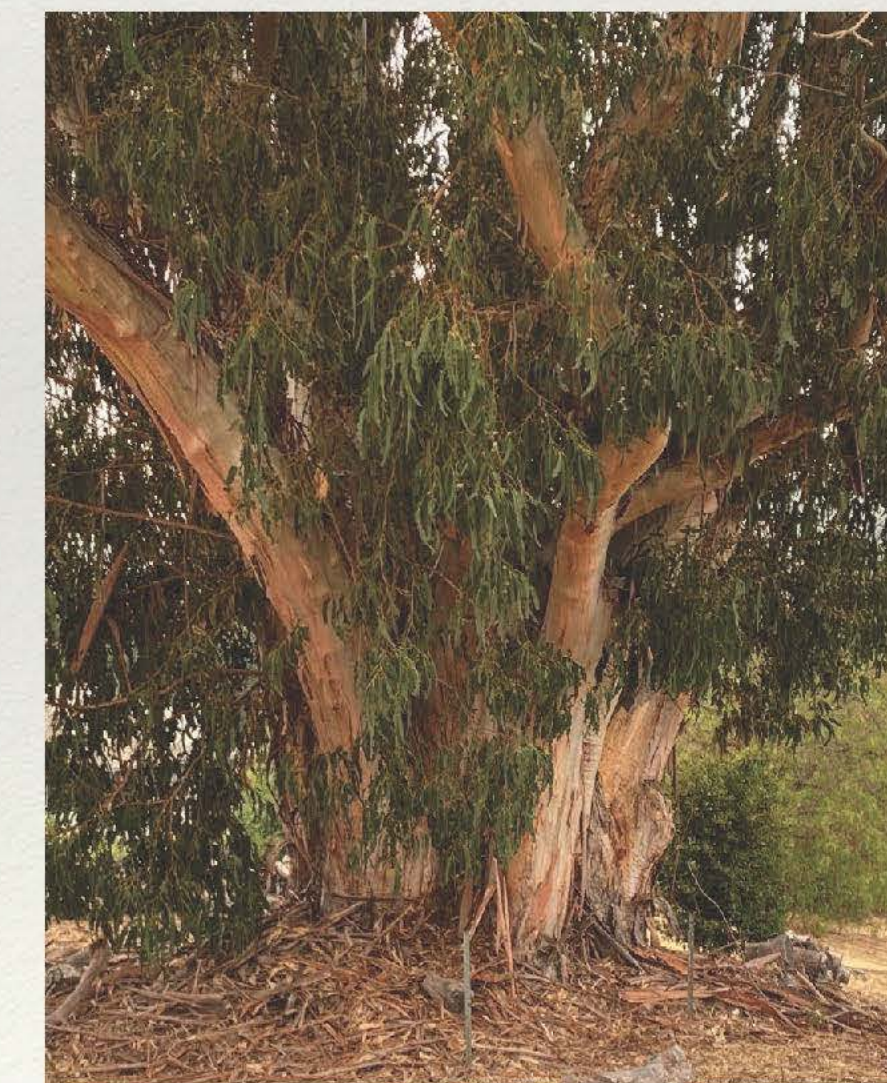
acacia



cypress



pine



eucalyptus
varieties with peeling bark

- ❖ WFPD flammable five ordinance

Grass Roots Ecology "The following are some key invasive species to target: Remove invasive flammable trees including eucalyptus, acacia, cypress and many exotic conifers.... Junipers, which are *highly flammable*"

almost all “Eucalyptus”



Extremely Flammable
Eucalyptus

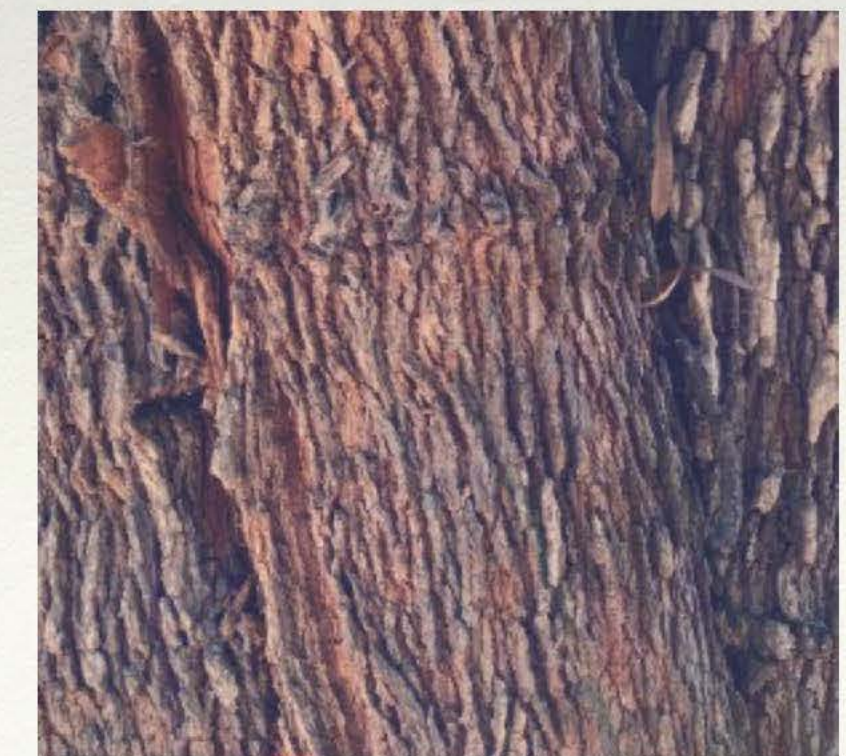
Eucalyptus Globulus
most common variety
outside of Australia

Fire Resistant Eucalyptus ¹

Corymbia maculata
“Spotted Gum”



Corymbia Gumifera
“Red Bloodwood”



1

Landscaping for bushfire prone areas - Department of Education, Victoria, Australia

How Will a Ban be Effective?



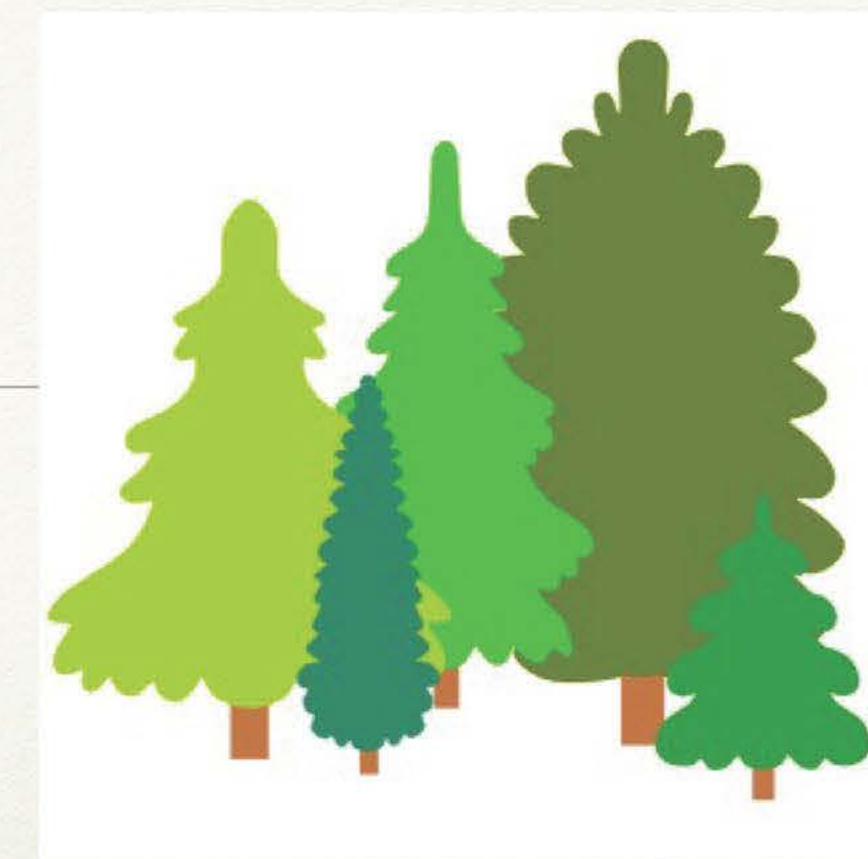
- ❖ Homeowners replace plants over time
- ❖ With a ban, the town can let licensed gardeners know they are not permitted
- ❖ A marketing program using the Flammable Five will encourage the removal of existing trees
- ❖ ASCC can condition approval based upon removal of the flammable five



Ban the
Flammable Five

+Two to Remove

- ❖ Tag line is two plants to remove from your property
- ❖ Both are invasive
- ❖ Highly unusual to intentionally plant

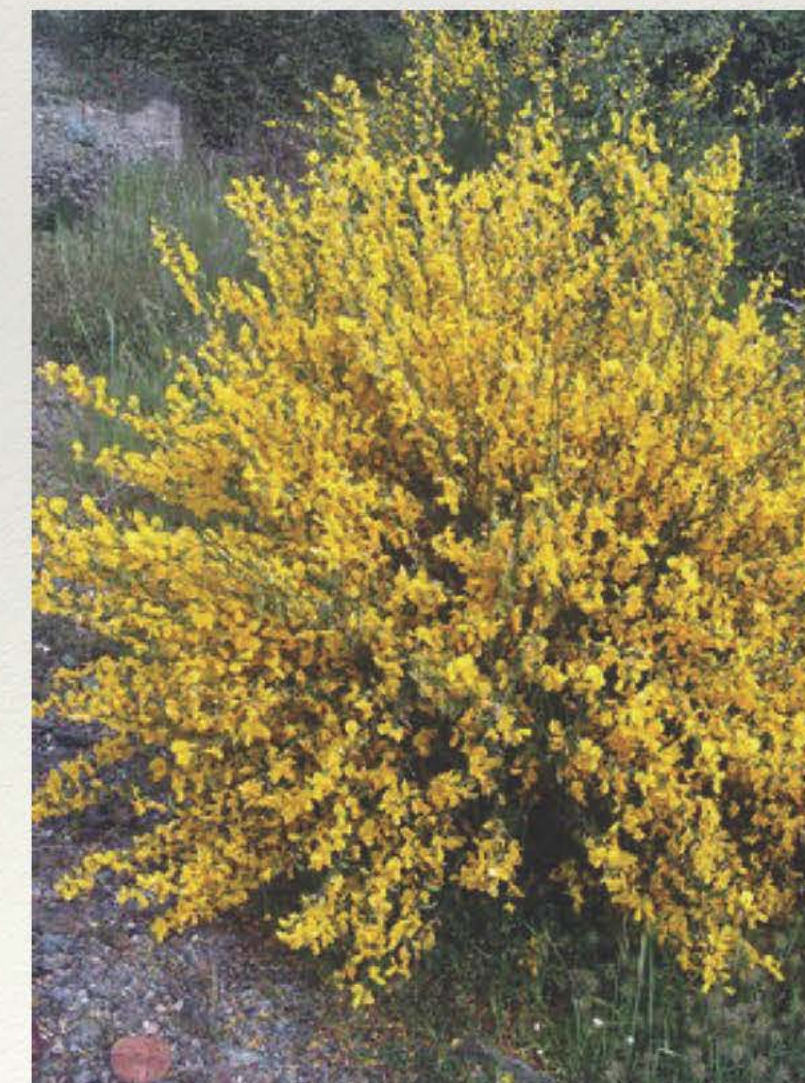


Ban the
Flammable Five

Flammable Five

+ Two to Remove

Coyote Brush



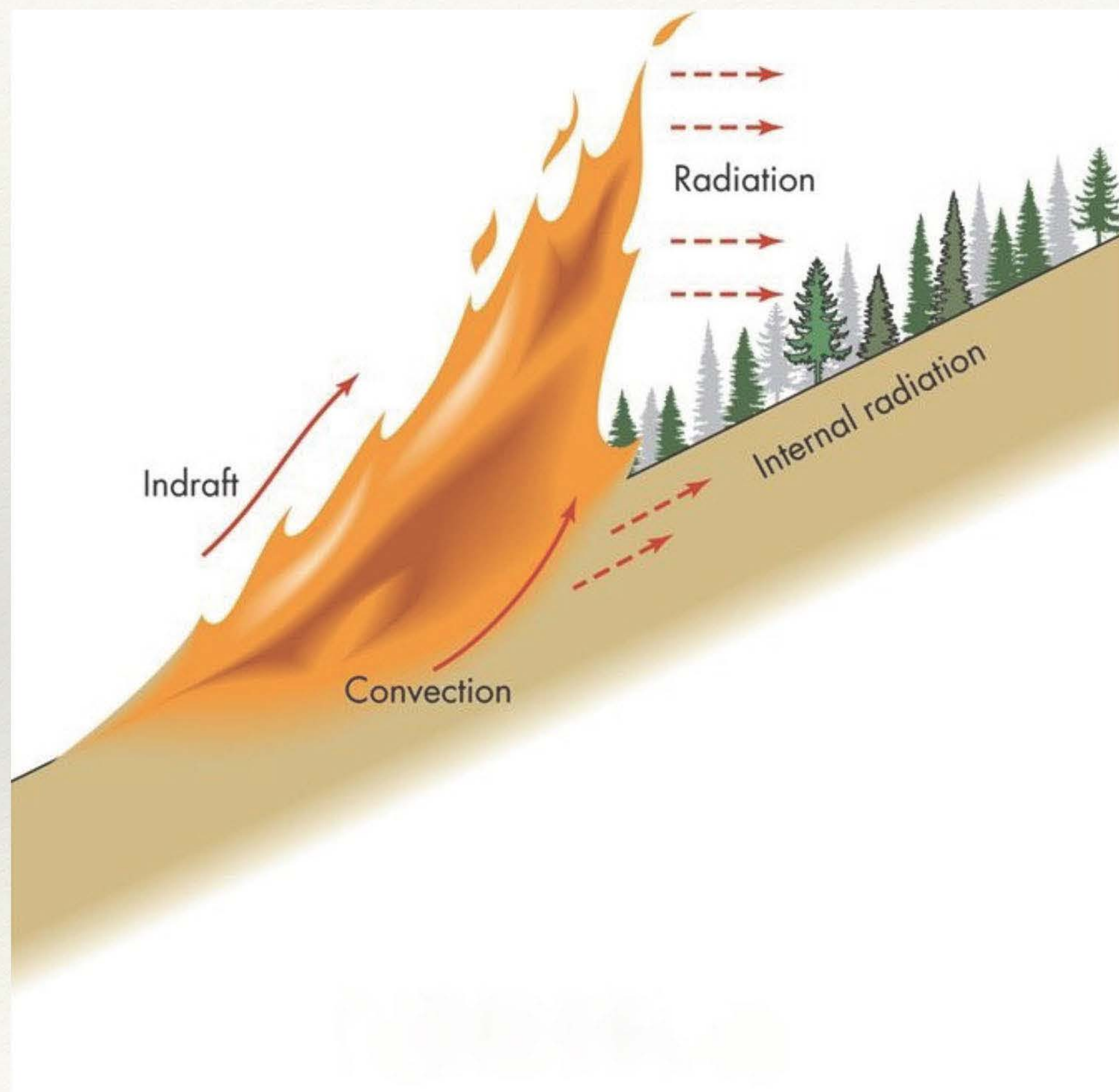
Broom
French Broom &
Scotch Broom

*There are no "fire-proof" plants!
All plants must be maintained in good health,
properly irrigated, and free of dead material,
dry twigs, or fallen leaves and needles.*

Slopes



Steep Slope
Regulations



Convection is the transfer of heat by the movement of a gas or liquid. Because hot air rises, heat transfer through convection tends to move upward. During wildfires, burning materials on the forest floor create convection currents that preheat the leaves and branches of trees above the fire. The vertical air currents can also lift burning materials.

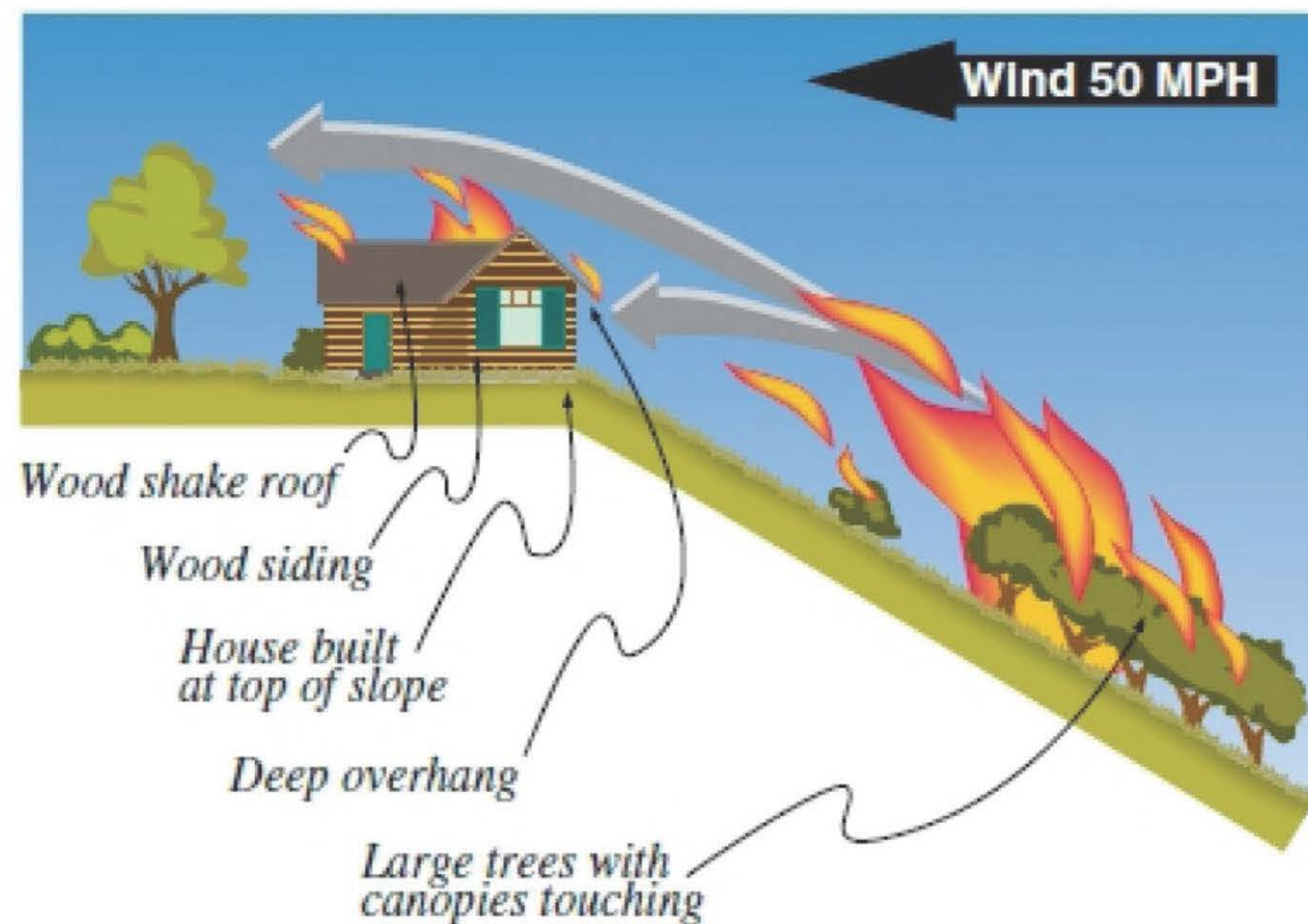
Radiation is the mechanism by which burning objects release energy in the form of heat. In general, the size of the burning object determines the amount of radiant heat released, with larger fuels burning hotter. In most cases, radiant heat from a wildfire will not ignite materials at distances greater than approximately 10 metres.

Local winds are those created by conditions specific to a particular area, such as terrain and topography.

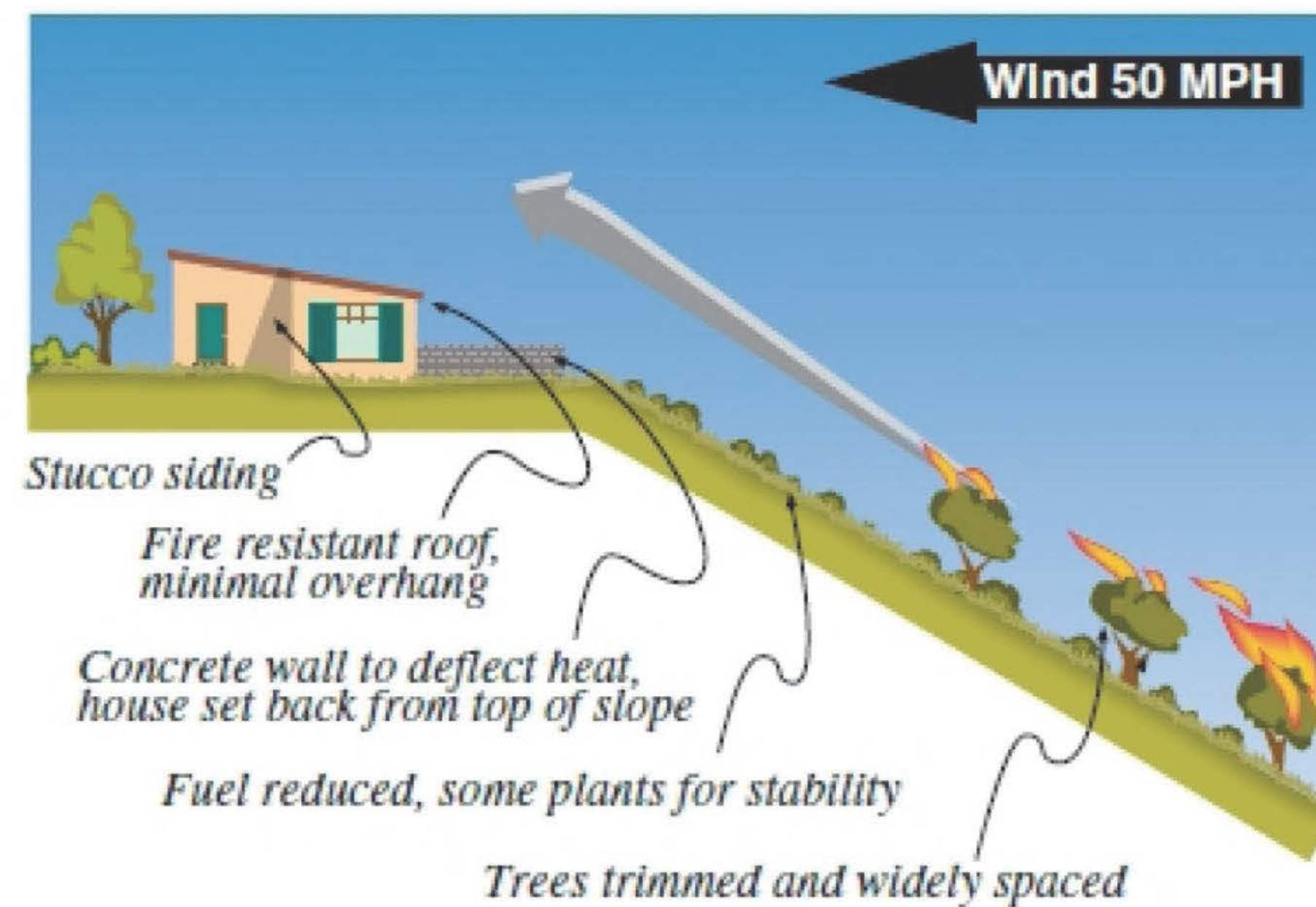
Source: Pearson Prentice Hall Inc.

Slopes

Dangerous materials and conditions for sloped sites



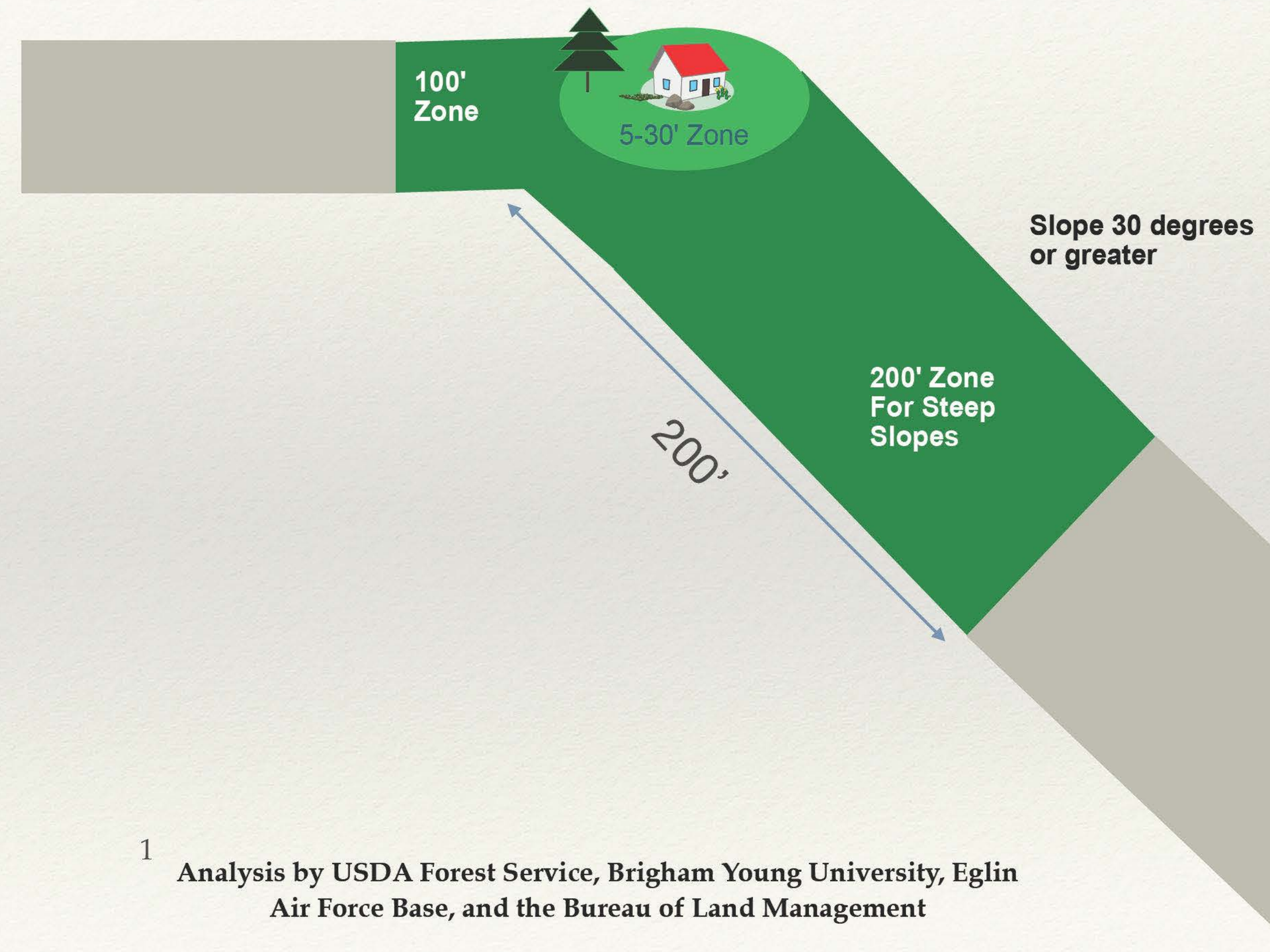
Landscaping and structures designed for fire safety



Source: East Bay Municipal Utility District – Firescape: Landscaping to Reduce Fire Hazard

WFPD Slope Regulation

- ❖ Certain areas of town with long steep slopes are subject to fire risk and need to be maintained more aggressively
- ❖ Slopes greater than 30% with any wind are significantly more dangerous ¹
- ❖ WFPD defensible zone distance goes up to 200' for slopes 30° or greater

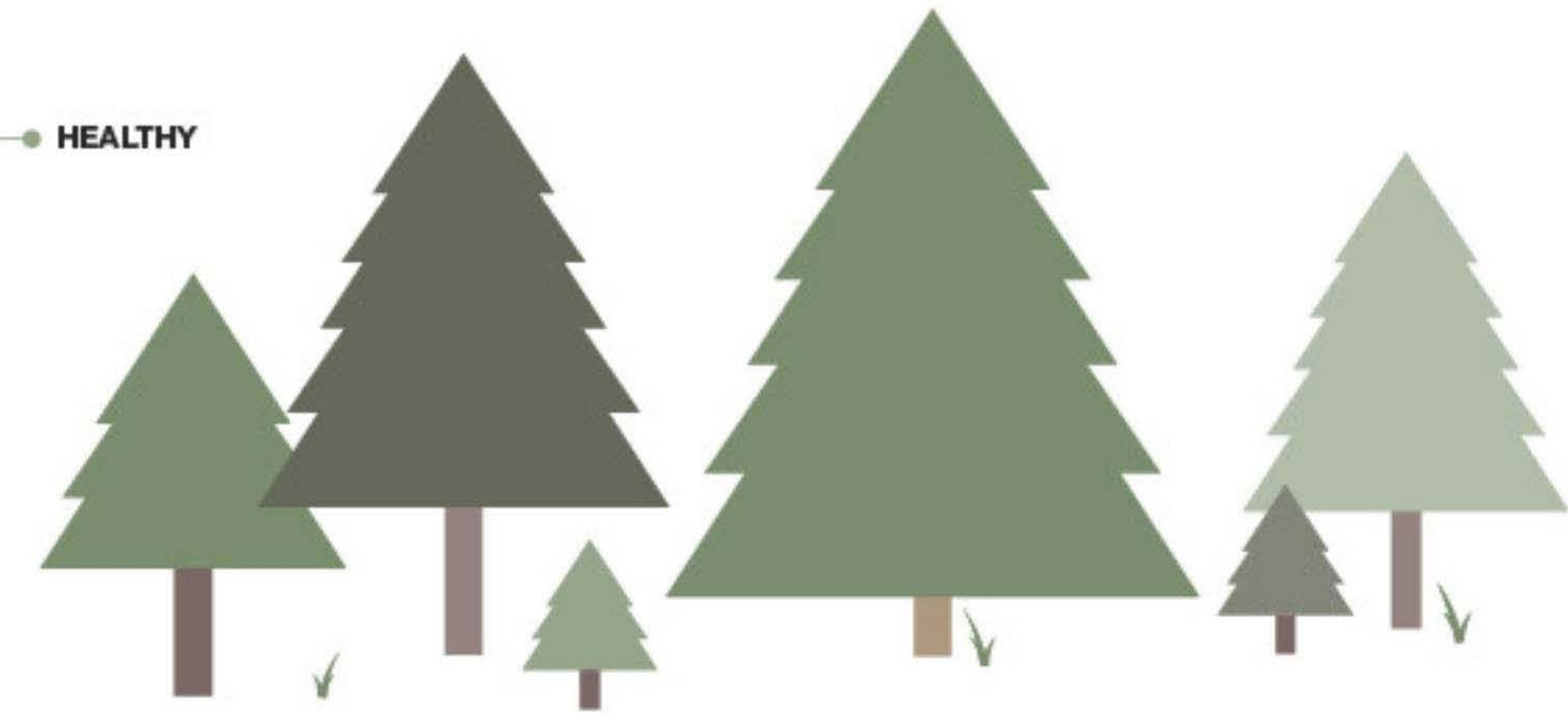




Undeveloped Land Regulations

Figure 10

Comparing the Potential Impacts of Healthy and Unhealthy Forests



Sporadic small trees and brush, comparatively more large and older trees, 40-60 trees per acre

- Smaller and less intense wildfires.
- Increased forest resilience to pests, drought, and disease.
- Greater mitigation against climate change.
- Protected and potentially increased water supply.



Prevalent small trees and brush, comparatively fewer large and older trees, 100-200 trees per acre

- Increased risk of severe forest fires.
- Less resilient forests, large numbers of dead trees.
- Loss of carbon sequestration benefits, potential increase in emissions.
- Threats to water supply and quality, and to hydropower generation.

Source:
California Legislative
Analysis Office

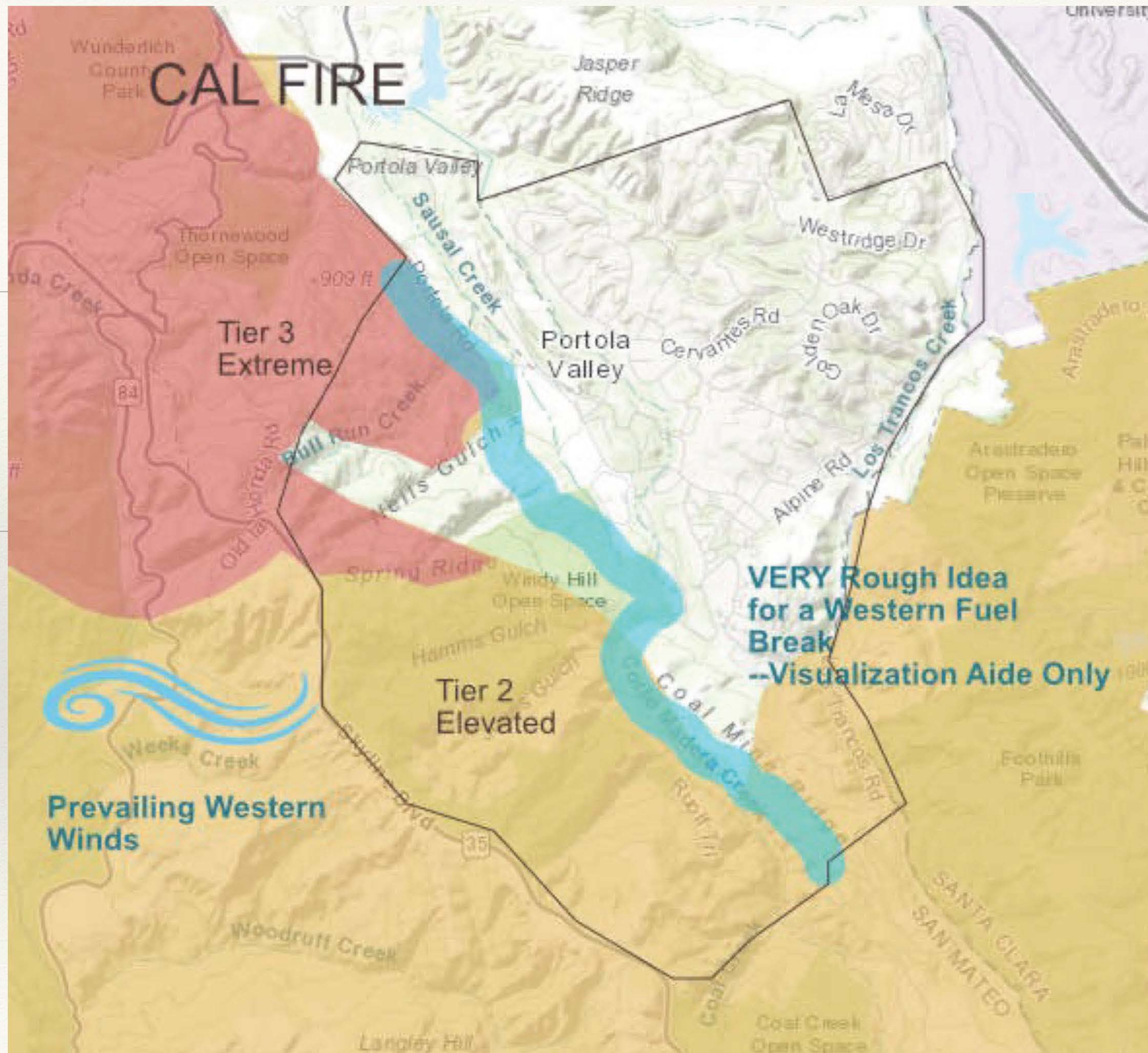
Unhealthy
Forests
Contribute
to Climate
Change!

Forest Density

- ❖ Native Americans managed the land in California with regular burning and allowing lightning fires to burn
- ❖ In the last 100 years, California has allowed parks and open space to grow unfettered
- ❖ During the 20th century, we struggled to suppress all fires
- ❖ We now have forests with 50% decline in large trees¹
- ❖ They are primed and ready to burn
- ❖ Climate change just exacerbates this problem

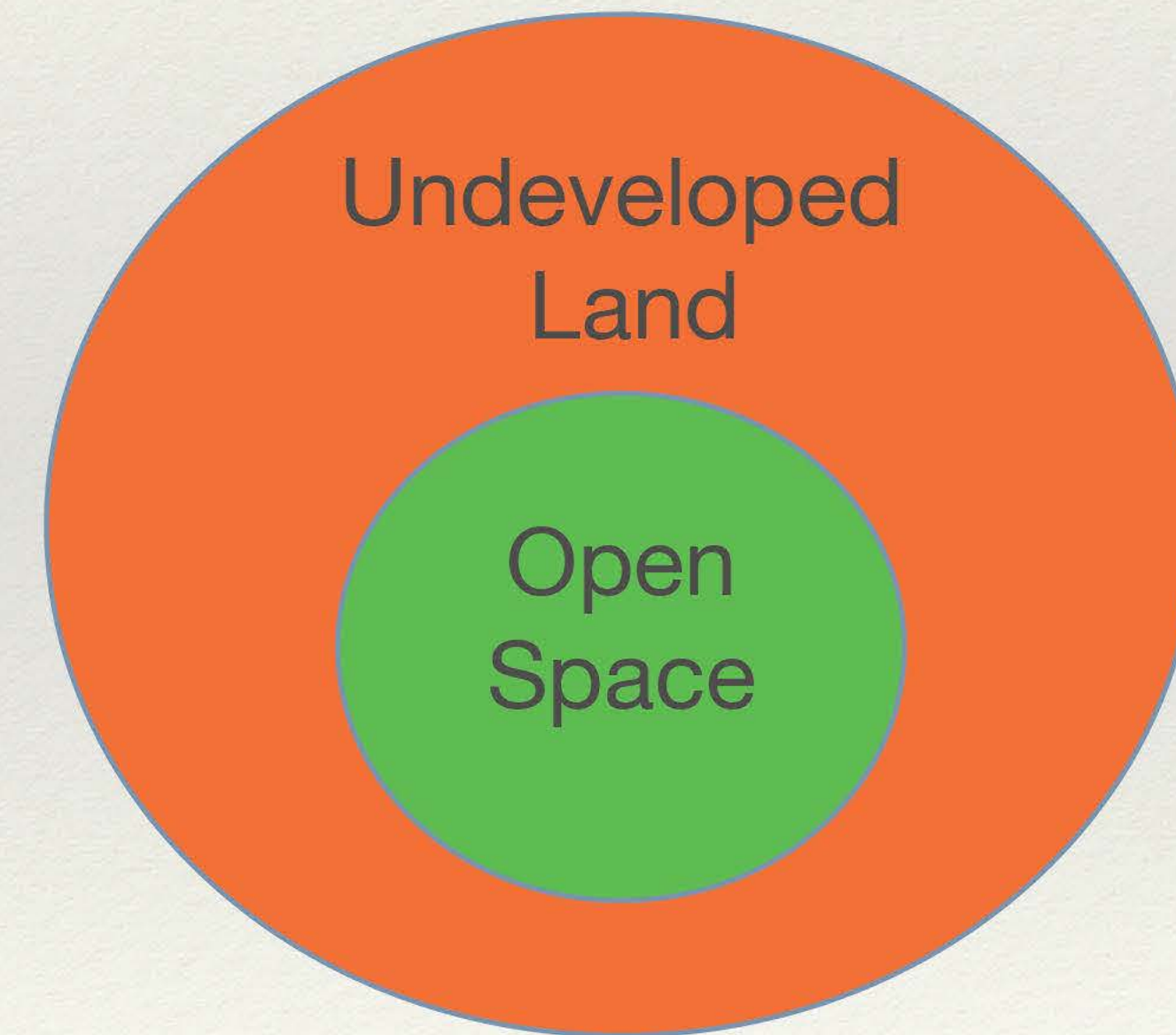
1. Patrick J. McIntyre, James H. Thorne, Christopher R. Dolanc, Alan L. Flint, Lorraine E. Flint, Maggi Kelly, and David D. Ackerly
PNAS February 3, 2015 112

Local Topography



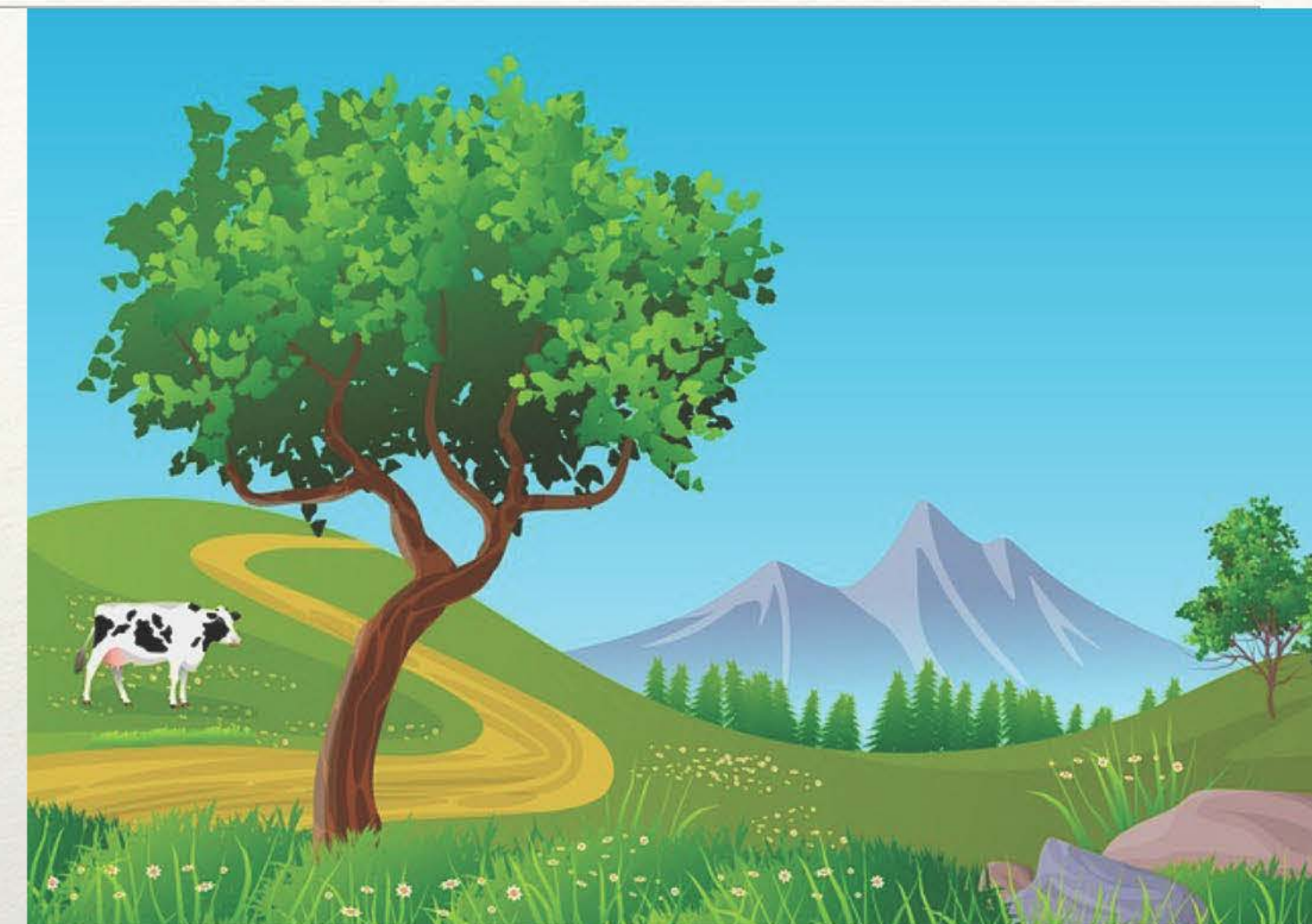
Undeveloped Land Regulations

- ❖ Any undeveloped property in town larger than 50 acres is required to develop a vegetation management plan
- ❖ WFPD will approve the plan
- ❖ WFPD will do annual inspections

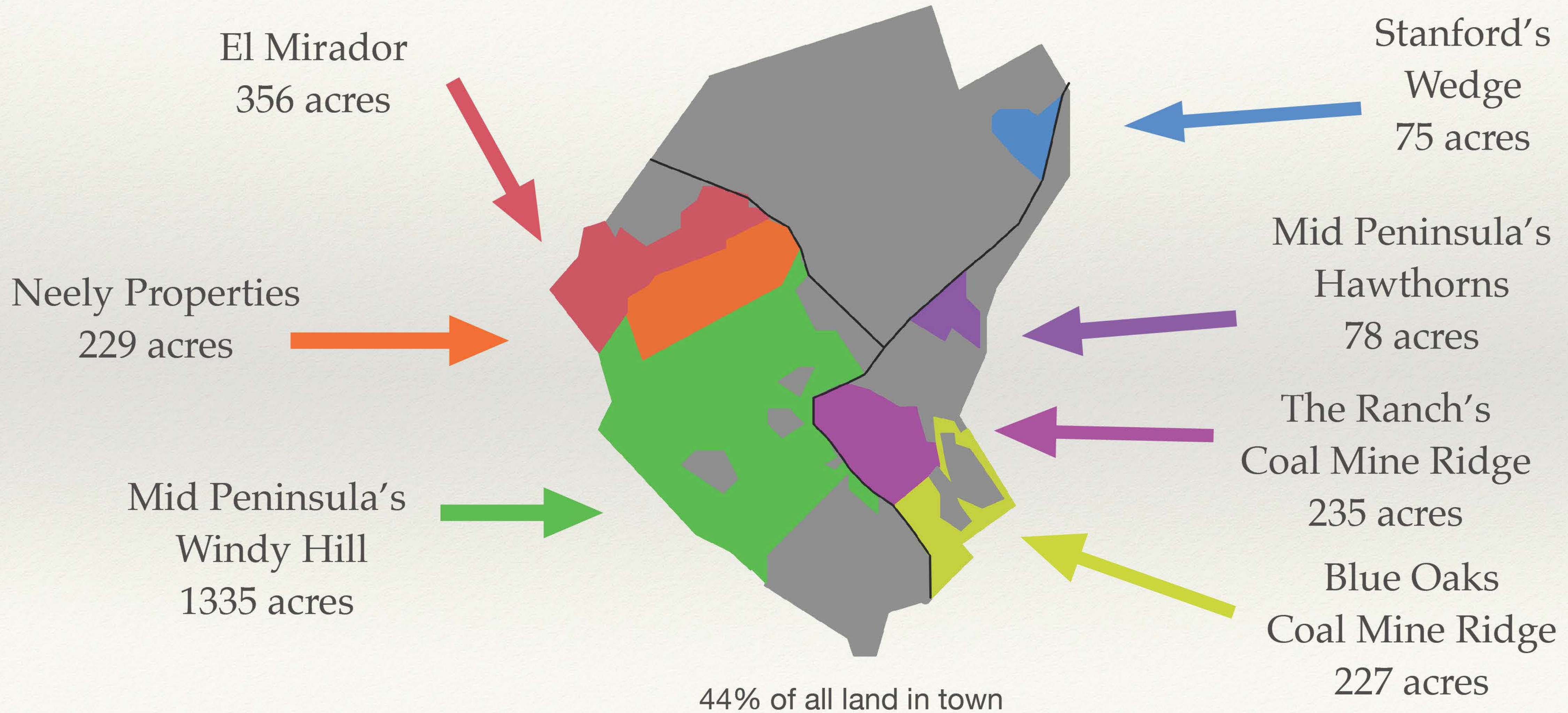


Mostly Undeveloped Land Definition

- ❖ Land with zero or few structures per acre
approximately less than 1 structure per 10 acres
- ❖ Public or private land
- ❖ Open or closed to the public
- ❖ Parks and open space preserves
- ❖ Wildland, vacant land, previously used land
- ❖ Some agricultural lands: farms, wineries, quarries, rangelands etc..
- ❖ Rural sporting facilities: shooting ranges, group camps, equestrian centers etc..



Undeveloped Land > 50 Acres



Vegetation Management Plan

- ❖ Map components
 - ❖ Locations of different kinds of vegetation from the almost completed San Mateo County vegetation map and free LANDFIRE database
 - ❖ Roads and firebreaks
- ❖ Initial and annual treatments of vegetation
- ❖ Removal of all Eucalyptus
- ❖ Fuelbreaks of 200-300' near homes



Shaded Fuelbreak

Why are Fuel Breaks so Important?

“Increased firefighter access and production rates – Both aerial and ground-based firefighters have improved fireline construction rates in the lighter fuels associated with fuel breaks. Hand crew fireline construction rates can increase up to six times when working in grass dominated fuels rather than in chaparral. Dozers have similar increases in production rates and air tankers can reduce coverage levels in lighter fuels; allowing their retardant to be effectively spread over a greater distance during a single drop”

— Strategic Fuel Break Assessment on the Los Padres National Forest, US Forest Service



Fire is contained much faster

Existing and Potential Treatments Windy Hill

- | | | |
|---|----------------------------------|-------------------------------------|
| Existing Treatments | Critical Infrastructure | OSP & Managed Properties |
| Defensible Space 30-foot | Primary Evacuation Route | Boundary |
| Defensible Space 100-foot | Secondary Evacuation Route | Coal Creek |
| Fuelbreak 200-foot | Structure Type 1 (Tender) | La Honda Creek |
| Non-Shaded Fuelbreak | Road or Trail | Russian Ridge |
| Shaded Fuelbreak | Fire Station | Windy Hill |
| Discline | Water Tank | |
| Potential Fuels Treatments | Target Hazards | |
| Fuelbreak 200-foot | Assisted Living Facility | |
| Fuelbreak 300-foot | School/Day Care | |
| Non-Shaded Fuelbreak | Fire Management Logistics | |
| Shaded Fuelbreak | Hotspot | |
| Potential FRAs for Ecosystem Resilience | | |
| Discline | | |
| Wildland Type 3 Ingress/Egress | | |

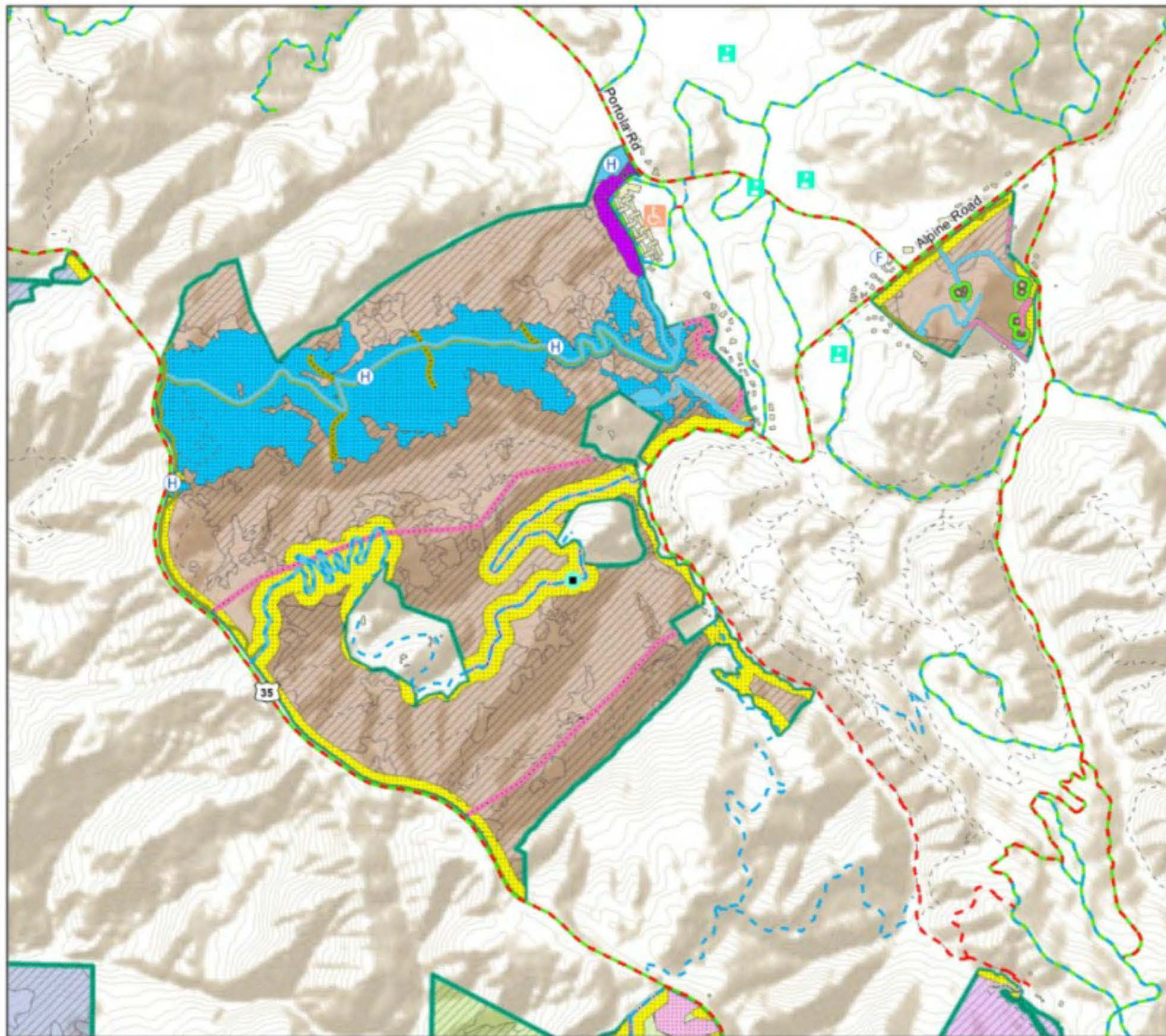
DRAFT

* See Table of Contents page for additional symbology.
 ** Fuel break widths are maximums. Fuelbreaks may be constructed at any width up to the maximum width.



Note: Sensitive resources such as Cultural Sites and T&E Species may be present, but are not mapped at this scale.

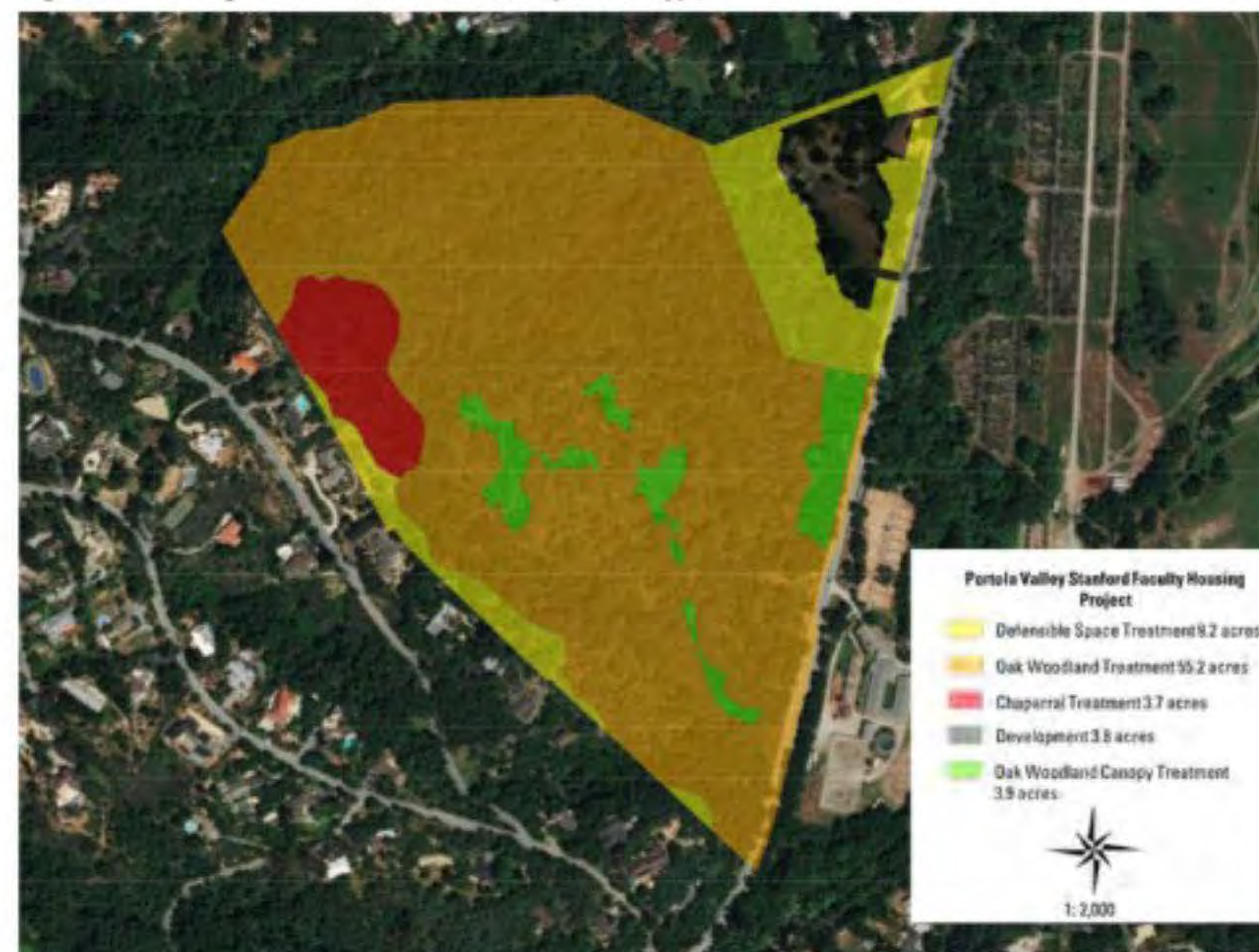
Page 10 0 0.25 0.5 Miles



Date Printed: 4/29/2020

Not
Approved
by
WFPD

Figure 4 Vegetation Treatment Areas by Cover Type



Oak Woodland - Cover

1. Reduce fuel volumes and maintain fuel volumes consistent with low severity fire
2. Reduce volume of flammable fuels and cultivate plants on the landscape that are generally native and fire-resistant
3. Establish and maintain fuel discontinuity
4. Reduce the possibility of fire traveling through tree crown; maintain that separation
5. Maintain healthy, dominant, natural, fire-resistant vegetation cover that is consistent with historical densities in an intact fire regime
6. Maintain active dusky-footed woodrat (*Neotoma fuscipes*) nest sites

Initial Treatment:
Manual cutting and removal with some mastication and steep slope mastication with manual support

On-Going Maintenance: Grazing with manual support

Oak Woodland - Canopy

1. Maintain fuel volumes consistent with low severity fire
2. Maintain fuel discontinuity
3. Reduce the possibility of fire traveling through tree crown; maintain that separation
4. Maintain healthy, dominant, natural, fire-resistant vegetation cover that is consistent with historical densities in an intact fire regime
5. Maintain active dusky-footed woodrat (*Neotoma fuscipes*) nest sites

Initial Treatment:
Manual cutting and removal with some mastication and steep slope mastication with manual support

On-Going Maintenance: Grazing with manual support

Chaparral Cover

1. Maintain fuel volumes consistent with low severity fire
2. Maintain fuel discontinuity
3. Reduce the possibility of fire traveling through tree crown; maintain that separation
4. Maintain healthy, dominant, natural, fire-resistant vegetation cover that is consistent with historical densities in an intact fire regime
5. Maintain active dusky-footed woodrat (*Neotoma fuscipes*) nest sites

Initial Treatment:
Manual cutting and removal

On-Going Maintenance: Grazing with manual cutting

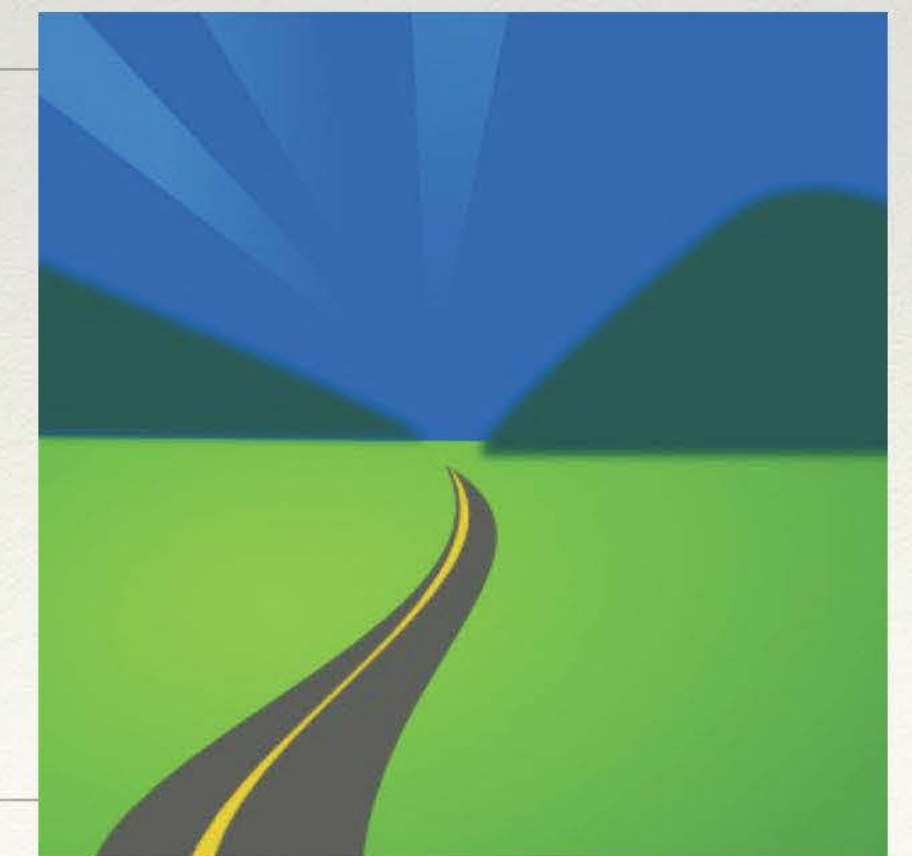
Overhanging Pine in Right of Way



Shaded Fuel Break on Upper Alpine



Right of Way Cleanup



Public Right of Way

- ❖ In most of the town, the public right away is 10' on either side of the paved street
- ❖ The town owns this land
- ❖ You cannot plant on this land without town permission
- ❖ The town is required to maintain the right of way
- ❖ Records can be obtained online from the San Mateo County property Maps
- ❖ <https://www.smcacre.org/assessor-maps-0>
- ❖ Contact the town for further detail



Right of Way Tree Inventory



- ❖ Limbs or trees that can fall on power lines
- ❖ Dead trees in right of way
- ❖ Pine, acacia or eucalyptus that could block an evacuation

Street	Address	Tree Type	Qty	Size	Priority	
Westridge						
Sample	851	Pine	2	Med	2	small - under 36"
Sample	823	Pine	2	Med	2	medium - 36- 75"
Sample	815	Pine	1	Med	2	large > 75"
Sample	445	Euc	3	Med	1	Priority
Woodside Highlands						
						1 - wrapped up in power lines, leaning toward power line, or dead or dying tree
PV Ranch						
						2 - pine, acacia and eucalyptus
Sequoias						
						close to roadway that if ignited would block roadway
Brookside						
						All Eucalyptus
Blue Oaks						
						3 - A tree that when grown will interfere with power lines
Alpine Hills						
			Total trees			8
			Priority 1 trees			3
			Priority 2 trees			5
			Priority 3 trees			0

SAMPLE

Town Cleanup Cost

	Count	Cost Estimate	Total	
Underbrush	33 miles	5000	165000	cost per mile of road
Trees				
Small - 36" or less	22	1500	33000	\$1,000 - 2,000
Medium - 36" to 72"	31	3500	108500	\$3,000 - 4,000
Large - greater than 72"	18	7500	135000	\$5,000 - 10,000
Underbrush Cleanup in Town Open Space		17000	17000	
Total Initial Cost			458500	

Underbrush Cleanup in Town Open Space

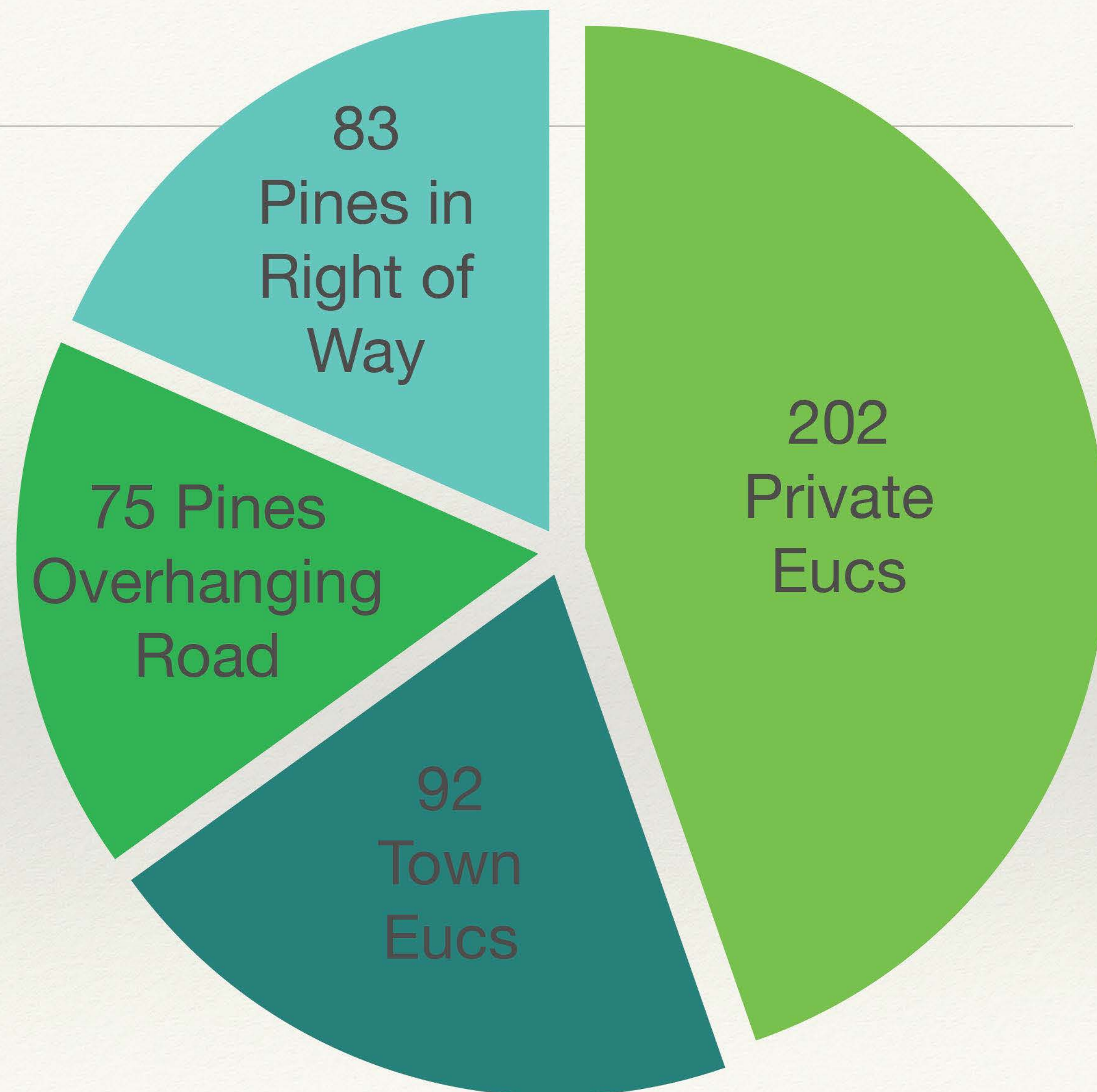
Town Attorney says we can use Open Space fund for Maintenance

Annual Right of Way Maintenance		?
Annual Open Space Maintenance		?

SAMPLE

Tree Survey Results

- ❖ Only 2 small dead trees, 1 dying tree and 1 leaning tree - none interfering with power lines
- ❖ Eucalyptus are distributed throughout town with 2/3 on private lands
- ❖ Pines (Monterey and Italian Stone) are very common along the roadways.
- ❖ < 10 large Juniper hedges on right of way
- ❖ No large amount of *Acacia melanoxylon* (Black Acacia) except in isolated areas
- ❖ Cypress (Italian) throughout town but typically used for privacy hedges



Financing Town Cleanup



- ❖ Clean up of town owned open space using Open Space fund
- ❖ Woodside Portola Valley Fire Protection Foundation non-profit
- ❖ We will set up a special “Portola Valley Cleanup” campaign
- ❖ 70% or more of all money raised will be used on town owned property
 - ❖ Prioritize Eucalyptus first, then overhanging pines, then pines in right of way
 - ❖ Removal of brush in right of way
- ❖ Up to 20% can be used for low income grants
- ❖ **10% matching for all eucalyptus removal**
- ❖ WFPD prioritizes how money is spent on case by case basis

Portola Valley Cleanup Campaign

Goal - \$1,000,000 Fund Raising

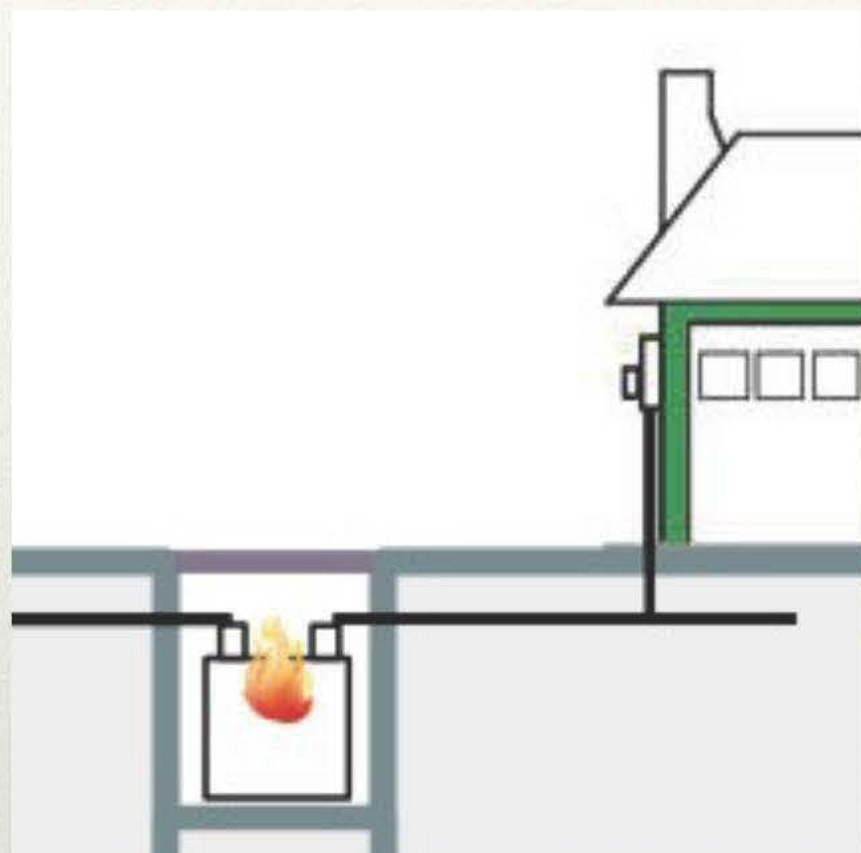
Each Phase \$250K	Phase 4	Right of Way Cleanup	Awaiting Howard estimate
	Phase 3	Grants and 10% Matching	\$710K FULL cost estimate private Eucalyptus
	Phase 2	Town Pines	\$233K cost estimate
	Phase 1	Town Eucs	\$220K cost estimate

Low Income Grant

- ❖ Low income grants will be made for qualifying residents who make less than \$50,000 per year
- ❖ Three years of prior tax returns will be required
- ❖ 10 year Portola Valley residency requirement
- ❖ Applicable ONLY for
 - ❖ Removal of Eucalyptus tree
 - ❖ Initial clearing of steep slope
 - ❖ Replacement of wood shake roof



Post CZU Wildfire Recommendations



WFPD
Underground
Transformer
Ordinance

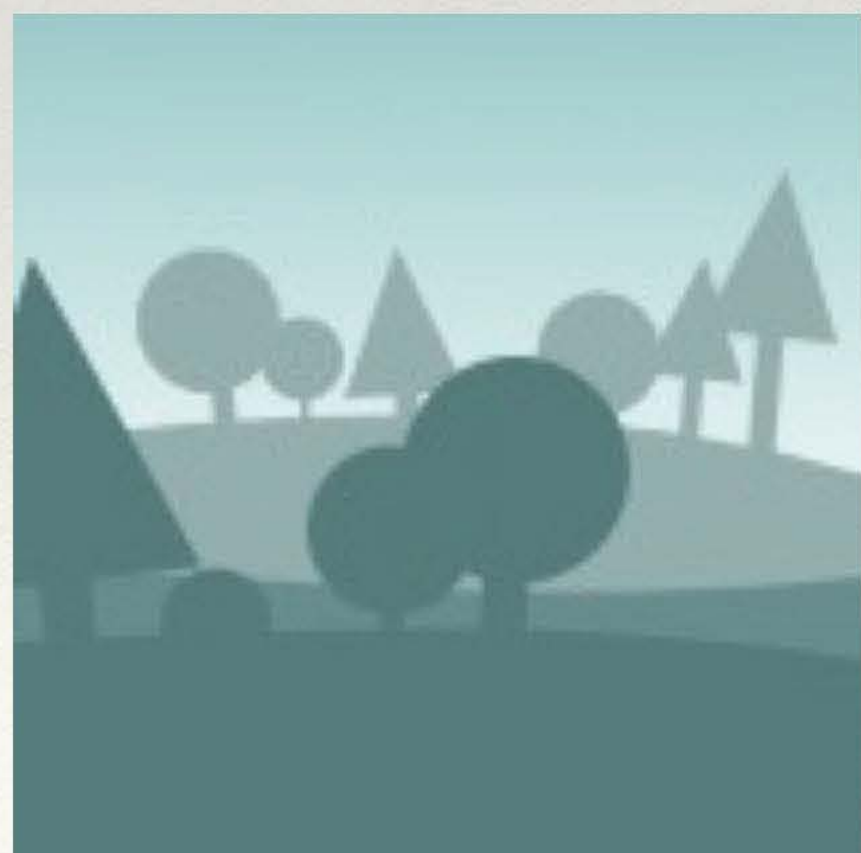


WFPD Ban the
Flammable Five

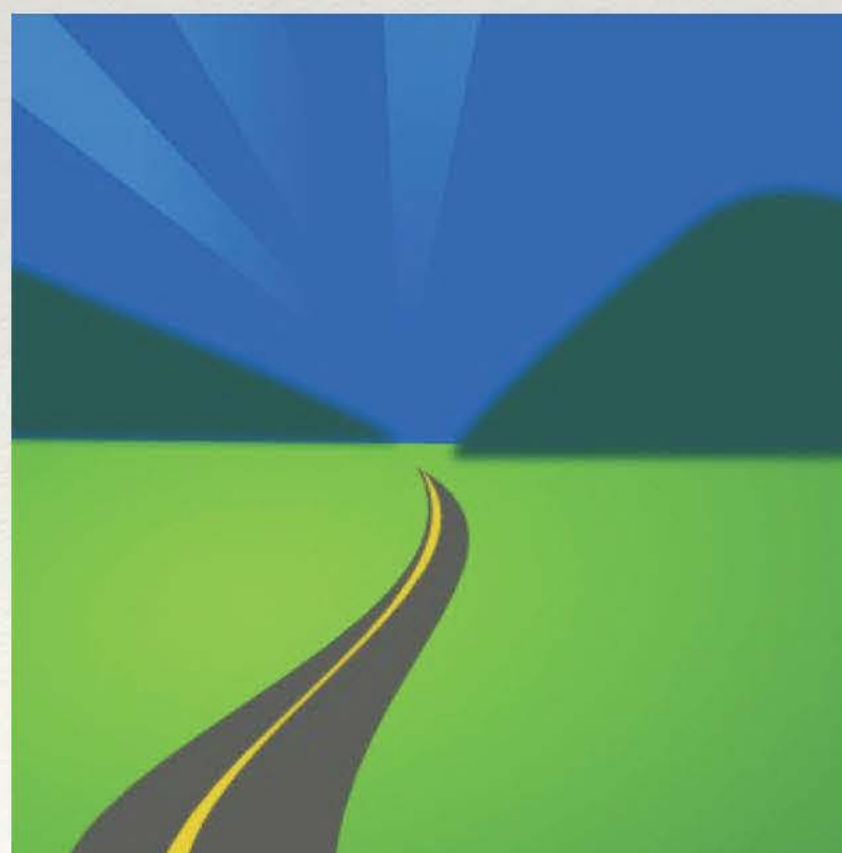
Market the
Flammable Five



WFPD
Slope
Ordinance



WFPD
Undeveloped
Land
Ordinance



Town Owned
Roadway &
Property Cleanup



WFPD
Foundation
Hazard
Cleanup



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Wildfire Preparedness Committee

FROM: Jeremy Dennis, Town Manager

DATE: October 13, 2020

RE: Wildfire Preparedness Committee Recommendations – Quarterly Report

RECOMMENDATION

Staff recommends that the Town Council accept this quarterly report on the status of recommendations adopted by the Council from the Wildfire Preparedness Committee in December.

BACKGROUND

The Town of Portola Valley exists within a wildland urban interface (WUI), where land use patterns transition between essentially unoccupied lands to areas of more intense development. Areas in a WUI are prone to wildfires due to the presence of increased vegetation alongside development, including homes. Recognizing the dangers of wildfires, the Town has addressed these concerns historically in the following ways:

- Firewise Community certification
- Participation in the local Fire Safe Council
- Maintenance of a WUI code
- Adoption of a Hazard Mitigation Plan
- Strong relationship with the Woodside Fire Protection District

As climate change has affected weather patterns and the environment, the risk of wildfires has greatly increased in Northern California. Recent notable wildfire-related activities include:

- A 2108 San Mateo County Grand Jury Report on the risk of wildfires in parts of the County, including Portola Valley

- The inclusion of portions of the Town in the CPUC/CalFire-developed Very High Fire Severity Zone, which has led to an active enhanced vegetation management effort by PG&E around its power infrastructure
- Increased non-renewals and some steep price increases for fire insurance
- An increase in Red Flag Days

On April 10, 2019, the Town Council created the ad hoc Wildfire Preparedness Committee (the Committee) to address outstanding wildfire resiliency issues. Its charter, adopted in May 2019, states the following: *“Given the inherent risk of wildfire in Portola Valley and the changing character of wildfires due to climate change, the Ad Hoc Committee on Wildfire Preparedness shall advise the Town Council, on a limited duration basis, on ways to reduce wildfire danger, and increase resident resiliency in a wildfire emergency.”*

The Committee met three times, and delegated its work to three subcommittees:

- Communications, Evacuation and Outreach
- Home Hardening/Insurance/Infrastructure Back-up
- Vegetation Management/Defensible Space

The three subcommittee met multiple times, many times with outside partners and experts, and prepared a list of short-, medium- and long-term recommendations for the Council’s consideration.

At their October 21 meeting, the Committee finalized their recommendations to the Council. The Committee presented their recommendations at the November 13 Council meeting, and were adopted at the December 11 Council meeting.

DISCUSSION

Per the direction of the Town Council, a quarterly report will be issued to provide a status update on recommendation implementation. The Wildfire Preparedness Committee received their first quarterly report on July 21; this is the second. This second report will be provided to the Town Council at their October 28 meeting.

Completed

Underway

Underway, continuous

Has not begun

1. Short-term (implemented in calendar year 2020)
 - a. Identify Public Right-of-Way ignition sources by producing a list of target hazard trees and ladder fuel sites for future removal
 - b. Increase outreach and education to residents on vegetation management on their properties
 - c. Publish a list of highly flammable plants and fire-resistant plants in cooperation with the WFPD
 - d. Send letter to Mid-Peninsula Open Space District signed by PV Council

requesting fuel reduction on Windy Hill

- e. Prohibit construction, landscaping and gardening activities on Red Flag/PSPS events – Expected to be presented at a Town Council meeting later this calendar year
 - f. Insure Town Hall internet access during an emergency/PSPS (already underway)
 - g. Open Town EOC and Communications Room during PSPS events
 - h. Update evacuation plans with new exit routes, emergency gates, and updates from ongoing evacuation planning efforts led by regional fire chiefs, and approve such a plan when available for review
 - i. Work with Town institutions to understand their evacuation plans
 - j. Prioritize vegetation management on the Town's main evacuation routes to insure egress in an emergency
 - k. Work with wireless carriers to insure 36 hours of battery back-up on Town cell sites
 - l. Support Town AM radio as a secondary notification system for emergencies, with financial and staff support as necessary
 - m. Educate residents on the Town's emergency communications efforts, including the AM radio – staff preparing master documents on this topic
 - n. Promote wildfire resiliency efforts with regular "tips of the month"
 - o. Adopt a fire reach code that addresses the following for new construction:
 - i. Ban all combustible roofing materials
 - ii. Require ember-resistant vents
 - iii. For decks attached to homes, require their construction with non-combustible materials
 - iv. Require that all attached structures to homes, including fences and gates, be made of a non-combustible material
 - v. Require non-combustible siding
 - vi. Require enclosed eaves
 - vii. Install multi-pane tempered glass windows and skylights (which should have mesh screens)
 - p. Work with insurance companies when drafting new building codes
- **Expected to be presented at a Town Council meeting later this calendar year**

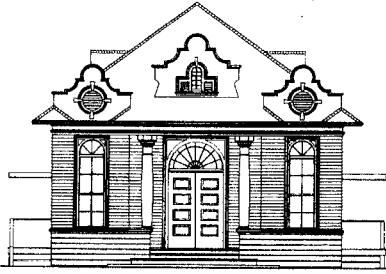
2. Medium-Term (implemented starting in calendar year 2020; some items are multi-year efforts)

- a. Increase the number of available "Chipper" days (to be determined on a need basis with WFPD)
- b. Support WFPD proposed ordinance for an ignition-free zone 0-5 feet from a dwelling, and made part of the town's Design Guidelines
- c. Produce and maintain shaded fuel breaks (shaded canopy) as defined by WFPD (100 feet at both sides of the road) along roadways with large adjacent parcels of land
- d. Working with Town emergency preparation partners, such as WPV-Ready, WPV-CERT and the WFPD via neighborhood watch programs to

- educate residents on self-reliance and emergency preparedness
- e. Work with our state and federal partners to support power back-up on cell sites for at least 36 hours
- f. Replace town emergency gates with breakaway mechanism and improve signage
- g. Encourage annual emergency evacuation drills for each WPV-Ready Division – to be discussed at next WPV-Ready Board meeting
- h. Update the Design Guidelines to consider fire resiliency, including:
 - i. House placement away from long and/or steep slopes
 - ii. Keep roof lines simple to avoid litter accumulation
 - iii. Incorporate the WFPD ordinance for an ignition-free 0-5 feet zone
 - iv. Consider appropriate plant distribution on site
- i. Encourage the retrofit of existing homes to accommodate fire resiliency, including:
 - i. Non-combustible roofing
 - ii. Ember-resistant vents
 - iii. Non-combustible or IPE decking and fencing
 - iv. Non-combustible or IPE wood siding
 - v. Fire-resistant windows and skylights with mesh screens

Underway as part of item 1 o

There are no written materials for Website Update Launch



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Town Council

FROM: Laura Russell, Planning & Building Director

DATE: May 12, 2021

RE: Planning & Building Department Staffing

A handwritten signature in black ink, appearing to read 'Laura Russell', is positioned to the right of the 'FROM' field.

RECOMMENDATION

Receive a report and provide direction on permanent and consultant staffing in the Planning and Building Department to inform the budget process, and provide direction on the recruitment of a Senior Planner.

BACKGROUND

In light of the pandemic, it is helpful to use Fiscal Year (FY) 2018-2019 to provide context to understand the workflow of the Planning and Building Department. At that time, the staffing pattern included four full-time Town employees and two part-time contract employees as follows:

- Planning and Building Director
- Associate Planner
- One Contract Planner – three days per week
- Two Planning Technicians
- Contract Building Inspector/Building Official – three days per week

While the department was busy, this staffing pattern was sufficient for processing typical planning and building applications. There was not much capacity for special projects, policy work, or administrative work such as scanning older files.

During the budget process for FY 2019-2020, Town Council authorized converting the part-time contract planner position to a full-time Town employee at the Assistant Planner level. There was a successful recruitment for that position and the Assistant Planner started work in fall 2019. The Town's Associate Planner left the Town's employment during that same time period and the recruitment to fill that position was not successful. The department used contract planning services through two different firms during this transition.

With the start of the COVID-19 pandemic, staff decided to continue to use consultant planner services rather than fill the vacant Associate/Senior Planner position. This decision reflected the economic uncertainty at the time and provided more flexibility to address the dynamic needs of the department. The Revised FY 2020-2021 budget defunded the full

time position and included a smaller budget for consultant planners instead. Two additional contract planners began working for the Town in 2020 to assist with larger projects. The majority of the work done by contract planners is reimbursable through the Town's deposit system for development applications.

The Town has been consulting for building inspection services with CSG since July 2018. The inspector assigned to the Town was also a certified Building Official. They were able to assist the Planning & Building Director on Building Code interpretations, problem solving, and oversight of the building permit and construction process. That time was not billed separately since they were also the inspector. In March 2020, that person left the area and staff have been using the services of another person at CSG for some Building Official services. The needs of the department have become more varied and complex, leading staff to consider other alternatives for Building Official services.

The staffing pattern for FY 2020-2021 has varied somewhat but generally includes four full time employees and five consultant staff as follows:

- Planning & Building Director
- Assistant Planner
- Four Contract Planners – hours vary up to 40 total hours per week
- Two Planning Technicians
- Contract Building Inspector

During this time period, the Town has not had an individual to act as the Building Official. This work was done by the Planning and Building Director in consultation with a contract Building Official at CSG. Code Compliance (also called code enforcement) activities have been very limited, with one Planning Technician doing some follow up work on complaints as time allowed. Only critical code compliance issues with health or safety components have been a priority in the department's work program. This approach represents the Town's traditional light touch for enforcement, with a preference for neighbor to neighbor communication.

DISCUSSION

Over the last several years, the work of the Planning and Building Department has become more varied and complex. Staff is managing significant development applications and revisions to existing Conditional Use Permits with high levels of community engagement. There is a corresponding increase in the communications staff is doing with residents and fulfillment of Public Records Act requests. State laws have become increasingly complex and time consuming, especially related to Accessory Dwelling Units, Housing Element law, and reporting. In the Building Division, staff has experienced an increase in complex projects, new requests, and applicants requesting very high levels of customer service. Overall, the department has more requests for service than in past years.

Impact of COVID-19 Pandemic

Prior to the beginning of the pandemic, Planning and Building services were provided almost exclusively in-person and on paper. The Town did not have procedures in place to

receive or process applications electronically. When the original shelter-in-place order was established, staff closed to routine permitting activity and focused on emergency building permits for health and safety reasons. Staff time went into responding to those requests and establishing new procedures for digital submittals and virtual meetings. Gradually, services were added back as those procedures were created and tested. By July 2020, all routine planning and building services had resumed and ASCC meetings had restarted. (Planning Commission meetings resumed soon thereafter.) Staff brought new technology into the process to emulate the steps staff would have used in person. Now that these procedures have been in place for many months, staff can see that while the procedures have been effective in providing customer service, they are slower and more cumbersome than the pre-pandemic services. When staff resumes work in the office, the procedures will be updated to combine the best of in-person service with the best of what we have learned working remotely.

Since the beginning of the pandemic, staff has experienced an increase in the expectations of residents around planning, building, and code compliance services. It is difficult to separate the overall trends from the specific circumstances of the pandemic. Staff’s observation is that the needs of residents has been much higher; general frustration with the state of the outside world has had an impact on how applicants are interacting with staff. Generally speaking, homeowners and design professionals are requesting more guidance and customer service than before. There has also been a dramatic rise in Public Records Act requests. What was once an occasional occurrence has become a regular part of the department work program. Staff sees public service as core to our mission, but it has strained existing resources.

Volume of Incoming Work

The following section highlights some of the primary work areas for the Planning and Building Department and how the workflow has changed.

One of the primary functions of the department is the acceptance, review, and issuance of building permit applications. The table below represents the number of building permit applications received from FY 2018-2019 until the present, with projections for the remainder of this fiscal year.

Table 1 - Building Permit Applications Received

	Q1	Q2	Q3	Q4	Q4 Estimate	Total
	July-Sept	Oct-Dec	Jan-Mar	April-June	April-June	
FY 18-19	84	72	88	117		361
FY 19-20	94	108	93	62		357
FY 20-21	116	101	99	44*	132	448**

* Only includes April 2021

** If April trend continues through fourth quarter

This table demonstrates that even during the first portion of the pandemic, April-June 2020, when the department had extremely limited operations, 62 building permit applications were received. The following quarter, from July-September 2020, staff received 116 building permit applications. This was the first quarter fully operating under the new electronic procedures. This volume represents a 28% increase over the corresponding quarter in FY 2018-2019 prior to the pandemic when 84 building permit applications were received. If the volume of permit applications received in April 2021 continues through the quarter, staff estimates that a total of 448 applications will be received, a 20% increase over FY 2018-2019. (Permit applications are typically high from April to June.)

A strong trend can also be seen in tree removal permits. If the number of permit applications continue throughout the year as they have for the last ten months, 73 applications will be received, a 38% increase over FY 2018-2019.

Table 2 – Tree Removal Applications Received

	Received	End of Yr Estimate
FY 18-19	45	
FY 19-20	37	
FY 20-21	61*	73**

* July 1, 2020 to April 30, 2021

** If trend continues through the year

Staff has seen a significant increase in code compliance complaints this year. There was a spike in complaints due to the leaf blower ordinance going into effect so the trend for this year may slow somewhat. Depending on the assumptions for the remainder of the year, the increase over FY 2018-2019 cases is between 37% to 48%.

Table 3 – Code Compliance Complaints Received

	Received
FY 18-19	52
FY 19-20	49
FY 20-21**	83

** July 1, 2020 to May 5, 2021

The Department’s Planning Technician creates a report when owners consider selling their homes. The increase in residential data report requests is 53% above FY 2018-2019 levels and is expected to remain high.

Table 4 – Residential Data Reports Received

	Received
FY 18-19	42
FY 19-20	44
FY 20-21**	90

** July 1, 2020 to May 5, 2021

Due to the pandemic, staff created a virtual meeting system to mimic the service we would provide in-person at the counter for applicants that have not yet applied for a planning permit. Applicants sign up on PV Connect for a place in the queue, and then staff contacts them to schedule an appointment.

Table 5 – Virtual Meetings

FY 2020-2021 Virtual Counter Meeting Traffic**	
Virtual Counter Meeting	135 requested; 107 completed
Pre-Application Meetings, paid & unpaid	40 requested; 31 completed
Intake Review	35 requested; 29 completed
TOTAL Requests	210
TOTAL Requested Completed	167
Request Completion Ratio	79.5%
Average Monthly Requests Received	17.5 requests

** July 1, 2020 to May 5, 2021

Due to the limits of the Town’s permit tracking software, it is challenging to extract the different types of planning applications that have been received for specific time periods. FY 2018-2019 is not available at this time. However, for reference, the number of planning applications received in calendar year 2019, before the pandemic, was 38.

Table 6 – Planning Applications Received

Application Type	FY 2019-2020	FY 2020-2021**
Pre-Application, paid	8	17
Architectural Review	17	17
Site Development	3	8
Exception	2	3
Lot Line Adjustment	0	3
Appeal	0	1
Map Modification	1	0
PUD	1	0
CUP / CUP Amendment	2	2
Zoning Amendment	0	1
TOTAL	34	52

** July 1, 2020 to May 5, 2021

Planning application submittals have increased 35% from FY 2019-2020 to the current year to date. If we compare the current fiscal year to date to a reference of calendar year 2019, there has been a 27% increase in applications. All applications include certain steps to process them. However, some applications take much longer than others do. For example, in FY 2020-2021, staff processed an appeal of a single family home up to Planning Commission and Town Council. That project required several times the amount of work as a typical new house project and required the direct effort of the project planner, Planning and Building Director, and Town Attorney.

The department is currently processing the following significant projects where staff time far exceeds routine applications: Stanford Faculty Housing, Neely Winery Conditional Use Permit (CUP) Amendment, Alpine Hills CUP Amendment, and Priory School CUP Amendment. Additionally, an application from Alpine Inn is expected. The Town is also undertaking a Housing Element Update process, which was discussed in detail at the Council's [April 28, 2021 meeting](#).

It is important to note that the increase in planning applications leads to a corresponding increase in the need for service from Public Works- Engineering, as engineering review is also critical to the process. We would also expect to see an increase in encroachment permit applications with the general increase in permitting activity, as these are commonly coupled.

Interim Approach

There is a backlog of applicants that have been waiting to receive planning and building services. To address this, staff has taken the following steps:

- Additional contract planning services are being added
- Staff has retained CSG to provide code compliance services. The approach will remain a light touch, with the focus continuing to be communication and voluntary compliance.
- A contract Building Official has been brought in to assist the Planning & Building Director to oversee the building permit and construction process, customer service on complex issues, Building Code interpretations and problem solving.

Proposed Approach Moving Forward

The COVID-19 pandemic has increased the challenges to providing routine service to planning and building applicants. Additional resources are necessary to clear the backlog and get back to pre-pandemic processing timelines. Separate from the pandemic, the Town is processing many significant development review applications, seeing an increase in general activity, preparing for a Housing Element Update, and anticipating an update to the Safety Element. Staff also recognizes that it is not possible to anticipate the volume of activity after the pandemic related backlog is cleared. The proposed approach retains flexibility to adjust as conditions continue to evolve. In response to the needs, the following staff and consultant resources are recommended:

Fill the permanent Senior Planner position. Upon Council direction, staff will immediately initiate a recruitment for this position. This staff member would focus primarily on Council Priorities. Approximately 85% of their time would be funded through the general fund, with 15% reimbursable through applicant deposits. The expected salary for the position is \$115,000 - \$130,000 annually plus benefits.

Retain contract planner services. The planners that are currently working on reimbursable development projects will continue their work and be assigned new projects as needed. A new contract Assistant Planner with increased availability will be brought in for customer service and project review. All contract planning services

are as-needed; there is no commitment for future work. The majority of expenses would be reimbursable through the Town's application deposit system. If the current workload continues, consultant services that are paid through deposits could be in \$300,000 - \$350,000 per year range. The proposed budget for contract planning services that would be charged to the general fund is \$30,000.

Retain code compliance services for the 2021-2022 fiscal year. This would be a general fund expenditure to allow for approximately 3-4 hours of work per week. The consultant would maintain clear records on the number of complaints and how the complaints were resolved to provide data to the Town Council on future decisions about code compliance expenditures. The Council received the results of a survey on code compliance activities at the [April 14, 2021](#) meeting. This proposal would retain the Town's current approach to code compliance; communication and voluntary compliance are the preferred approach. Formal violations and enforcement actions would only be taken in rare cases. The proposed budget for contract code compliance services that would be charged to the general fund is \$23,000.

Retain Building Official services for the 2021-2011 fiscal year. This would be a general fund expenditure to allow for approximately 3-4 hours of work per week. Other small cities/towns have either contract part-time or full-time building officials. Having a qualified building official would save significant staff time that is being spent on research and consultation with outside experts. The proposed budget for contract building official services that would be charged to the general fund is \$25,000.

Future Staffing Conversations

Staff recommends that in early 2022 the Council hold a further study session to review the status of Planning, Building and Code Compliance activity to review early impacts of this plan. Staff expects considerable future land use activity as a result of the implementation of the 2023-2031 Housing Element, and additional staffing is likely to be necessary to ensure timely delivery of services.

FISCAL IMPACT

The immediate item before the Council is the recruitment for the Senior Planner position. The cost is estimated at \$115,000 – \$130,000 plus benefits. This position was previously approved by the Council and funded in the budget. It was removed only due to uncertainty during the pandemic. Instead of funding the position, the current fiscal year budget includes \$70,000 for planning consultant services.

For the upcoming FY 2021-2022, the proposed expenses are \$30,000 for consultant planning services (down from \$70,000), \$23,000 for code compliance, and \$25,000 for building official services. Council is not making a decision on these items at this time. Rather, staff is presenting them for direction for the budget process.

CONCLUSION

Staff requests Town Council direction on the proposal to immediately recruit for the Senior Planner position. Additionally, staff requests direction on the proposed staffing pattern to inform the development of the budget for FY 2021-2022.

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

There are no written materials for Town Manager Report

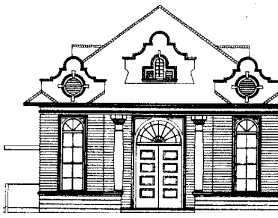
TOWN COUNCIL WEEKLY DIGEST

Thursday – April 29, 2021

1. Agenda – Parks & Recreation Committee – Monday, May 3, 2021
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, May 5, 2021
3. Agenda – Planning Commission – Wednesday, May 5, 2021
4. Agenda – Emergency Preparedness Committee – Thursday, May 6, 2021
5. Agenda – Finance Committee – Thursday, May 6, 2021
6. Agenda – Open Space Committee – Thursday, May 6, 2021

Attached Separates (Council Only)
(will be mailed to your home)

1. None



**Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, May 3, 2021 7:30pm-9pm
Zoom Videoconference**

Meeting Agenda

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

Join Zoom Video Meeting:

<https://zoom.us/j/94407247072?pwd=MnJ2cC9Zb0Fkbmg2QlBFcXladzRlZz09>

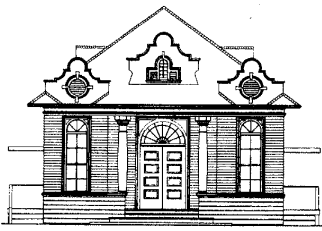
Phone into Zoom Meeting: 1-669-900-6833 or 1-877-853-5247 (toll-free)

Meeting ID: 944 0724 7072

Password: 583409

1. **Call to Order**
2. **Oral Communications:** Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. **Approval of Minutes:** April 8, 2021
4. **Town Picnic and Zotts to Tots**
5. **Dog park proposal**
6. **All Sports Court plan/Skateboard ramp**
7. **Tennis/Pickleball court reservation policy update**
8. **Field and court user fees**
9. **Adjournment**

Next Meeting – June 7, 2021



#2
Page 168

TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, May 5, 2021 – 8:15 AM

Zoom Teleconference

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

Members of the public may attend the meeting by video or phone linked in this agenda.

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

<https://zoom.us/j/96811784843?pwd=TGx3VjcycXc2enV4VWVUeUI3WGxOUT09>

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: 968 1178 4843

Password: 831785

1. Roll Call
 2. Oral Communications - Resident Open Comments and issues
 3. Review/Approval of the Minutes of the April 7, 2021 meeting
 4. Sheriff's report:
 - a. Accidents and Citations
 - i. Request for statistical details of tickets issues.
 - b. Request for Monitoring
 - i. Speeding
 - ii. Stop sign violations
 5. Public Works Update:
 6. Ongoing Committee Business
 - a. Discussion of proposal for modified parking controls on Portola Rd, in the Vicinity of Midpeninsula Open Space Access
 - b. Vote: This Committee recommends additional parking controls on Portola Rd in the vicinity of Windy Hill, and use of unambiguous signage
 - c. Portola Terrace ("Stanford Wedge") Request of Planning updates
 - d. Neely Winery traffic report and request of Planning updates
 - e. Corte Madera School Planning – Request update on Encroachment Permit
 7. Events
 - a. May 22nd, 10am – 1pm. Bike to Anywhere day. Energizer station to be set up at Triangle Park/Hitching post. Bike Tune Up and Helmet fitting
 8. Matters Arising
 9. Next meeting scheduled: June 2, 2021. Default time 8:15 AM, Via Zoom
- Adjournment



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Planning Commission
Wednesday, May 5, 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/98189895838?pwd=RTFiMWNRc2YrNU9LTmdiTk05SlpQdz09>

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

Meeting ID: 981 8989 5838 **Passcode:** 206738

Or Telephone:

1.669.900.6833

1.888.788.0099 (toll-free) Enter same Meeting ID

*6 - Toggle mute/unmute.

*9 - Raise hand.

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

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

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

NEW BUSINESS

1. Building Code Amendments for Increased Fire Safety
2. Utility Undergrounding Applications – Submittal Materials and Process
3. Housing Element Update – Update from Town Council Meeting

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

4. Commission Reports
5. Staff Reports

APPROVAL OF MINUTES

6. Planning Commission Meeting of March 21, 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).



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/98009701759?pwd=a0JHVG1aRWxwT1VieUM5WnRsdURVQT09>

To access the meeting by phone, dial:

1-699-900-6833

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

Webinar ID: 980 0970 1759

Password: 246033

1. 8:00 Call to order
 - o Members: Mark Bercow, Lorrie Duval, Dave Howes, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
 - o Guests: Brandi de Garneau, John Richards/Town Council, Rob Linder and Selena Brown WFPD
2. 8:01 Roll Call
3. 8:03 Oral Communications
 - o Note that issues brought up under oral communications that are not on the agenda will be limited to 2 minutes
4. 8:05 Review and approval of minutes; Secretary
 - o Motion; Approve minutes of April 1st, 2021
 - o Appointment of Secretary
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:10 Town Report (di Garneau)
7. 8:14 Sub Committee Reports
 - o Communications (Rothrock)
 - o Ad Hoc Wildfire Committee Report (Pfau)
 - o Outreach (?)
 - o CERT/Town/Woodside Integration Committee (Raanes)
 - o WPV-Ready Liaison (TBD)
8. 8:25 CERT Subcommittee Discussion (Raanes)

9. 8:35 Field Day June 26 Discussion (Rothrock/Rannes/Pfau)

10. 8:45 WPV-CERT Command Post Functional Exercise - Sept 11, 2021 Discussion (Pfau)

11. 8:50 Continuing Discussion

- o Scenario Planning
- o Subcommittee Goals
- o PV Donates

12. 8:58 Next meeting is June 3, 2021

- o Quorum check
- o Agenda Items for next meeting

13. 9:00 Adjourn



TOWN OF PORTOLA VALLEY
Finance Committee Meeting
Wednesday, May 5, 2021– 4:30 PM

Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

Join Zoom Meeting:

<https://zoom.us/j/99986855005?pwd=WDcxJE9nNUtqbzZMZ3dsQzlvZC80Zz09>

To access the meeting by phone, dial:

1-669-900-6833

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

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

Meeting ID: 999 8685 5005

Password: 328909

1. Call to Order
2. Roll Call
3. Oral Communications and Announcements
4. Approve minutes from November 30, 2020 meeting
5. Introduce and welcome new committee member — Stephen Cassani
6. OpenGov Report and Update
7. Quarterly Reports, concept and feedback
8. Schedule/frequency of future meetings
9. Review of the Committee Charter
10. Review of Town Financial Policies
11. Divestment – Discussion Led By Chair
12. Adjournment



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Thursday, May 6, 2021, 7:00 PM**

Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

<https://zoom.us/j/93265009086?pwd=NzhkSWk2TjJ0dm1wdzhNWWtJRkRyUT09>

To access the meeting by phone:

1-699-900-6833 or

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

Meeting ID: 932 6500 9086

Password: 734124

SPECIAL MEETING AGENDA

1. **Call to Order**
2. **Roll Call (Welcome New Committee Member Ticien Sassoubre)**
3. **Oral Communications**
4. **Approval of October 29, 2020 Minutes**
5. **Old Business**
 - a. **Committee Recruitment Update (Welcome Interested Community Member Kristi Corley)**
 - b. **Open Space Brochure, Map, and Website Update**
 - c. **Open Space Vision Statement Update**
 - d. **Inaccessible Underutilized Open Space Properties Update**
 - e. **Open Space Wildfire Mitigation Update**
6. **New Business**
 - a. **Budget for FY 2021-22**
 - b. **Donation Program for Small Scale Town Projects (formerly PV Donates) (1/27/21)**
 - c. **Use of Open Space Funds – Open Space Easements (3/16/21)**
7. **Date & Time of Next Meeting**
8. **Adjournment**

TOWN COUNCIL WEEKLY DIGEST

Thursday – May 6, 2021

1. Agenda – Architectural & Site Control Commission – Monday, May 10, 2021
2. Agenda – Cultural Arts Committee – Thursday, May 13, 2021
3. Agenda – Nature & Science Committee – Thursday, May 13, 2021

Attached Separates (Council Only) *(will be mailed to your home)*

1. None



TOWN OF PORTOLA VALLEY

4:00 PM – Architectural Site Control Commission Meeting
Monday, May 10, 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/93268575976?pwd=Y2taQm16QjMzdEVsaHJld2JVY2dYZz09>

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

Meeting ID: 932 6857 5976 **Passcode:** 597893

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. Review of a Proposal to Expand the Existing Fire Station including an Amendment to the Municipal Code, a Conditional Use Permit Amendment, and Architectural and Site Development Review, 135 Portola Road, Woodside Fire Protection District Station #8, File # PLN_ZONA01-2021 & PLN_ARCH22-2019 (D. Parker)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Report

APPROVAL OF MINUTES

4. ASCC Meeting of April 26, 2021

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

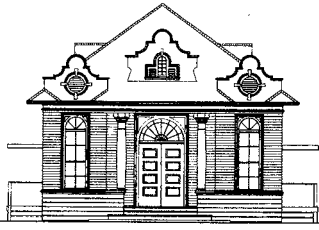
Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are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

ASSISTANCE FOR PEOPLE WITH DISABILITIES

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

PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
May 13, 2021 1:00 PM
Videoconference Meeting
765 Portola Road, Portola Valley, CA

CULTURAL ARTS COMMITTEE 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/98399579767?pwd=czFja3lCeUh5c0dVQkxsSVRzay90QT09>

Phone into Zoom:

1-669-900-6833

1-877-853-5247 (toll free)

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

Meeting ID: 983 9957 9767

Password: 159837

- 1. Call to Order & Roll Call**
- 2. Oral Communications (anything not currently on the agenda)**
- 3. Approval of meeting minutes for Thursday, April 15th, 2021**
- 4. New May 2021 Business:**
 - “PV Live Revive” – October 9th, 2021
 - Morning & Afternoon = Parks & Rec, Evening Concert = CAC
 - Concert: 4PM – 7PM
 - Band contract in final review at Town, need contracts for audio & stage
 - Poster design next steps
 - Health compliance update from Harriet K.
 - Stage location change
 - Coordination with Parks & Rec on food & beverage trucks, etc.

- Status Update on Youth Photo Exhibit (Sue Chaput)
- Poet laureate written proposal review (Sue Chaput)
- Summer Art Faire written proposal review (Sue Chaput)
- Budget submitted to town for FY 2021/2021

5. Other Business: None

6. Announcements:

- Welcome to our new CAC committee member!
(pending Council confirmation on May 12th)

7. Adjournment: 2:00 PM

8. Date & Time of Next Meeting: TBD



Town of Portola Valley
Nature and Science Committee Special Meeting
Thursday, May 13, 2021 – 5:00 PM

Special Videoconference Meeting via Zoom

VIDEOCONFERENCE MEETING AGENDA

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

Members of the public may attend the meeting by video or phone linked in this agenda.

Join Zoom Video Meeting:

<https://zoom.us/j/97530014879?pwd=ejNlVjBPMjZ6Ui9mRVBhWkExMmp3QT09>

Phone into Zoom Meeting:

1-669-900-6833

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

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

Meeting ID: 975 3001 4879

Password: 047761

1. Call to Order
2. Roll Call: Committee members Andrew Browne, Brook Coffee, Bonnie Crater, Pamela Dorrell, and Yvonne Tryce
3. Oral Communications
4. Approval of April 8, 2021 Meeting Minutes
5. Review of previous programs: Black Holes and April Wildflowers Accessibility of and Status of videos
6. Discuss planned programs: Wildflower series for May through August Ticks and Lyme Disease in May Predicting Earthquakes in June Saving Arctic Ice in July Oak and other Galls in August
7. Discuss options for Fall programs: Where should they be held? Ideas for future programs?
8. Adjournment