



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, September 8, 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 shanlon@portolavalley.net by 3:00 PM on the day of the meeting. Time permitting, your correspondence will be uploaded to the website. 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://us06web.zoom.us/j/84532127578?pwd=MnRBaXpDRExuNC91TIErbllxVHFZZz09>

Webinar ID:

845 3212 7578

Passcode:

507137

To access the meeting by phone:

Dial 1-669-900-6833 or

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

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

7:00 PM - CALL TO ORDER AND ROLL CALL

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

ORAL COMMUNICATIONS

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

Speakers' time is limited to three minutes.

CONSENT AGENDA

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

1. **Approval of Minutes** – Action and Detailed Summary for August 11, 2021 (4)
2. **Ratification of Warrant List** – August 25, 2021 (27)
3. **Approval of Warrant List** – September 8, 2021 (34)
4. **Recommendation by Assistant Planner, Planning and Building Director and Town Attorney** – Second (41)
Reading and Adoption of Ordinance Amending Section 18.14.030 [Conditional Uses] relating to fire station uses within the R-1 Zoning District; Conditional Use Permit Amendment; and Architectural and Site Development Review; 135 Portola Road, Fire Station #8
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Section 18.14.030 [Conditional Uses] of Chapter 18.14 [Single-Family Residential] and Chapter 18.04 [Definitions] of Title 18 [Zoning] of the Portola Valley Municipal Code and a Finding the Action is Exempt Under the California Environmental Quality Act (CEQA) (Ordinance No. __)
5. **Request by Ad-Hoc Wildfire Preparedness Committee** – Committee Charter Change from Ad-Hoc to a (46)
Permanent Standing Committee
6. **Recommendation Wildfire Preparedness Committee** – One-Year Redwood Tree Permit Fee Waiver (49)
7. **Recommendation by Town Manager** - Evacuation Study Request for Proposal Award (51)
8. **Recommendation by Public Works Director** – Contract Amendment with Townsend Management, Inc. for (81)
Consultant Construction Inspection and Management Services related to the FY 2021-22 Street Resurfacing Project
9. **Recommendation by Public Works Director** – Senate Bill 1 (SB 1) Road Maintenance and Rehabilitation (97)
Account Funding and Submittal of a Proposed Project List
 - (a) A Resolution of the Town Council of the Town of Portola Valley Adopting a Project List for Fiscal Year 2021-22 Funded by SB 1: The Road Repair and Accountability Act of 2017 (Resolution No. __)

REGULAR AGENDA

10. **Recommendation by Bicycle, Pedestrian and Traffic Safety Committee** – Portola Road and Willowbrook (102)
Parking Recommendation
11. **Recommendation by Finance Director** – FY 2021-22 Budget, September Revision (113)
12. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (115)
Oral reports arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*
13. **TOWN MANAGER REPORT** (116)

WRITTEN COMMUNICATIONS

14. **Town Council Digest** – August 12, 2021 (117)
15. **Town Council Digest** – August 19, 2021 (151)
16. **Town Council Digest** – August 26, 2021 (158)
17. **Town Council Digest** – September 2, 2021 (168)

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).



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, August 11, 2021

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

MINUTES WEDNESDAY, AUGUST 11, 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 7:00 P.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:

- Rita Comes
- Bob Schultz
- Jan Mountjoy
- Dave Cardinal
- Danna Breen
- Ellen Vernazza

Presentations

1) Rabbi Mayer Brook with Establishing the Portola Valley-Woodside Chabad

Rabbi Brook was welcomed by Mayor Derwin.

Rabbi Brook explained the Chabad organization and shared his passion, goals and mission to bring Judaism, spirituality, education, and to help with spiritual, physical, family guidance in every sort of way to the people of Portola Valley and Woodside

Consent Agenda

- 2) Approval of Minutes – Action and Detailed Summary for July 14, 2021
- 3) Approval of Ratification of Hand Check – July 15, 2021
- 4) Approval of Ratification of Warrant List – July 28, 2021
- 5) Approval of Warrant List - August 11, 2021
- 6) Recommendation by Planning and Building Director – Accessory Dwelling Unit Fire Safety Checklist
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting an Accessory Dwelling Unit Fire Safety Checklist (Resolution No. 2859-2021)
- 7) Recommendation by Town Attorney - Adoption of a Resolution with Request to Remove Deed Restriction on Parcel located at 531 Wayside Road and place a Conservation Easement on Contiguous Parcel
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Terminating a Deed Restriction on Parcel Located at 531 Wayside Road (Resolution No. 2860-2021)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing a Conservation Easement of Parcel Located at 531 Wayside Road (Resolution No. 2861-2021)
- 8) Recommendation by Town Manager – Second Reading and Adoption of Noise Ordinance
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Section 9.10.070 [Exceptions] of Chapter 9.10 Title 9 [Public Peace, Morals and Welfare] of the Portola Valley Municipal Code (Ordinance No. ____)
- 9) Recommendation by Town Manager – PV Donates Program Update/Adoption
- 10) Recommendation by Town Manager – Public Safety Communications Contract
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving an Agreement for Public Safety Communications Services for fiscal Year 2021-22 through Fiscal Year 2025-26 Between the Town of Portola Valley and the County of San Mateo (Resolution No. 2862-2021)
- 11) Recommendation by Assistant to Town Manager– Amendment to Agreement with Redwood City IT
 - (a) Adoption of 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 the City of Redwood City (Resolution No. 2863-2021)
- 12) Appointment by Mayor – Member to the Sustainability Committee
- 13) Request from the Equity Committee – Town Proclamation in Support of AB 118 to fund Community Based Emergency Response Programs

- 14) Recommendation by Town Manager - Approval of Assistant Town Manager/Assistant to the Town Manager Job Descriptions [*Removed from the Consent Agenda*]
- 15) Recommendation by Planning and Building Director - Contract Extensions for Planning and Building Department Services

Councilmember Wernikoff pulled Item 14 from the consent agenda.

Motion

Vice Chair Hughes moved and Councilmember Aalfs seconded a motion to approve items 1-13 and 15. The question was called and the motion was passed unanimously.

Item 14

Councilmember Wernikoff asked Town Manager Dennis to describe the difference between the old job descriptions versus the new ones for both jobs. Town Manager Dennis described the changes that have occurred in both job descriptions and how they evolved.

Item 14 Motion

Councilmember Wernikoff moved and Vice Chair Hughes seconded a motion to approve item 14. The question was called and the motion was passed unanimously.

Regular Agenda

- 16) Recommendation by Assistant Planner, Planning and Building Director and Town Attorney – First Reading of Ordinance Amending Section 18.14.030 [Conditional Uses] of Chapter 18.14 and Section 18.04.157 of Chapter 18.04 [Definitions] relating to fire station uses within the R-1 Zoning District; Conditional Use Permit Amendment; and Architectural and Site Development Review; 135 Portola Road, Fire Station #8 (Ordinance No.____)
 - (a) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Amending Section 18.14.030 [Conditional Uses] of Chapter 18.04 [Single-Family Residential] and Chapter 18.04 [Definitions] of Title 18 [Zoning] of the Portola Valley Municipal Code and a Finding the Action is Exempt Under the California Environmental Quality Act (CEQA) (Ordinance No. ____)
 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Conditional Use Permit Amendment, Architectural Review and Site Development Permit for an Addition and Remodel to an Existing Fire Station – 135 Portola Road (WFPD Station #8), File # PLN_ARCH 22-2019, APN # 079-171-220 (Resolution No. 2864-2021)

Assistant Planner Dylan Parker presented the staff report for this project. Fire Chief, Ron Lindner and Mike Wasserman and Bill Gutgsell, applicant team, gave a short presentation and comments regarding the process.

Motion

Vice Chair Hughes moved and Councilmember Richards seconded a motion to Introduce and Waive the First Reading of the attached Ordinance for the Zoning change. The question was called and the motion was passed unanimously.

- 17) Recommendation by Planning and Building Director – Safety Element Update – Process and Contract with Urban Planning Partners

Planning and Building Director Russell gave a detailed update and led discussion on the Safety Element process, including the consultants, committees, outside resources and individuals which will need to be involved in the different aspects of the process.

Motion

Councilmember Richards moved and Vice Chair Hughes seconded a motion to approve the contract with Urban Planning Partners for planning services. The question was called and the motion was passed unanimously.

- 18) 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.

- 19) 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 9:15 P.M.

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. xxx, August 11, 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 Chair Hughes and Mayor Maryann Derwin.

Absent: None

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

Attendees: Betsy Morgenthaler
 Bob Schultz
 Catherine Magill
 Christina Bullard
 David Cardinal
 Ellen Vernazza
 Jan Mountjoy
 Lorrie Duval
 Rita Comes Whitney
 Danna Breen
 Ellen Vernazza

ORAL COMMUNICATIONS

Rita Comes Whitney noted only two Councilmembers present and was wondering how they were proceeding without a quorum. It was verified that roll call was taken, and that five were present.

(1) PRESENTATION – Rabbi Mayer Brook with Establishing the Portola Valley-Woodside Chabad

Mayor Derwin welcomed special guest, Rabbi Mayer Brook. She met the Rabbi after he sent her an email introducing himself, explaining that he and his wife, Dassi, had come to Portola Valley to open a Chabad Community Center for the Portola Valley and Woodside Jewish community. He wanted to get together in person to share ideas and insights to help the Chabad excel, not only for the Jewish population, but also for the greater community. Mayor Derwin said she was intrigued. She invited the Vice Mayor and Town Manager and arranged to meet at the picnic bench in the Redwood Grove behind Town Hall. She was immediately struck by the young man’s energy, vision and compassion, and his unwavering commitment to creating a space where everyone feels a sense of belonging. Their chat, she said, was magical, and she rode that high for a few days. She said she believes the community is having a collective anxiety attack on many fronts right now, with the drought, the risk of a devastating wildfire, the seemingly unending pandemic. There is also the state housing mandate, the Stanford Wedge project, people parking at the foot of Golden Oak to walk across the street to Zotts, and the list goes on and on which is why she didn’t think there could be a better time for Rabbi Mayer Brook to bring his buoyant and healing spirit, borne out of true altruism, to address all of Portola Valley. Mayor Derwin said the Rabbi also has the little edge of a New Yorker’s dry sense of humor, and that always perks her up. She asked the Council and participants to welcome Rabbi Mayer Brook to Portola Valley.

Rabbi Brook addressed the Council with appreciation for the introduction. He thanked Mayor Derwin, Vice Chair Hughes and Town Manager Dennis for meeting with him and for the acceptance of him into the

community. He explained the Chabad organization, which has over 5,000 institutions throughout the world in over 100 countries. He joked that wherever you go you will see Coca Cola and Chabad, because they are in every corner of the world. There are a lot of organizations, Jewish and otherwise, but Chabad is special as they are very traditional religious people. Rabbi Schneerson, who headed Chabad from 1951, was a religious rabbi, but his impact was on every single person that he met – secular Jews, religious Jews, Gentiles, every politician from different states, different countries. He met with all different sorts of people. People were impressed by his “holiness.” On a material level, he was a very smart genius individual who had a tremendous impact. The Rabbi was awarded in the 1980s with a Congressional Gold Medal, which few civilians receive, a very unique award. Since then, every year on his birthday according to the Hebrew calendar – the first year being in April, and a different day every year – there is Education Day USA, which is really a day honoring the Rabbi’s impact on education in the U.S.

Rabbi Brook said he just wanted to introduce himself. He follows the Rabbi’s passion and mission to bring Judaism, spirituality, education, and to help with spiritual, physical, and family guidance in every sort of way to the people of Portola Valley and Woodside. He said Chabad is all over the world. Portola Valley has not had anyone until now, and they are there for every single person, Jewish or non-Jewish. He said he and the Mayor spoke about a special program for the schools, a drug prevention and suicide prevention program. They are working and have meetings set up now with the schools to start a special program for the Portola Valley District, and hopefully Woodside as well, to bring some sort of program, not a religious program, but a general drug prevention program for the schools. They look forward to that, and he hoped the Council could meet his wife at the next meeting. He said they are a team and work together. Rabbi Brook invited any questions the Councilmembers might have. Town Manager Dennis commented that he was delighted that Rabbi Brook had made contact with the Superintendent of the Portola Valley District and thinks it will be a great burgeoning relationship. He wished him success with that program.

CONSENT AGENDA

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- (13) Request from the Equity Committee – Town Proclamation in Support of AB 118 to fund Community Based Emergency Response Programs**
- (14) Recommendation by Town Manager – Approval of Assistant Town Manager/Assistant to the Town Manager Job Descriptions [*Removed from the Consent Agenda*]**
- (15) Recommendation by Planning and Building Director – Contract Extensions for Planning and Building Department Services**

Vice Chair Hughes moved to approve Consent Agenda items 1 through 13, and 15. Seconded by Councilmember Aalfs, the motion carried, 5-0, by roll call vote.

- (14) Recommendation by Town Manager – Approval of Assistant Town Manager/Assistant to the Town Manager Job Descriptions**

Councilmember Wernikoff asked Town Manager Dennis if he could describe where he sees the difference in the old description versus the new job description for both jobs. She wondered if both had changed, or just one. Town Manager Dennis replied that both have changed. They have had the Assistant Town Manager job description for some time, and it has been filled occasionally, but has not been filled in approximately eight to ten years. He created the Assistant to the Town Manager position in 2017 and promoted Brandi de Garreaux to the position from Sustainability Manager. He said the difference between the two positions is that the Assistant to the Town Manager is a management analyst level position that can support departments and the Town Manager through a variety of ways. The position is a step up, in many ways the number two on the staff level. It has managerial opportunities when the Town Manager is unavailable and will support more strategic and fiscal operations than the Assistant to the Town Manager position did. Town Manager Dennis went on to explain that the Assistant to the Town Manager position developed over time. There were a few more items that ended up in that bucket that would be better suited for an Assistant to Town Manager position, and this was an opportunity to clarify those roles a bit more. There are areas in which either position would have lead responsibilities, including IT, Sustainability, and a few other areas, regardless of the level. Councilmember Wernikoff asked if it will now be two more distinct roles, with one being higher level and one as an analyst level. Town Manager Dennis said he thinks that is a fair description.

Councilmember Richards pointed out that on red page 122, the item, “serve as a resident expert on the Town’s software” was on the list of responsibilities twice.

Motion by Councilmember Wernikoff to approve Consent Agenda item 14 as corrected. Seconded by Vice Chair Hughes, the motion carried, 5-0, by roll call vote.

REGULAR AGENDA

PUBLIC HEARING

- (16) Recommendation by Assistant Planner, Planning and Building Director and Town Attorney**
 – First Reading of Ordinance Amending Section 18.14.030 [Conditional Uses] of Chapter 18.14 and Section 18.04.157 of Chapter 18.04 [Definitions] relating to fire station uses within the R-1 Zoning District; Conditional Use Permit Amendment; and Architectural and Site Development Review; 135 Portola Road, Fire Station #8 (Ordinance No.____)
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 - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Conditional Use Permit Amendment, Architectural Review and Site Development Permit for an Addition and Remodel to an Existing Fire Station – 135 Portola Road (WFPD Station #8), File # PLN_ARCH 22-2019, APN # 079-171-220 (Resolution No. 2864-2021)

Assistant Planner Dylan Parker presented this item. He explained that there are two components to consider with this item, an introduction of a Draft Ordinance to amend the Town Code so that the fire station’s use may continue in its current location, and an Adoption of a Resolution approving a Conditional Use Permit Amendment, Architectural Review and Site Development Permits for a remodel and expansion of Woodside Fire Protection District’s Fire Station #8 at 135 Portola Road.

The proposed expansion and remodel of the existing fire station is intended to meet the current operational needs of the Fire District, such as bedroom accommodations for five staff members, Fire Chief’s office, equipment turnaround room, and a new apparatus bay for securing fire equipment per Department of Homeland Security standards. The station also requires additional parking to accommodate staff and visitors. Assistant Planner Parker presented the expanded floor plan, including the 985-square-foot apparatus bay, the 287-square-foot equipment turnout room adjacent to the existing apparatus bay, and 565 square feet of other spaces, such as dedicated dorm rooms, offices and fitness rooms. A total of 1,837 square feet will be added to the existing 3,971-square-foot station.

Assistant Planner Parker gave a summary of the station’s operations which helped illustrate the parking needs of the station. The station operates with a five-person crew, on 48-hour shifts. Shift changes result in ten staff members being onsite at any given time, so the requested 18 spaces will provide onsite parking for this overlap period in addition to new visitor and ADA-compliant spaces. Also, four spaces will be for equipment storage, such as a chipper. A new front parking area with permeable pavers will accommodate ten new spaces. A new front driveway through the parking area is proposed to provide safe onsite circulation of fire safety equipment, including rigs. The area will be ringed with new landscaping, including a landscaping buffer between it and Portola Road. The landscape configuration will result in removal of a large coast redwood tree. Assistant Planner Parker relayed that the Planning Commission reviewed the arborist report for this tree and also the site constraints and determined the removal is appropriate in this instance. A project rendering from the new front parking and driveway area was shared with the Council.

Assistant Planner Parker explained the Code Amendment request related to the project, which is required because the subject property is located within the Town's R-1 Zoning District; however, the institutional use of the fire station per the original 1969 Conditional Use Permit is neither a permitted-by-right or conditional use within the zone at this time due to a Zoning Text Amendment in 1987 removing this. The fire station on the subject property is identified as an institutional use, so staff concluded that the current fire station is a legal nonconforming use. Given the fire station's current legal nonconforming status, routine updates or additions typical for this type of land use such as this are restricted. Since the project involves a reconstruction, it would likely not receive protected status under the Town's Legal Nonconforming Code. In order to rectify this status, the Planning Commission recommended a narrowly tailored amendment that would only apply to fire stations.

The recommended amendment adds language that reinstates the fire station as a conditional use in the R-1 District in consideration of the station's conformance to both the General Plan and the Nathhorst Triangle Area Plan. The recommended amendment allows development standards such as floor area maximum, impervious surface maximum and parking spaces quantities to be established through the Town's Conditional Use Permit process. Also, the amendment would add a fire station definition to the Code. With the Code text amendments, the fire station's use would now be subject to the Town's Conditional Use Permit process. The Planning Commission concluded that an amendment to the existing CUP is warranted to provide development regulations such as the floor area, impervious surfaces and parking space quantity maximums on the property. The amendment's intent is to recognize the public safety need of the fire station's use, both currently and in the future. The Planning Commission concluded that the required findings could be met for the amendment as detailed in the Draft Resolution in staff's report.

Assistant Planner Parker noted that there was an extensive deliberation process for the project, including two ASCC meetings and three Planning Commission meetings. The ASCC recommended unanimously to approve of the Architectural and Site Development Permits to the Planning Commission who in turn is recommending approval through a 5-0 motion of the entire project, subject to the recommended conditions detailed by staff. Both the ASCC and the Planning Commission found that, overall, the proposed project balances the interests of the neighbors, the broader community, and the applicant. To highlight the deliberative process, Assistant Planner Assistant Planner Parker shared some of the resultant project modifications. The parking is now in the front of the station, versus the original plan of siting it on the rear and side of the property, which had raised concerns with adjacent neighbors. Other modifications meant to address adjacent neighbor concerns included sound attenuation, lighting controls and additional landscaping areas on the property. The Planning Commission added a condition to increase the landscaping buffer size between the front parking area and Portola Road as best practicable to address concerns raised by the Conservation Committee. Also, a landscape maintenance agreement is recommended to address the continued maintenance through the life of the project, with periodic staff inspections. Other concerns addressed through project revisions included removal of a Sheriff's substation which was originally in the proposal; groundwater and soil testing; and tailored Code language to ensure only a fire station use is conditionally allowed in the R-1 Zoning Districts. Assistant Planner Parker listed staffs recommends to the Council in regard to the project. He noted that the Council may add or modify any of the recommendation conditions of approval.

Mayor Derwin invited questions from the Council.

Vice Chair Hughes asked regarding staff's recommendation that the Council approve the Architectural Review and Site Development Permits. He said he understood why they would approve the Conditional Use Permit but wondered if the Council typically approves the ASCC and Planning Commission's reviews. His inclination and preference was, if they don't need to approve those, to let the ASCC and Planning Commission handle those, since they already did.

Town Attorney Silver responded that they have had an ad hoc policy on this, but recently with Council, in preparation for larger projects coming down the pipeline, they thought they should memorialize their policy, so the Council adopted a "rollup policy" by resolution. This policy directs that if the Council is going to hear some of the project components, then the other approvals from the lower bodies will become

advisory to the Town Council, who will approve the whole package. The reason being if you have an advisory body approving one part of the entitlement and then the Council approving another part, the appeal process for the project as a whole, quickly becomes convoluted. Vice Chair Hughes restated that essentially the actions ASCC and Planning Commission have taken are not actually approvals, but recommendations for the Council to approve. Town Attorney Silver confirmed this. Vice Chair Hughes asked, in terms of an appeals process, if the appeal would be in regard to passing the Resolution. Town Attorney Silver said there wouldn't be a secondary appeal. The Council would make the final decision and if somebody wanted to contest that, they would seek a writ. But they didn't think there was a need for another appeal on a project that has already gone through ASCC, Planning Commission and Town Council.

Councilmember Wernikoff asked why they would be waiving the second reading, for her own understanding. Town Attorney Silver acknowledged it is a confusing process but explained that when you adopt an ordinance, state law requires the ordinance to be read in full into the record. They typically recommend that Council waive the reading into the record of the full ordinance, just really a procedural step to avoid the reading of the whole ordinance. She said with any type of ordinance you need a first reading, sometimes called an introduction of the ordinance, and then at least a week later you are required to have a second reading. Under state law, during the second reading you are legally required to read the whole ordinance into the record unless it's waived. Then the ordinance goes into effect 30 days after the second reading for the formal adoption of the ordinance.

Mayor Derwin said she received a letter from Bob and Suzanne Schultz, 145 Portola Road, who asked that Exhibit A, condition of approval 8 be appended to add that two members of the ASCC review the landscaping plan and solicit comments from the neighbors regarding their respective property lines. The Schultz's letter said "solicit comments" is not in there. They claim that this was consistent with the approval from the ASCC which they are quoting. Planning and Building Director Russell explained that when the ASCC reviewed it, they did include that language – to consult with the neighbors. When the Planning Commission reviewed it, they did not include that language in their recommendation to Council, so it would be at the Council's discretion to include that language or not. Mayor Derwin wondered if the Planning Commission did not feel it was necessary to include that. Director Russell said her understanding is it was intentionally removed by the Planning Commission. She understood that they did not feel it was necessary. Town Manager Dennis said Mr. and Mrs. Schultz were in attendance, along with at least one other neighbor.

Mayor Derwin invited questions from the public.

Mr. Schultz said he intended to comment later in the meeting and would expand on his letter.

Ms. Jan Mountjoy said she also wrote a letter mirroring the intention of Mr. Schultz's letter. She said the process was very successful in the end, a win-win situation for neighbors and the fire station. She thought one of the key reasons was the involvement of the neighbors from the beginning. She thought landscaping was very important to the neighbors. She shares 150 feet of property line with the fire station, and it is crucial to her property values and privacy that good landscaping exist between her and the fire department. She said she thought the language would be retained, not to be argumentative, but just to mirror the process throughout. They have participated since the beginning. The landscaping is important, and she feels it would be appropriate to leave the language in place. She does not anticipate any objections, but it was a process that was very successful, and she thinks it should be continued with the language being reinstated.

Mayor Derwin invited further comments from the public.

Mr. Schultz said he and his wife are next-door neighbors of Station #8. He said this large, complicated project started two years ago, and it has been a long stressful road, but together with the Fire Station and Town they feel many complex issues have been worked through and their concerns largely addressed, and a good workable plan developed. He said they are supportive of the project and would be happy to see it be done and move on. They are specifically supportive of the parking in the front and the wording of

Fire Station as the R-1 CUP use. He said they moved to Portola Valley ten years ago for the rural character of the town. One concern they still have is landscaping. Their home looks directly out onto the area that will have significant tree removal and a new apparatus bay and asphalt driveway, so they are very concerned with screening. At present they feel the existing landscaping plan may not be adequate although they are very much looking forward to working with the Fire Station to resolve that. They would like for that condition of approval to be added in. He said it was a complicated project, way over R-1 limits, an institutional use adjacent to several residential uses, and it is good for the ASCC to take an overall look at the landscaping plan for such a big project and to let the neighbor's comment on their respective property lines. He reiterated that they are supportive and thanked the Fire Station and Town for everything they've done the last two-and-a-half years. They ask the Council to approve and give the Fire Station the things they need to continue protecting the community.

Mayor Derwin invited Fire Chief, Rob Lindner, and the architects to speak.

Chief Lindner gave a streamlined presentation on the project. He said they need to do something with Station #8. Looking at the past, present and future, the station itself is about 45 years old, built in 1977. There was a remodel in 1993 to 1995. After 26 years, adjustments are needed. The remodel project began two years ago. The ultimate goal is for safety purposes, and for Homeland Security purposes some adjustments are needed. They have outgrown the station and need to expand, which is why they need to add the additional bedrooms, going from three to five bedrooms, and adding the apparatus bay. Currently, there are apparatus parked outside, and for Homeland Security purposes they need to move them inside and make sure they are locked down for protection. They also need to move the turnouts, the bunker gear, which is currently in the apparatus room next to the engines. For safety purposes, these need to be moved to a specific spot, away from potential carcinogens, so they are adding that equipment room for personal protective equipment.

Regarding the parking situation, they want the ability to drive onto the property without having to do any type of activities out on Portola Road. Currently if units are in the station and they are doing training with multiple pieces of equipment, the additional apparatus will come to the station and they will have to back in, either in through the back side and park without the ability to go through or go to Portola Road and use it as their backing mechanism. For safety purposes with traffic and bicycle riders and walkers they want to get away from that. The project offers solutions for adding the bedrooms, office space, the equipment room for turnouts, and the apparatus bay providing ability for apparatus to maneuver through the property without hinderance. It allows better training inside and outside the building. And a remodel is simply needed for roofing, kitchen, et cetera. The additional parking is needed because services have expanded greatly, not only on the 911 side but also on the non-emergent side, especially for fire prevention. With the chipper program and vegetation management program they have more personnel, more vehicles, which do a lot of work in Portola Valley. They need to put the vehicles in a designated spot, which is the reason for the request for additional parking space, because they will definitely get utilized and enable them to perform their operations.

Mike Wasserman, Capital Program Management, District Project Manager, addressed the Council and discussed the outreach program for the project. They have been meeting with neighbors early and often throughout the process. They have gotten much input from them and found out what their concerns were and addressed all of them. They removed the Sheriff's office and relocated the proposed drive-through lane to the front of the property. They relocated the proposed additional parking to the front of the building. They relocated the trash collection area to be away from the neighbors. They removed exterior lighting from the new apparatus bay back wall and reduced the number and size of windows in the apparatus bay. They revised the landscaping and screening and continue to work with the neighbors on that. Currently they are in the process of trying to coordinate a meeting with all the neighbors to go over the desires of each of them regarding the screening and landscaping. They also changed the design to maintain the existing landscape buffer for the neighbors' property as much as they desired. He spoke about the Planning Department's timeline. They started the process well before their first submittal, which was almost two years ago. Meetings with ASCC and Planning Commission followed, and the remaining topic for the Town Council deals with the amendment to the Town's Zoning Ordinance as laid out by Assistant Planner Parker. They support the proposed recommendations from staff.

Bill Gutgsell, CJW Architects, addressed some of the big concerns encountered in the ASCC and Planning Commission meetings regarding the parking lot, number of parking spots and the tree removals. Regarding the parking lot location basically boiled down to originally wanting to put the parking area in the rear of the site. Based on neighbor concerns they decided to move it to the front of the site which also allowed them to do a drive-through. When they have training sessions or other engines that are covering the site when Engine 8 is out on a call, they have other stations that cover this station, so they need something onsite where those engines can drive through the site without having to drive through the apparatus bays. Those bays are closed and locked, and they cannot get through them. Through the neighbors' concerns and ASCC concurrence with those, they were led to the redesign in the current location. The parking at the front of the site is consistent with the non-residential properties in the area.

Mr. Gutgsell spoke regarding the existing parking situation, with just seven parking stalls and one ADA stall, for a total of eight parking stalls onsite. There are two pieces of equipment that are currently parked in the landscaped areas, in the duff from some of the redwood trees in the back of the site. The desire is to try to move some of the equipment out of that area. With regard to the parking required to accommodate the existing conditions, they are looking at a need for eight staff parking stalls, one ADA stall, which was the current configuration, two visitor stalls, and four for equipment, for a total of 15 parking stalls. With the proposed parking, during shift changes there are five people onsite and another five people come onsite for the shift change for a total of ten staff. They are now required to have two ADA stalls, which includes an electric vehicle charging station and a van stall. Two visitor stalls and four equipment stalls bring the total to 18 parking stalls, which is what is provided for. The ASCC and the Planning Commission have reviewed this and concurred.

Mr. Gutgsell said in regard to the existing redwood trees, they need to be removed to accommodate the proposed building and driveways. The additional redwood trees in the rear of the property are being removed at the request of the neighbor who is concerned about potential damage that may occur or has already occurred to her residence and the foundation. Those trees at the rear of the site will be removed. They are also striving to maintain the majority of the plant material that she has overseen for a number of years on a small part of the property that the District has allowed her to garden in. They intend to try to maintain as much of that plant material as possible. They just had a survey done in that area. They were not given permission to get into that area, or the survey crew didn't believe they had permission to get in that area. They have gotten in there now and have surveyed each and every plant, shrub and tree and identified them by species, so there is a good understanding of what is there and what they would like to try to maintain for the future.

All of the redwood trees on the property were planted by the District. To accommodate the parking lot in the front requires the additional removal of some existing trees, one very large one. Mr. Gutgsell said they looked at it and were asked by the ASCC and Planning Commission to have a supplemental arborist report on that particular tree. The largest of the trees in front is not in good health currently. It is water stressed and has a co-dominant leader near the top, which is two trunks. In the case of a redwood tree these can get very large. In heavy wind conditions or very hot weather, they can split and fall, which would obviously be a safety concern. It could hinder an evacuation route from either the station or could go across Portola Road. The tree is currently too close to the building. They looked at the possibility of trying to maintain the tree, but with the parking lot improvements needed, including some impervious pavers as well as a stormwater retention tank that will address some of the site flooding conditions the neighbors have been concerned about, it was determined that the tree roots would be affected regardless of whether the tree was removed or not. The arborist report indicates that the tree does need to be removed. Planning Commission and the ASCC agreed as well.

Chief Lindner summarized by thanking everyone for the time and energy put into the long process, including the ASCC, the Planning Commission, and the neighbors with two years' worth of stress regarding what would happen. Town staff has done much work and their efforts are appreciated. In the two years they feel they have answered all the questions from all groups involved and come to a point where all are comfortable with the project. He hopes to move forward and would appreciate approval.

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

Ms. Jan Mountjoy said she pretty much had said what she wanted to say but added a thank you to the Fire Department and their staff for the way they have included the neighbors in the process. She reiterated the importance of landscaping. She shared that back in 1976, the Fire Chief at the time came to her door and said, "I'm going to be your new neighbor." Her residence pre-dates the Fire Department. He asked her how they could make her happy, in effect. She said she wanted landscaping in between them to ensure privacy and protect her property values. This never was added to the plan. Landscaping was not done, and she lived for five or six years with the view of the back side of the Fire Department, and it was not a pleasant site. Eventually the Fire Department and she agreed on a landscape plan; however, there was no agreement to maintain it. She watered it by hand and later installed a sprinkler system at her own expense. She maintained the plants at her expense and has been doing this for over 40 years. She said when the Fire Department first proposed the new plan, they were going to raze the 40 years of shrubbery. She reiterated how important landscaping is, and how it protects her property, and she would like to continue to be included in the process.

Councilmember Wernikoff said by all accounts it sounds like it has been a collaborative process. She wondered why it was decided not to have the landscaping come back for one more review and asked if anyone knew what the rationale was. Planning and Building Director Russell answered that the way the condition is drafted it would have another round of review on the landscaping. It would be by two ASCC members and the Conservation Committee. This is in the proposal before the Council for consideration. She said she thinks the residents are talking about the added language to that condition to include a consultation with the neighbors during that review. She said that is an area that the Council should consider – whether that language should be added back to that condition. Vice Chair Hughes said the language seems to talk about the Conservation Committee as a committee, which cannot meet or act without a public meeting at which the neighbors could take part, so he asked if this doesn't already include neighbor participation. Planning and Building Director Russell said in thinking about it that way it could. She didn't know if the ASCC had thought it through to that level of detail, so if the item goes back to the full Conservation Committee, they usually form a subcommittee who discusses it with the full committee, and that would be an opportunity for public comment, through that forum. Vice Chair Hughes said they may not have intended it to be the full committee. They may have meant to contact one member. Director Russell said there are times when they are looking at follow-ups to plans or revisions to plans where they contact Judy Murphy directly. She will at times provide feedback or sometimes turn it over to a subcommittee or the full committee. Vice Chair Hughes said there are a couple of options.

Mr. Gutsell reiterated that their full intention is to meet with the neighbors and have a collaborative effort on the kinds of plant material will be established on both property lines, the Mountjoys and the Schultz's. This has been their intent from the beginning. They have met with them in the past, before COVID hit and things went by the wayside, but they fully intend to meet with them to develop and landscape as well as fencing plan at each property line that both neighbors will be very happy with. Mayor Derwin thought it might just give the neighbors comfort to simply add the language that they would like included.

Councilmember Aalfs thanked the Fire District, Town staff and the neighbors for working through this over the last couple years. He said they have often included neighbors in such situations. ASCC approvals often have a condition including consultation with neighbors on plantings/screenings. He said he supports putting the language back in, which clearly doesn't add anything that wasn't already part of the process. Secondly, he said the condition of meeting with the Conservation Committee is very cumbersome. If the Committee feels strongly that the whole committee wants to discuss it publicly, he is fine with that, but would also be happy to amend it to say, "The Conservation Committee, or a subcommittee."

Councilmember Richards agreed with Councilmember Aalfs and said it's been such a thorough process to this point that it should be rounded out, and probably the language that mentions the Conservation Committee was just not quite thought through. Putting it in as a review by two members or a subcommittee of the Conservation Committee makes perfect sense.

Vice Chair Hughes agreed and suggested modifying Condition 8 to say that the "modification shall be subject to approval by two members of the ASCC in consultation with the neighbors and, as necessary,

the Town's Conservation Committee or a subcommittee thereof." The Council was in agreement with this wording.

Vice Chair Hughes moved to Introduce and Waive the First Reading of the attached Ordinance for the Zoning change. Seconded by Councilmember Wernikoff, the motion carried, 5-0, by roll call vote.

Vice Chair Hughes moved to adopt a Resolution Approving the Conditional Use Permit Amendment, Architectural Review and Site Development Permit with the amendment made earlier. Seconded by Councilmember Richards, the motion carried, 5-0, by roll call vote.

Mayor Derwin congratulated all involved and said they all look forward to the groundbreaking.

(17) Recommendation by Planning and Building Director – Safety Element Update – Process and Contract with Urban Planning Partners

Planning and Building Director Russell presented this item addressing the Safety Element and a contract for a consultant to help with the work, the approach, and the community outreach. She began by explaining the Safety Element, which is a required element of the General Plan, required under state law. The elements are likened to chapters. The goal according to State guidance is to reduce the potential short and long-term risks of death, injuries, property damage, economic and social dislocation resulting from fires, floods, droughts, earthquakes, landslides, climate change and other hazards. They study all of these areas and create goals and policies aimed at reducing those risks. The Town's current Safety Element was adopted in July of 2010. Quite a bit has changed since then, both in regard to state law as well as the context the town is living in.

Director Russell explained that, under state law, the Town is required to review the Safety Element Update every eight years, on the same cycle as the Housing Element. This reflects a change in state law to elevate both the Housing Element and Safety Element into the public eye and ensure it is reviewed regularly by policymakers. This change has happened over the last few years. Safety elements were often ignored in the past and rarely updated. Now, it is to be done every eight years. The process includes research, data collection, mapping, analysis, and technical work done by several sources. Many governmental agencies provide much of the information, which wasn't available in the past, including mapping and data. They bring all of this together and receive public comments. There is a review by certain California state agencies, notably including Cal Fire who has a Planning Department that reviews the safety elements, so they have a good idea of the kinds of things they will be looking for. There is also a required review by Woodside Fire Protection District in the process. Any time a policy document like this is adopted, it is required that it be reviewed under CEQA (California Environmental Quality Act). For any general plan amendment, there is always Planning Commission review and Town Council review and adoption.

Director Russell said the process will be strongly guided by both state law as well as guidance that the state puts out. The law itself includes specific things to analyze which have been updated over the years, such as floods. There is new language over the last few years particularly related to fire safety, a new way to approach what is considered network accessibility, such as how your vehicle network operates and its relationship to evacuation planning. The Office of Planning and Research (OPR) is the State department that writes guidance for these types of things. OPR guidance is referred to in numerous areas for planning in California. One big piece of this is how to update the required elements of a general plan, including best practices and a checklist of required items. It does not yet have some of the latest information, particularly on fire safety planning. OPR also has a recent document, "Fire Hazard Planning Technical Advisory," which is referenced in the state law as well. It is currently a draft put out late in 2020. Director Russell reached out to the staff at OPR and asked when the final was coming. They could not guarantee a date due to challenges and delays. She pled for it to get it done for those that are working hard on their safety elements. In the meantime, it has very good guidance to help in the process. It includes fire hazard planning guidance, specific descriptions of what you should study and how to study it. It also includes example policies, many agency resources, and examples from other cities.

Director Russell stated that it is necessary for the Town to have qualified consultants to help with this specialized and complicated work and that they are working with a team of professionals. She said staff is proposing that they use the same team as they are using for the Housing Element Update process. Urban Planning Partners has responded to their request for qualifications for both the Housing Element as well as the Safety Element Updates. Their team includes Fehr & Peers, a leading firm in transportation planning, to work on the evacuation portion analysis. Baseline Environmental and Deer Creek Resources are the fire safety experts. Urban Planning Partners and Deer Creek Resources are working together on a number of cities that have high profile fire safety issues, including Paradise. Staff feels the benefits of using the same consultant team would improve community and help with schedule management as there is interplay between these areas of work. They feel it will make a smoother and easier integration of the safety element concepts into the housing element process. Also, there is significant cost savings and coordinate benefits for the CEQA review, because then they just have one firm that's doing the CEQA, and they would be up to date on both the Housing Element and the Safety Element.

Director Russell affirmed that community engagement is important in everything the Town does. They would anticipate some community-wide outreach, perhaps in the form of a community meeting or an open house. The format may vary depending on the pandemic conditions and ability to do hybrid meetings. The Town has established committees with long and detailed expertise in areas overlapping with the Safety Element planning work, so staff proposes that the Ad Hoc Wildfire Preparedness Committee, the Emergency Preparedness Committee, and the Sustainability and Geologic Safety Committees all have a role in this. They would have the opportunity to review the draft goals, policies, and implementation measures as they are developed so they can bring that expertise into the conversation. As always, there would be Planning Commission review and opportunity for the public to participate in that. They would have strong communications on this as well, using the Town's news and social media, and creating an e-notify solely for this topic so that people who are interested can receive emails. They would also be creating website content as well.

Director Russell said that the Town is in a very competitive environment right now. All of the cities in the Bay Area are updating their Housing Elements at the same time and most are updating their Safety Elements as well. Planning and environmental services and transportation consultant services have been difficult to secure and are very expensive. On the flip side, there are opportunities for collaboration. The County is going to be leading some kind of collaboration on safety elements. Their scope is unknown as yet, and there is very limited information and no details. She said the Town is ahead of many communities right now, and they feel it's important given the level of priority for the community, but it does create some uncertainty in trying to get started on this while waiting for the County to decide their scope. They anticipate having much more information within the next month. There are also aspects of the local Hazard Mitigation Plan that the Town is currently updating that will feed into the Safety Element process. There are many outside agencies that have tremendous resources which could help around data and mapping, bringing all those things together. Director Russell said staff recommends beginning this process given the high importance of it to the community and because the analysis performed with the Safety Element is going to be useful and will inform the Housing Element Update process, which is on a tight timeline.

Director Russell advised that the cost of the proposed scope of services for the primary scope is \$89,466. There is a contingency of just under \$11,000 for some modeling work. Director Russell said they are not presently sure if the State will be finishing the modeling they are proposing to do on a beneficial timeline. They included the contingency so they can do the modeling themselves, if necessary, through Fehr & Peers, so the total budget is just over \$100,000. The costs would be spread over this fiscal year and the next fiscal year. The current fiscal year budget includes \$20,000 for this work. She advised that there is a typo in the written staff report, but the actual budgeted amount is \$20,000. She said they propose that staff incorporate the additional needed funds into the September budget revision to address the difference at that time. Much of the work would happen in this fiscal year but some certainly in the next as well. They can work with the consultant to see how that might be allocated across the years. Director Russell advised that it will also take significant staff resources to be able to complete this. She would be overseeing from her department. The Town Manager would also have a strong role in coordination with other emergency preparedness initiatives, local hazard mitigation plan and other work that the Town is

doing. The new Senior Planner, Adrienne Smith, would be the day-to-day person, in addition to the Housing Element and will be in near-constant communication with Urban Planning Partners. The Assistant Planner would be working on specific tasks related to this or in support of it. The Communications and Community Engagement Analyst would be working on the public outreach and news on the website. Public Works Director, Howard, would also have a role in terms of providing technical advice and assistance. Woodside Fire Protection District staff would be invited to participate throughout the process and also have a role in reviewing the draft. Staff recommends that the Council approve the contract with Urban Planning Partners and provide any direction on the scope, approach, community outreach or anything else they wish staff to implement going forward with this work.

Councilmember Wernikoff asked how everything will come together from a higher level. Aside from working with Urban Planning Partners on the Housing Element, she wondered what the framework is as it relates to the Housing and Safety Elements, as well as what was approved a couple meetings ago related to the evacuation study. Town Manager Dennis responded in regard to the evacuation study. The Council reviewed an RFP in April for an evacuation study that would consist of two components, one related to doing some modeling in the town to understand the time it would take to evacuate, although the Town does have some general assumptions that give a sense of what it might look like. Secondly, looking at the town's physical infrastructure, the roads, to see if there is any opportunity for improvement related to the flow of traffic. They think of that work as a program of the Safety Element which lays out a set of broad-stroke goals and objectives. It would be listed within the Safety Element as one of those programs likely as completed and having some subsequent language about what to do with the information coming out of it.

Planning and Building Director Russell said in terms of the relationship to the Housing Element, the way they understood the Council's direction was that there was an important connection between the two pieces of work. It was said that the idea is we want to have a Safe Housing Element. So, they will be learning through the Safety Element and trying to pull those ideas and concepts into the Housing Element Update process so that it can shape the policy decisions related to housing. This will have to be worked through with the schedule, so it would be working with the consultant to schedule out a lot of the different tasks to be drawing the information they are learning from the Safety Element and bringing it to the Ad Hoc Housing Element Committee for their discussion and consideration. Councilmember Wernikoff said essentially it seems like there are the two consultants who are doing the bulk of the support for the Housing Element as well as the proposal for the Safety Element. Then there is a carve-out aspect part that Town Manager Dennis described which is going to be done by an additional separate party specifically to look at evacuation modeling and infrastructure, et cetera. Director Russell said there are a couple of different laws, and they are trying to make sure they are addressing all of them in the right places. They have tried to pull out the piece that has to be addressed by the Safety Element and include that in the scope of work tonight. From that, there is additional work, including those Town Manager Dennis referred to as programs that can be done. They are thinking about getting started on some of them instead of delaying until after the Safety Element work is completed.

Councilmember Wernikoff asked if the cost was rolled up for the combined the work – the Safety Element, the Housing Element and evaluation of evacuation and infrastructure. She asked what that total number would be. Town Manager Dennis said the number for the evacuation study is still being discussed. Regardless, it will likely be more than initially thought in the budget. The total would include non-General Fund dollars as well. From the grants, it would be looking in the range of \$425, a substantial effort. Town Attorney Silver added that one of the associated costs is the environmental analysis, and it is unknown what level of environmental analysis will be done for the additional housing sites but there will probably be some kind of analysis that needs to be done. Also, it will be necessary to amend the Land Use Element to reflect additional housing units. Thirdly, it will probably be necessary to amend the Zoning Ordinance to implement the housing sites added by way of both the Housing Element and the Land Use Plan.

Councilmember Wernikoff said she thought the cascading impacts of the changes to the Housing Element obviously affects all of these other elements, so everything needs to be in sync, and she thought that work was included in the budget already. Director Russell said the majority of this is included in what has already been approved, except the additional cost associated with the environmental review. The

majority of the work is covered, in terms of the policy work, but they don't know what kind of environmental document that will be and what the cost will be. There is money allocated in the contract approved to start the initial steps that will give the information to then know what level of environmental review is required. Additional funds will be needed to cover it, but how much is not known yet. Councilmember Wernikoff then asked what is incremental to all of this relative to what was approved in the budget. Her sense is that a portion of it is what is anticipated to be the higher cost of the evacuation study and a portion will be what they don't know yet from an environmental review. Here question was, what hasn't been budgeted yet out of this whole umbrella? Town Manager Dennis said what has not been budgeted yet is the remainder of what it may take to bring on a quality consultant for the evacuation study. They've put in \$20,000 right now. It will be a bit more than that and, the components that Director Russell was just referring to.

Councilmember Richards asked regarding the process description on red page 263, the second bullet point. "General location information and distribution of existing and planned uses of land in very high fire hazard severity zones," and "The location and distribution of planned uses of land shall not require defensible space compliance measures required by state law or local ordinance to occur on publicly owned lands or open space designations of homeowner's associations." Planning and Building Director Russell explained that this is a direct quote from the state law. She understands this to mean they have a carve-out for certain types of uses where that doesn't apply, and this is an example of something they will have to get into and make sure they understand. Councilmember Richards asked if the consultant that comes on at the beginning during research and data collection is involved from the very beginning? Director Russell said yes. Councilmember Richards asked at what point the Planning Commission is brought into the process. Director Russell said when they have the draft policies and implementation is when it would be taken to all of the different committees as well as the Planning Commission. They would then go back and work a little more, create a complete draft plan which would go back to Planning Commission for thorough review.

Town Attorney Silver said the fire maps that they are required to incorporate into the Safety Element have been anticipated to come out in the past several months, and have not, which is frustrating for all of the cities on this cycle. They are still required to submit a Safety Element and approved Housing Element by January 1, 2023, and they don't have the maps yet. There is also pending legislation that would require the Town to also look at high fire hazard areas. That legislation is pending, and it's unknown whether that will pass and what type of process it would entail to incorporate the high fire hazards areas. There is currently no process for doing that at a local level. She wanted to preview these issues. It has been a difficult process to "line all the ducks in a row." She said Director Russell and her team have done a great job but there will be hiccups along the way.

Town Manager Dennis offered a thanks to Director Russell for her time in finding a great consultant. He said it is rare that a small town gets the quality of consultants in both Urban Partners and Fehr & Peers, which are viewed as Cadillac-level consultants. It was no accident Director Russell worked very hard to make sure there were quality consultants applying and the Town will get an excellent product at the end of the journey. He also talked about the study further. Some of the work that the Town staff has already done around the issues and some of the assumptions they've been sharing with the consulting teams being considered for the evacuation study he plans to put into an email for the community for more information, because evacuations are clearly a topic of conversation. He said one area that is interesting is understanding what the current road capacity is in town. They do regular traffic counts. The last one was done in October of 2019. They looked at Portola Road, Alpine Road and Arastradero Road, looking at the busiest hour of the day to get an idea of what the max hour could look like. On Alpine Road approximately 1,000 per hour can come through on a busy morning. On Portola Road, about 650 cars, and on Arastradero, just under 350. This is with one week's worth of data. So, one busy morning's traffic could theoretically have close to 2,000 cars traveling through town one way or another. This is a useful base level of understanding road capacity. They also know in talking with traffic consultants that the average single lane roads – such as one of the two lanes on Portola Road – can take about 2,000 cars per hour. In an evacuation emergency they are discounted to about 1,000 cars an hour. Also, on at the on-ramps for freeways, if it's metered, it can get about 900 cars max an hour on the freeways. They have

shared this with potential consultants, so there is a good basis for initial understanding of the road capacity.

Using the Zonehaven tool and census data, they have looked at how many people per household. The last census data had 2.7 in Portola Valley. They looked at how many total households there might be in the greater Portola Valley area that could use the roads in an evacuation. On a busy day that could be 7,500 cars, likely less. Just using that base assumption, they can start to get a sense of what it may take for people to evacuate. He read a study in Ashland, Oregon, on time, looking at how long it takes somebody from when they hear about the evacuation order to when they leave, 100 percent. How long does it take for that 100 percent total subgroup to leave? In Ashland they estimated it to be three hours. Not everyone leaves at the same time when an evacuation is called. They leave at different times, so in these conversations with consultants, they've been sharing that information and have a level of comfort around their assumptions that get them to a number of one to two hours potentially for evacuation. If routes start to get blocked for some reason it could be longer than that. This is why they have an evacuation study underway, but that is the information they are using to start out with.

Town Manager Dennis said the Town is on the forefront, and this is essentially a burgeoning discipline based off of evacuation studies on the East Coast for hurricanes. He is very thankful that Fehr and Peers will be involved in the Safety Element because he is aware there is at least one other city where they are considering doing a similar evacuation study. He said the most important thing anyone can do in an emergency is have a go-bag, leave early, do not wait until they are told, or until they see flames. The places that he has seen that have done this work, such as Ashland, Oregon, a town of 25,000 people, it takes them four hours to evacuate, and they're right on the freeway. He reiterated that the concept is leave early. Town Manager Dennis Lt. Myers and Chief Lindner as well as Dale Pfau and Michael Tomars from the committees. All of them got together to prepare the message that went out to share why the Town has not conducted a drill in the past. Having talked to Sophie [phonetic] last week, he really appreciated the conversation with her. He wished her success in what she's doing.

Councilmember Wernikoff commented that she appreciated the overview and the logic that goes into thinking about this from a broad scale, quantitatively looking at the total population, the roads, the throughput, the neighboring communities. There are a lot of variables and hearing it from that perspective is very helpful. Mayor Derwin agreed.

Mayor Derwin invited further questions from the Commissioners. Hearing none, she invited comments from members of the public.

Dave Cardinal thanked Town Manager Dennis for the points on the evacuation study. He said he is happy to take anyone through some of the modeling that's out there but wanted to say that as far as the fire numbers, he thinks we are not going to get much. The fire planners are re-planning monthly because of the new room conditions. They're pretty much in a spin cycle, and the last time that they proposed things in 2007 and put almost all of Portola Valley and the high fire risk area, they appealed it, and it took another 18 months for that to settle out. It would be great if they got a map to settle out. He said it would be great if they got a map tomorrow, but his guess is by the time they have to make a decision they may not have a new final map, which might be good in a way, because it might not be as bad as it could be. Town Manager Dennis commented that the fire map's relevancy has been primarily around a few areas, primarily the use of Chapter 7A for the building code. The Council did not adopt a map at that time but instead adopted 7A for the entire Town. He said everyone knows the town is in a WUI (Wildland Urban Interface) regardless of whether a map labels it very high fire, high or moderate. What is important is that what the State is going to require the Town to do using that particular information. This is still an unknown, particularly around the high fire severity zone designation, which doesn't have a particular code use for local responsibility areas, areas that have their own fire department like Portola Valley. He thinks it is likely there will be more legislation that refers to the maps at different levels which hasn't been the case, but they understand the town that we live in, and the Town won't be, except in extraordinary circumstances, adopting wildfire resiliency efforts that only apply to one area. It will be more and more applies to the entire town as much as possible.

Danna Breen, 4680 Alpine Road, said she feels it is very important that the town residents be involved in the conception of the Safety Element language, not in reaction to it. There should be resident participation with the consultant. Traditionally, when they have worked on the General Plan over the years, there have been lots of resident involvement in the conception of the language. She does not want to have a consultant come and propose it all and say, "What is your reaction to it?" She hopes the residents are invited into the process.

Ellen Vernazza, 120 Nathhorst, addressed the Council, asking about the exit strategies during a fire and thinking of using Arastradero when all of upper Page Mill and possibly Skyline people will be coming down that Road, possibly not allowing exit in addition to them at the other end of Arastradero. She feels this needs to be taken into consideration regarding exit plans for the town and feels Alpine Road is the only real exit that would be possible. Town Manager Dennis responded that in the event of an evacuation warning or order – which will not be called by the Town but by fire professionals – it may be that Town staff and Councilmembers will be made aware of the evacuation call by a SNC alert and not some other means because of the nature of the situation. They will make that call and the determinations on what routes are available. He said when the CZU fire happened last year, prior to evacuation warnings and orders that were called, deputies from San Mateo County's Sheriff's Office as well as mutual aid police departments were sent up into those communities where they had sufficient numbers to direct traffic out of those communities. He explained that it depends on what type of emergency it is, how long before fire might reach a community, what routes might be unavailable or not. He said the Zonehaven tool has been very useful in understanding the particular areas that might be impacted coming out of unincorporated areas of Santa Clara County into Los Altos Hills. This would all be through direction. It also would be a very large evacuation. Depending on the type of emergency they might do it differently or in a different order.

Mayor Derwin invited further public comments. Hearing none, she brought it back to the Council.

Councilmember Aalfs wanted to thank the staff for all the work they've done in lining up the group to work with. He had a chance to sit in on a phone interview with the lead consultants being considered and found it very informative and them to be very reassuring. He feels the town is in good hands with them and he feels this is the right way to move forward.

Councilmember Richards agreed and said it looks very well thought out. There will be discoveries along the way in figuring out what the State means in what they say, but he thinks the plan as laid out looks great. He is willing to go ahead with a motion.

Councilmember Richards moved to approve the contract with Urban Planning Partners for planning services. Seconded by Vice Chair Hughes, the motion carried, 5-0, by roll call vote.

Mayor Derwin echoed the thanks from the Councilmembers to staff. She has heard many stories about how hard it is to get consultants right now.

(18) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Wernikoff attended the ASCC meeting, which was very straightforward. A single-family residence at 531 Wayside was approved unanimously. The Cultural Arts Committee meeting will be tomorrow. They are moving forward with the Live Revive event. They have some amazing artwork for a t-shirt logo for that event. They are working towards a summer event on August 26th for an old-school summer concert series. It will be on the performance lawn with a band. Vaccinations will be required, and it will be outdoors. Assuming nothing major happens COVID-wise between now and then, that is their plan, to try to have the first summer concert series post-COVID with that event. Town Manager Dennis said there is no particular name for the event, but the band is called Windy Hill. One of the musicians is Ryan Breen, Danna's son, who is a great musician and a member of the committee. They will be playing a bluegrass type of music. Councilmember Richards said the first meeting of the Housing Element will be this coming Monday. The Planning Commission meeting was cancelled last month, so there were no updates there.

Mayor Derwin asked who would be running the Housing Element committee for the first meeting. Councilmember Wernikoff said her understanding was they would nominate a chair. Staff will run the meeting until a chair is nominated. She has not seen the agenda, but they have met to discuss the agenda and either item one or item two on the agenda is nominating a chair and a vice chair.

Vice Chair Hughes reported that back in July there was a Trails and Paths Committee meeting. They would like to be involved in the review of large property fire mitigation plans that are now required. The Ranch is having continuing issues with dogs on trails and some discussion as to new signage there. The Committee approved putting new signs in for six months on a trial basis to see if it helps. eBikes have been showing up on trails which are not allowed, as motorized vehicles of any kind are not allowed trails, so the Committee discussed education on this issue. The Planning Commission reviewed the Fire Safety Checklist. Woodside Highlands Road Maintenance District Resident's Advisory Committee covered their paving project which has wrapped up. They re-paved the whole road from top to bottom. The project went well and is now completed.

Vice Chair Hughes reported that EPTS met this month, just the other day, and there was good discussion of parking issues on roads in two locations, one around Windy Hill and one at the bottom of Golden Oak across from Zotts. The Windy Hill one has been ongoing at the Committee for a long time through several waves and has become much more significant recently with COVID leading to a lot more people using Windy Hill. Vice Chair Hughes thought the Committee had a very good discussion about both sets of parking issues. One, they have formed a subcommittee and made several recommendations that staff is now going to implement, some changes for Willowbrook and Portola Road, and come up with a plan for approval for some signage, painting of red curbs, et cetera. At the bottom of Golden Oak, the discussion will probably continue at the BPTS level because the Sheriff's Office, Fire Department, Public Works and Traffic Safety Engineer all seem to think everything is fine, but the local residents seem to think that there is a big problem there, so they will continue the discussion at BPTS to see why there is this disagreement.

Councilmember Richards said the Emergency Preparedness meeting last week included an update on the current mutual aid effort by Woodside Fire Department to other fires in the state, which was substantial. There was an announcement of upcoming trainings which are getting a fair amount of patronage and a lot of people signing up, although there is room for more. He mentioned the evacuation modeling addressed previously by Town Manager Dennis. He attended the Equity Committee meeting last night. It was a long meeting, just trying to figure out how to work through very difficult subject matter and how to work with each other. He thought they made a fair amount of progress. There were no substantial decisions made. A couple of subcommittees were formed to start looking into the town zoning ordinances, et cetera. He said it is a phenomenal committee in terms of the depth and breadth of types of people working on it, and he feels it has great potential.

Mayor Derwin said she was at the Equity Committee meeting as well. They still have not decided whether they want to be Equity or Race and Equity. They are still working on their charter. The subcommittee she found most interesting was finally starting to look into all of the town's policies and procedures to see where there are things that are not equitable. One of the members, Andrew Pierce, did the exact same thing in Palo Alto, so he knows what he's doing.

Councilmember Aalfs said Parks and Rec has had a couple meetings, mostly focused on their part of the Town Picnic and Concert in October. They are still working on the dog park but have set it aside for a bit to focus on the other things they are working on, but that will be coming back to the Council at some point. Nature and Science had a couple events, another wildflower symposium. They also had Leslie Field who did an Ice 911 presentation last week. The Airport Roundtable created a subcommittee to explore the possibility of expanding to include Palo Alto. He said he is not on the committee, but Cecilia Taylor and Jeff Gee from Redwood City are on it. He said he missed the ASCC meeting as he was out of town, but Councilmember Wernikoff covered it for him.

Mayor Derwin reported the Sustainability Committee met on July 19th. There was a presentation by Cal Water on installation of Smart Water Meters and a presentation by Susan Cordone, who is the

Conservation Coordinator for a large portion of Cal Water including Bear Gulch District. She would like to get more information out about these programs. There was a good understanding of what it will take to get the smart water meters installed. It will take time, perhaps by the early part of next year. Subcommittees, they still seem to be considering the blackout protection purchase of a portable solar panel for generation and storage to lend out to residents. The Climate Change meeting and discussion group was tabled until next month. They want to form a Water Conservation subcommittee. There was discussion on the state mandate to reduce water use by 15 percent, and the initial message to the community. They decided to participate in the PV Live Revive picnic. The next meeting will start at the new time and date, the third Thursday night of the month at 7:00 p.m., in hopes of better attendance.

Mayor Derwin said the Resource Management Climate Protection Committee meeting happened on 7/21. There was a PG&E update on efforts to reduce wildfire risk and the PSPS (Public Safety Power Shutoffs). Bill Chang called out Portola Valley specifically as a community that is committed to working with PG&E to trim or cut own trees near power lines, which doesn't happen everywhere. They also had a BAWSCA update on water supply reliability. The Water Supply Reliability Roundtable and Drought in San Mateo is a group formed to look at the one water idea of, where you're actually at other water supplies, such as recycled, reclaimed, even wastewater, to potable or non-potable. They are doing this under the umbrella of BAWSCA. Mayor Derwin said she asked a lot of hard questions, such as why they are not doing this in San Mateo County. Every water utility in San Mateo County is not represented by BAWSCA, and even those that are, they don't sit on the board. Cal Water sits on the Board. She said she is pushing that because she doesn't think this is something that BAWSCA should be controlling. There was also a presentation on onsite use of non-potable water in residential and commercial settings and state efforts to establish regulations for various non-potable end uses. This was a presentation by Greg Smith from County Environmental Health. She said what was interesting is that he was really pushing gray water recycle, which is a complete turnaround from where they were five years ago.

There was a special meeting of Flood and Sea Level Rise Resiliency District because they had to adopt the Water Pollution Control Service Charges Reports for Flood Zone 1, and other things. They had to do something that was time-critical so that they could collect money from the flood zone areas. There was an update that the Bayfront Canal and Atherton Channel project are happening. They are still not entirely sure what is happening with the Resilience budget trailer bill where they had hoped to get money for the District.

Mayor Derwin shared that there was a special meeting, one-on-one, where all of the members of the ExpressLanes JPA met with the people who were doing the branding for the Express Lanes, which was fun. She wedged herself into a meeting that was supposed to be just for staff, which was Stanford talking about their fire management plans for all their lands, not just Wedge. She said it was fascinating. She spoke of several of their consultants whose plan is very impressive. She came away thinking we are in good hands. Town Manager Dennis agreed.

Mayor Derwin reported on a meeting that Councilmember Wernikoff, Town Manager Dennis and she attended called the American Rescue Plan Act meeting with local businesses. The invitation, she believed, went out to many businesses. Town Manager Dennis confirmed it went out to all of the brick and mortar businesses in Portola Valley. Mayor Derwin said only three attended. Carter, Patrick Ruff from the Priory, and Jamie Blatman who is the new manager at Alpine. They discussed how they are doing, and if there was anything they need. They talked about the rescue money the town will be getting. She felt it was a good meeting, although there were few attendees. She said Town Manager Dennis has gone out of his way to let people know that we will have money. Town Manager Dennis said yes, and they will continue to engage. He feels there is some COVID fatigue going on, but it looks like there is opportunity to contribute some funds to their needs, so they will continue that engagement.

Mayor Derwin added, in regard to Equity, they want to have an in-person outside meeting. They will try to find a time to do that, because it is hard to do their work on Zoom and would be great to be in-person. She also met with the *Almanac* reporter, Angela Schwarz, along with Town Manager Dennis and Vice Chair Hughes. She met with the Rabbi, also along with Town Manager Dennis and Vice Chair Hughes. She met with Kim Marinucci from Equity along with Councilmember Richards, and with Lucy Neely from

Equity with Councilmember Richards. She agreed to have herself and her property photographed for a story about insurance nonrenewal because no one else would do it. She said she really doesn't like having herself photographed, so it was a big sacrifice. She had a call with Sean Charpentier who is the new ED at C/CAG. She had a call with C/CAG about how to start a one-water program in San Mateo County. She is not satisfied with the BAWSCA idea.

(19) TOWN MANAGER REPORT

Town Manager Dennis showed a few elements of the Town's website. They continue to update the site on a regular basis. They did a refresh earlier in the information regarding what information is shared and the way it is presented. He shared updated Emergency Preparedness pages, particularly on wildfire preparedness where one can find all of the work that the Town and committees are doing, including evacuation planning. He pointed out a message sent out by two of the committee chairs a few months ago. There is information about the Wildfire Preparedness Committee which takes you to their page. The Vegetation Management Program link has maps to what they are doing with home hardening work, et cetera. He said he hopes residents will check the website regularly for updates, and when there is something of substance, they will send it out as a separate news item to the community.

He commented that they had invited West Bay Sanitary District to attend the meeting and give a presentation on two items they were considering – annexation of the entire town and changes in their reimbursement agreements. Both of those efforts are on hold according to their general manager, so they felt that it was not necessary to come.

He said Planning and Building Director Russell had mentioned the new Senior Planner, Adrienne Smith. She was introduced to the community. He hoped they would all get a chance to work with her. She is an extraordinarily talented person who comes from the City of Milpitas. She was an intern for Portola Valley five or six years ago, so it is nice to see that full circle and how some of the training done got her to come back.

He said he would end with sad news. Brandi de Garneau, Assistant to the Town Manager, is transitioning to a new role with the Town in a part time capacity. This may at some point lead to future opportunities in another community. She has made some life decisions to change. Town Manager Dennis said he has enjoyed working with her, respects her and will keep her around as long as possible on a part time basis, because she has some big projects. He hopes everyone will send her a note. She was the first Sustainability Analyst hired in the County, she was with the City and proclaimed the Town's commitment to those issues. She has contributed to Emergency Preparedness, IT, the website, and the like. He said he will miss her terribly as she's been a source of comfort and consultation to him especially in her time as Assistant to the Town Manager. They will plan to bring her back before she moves to the part time role, so that the Councilmembers can all speak to her.

WRITTEN COMMUNICATIONS

(20) Town Council Digest – July 15, 2021

(21) Town Council Digest – July 22, 2021

(22) Town Council Digest – July 29, 2021

Councilmember Aalfs said he has a conflict but wondered if anyone was thinking of going to Dave Pine's Roundtable from 9:00 to 11:00. He said he might try to tune in when he could. Mayor Derwin said she would as well.

(23) Town Council Digest – August 5, 2021

Councilmember Aalfs shared that when he first moved to the town before being involved with Town government, Ms. De Garneau was one of the first employees he spoke to about various things. It's been great to work with her and he wished her the best going forward.

ADJOURNMENT [9:15 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: 910-11011-000						
1402	3	A-A LOCK & ALARM INC	724.45	08/25/21		
1403	11	ADOBE INC.	161.40	08/25/21		
1404	21	ALMANAC	362.00	08/25/21		
1405	40	ASSOC OF BAY AREA GOVERNMENTS	1,900.00	08/25/21		
1406	41	AT&T	285.89	08/25/21		
1407	44	BANK OF AMERICA	8,811.34	08/25/21		
1408	48	BARTLETT TREE EXPERTS	17,000.00	08/25/21		
1409	50	BAY AREA PAVING	125,500.00	08/25/21		
1410	75	CALIFORNIA BLDG STANDARDS COMM	1,000.80	08/25/21		
1411	78	CALIFORNIA WATER SERVICE CO	31,822.41	08/25/21		
1412	80	CALPERS	7,631.75	08/25/21		
1413	113	CITY OF REDWOOD CITY	2,431.00	08/25/21		
1414	121	CLEANSTREET	1,782.06	08/25/21		
1415	124	COMCAST	764.09	08/25/21		
1416	125	CONNIE STACK	806.40	08/25/21		
1417	129	COTTON SHIRES & ASSOC. INC.	1,101.80	08/25/21		
1418	135	CSG CONSULTANTS INC	61,823.50	08/25/21		
1419	156	DEPARTMENT OF CONSERVATION	3,241.74	08/25/21		
1420	195	GOOD CITY COMPANY	59,872.50	08/25/21		
1421	200	GRANICUS	307.00	08/25/21		
1422	203	GREEN HALO SYSTEMS	228.00	08/25/21		
1423	218	ICMA	13,658.94	08/25/21		
1424	227	INTERSTATE TRAFFIC CNTRL	3,896.85	08/25/21		
1425	262	JORGENSON SIEGEL MCCLURE & FLE	78,788.75	08/25/21		
1426	278	LAMPHIER GREGORY	1,890.00	08/25/21		
1427	295	LYNX TECHNOLOGIES INC	250.00	08/25/21		
1428	334	NOLTE ASSOCIATES INC	22,079.10	08/25/21		
1429	367	PG&E	474.48	08/25/21		
1430	428	SHARP BUSINESS SYSTEMS	123.56	08/25/21		
1431	431	SIERRA PACIFIC TURF SUPPLY INC	1,371.20	08/25/21		
1432	437	SMALL BUSINESS BENEFIT PLAN TR	2,218.70	08/25/21		
1433	438	SAN MATEO COUNTY HOUSING DEPT	19,400.00	08/25/21		
1434	441	SPARTAN ENGINEERING	570.75	08/25/21		
1435	505	WOODSIDE FIRE PROTECTION DISTR	43,923.03	08/25/21		
1436	518	GOT GOPHERS?	1,050.00	08/25/21		
1437	534	METROPOLITAN TRANS COMMISSION	1,500.00	08/25/21		
1438	642	CYBERTARY.COM	1,459.04	08/25/21		
1439	690	CRUZ STRATEGIES	1,250.00	08/25/21		
1440	691	HUMIDORS LLC	2,500.00	08/25/21		
1441	692	HAILEY PEXTON	200.00	08/25/21		
1442	693	MATT DUDMAN	200.00	08/25/21		
1443	694	JOHN GOODING	200.00	08/25/21		
1444	695	RYAN BREEN	200.00	08/25/21		
1445	696	BRANDON GODMAN	200.00	08/25/21		
1446	697	CYNTHIA ROWE	1,536.00	08/25/21		

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
1447	698	MIA DIGIOVANNI	1,536.00	08/25/21		
Check totals:			528,034.53			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			528,034.53			
Check totals:			528,034.53			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			528,034.53			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 08/25/21	3 1402	A-A LOCK & ALARM INC Service Call - Library Door CH Replacement Keys	724.45	497.03 227.42	298116 297915
Vendor: 1403	11	ADOBE INC. Acrobat Pro Subscription 09/01/21 - 06/30/2022	161.40	161.40	1466427598
Vendor: 1404	21	ALMANAC July Publishing	362.00	362.00	73388
Vendor: 1405	40	ASSOC OF BAY AREA GOVERNMENTS FY 2021-2022 Annual Membership Dues	1,900.00	1,900.00	AR026132
Vendor: 1406	41	AT&T July Statement July Statement July Statement	285.89	196.41 44.73 44.75	000016853088 000016853089 000016853087
Vendor: 1407	44	BANK OF AMERICA June Statement July Statement	8,811.34	5,953.13 2,858.21	1388-JUNE21 1388-JULY21
Vendor: 1408	48	BARTLETT TREE EXPERTS Shady Trail Tree Removal	17,000.00	17,000.00	39724272-0
Vendor: 1409	50	BAY AREA PAVING PCI Phase I Work, WHRMD Private Rd Work	125,500.00	125,500.00	C57-228
Vendor: 1410	75	CALIFORNIA BLDG STANDARDS COMM Building Standards Administration Fee Report	1,000.80	1,000.80	Q2_2020-Q2_2021
Vendor: 1411	78	CALIFORNIA WATER SERVICE CO Water Service 06/08/21 - 07/07/21 Water Service 7/8/2021 - 8/6/2021	31,822.41	14,592.70 17,229.71	JUNE-2021 JULY-2021
Vendor: 1412	80	CALPERS August Unfunded Liability	7,631.75	7,631.75	100000016507001
Vendor: 1413	113	CITY OF REDWOOD CITY July IT Support	2,431.00	2,431.00	3002
Vendor: 1414	121	CLEANSTREET July Litter/Street Clean	1,782.06	1,782.06	100765CS

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	124	COMCAST			
	1415	WIFI 7/16/21 - 8/15/21	764.09	504.85	7290-JULY
		WIFI 8/16/21 - 9/15/21		259.24	7290-AUG
Vendor:	125	CONNIE STACK			
	1416	Summer 2021 Classes	806.40	806.40	SUMMER-2021
Vendor:	129	COTTON SHIRES & ASSOC. INC.			
	1417	July Applicant Charges	1,101.80	1,101.80	2021-JULY
Vendor:	135	CSG CONSULTANTS INC			
	1418	FY2020-2021 End of Year Reconciliation	61,823.50	61,823.50	FY20-21 RECON
Vendor:	156	DEPARTMENT OF CONSERVATION			
	1419	Strong Motion Instrumentation & Seismic Hazard Mapping Fee	3,241.74	3,241.74	Q2_2020-Q2_2021
Vendor:	195	GOOD CITY COMPANY			
	1420	Planning Consultant Svcs - April	59,872.50	15,856.25	2389
		CM 2222, Planning Consultant Svcs - Nov. 2020		10,557.50	2274
		Planning Consultant Svcs - June		17,832.50	2437
		Planning Consultant Svcs - May		15,626.25	2412
Vendor:	200	GRANICUS			
	1421	PV Redesign - Milestone 4	307.00	307.00	141366
Vendor:	203	GREEN HALO SYSTEMS			
	1422	June Hosting/Access	228.00	114.00	3157
		August Hosting/Access		114.00	3249
Vendor:	218	ICMA			
	1423	Defer Comp, Q2_21	13,658.94	13,658.94	Q2_21
Vendor:	227	INTERSTATE TRAFFIC CNTRL			
	1424	Road Signs	3,896.85	1,493.48	245859
		Striping Stencils		1,095.23	245857
		Street Signs		1,218.14	245858
		Street Sign Delivery		90.00	245856
Vendor:	262	JORGENSON SIEGEL MCCLURE & FLE			
	1425	April Statement	78,788.75	22,153.75	APR-2021
		May Statement		19,573.75	MAY-2021
		June Statement		37,061.25	JUNE-2021
Vendor:	278	LAMPHIER GREGORY			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
08/25/21	1426	Planning Consultant 07/10/21 - 08/06/21, Stanford Wedge	1,890.00	1,890.00	2021-1104
Vendor:	295	LYNX TECHNOLOGIES INC			
	1427	July Maintenance & GIS Services	250.00	250.00	9406
Vendor:	334	NOLTE ASSOCIATES INC			
	1428	June Appl Chrgs & PW Support, INV227431 - Task 06	22,079.10	22,079.10	JUNE_2021
Vendor:	367	PG&E			
	1429	July Statements	474.48	474.48	JULY-2021
Vendor:	428	SHARP BUSINESS SYSTEMS			
	1430	July Copies	123.56	123.56	9003414533
Vendor:	431	SIERRA PACIFIC TURF SUPPLY INC			
	1431		1,371.20	1,371.20	0604014-IN
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	1432	September Dental/Vision	2,218.70	2,218.70	SEPT-2021
Vendor:	438	SAN MATEO COUNTY HOUSING DEPT			
	1433	21 Elements Housing Services FY2020 - 2021	19,400.00	19,400.00	HCD21-44
Vendor:	441	SPARTAN ENGINEERING			
	1434	Annual Fire Alarm Inspection Inspection Report & Vehicle Maintenance	570.75	482.50 88.25	24696-1 24696-2
Vendor:	505	WOODSIDE FIRE PROTECTION DISTR			
	1435	June Fire Mitigation Support Crew- Roadside Vegetation Mgmt FY2021-22 Chipper Program	43,923.03	3,790.03 40,133.00	WFPD CREW-1008 PV-CHIPPER21-22
Vendor:	518	GOT GOPHERS?			
	1436	Town Fields Gopher Trapping - July 2021	1,050.00	1,050.00	16480
Vendor:	534	METROPOLITAN TRANS COMMISSION			
	1437	StreetSaver Annual Subscription	1,500.00	1,500.00	4926-AR12167
Vendor:	642	CYBERTARY.COM			
	1438	July Transcription Svcs	1,459.04	1,459.04	4394
Vendor:	690	CRUZ STRATEGIES			
	1439	Government Relations Consulting - July Government Relations Consulting - August	1,250.00	625.00 625.00	1909 1937

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	691	HUMIDORS LLC			
	1440	Deposit For Performance on 10/9	2,500.00	2,500.00	0005
Vendor:	692	HAILEY PEXTON			
	1441	Windy Hill Concert 08/26/2021	200.00	200.00	08262021-PERFOR
Vendor:	693	MATT DUDMAN			
	1442	Windy Hill Concert 08/26/2021	200.00	200.00	08262021-PERFOR
Vendor:	694	JOHN GOODING			
	1443	Windy Hill Concert 08/26/2021	200.00	200.00	08262021-PERFOR
Vendor:	695	RYAN BREEN			
	1444	Windy Hill Concert 08/26/2021	200.00	200.00	08262021-PERFOR
Vendor:	696	BRANDON GODMAN			
	1445	Windy Hill Concert 08/26/2021	200.00	200.00	08262021-PERFOR
Vendor:	697	CYNTHIA ROWE			
	1446	Winter 2021 Classes	1,536.00	1,536.00	WINTER-2021
Vendor:	698	MIA DIGIOVANNI			
	1447	Winter 2021 Classes	1,536.00	1,536.00	WINTER-2021
Check Date Totals			528,034.53		
Grand Total			528,034.53		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
August 25, 2021

Claims totaling \$528,034.53 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

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
1448	80	CALPERS	700.00	09/08/21		
1449	83	CAPTUREPOINT.COM	4,075.00	09/08/21		
1450	93	CDW-G	813.24	09/08/21		
1451	95	CERPP	5,000.00	09/08/21		
1452	122	COBALT CONSTRUCTION CO.	1,000.00	09/08/21		
1453	124	COMCAST	162.47	09/08/21		
1454	179	FEDEX	79.05	09/08/21		
1455	186	GENTRY CONSTRUCTION	1,000.00	09/08/21		
1456	195	GOOD CITY COMPANY	17,307.50	09/08/21		
1457	213	HILLYARD INC	1,067.76	09/08/21		
1458	216	HOUSING LEADERSHIP COUNCIL	600.00	09/08/21		
1459	217	HUMAN INVESTMENT PROJECT	3,000.00	09/08/21		
1460	259	JOINT VENTURE S.V. NETWORK	1,000.00	09/08/21		
1461	262	JORGENSON SIEGEL MCCLURE & FLE	20,780.00	09/08/21		
1462	275	KRUPKA CONSULTING	1,650.00	09/08/21		
1463	276	KUTZMANN & ASSOCIATES	26,471.15	09/08/21		
1464	328	NANCY LUND	323.98	09/08/21		
1465	356	PENINSULA CONFLICT RESOLUTION	552.00	09/08/21		
1466	361	PENINSULA VOLUNTEERS INC.	3,000.00	09/08/21		
1467	364	PERS HEALTH	11,794.15	09/08/21		
1468	372	PINNACLE BUILDING & DESIGN	2,000.00	09/08/21		
1469	373	PITNEY BOWES INC.	170.63	09/08/21		
1470	375	PLATINUM FACILITY SERVICES	4,936.68	09/08/21		
1471	376	PORTOLA VALLEY HARDWARE	1,474.57	09/08/21		
1472	403	RON RAMIES AUTOMOTIVE INC.	1,828.58	09/08/21		
1473	407	SABER ROOFING INC	1,000.00	09/08/21		
1474	430	SHELTON ROOFING	2,000.00	09/08/21		
1475	441	SPARTAN ENGINEERING	233.00	09/08/21		
1476	445	STANDARD INSURANCE CO.	572.50	09/08/21		
1477	447	STAPLES CREDIT PLAN	583.50	09/08/21		
1478	456	SUSTAINABLE SILICON VALLEY	1,000.00	09/08/21		
1479	457	SUSTAINABLE SM COUNTY	2,500.00	09/08/21		
1480	504	WOODSIDE & PORTOLA PRIVATE	140.00	09/08/21		
1481	507	WOODSIDE PRIORY	5,030.00	09/08/21		
1482	536	S. H. ROOFING & CONSTRUCTION	1,000.00	09/08/21		
1483	537	HOUSING ENDOWM. AND REG. TRUST	1,432.00	09/08/21		
1484	556	JPM CONSTRUCTION	1,000.00	09/08/21		
1485	620	MORIARTY'S ROOFING	1,000.00	09/08/21		
1486	624	LENCIONI CONSTRUCTION	500.00	09/08/21		
1487	636	PORTOLA VALLEY RD LLC	1,000.00	09/08/21		
1488	697	CYNTHIA ROWE	1,616.00	09/08/21		
1489	698	MIA DIGIOVANNI	1,616.00	09/08/21		
1490	699	150 PORTOLA ROAD LLC	352.50	09/08/21		
1491	700	ALEXANDER SHPUNT	4,015.88	09/08/21		
1492	701	BROWER MECHANICAL INC	5.00	09/08/21		

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
1493	702	HH CONSTRUCTION	1,000.00	09/08/21		
1494	703	LEGACY ROOFING & WATERPROOFING	1,000.00	09/08/21		
1495	704	ROBERT NORDGREN	1,000.00	09/08/21		
1496	705	RUSS WENKE CONSTRUCTION	1,000.00	09/08/21		
1497	706	SCOTT SMITHERS	22.50	09/08/21		
1498	707	RICK HOLMSTROM	266.42	09/08/21		
Check totals:			141,672.06			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			141,672.06			
Check totals:			141,672.06			
ACH totals:						
EFTPS totals:						
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			141,672.06			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 09/08/21	80 1448	CALPERS GASB-68 Reports	700.00	700.00	GASB 68
Vendor:	83 1449	CAPTUREPOINT.COM CommunityPass	4,075.00	4,075.00	SI-72276
Vendor:	93 1450	CDW-G Barracuda Annual Subscription License	813.24	813.24	J338664
Vendor:	95 1451	CERPP FY2021- 2022 Annual Contribution	5,000.00	5,000.00	FY2021-2022
Vendor:	122 1452	COBALT CONSTRUCTION CO. Deposit Refund, 501 Portola IA	1,000.00	1,000.00	BLDR0002-2021
Vendor:	124 1453	COMCAST WIFI 08.21.21 - 09.20.21	162.47	162.47	1945-SEPT21
Vendor:	179 1454	FEDEX Overnight Mail - Milliman Check	79.05	79.05	7-474-22650
Vendor:	186 1455	GENTRY CONSTRUCTION Deposit Refund, 50 Paso del Arroyo	1,000.00	1,000.00	BLDR0102-2020
Vendor:	195 1456	GOOD CITY COMPANY PLanning Consultant Svcs - July	17,307.50	17,307.50	2460
Vendor:	213 1457	HILLYARD INC Less CM 800543144, Janitorial Supplies Janitorial Supplies Janitorial Supplies	1,067.76	436.31 436.13 195.32	604412702 604412701 604416217
Vendor:	216 1458	HOUSING LEADERSHIP COUNCIL FY2021- 2022 Annual Contribution	600.00	600.00	FY2021-2022
Vendor:	217 1459	HUMAN INVESTMENT PROJECT FY2021- 2022 Annual Contribution	3,000.00	3,000.00	FY2021-2022
Vendor:	259 1460	JOINT VENTURE S.V. NETWORK FY2021- 2022 Annual Contribution	1,000.00	1,000.00	FY2021-2022
Vendor:	262 1461	JORGENSON SIEGEL MCCLURE & FLE July Statement	20,780.00	20,780.00	JULY-2021

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	275	KRUPKA CONSULTING			
	1462	On-Call Traffic and Transportation	1,650.00	1,650.00	1287
Vendor:	276	KUTZMANN & ASSOCIATES			
	1463	July Plan Checks	26,471.15	26,471.15	71567
Vendor:	328	NANCY LUND			
	1464	Reimbursement - 3 Year Carbonite Subscription	323.98	323.98	REIMB_CARONITE
Vendor:	356	PENINSULA CONFLICT RESOLUTION			
	1465	FY2021- 2022 Annual Contribution	552.00	552.00	FY2021-2022
Vendor:	361	PENINSULA VOLUNTEERS INC.			
	1466	FY2021- 2022 Annual Contribution	3,000.00	3,000.00	FY2021-2022
Vendor:	364	PERS HEALTH			
	1467	September Health	11,794.15	11,794.15	100000016527452
Vendor:	372	PINNACLE BUILDING & DESIGN			
	1468	Deposit Refund, 501 Portola #7L	2,000.00	1,000.00	BLDR0134-2020
		Deposit Refund, 501 Portola #6K		1,000.00	BLDR0009-2021
Vendor:	373	PITNEY BOWES INC.			
	1469	Postage Meter Rental 05/30/2021 - 08/29/2021	170.63	170.63	1018742119
Vendor:	375	PLATINUM FACILITY SERVICES			
	1470	July Friday Disinfection Svcs	4,936.68	448.01	41637
		July Janitorial Svcs		4,488.67	41636
Vendor:	376	PORTOLA VALLEY HARDWARE			
	1471	July Statement	1,474.57	1,474.57	193-JULY21
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	1472	Silverado Parts Repair/Replace & Flatbed Truck Service	1,828.58	1,365.64	68834
		July Fuel Statement		462.94	G20210731-5
Vendor:	407	SABER ROOFING INC			
	1473	Deposit Refund, 16 Ohlone	1,000.00	1,000.00	BLDR0115-2020
Vendor:	430	SHELTON ROOFING			
	1474	Deposit Refund, 557 Cresta Vista	2,000.00	1,000.00	BLDR0153-2020
		Deposit Refund, 5 Coyote Hill		1,000.00	BLDR0007-2021
Vendor:	441	SPARTAN ENGINEERING			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
09/08/21	1475	Com. Hall Fire Dampener Installation & Vehicle Maintenance	233.00	233.00	24711
Vendor:	445	STANDARD INSURANCE CO.			
	1476	LTD/Life Premium	572.50	572.50	2021-AUG
Vendor:	447	STAPLES CREDIT PLAN			
	1477	July Statement	583.50	583.50	2814-JULY21
Vendor:	456	SUSTAINABLE SILICON VALLEY			
	1478	FY 2021- 2022 Annual Contribution	1,000.00	1,000.00	1772
Vendor:	457	SUSTAINABLE SM COUNTY			
	1479	FY 2021- 2022 Annual Contribution	2,500.00	2,500.00	2021-118
Vendor:	504	WOODSIDE & PORTOLA PRIVATE			
	1480	Traffic Control - Town Clean-Up Day	140.00	140.00	190534
Vendor:	507	WOODSIDE PRIORY			
	1481	Deposit Refund, 302 Portola	5,030.00	5,000.00	BLDR0180-2019
		Deposit Refund, 302 Portola		30.00	PLN_ARCH0001-20
Vendor:	536	S. H. ROOFING & CONSTRUCTION			
	1482	Deposit Refund, 120 Brookside	1,000.00	1,000.00	BLDR0124-2020
Vendor:	537	HOUSING ENDOWM. AND REG. TRUST			
	1483	FY2021- 2022 Annual Contribution	1,432.00	1,432.00	615
Vendor:	556	JPM CONSTRUCTION			
	1484	Deposit Refund, 160 Fawn	1,000.00	1,000.00	BLDR0022-2019
Vendor:	620	MORIARTY'S ROOFING			
	1485	Deposit Refund, 187 Degas	1,000.00	1,000.00	BLDR0116-2020
Vendor:	624	LENCIONI CONSTRUCTION			
	1486	Deposit Refund, 200 Goya Rd	500.00	500.00	BLDR0284-2017-4
Vendor:	636	PORTOLA VALLEY RD LLC			
	1487	Deposit Refund, 848/850 Portola	1,000.00	1,000.00	BLDR51/52-2019
Vendor:	697	CYNTHIA ROME			
	1488	Summer 2021 Classes	1,616.00	1,616.00	SUMMER-2021
Vendor:	698	MIA DIGIOVANNI			
	1489	Summer 2021 Classes	1,616.00	1,616.00	SUMMER-2021

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	699	150 PORTOLA ROAD LLC			
	1490	Deposit Refund, 150 PortoLa Rd	352.50	176.25	PLN_ZONP0004-20
		Deposit Refund, 150 PortoLa Rd		176.25	PLN_ZONP0005-20
Vendor:	700	ALEXANDER SHPUNT			
	1491	Deposit Refund, 45 Bear Paw	4,015.88	1,440.36	PLN_ARCH09-2019
		Deposit Refund, 45 Bear Paw		2,575.52	BLDR0132-2019-2
Vendor:	701	BROWER MECHANICAL INC			
	1492	Deposit Refund, 235 Nathhorst	05.00	05.00	BLDR0129-2020
Vendor:	702	HH CONSTRUCTION			
	1493	Deposit Refund, 120 Crescent Ave	1,000.00	1,000.00	BLDR0097-2020
Vendor:	703	LEGACY ROOFING & WATERPROOFING			
	1494	Deposit Refund, 14 Buck Meadow	1,000.00	1,000.00	BLDR0140-2020
Vendor:	704	ROBERT NORDGREN			
	1495	Deposit Refund, 4 Portola Green Circle	1,000.00	1,000.00	BLDR0128-2020
Vendor:	705	RUSS WENKE CONSTRUCTION			
	1496	Deposit Refund, 45 Buckeye	1,000.00	1,000.00	BLDR0141-2020
Vendor:	706	SCOTT SMITHERS			
	1497	Deposit Refund, 193 Meadowood	22.50	22.50	PLN_PAR0004-202
Vendor:	707	RICK HOLMSTROM			
	1498	Deposit Refund, 425 Cervantes Rd	266.42	266.42	PLN_ARCH0009-20
Check Date Totals			141,672.06		
Grand Total			141,672.06		

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
September 8, 2021

Claims totaling \$141,672.06 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: Dylan Parker, Assistant Planner
Laura Russell, Planning and Building Director
Cara Silver, Town Attorney 

DATE: September 8, 2021

RE: Second Reading and Adoption of Ordinance to Amend the Municipal Code to Conditionally Allow Fire Stations within the R-1 Zoning Districts; 135 Portola Road, Woodside Fire Protection District Station #8, File # PLN_ZONA01-2021.

RECOMMENDATION

Staff recommends that the Town Council waive further reading of the ordinance and adopt the attached R-1 Zoning District ordinance text update to conditionally allow fire station uses (Attachment 1).

BACKGROUND

On August 11, 2021, the Town Council introduced the attached ordinance amending the Town Code to allow fire stations as a conditional use within the R-1 Zoning Districts. The most notable aspects of the text amendments are:

- Reinstates fire station use as a conditional use to alleviate current non-conforming status
- Allows development standards such as floor area, impervious surfaces, height, and setback to be established through the Town's Conditional Use Permit process
- Adds definition of "fire station" to Town Code

The project's webpage (www.portolavalley.net/projects) contains a detailed record of the project thus far including previous staff reports, Zoom meeting recordings, and minutes.

Planning Commission Hearings

The Planning Commission conducted three hearings on March 17, June 16, and July 7, 2021. The Planning Commission adopted Resolution 2021-04 recommending the Town Council approve the amendments to the Zoning Ordinance to permit fire stations as

conditionally permitted use in the R-1 zone. In addition, the Planning Commission recommended approval of the entitlements related to the remodel of Fire Station No. 8.

DISCUSSION

On August 11, the Town Council considered the item. The Town Council agreed with the Planning Commission's recommendation on the zoning code amendment and accordingly introduced the ordinance for first reading. The Town Council also adopted the Planning Commission's recommendation on the project entitlements with the exception of one condition.

In addition, following the introduction of the ordinance, staff discovered a clerical error regarding the Ordinance language which did not jointly refer to both the Conditional Use Permit Amendment and Zoning Code Text Amendment in the recitals. Staff has corrected this error in the current version of the Ordinance (Attachment 1)

NEXT STEPS

If the Town Council waives further reading and adopts the draft Ordinance, the Ordinance will become effective thirty (30) days from the date of adoption (October 8, 2021). The building permit for the expansion and remodel cannot be issued prior to this date.

ENVIRONMENTAL REVIEW

The Town Council found the project to be exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061 (b)(3) – Review for Exemption.

ATTACHMENTS

1. **Ordinance** – *Amending Section 18.14.030 of Chapter 18.14 [Single-Family Residential] and Chapter 18.04 of Title 18 [Zoning]*

ATTACHMENT #1

ORDINANCE NO. 2021 – _____

**ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
PORTOLA VALLEY AMENDING SECTION 18.14.030
OF CHAPTER 18.14 [SINGLE-FAMILY RESIDENTIAL] AND CHAPTER 18.04 OF
TITLE 18 [ZONING] OF THE PORTOLA VALLEY MUNICIPAL CODE**

WHEREAS, Woodside Fire Protection District, owner, submitted an Architectural Review, Site Development, and Conditional Use Permit Amendment permit applications on November 13, 2019, for an addition, remodel, and site improvements to the existing fire station (Station #8) on property located at 135 Portola Road; and

WHEREAS, the subject property is governed by an existing Conditional Use Permit (XD7-5) approved by the Town in 1965 through Resolution 1965-9 and renewed in 1967 through Resolution 1967-91, which allows for the governmental use of property in the R-E/1A districts; and

WHEREAS, the Architectural and Site Control Commission (ASCC) held a duly noticed public meeting on November 23, 2020 and after receiving staff's report and public comments, offered comments, reactions, and direction to assist the applicant in making any adjustments or clarifications that the Commissioners concluded were needed before considering final action on the applications; and

WHEREAS, the Planning Commission held duly noticed public hearing on March 17, 2021 to conduct preliminary review and after receiving staff's report and public comments, offered comments, reactions, and direction to assist the applicant in making any adjustments or clarifications that the Commission concluded were needed before considering final action on the applications; and

WHEREAS, the Architectural and Site Control Commission (ASCC) held a duly noticed public meeting on May 10, 2021 and after reviewing and considering the staff report, all related information and public comment, recommended approval of the Architectural Review and Site Development Permits to the Planning Commission; and

WHEREAS, The Planning Commission is required to hold a public hearing on any Conditional Use Permit and Zoning Code Text Amendments and make findings and decisions in accordance with Chapter 18.72 of PVMC; and

WHEREAS, the Planning Commission held a duly noticed public hearing on June 16, 2021, to consider the Conditional Use Permit and Zoning Code Text Amendments and the entire record of proceedings, including the staff reports and public comment and continued the public hearing to July 7, 2021;

WHEREAS, the Planning Commission resumed the continued June 16, 2021 public hearing on July 7, 2021, and after reviewing and considering the staff report, all related information and public comment, recommended approval of the Conditional Use Permit and Zoning Code Text Amendments; and

WHEREAS, The Town Council is required to hold a public hearing on any Conditional Use and Zoning Code Text Amendments and make findings and decisions in accordance with Chapter 18.74 of PVMC; and

NOW, THEREFORE, the Town Council of the Town of Portola Valley does **ORDAIN** as follows:

1.AMENDMENT TO CODE. Section 18.14.030 of Chapter 18.14 [Single-Family Residential] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby amended to read as follows:

18.14.030 - Conditional use permitted.

The following uses shall be permitted only when a conditional use permit is granted therefor as provided in Chapter 18.72:

- A. Uses permitted by Section 18.36.020;
- B. Residential planned unit developments as regulated by Chapters 18.44 and 18.72;
- C. Landscaping, open space, growing of plants and similar low intensity uses each of which is attendant to adjoining uses in the C-C district, provided such uses are not required to meet the requirements of Chapters 18.42 and 18.48 through 18.60;
- D. Publicly-owned park, recreation or open space areas when located in conformance with the general plan-;
- E. **Fire Stations when located in conformance with the General Plan. Development standards, including but not limited to, floor area, setbacks and parking, shall be established by the decision-making body.**

2.AMENDMENT TO CODE. Section 18.04.157 of Chapter 18.04 [Definitions] of Title 18 [Zoning] of the Portola Valley Municipal Code is hereby added to read as follows:

18.04.010 - Definitions—Generally.

For the purpose of this title, certain terms used in this title are defined as set forth in this chapter. . .

18.04.157 – Fire Station.

A building or facility that provides firefighting services, and may also provide technical rescue, fire protection, fire investigation, emergency medical services, and hazardous material mitigation.

3. CONSISTENCY WITH GENERAL PLAN. This ordinance is found to be consistent with the General Plan of Portola Valley.

4.ENVIRONMENTAL REVIEW. The proposed project is exempt from California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the Public Resources Code.

5.SEVERABILITY. If any part of this ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or the applicability of this ordinance to other situations.

6.EFFECTIVE DATE; POSTING. This ordinance shall become effective 30 days after the date of its adoption and shall be posted within the Town in three public places.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

RECUSED:

ATTEST:

Town Clerk

By: _____
Mayor

APPROVED AS TO FORM

Town Attorney



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council
FROM: Wildfire Preparedness Committee
DATE: September 8, 2021
RE: Wildfire Preparedness Committee Charter Amendment

RECOMMENDATION

The Wildfire Preparedness Committee recommends that the Town Council adopt amendments to their charter, creating a standing committee.

BACKGROUND

The Wildfire Preparedness Committee was formed in 2019 as an ad hoc entity. Over the last two years, the Committee has made a number of important recommendations to the Town Council supporting wildfire resiliency and preparation.

At their August 17 meeting, the Committee supported restructuring their committee as a permanent standing committee with a set monthly meeting schedule.

DISCUSSION

The attached charter has been amended to reflect the Committee's recommendations to the Town Council. The Committee will begin meeting on a monthly schedule, as needed, with a day/time to be determined.

FISCAL IMPACT

None.

ATTACHMENT

1. Amended Wildfire Preparedness Committee Charter

~~Ad Hoc Committee on Wildfire Preparedness~~Wildfire Preparedness Committee
Charter

MISSION

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~~Wildfire Preparedness Committee shall advise the Town Council, on a limited duration basis, on ways to reduce wildfire danger, and increase resident resiliency in a wildfire emergency

DUTIES & FUNCTION

To provide the Town Council with short-, medium-and long term recommendations to:

1. Ensure residents have the tools to understand what to do in a wildfire emergency, including expectations on how communications work before, during, and after a wildfire;
2. Prepare residents for evacuation due to a wildfire, and the information needed to maximize success in an emergency;
3. Advise on the most effective and appropriate vegetation management practices to reduce wildfire danger;
4. Suggest opportunities to harden existing homes from wildfires, and regulations for future construction;
5. Determine potential sources of funding to implement any programs adopted by the Town Council;
6. Advise on new or more effective ways to coordinate efforts between partner agencies, volunteer groups, town committees, and state work;
7. Analyze additional options for improving wildfire preparedness as requested by the Town Council or resulting from research.

RESPONSIBLE TO

Town Council

COORDINATION

Staff Liaison – Town Manager ~~and Assistant to the Town Manager~~and other assigned staff as needed

MEMBERSHIP

The membership of this Committee shall consist of nine (9) members appointed by the Town Council in concurrence with the Town Council. Five (5) members shall be from the public at large, and four (4) members shall be from the Town Council, the ASCC, the Emergency Preparedness Committee, and the Conservation Committee respectively. In addition, a technical advisory committee made up of experts from Town partners, agencies, and issue-area specialists shall be created and participate as needed.

MEETINGS

~~To be determined, but with a frequency dictated by the need to implement recommendations in an expedited manner.~~Monthly meetings

REPORTS

The Committee will work with their staff liaisons to determine how frequently it will make reports to the Town Council



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Wildfire Preparedness Committee

DATE: September 8, 2021

RE: One-Year Redwood Tree Permit Fee Waiver

RECOMMENDATION

The Wildfire Preparedness Committee recommends that the Town Council waive permits for the removal of redwood trees for one year.

BACKGROUND

Portola Valley requires tree permit removals for “significant trees” at a cost of \$84. These significant trees are native trees of a certain widths (the widths vary according to species) including Coast Redwood Trees (*Sequoia sempervirens*) with a circumference of 54” or a diameter of 17.2.”

Unfortunately with the extreme drought that we are experiencing, many of the redwoods are seriously compromised and dying off. Although redwoods are California natives, residents have often planted them in inappropriate places. Redwoods need a lot of water and thrive if near a water source, can reach an underground water table, or experience regular heavy fog. Portola Valley’s [Redwood Guidelines](#) can help you understand more about where redwoods should and should not be located.

Tree removal is a dangerous job and costs can rise significantly to remove a dead or dying tree because of the unforeseen stability of the branches. Dead or dying trees are highly flammable and also more susceptible to falling during a wildfire than a healthy tree.

The Town does not require a permit to remove any of the Flammable Five (Eucalyptus, Pine, Acacia, Juniper, and Cypress) or other non-native trees.

DISCUSSION

This recommendation was approved by the Wildfire Preparedness Committee at its August 17 meeting.

The Wildfire Preparedness Committee recommends the removal of the permit fee of visibly stressed redwood trees during this drought for a period of one year. The resident will still need to apply for the permit and have the Conservation Committee review the application. The Committee will encourage residents with large inappropriately located stressed redwood trees to remove them this year before they deteriorate even more, through the Town's communications tools and Committee tips.

The Conservation Committee is currently reviewing the Town's Redwood guidelines, and is coordinating with the Wildfire Preparedness Committee on this recommendation. Conservation will include definitions for "stressed" that will be used to determine approval of such a permit. Further review by the ASCC may be necessary to those guidelines before implementation.

The Town's master fee schedule will require updating to realize this recommendation.

FISCAL IMPACT

The fiscal impact from implementing this recommendation will be minimal; the current fee of \$84 dollars is only remitted on occasion for redwood tree removal.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: September 8, 2021

RE: Evacuation Study RFP Award

RECOMMENDATION

Staff recommends that the Town Council approved a proposal from Fehr & Peers to conduct an evacuation study for Portola Valley.

BACKGROUND

In May 2021, the Town Council reviewed an RFP for emergency evacuation planning traffic engineering services (Attachment 1). The purpose of this study is to provide modeling on the length of time various evacuation scenarios may take to complete and examine the Town's physical infrastructure to determine if there are any road/right-of-way improvements that may improve evacuation times. The RFP provided the following scope of work:

- Meet and confer with Town staff to gain an understanding of the Town's existing evacuation planning efforts, including review of the Town's General Plan, and recent, relevant state law changes, with focus on *policies and implementation programs recommended for incorporation into the Circulation and Safety Elements project to provide compliance with SB 99 and AB 747*
- Develop the appropriate data assumptions to construct evacuation modeling for various times of day/week
- Conduct a community risk assessment on traffic-related items, including a comprehensive review of the Town's road infrastructure, paying close attention to those elements that may impede an evacuation order
- Work with Zonehaven to ensure compatibility and usefulness of collected data
- Engage the community on their concerns and ideas
- Provide assumptions on population, number of vehicles, and other data that will be imported into the Zonehaven tool to support evacuation simulation and planning efforts

- Present the plan and associated documents to the Town's Emergency Preparedness and Wildfire Preparedness Committees, and Town Council.

Such studies are quite rare, with staff only aware of a few having been completed in the western United States at the time of this staff report. While much work has been published to support longer-term hurricane evacuations on the East Coast, only Ashland, Oregon, and Mill Valley, CA have attempted such work.

DISCUSSION

The Town received two responses to the RFP. Staff worked with Dale Pfau, Chair of the Emergency Preparedness Committee and Chair of the Evacuation Subcommittee of the Wildfire Preparedness Committee, to prepare both the RFP and review the responses.

Staff recommends that the Town Council award the contract for the evacuation study to Fehr & Peers and their team. Fehr & Peers is a nationally-recognized traffic engineering firm that is preparing a similar report for the City of Rancho Cucamonga, CA.

The study will review a variety of state requirements, provide for at least three evacuation scenarios, and provide information for the ongoing Safety Element update (Attachment 2).

It is anticipated that the study will be complete in the winter of 2022.

FISCAL IMPACT

Staff and Fehr & Peers estimate that the study will cost \$65,000, with an additional \$10,000 contingency. This expenditure is budgeted in the Revised FY 2021-22 budget.

ATTACHMENT

1. Evacuation Study RFP (May 2021)
2. Fehr and Peers RFP Response

TOWN OF PORTOLA VALLEY
REQUEST FOR PROPOSALS
EMERGENCY EVACUATION PLANNING
TRAFFIC ENGINEERING SERVICES

(SUBMITTAL DEADLINE –June 30, 2021, 5:00 P.M.)

INTRODUCTION

The Town of Portola Valley proposes to engage the services of a consultant to provide traffic engineering services to support the Town's efforts to facilitate and design an emergency evacuation plan to ensure the safe evacuation of all or part of the community in the event of a wildfire.

BACKGROUND

The Town of Portola Valley is a general law city incorporated in 1964 and operates under a Council-Manager form of government. The Town serves a population of approximately 4,500 and is located in San Mateo County. The governing body is a five-member Town Council composed of five Council members all of whom are elected at-large and serve four-year terms. Town staff is comprised of 15 full time employees.

The Town provides administration, finance, planning, building, and public works. Police services are provided by San Mateo County Sheriff and Fire Protection services are provided by Woodside Fire Protection District.

The Town's emergency/safety planning efforts include preparing for wildfires. As wildfire risk increases for northern California communities, the Town has increased its efforts to support wildfire resiliency, improvement communications with residents and visitors, and other related activities.

The Town's Safety and Circulation Elements of the General Plan includes information about evacuation Portola Valley in an emergency, and these sections will be updated as part of the 2022 Safety Element update mandates by the State. The Town has begun utilizing Zonehaven, supported by San Mateo County fire chiefs, as a simulation and planning tool for evacuations.

This RFP will support the creation of an Evacuation Plan for Portola Valley.

Scope of Work

Meet and confer with Town staff to gain an understanding of the Town's existing evacuation planning efforts, including review of the Town's General Plan, and recent, relevant state law changes, with focus on *policies and implementation programs recommended for incorporation into the Circulation and Safety Elements project to provide compliance with SB 99 and AB 747*

Develop the appropriate data assumptions to construct evacuation modeling for various times of day/week

Conduct a community risk assessment on traffic-related items, including a comprehensive review of the Town's road infrastructure, paying close attention to those elements that may impede an evacuation order

Work with Zonehaven to ensure compatibility and usefulness of collected data

Engage the community on their concerns and ideas

Provide assumptions on population, number of vehicles, and other data that will be imported into the Zonehaven tool to support evacuation simulation and planning efforts

Present the plan and associated documents to the Town's Emergency Preparedness and Wildfire Preparedness Committees, and Town Council.

PROPOSAL FORMAT

The Proposal should include the minimum information requested below in the order listed. Additional information, if provided, should be separately identified in the proposal.

- Cover letter on company's letterhead summarizing the proposal and signed by an individual authorized to execute legal documents on behalf of the proposer including:
 - A summary of the qualifications of the firm to perform the services described herein, including, but not necessarily limited to:
 - The firm's previous experience in performing similar services for other municipalities;
 - The firm's ability to produce the required product in a timely fashion and the ability to present any necessary reports or studies to elected officials and/or the general public.
- The proposal shall contain the following: 1) Legal name and address of company; and 2) Legal form of company (partnership, corporation, joint venture, etc.). If joint venture, identify the members of the joint venture and provide all information required under this section for each member.

- If the company is wholly owned subsidiary of a “parent company”, identify the “parent company.”
- Description of the Project Team. The names, title and qualifications (resumes) of the proposed project manager and support staff and subcontractors who will be conducting the work on this assignment, including their experience and projects in which they had “hands on” responsibility and length of time with the firm. The selected consultant shall not substitute the project manager without prior approval of the Town. The project manager will be expected to be fully involved and conversant in the details of the project on a day-to-day basis.
- Scope of work for the project (a description of the work program including a description of the deliverables and activities).
- Description of the extent to which Town staff support will be required.
- Outline the proposed work plan for each project.
- Proposed project schedule, including estimated length of project.
- Project Budget– a description of the project budget itemized according to individual tasks.
- Project budgets should include:
 - A project schedule for each study with activities, milestones, and deliverables; and
 - Project budgets for each study defined, at minimum, as follows:
 - Labor rates for all project team members;
 - General overhead rates; and
 - Costs for expenses such as printing, travel and attendance at meetings.
- The consultant shall present a specific “not to exceed” fixed fee, including associated fees (i.e., printing costs, attendance at meetings, travel). A requested payment schedule should accompany the work schedule. Each phase of work should have an itemized budget including labor costs and expenses for each piece of work. The proposal should include staff hourly rates.
- Proposed services to be sub-consulted, anticipated subcontractors and anticipated cost for these services.

- A list of references from other municipalities for similar projects including the name of the organization and the primary contact person(s).
- Exceptions to the Town's Form Services Agreement.

Any proposal not containing full and complete responses to the above minimum elements will be deemed unresponsive to the RFP. All late and unresponsive proposals will be set aside by the review panel and eliminated from further consideration. Only those submissions responsive to this RFP and submitted by the deadline noted below will be evaluated by the review panel and presented (one proposal) to the Town Council as appropriate.

Five (5) bound copies of the respondent's proposal shall be submitted by no later than 5:00 p.m., June 30, 2021.

AVAILABLE BUDGET/CONTRACT

The Town wishes to negotiate a fixed price contract with a "not to exceed" dollar total based on a clearly defined scope of work. It should be noted that the selected consultant(s) shall be required to carry Worker's Compensation and General Liability Insurance in the amount to be determined by the Town Manager.

Selected prospective consultant shall be required to participate in negotiations with the Town staff and execute a contract for professional services.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Thoroughness and understanding of the tasks to be completed.
- Background and experience in organizational analysis evaluation.
- Staff expertise and overall experience of personnel assigned to the work.
- Time required to accomplish the requested services.
- Responsiveness to requirements of the project.
- Recent public sector experience, preferably in a municipal setting, conducting similar studies.
- Costs.

REVISION TO THE RFP

The Town reserves the right to revise the RFP prior to the date that proposals are due. Revisions to the RFP shall be faxed and/or e-mailed to all potential proposers. The Town reserves the right to extend the date by which the proposals are due.

DISCRETION AND LIABILITY WAIVER

The Town reserves the right to exercise discretion and apply its judgment with respect to any proposals submitted.

The Town reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for Town staff to analyze the proposals pursuant to the consultant selection criteria contained herein.

The Town may require consultants to participate in additional rounds of more refined submittals before the ultimate selections of a consulting team(s) are made. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial proposals.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. Although, it is the Town's intent to choose only a small number of the most qualified consulting teams to interview with the Town, the Town reserves the right to choose any number of qualified finalists.

This RFP does not commit the Town to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP or to procure or contract for work.

All proposals submitted in response to this RFP become the property of the Town and public records and, as such, may be subject to public review.

The Town reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to: selection procedures, submittal date, and submittal requirements. If the Town cancels or revises the RFP, all proposers will be notified by fax and or e-mail.

INSURANCE REQUIREMENTS

The consultant shall demonstrate the willingness and ability to provide the required insurance coverage as set forth below within ten calendar days of notification of selection for award of this Agreement.

The selected firm(s) will be required to carry, and provide certificates of insurance for, general and automobile liability insurance as follows:

- General Liability \$1,000,000 minimum per occurrence
- Automobile Liability \$1,000,000 minimum per occurrence
- Worker's Compensation Statutory Limits

The General Liability Insurance is to contain or be endorsed to the name of the Town, its officers, officials, employees, and agents as Additional Insured as respects liability arising out of the activities performed in connection with this contract. The coverage shall be primary and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the

limits of the insurer's liability. Original endorsements, signed by a person authorized to bind coverage on its behalf, shall be furnished to the City by the successful firm.

Worker's Compensation policies are to be endorsed to include a waiver of subrogation against the Town, its officers, officials, employees, and agents.

Insurance required herein is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the Town Manager. All endorsements are to be received and approved by the Town prior to the commencement of any work.

The successful consultant will be required to enter into a Service Agreement with the Town. A draft agreement is attached, and the proposal should list any exceptions to the agreement terms.

DIRECTIONS FOR DELIVERY OF THE PROPOSAL

Proposals shall clearly be identified as "Response to Request for Proposals for Emergency Evacuation Planning Traffic Engineering Services".

Five (5) bound copies of the proposal in a "sealed" envelope shall be delivered no later than 5:00 p.m. on June 30 at 5:00 P.M.

Proposals may be delivered by express mail, regular mail, or in person, at the office of:

Jeremy Dennis, Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

E-Mail: jdennis@portolavalley.net (preferred)
Telephone: (650) 851-1700, extension 215

June 30, 2021

Jeremy Dennis, Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Subject: Proposal to Provide Emergency Evacuation Planning Traffic Engineering Services

Dear Mr. Dennis:

We are pleased to provide this proposal to provide traffic engineering services to support the Town of Portola Valley in its efforts to facilitate and design an emergency evacuation plan. This includes the preparation of an evacuation traffic management plan.

As a firm that has been headquartered in the Bay Area since its inception over 35 years ago, **Fehr & Peers** is the largest firm in Northern California that focuses exclusively on transportation planning and traffic engineering, with 120 staff in six offices. We are currently the transportation lead for a team that is working to update the California Fire Safe Development Regulations for the CA Department of Forestry and Fire Protection. We are also providing or have provided emergency evacuation services for the cities of Santa Barbara, Rancho Cucamonga, and Montecito. Fehr & Peers also brings experience developing and monitoring transportation management plans for major event centers including Chase Center (Golden State Warriors), Golden One Center (Sacramento Kings), and the Oakland-Alameda Coliseum complex (originally for the Oakland A's, Raiders, and Warriors).

For this effort, we have partnered with **Parisi Transportation Consultants** to supplement local traffic engineering expertise. Fehr & Peers and Parisi Transportation Consultants recently partnered to prepare the Marin County Travel Safety Plan that developed safety improvements for the unincorporated county and all 11 cities.

Key staff for the Fehr & Peers team include the following principals who will all have a hand in presenting information and engaging with community members at key milestones during the study process.

- Bob Grandy, senior principal in Fehr & Peers' San Francisco office, will serve as project manager and point of contact throughout the study
- Jason Pack, who oversees Fehr & Peers' evacuation planning work, will serve as senior advisor
- David Parisi, president of Parisi Transportation Consultants, will lead the identification of traffic-related evacuation improvements

The following proposal includes a description of our team experience, a work plan, study budget, references, and requested agreement exceptions. As senior principal in our San Francisco office, I am authorized to execute a contract for this study on behalf of Fehr & Peers. This proposal is a firm offer good for 90 days from the submission date.

Our mission is to empower every employee to develop effective and innovative transportation solutions that **improve communities.**



P21-2171-SF

Bob Grandy, TE
Principal

FEHR & PEERS

Sincerely,

We appreciate the opportunity to submit this proposal and to serve the Town in this important endeavor. If you have any questions, please call me at 415-426-2520 or contact me at b.grandy@fehrandpeers.com.

Jeremy Dennis, Town Manager
Town of Portola Valley
June 30, 2021
Page 1 of 2



Emergency Evacuation Planning Traffic Engineering Services

Prepared for:

Town of Portola Valley

June 30, 2021

P21-2171-SF

FEHR  PEERS

Table of Contents

- I. Project Team1**
 - a. Fehr & Peers’ Firm Profile 1
 - b. Team Composition 1
 - c. Fehr & Peers Firm Overview 2
 - d. Team Experience 2
 - Relevant Experience 2
 - e. Key Staff 4
- II. Work Plan5**
 - a. Scope of Work 5
 - b. Town Staff Role 9
 - c. Proposed Schedule 9
- III. Project Budget 10**
 - a. Study Budget 10
 - b. Budget by Task 10
 - c. Hourly Rates by Key Staff 11
- IV. References..... 12**
 - California Fire Safe Development Regulation Services 12
 - Rancho Cucamonga Emergency Evacuation Support..... 12
 - City of Mill Valley Fire Evacuation Route Planning 13
 - Chase Center Transportation Management Plan 13
- V. Contract Exceptions 14**

Appendices

- Appendix A: Resumes
- Appendix B: Contract Terms

I. Project Team

a. Fehr & Peers' Firm Profile

Fehr & Peers is an S-Corporation established in 1985. The legal name, address, and telephone number of our San Francisco office that will be leading this study is listed below:

Fehr & Peers – 345 California Street, Suite 450, San Francisco, CA 94104

Direct line for Bob Grandy – (415) 426-2520

b. Team Composition

For this effort, Fehr & Peers has partnered with **Parisi Transportation Consultants** for local traffic engineering expertise.

Parisi Transportation Consulting, with offices in Mill Valley and Berkeley, provides transportation planning and engineering services throughout the Bay Area, primarily for public sector clients such as the Town of Portola Valley. Parisi's services include traffic engineering, transportation planning, and planning and design services for pedestrians and bicycles, Safe Streets, and Complete Streets. Additionally, Parisi provides emergency evacuation planning services. Parisi is known for involving communities and developing innovative multimodal solutions.

Fehr & Peers Services

- Evacuation Planning
- Traffic Management Plans
- Safety Studies
- Traffic Control & Management Plans
- Traffic Operations & ITS
- Complete Streets & Streetscape projects
- Conceptual Engineering & Feasibility Assessments
- Bicycle/Pedestrian Planning and Design
- Street, Walkway & Bikeway Lighting Systems
- Pavement Delineation
- Traffic Calming Devices
- Roundabouts
- Smart Growth Planning
- Land Use & Transportation Planning
- Traffic Engineering Design
- Signing & Striping Design
- Sustainable Transportation
- Travel Demand Forecasting
- Traffic Calming
- Traffic Signal Design & Coordination
- Parking Analysis
- Signal Interconnect Systems

c. Fehr & Peers Firm Overview

At Fehr & Peers, we are passionate about transforming transportation consulting through innovation and creativity. We derive inspiration by partnering with communities to understand and shape local transportation futures tailored to diverse needs. We differentiate ourselves by investing in research and development and have evolved our approach to analyzing travel patterns during an evacuation event to provide a better understanding of conditions that more closely reflect reality.

Our longstanding practice areas of travel behavior forecasting, traffic engineering, and operations analysis underpin our approach to evacuation planning. We continue to develop innovative methods that consider the range of climate change risks and concurrent disruptive events, to model evacuation and resettlement patterns using “big data” analysis, and to develop travel model modules that dynamically assign traffic, accounting for population characteristics and time of day variations alongside roadway capacity and evacuation center location.

d. Team Experience

In April of this year, Fehr & Peers completed the **Post Camp Fire Regional Population and Transportation Study** for the Butte County Association of Governments. The purpose of the study was to analyze regional population, housing, employment, and traffic data for pre-2018, post-2019/20, and future time periods for Paradise and surrounding communities as they recover from the Post Camp Fire.

Relevant Experience

California Fire Safe Development Regulation Services (Statewide, CA)

Fehr & Peers is supporting a team to provide traffic engineering and planning services as the California Department of Forestry and Fire Protection revises their fire safe development regulations. Fehr & Peers is focusing on Articles 2 and 3, which cover Access & Egress and Signing & Building Numbering, respectively. Through this effort, Fehr & Peers is applying complete streets best practices and design standards to support updates to these regulatory articles. Fehr & Peers is also participating in workshops with key stakeholders including CalFire officials, fire chiefs, and other interested parties.

Rancho Cucamonga Emergency Evacuation Support (Rancho Cucamonga, CA)

Beginning with the Mobility Element of the City’s General Plan, and in response to California AB 747 requiring the next revision of the Safety Element of the General Plan to include identification of evacuation routes and their capacity, safety, and viability under a range of emergency scenarios, Fehr & Peers is providing the City of Rancho Cucamonga with traffic engineering and planning support. This project includes identification of evacuation routes, supplementing the mapping that was conducted under the Mobility and Safety Elements of the General Plan. In addition, our work includes zone testing and scenario testing, development of specific recommendations the city should consider related to evacuation events, and development of policies and programs for incorporation into the

Plan RC process. Fehr & Peers is also partnering with the City of Rancho Cucamonga to leverage our internal R&D efforts to develop a specific evacuation planning module to conduct quantitative evaluation of evacuation scenarios using dynamic traffic assignment.

Santa Barbara Wildfire Fire Evacuation Procedures Analysis (Santa Barbara, CA)

Fehr & Peers, as a sub to Dudek, was the transportation lead for a wildland fire evacuation procedures analysis for the City of Santa Barbara Fire Department. This multifaceted project involved a detailed analysis of traffic patterns and flows within the City's Wildland Fire Suppression Assessment District using GIS-based network modeling.

CSU Channel Islands Fire Evacuation Scenario Review (Camarillo, CA)

Fehr & Peers developed and tested parameters for four fire evacuation scenarios to understand the difference in travel conditions under an evacuation event. This analysis included development of trip generation estimates based on the anticipated number of dwelling units that would need to be evacuated, trip distribution patterns based on the available roadway capacity and network access considerations, and evaluation of travel delay during an evacuation. Scenario parameters included consideration of roadway network capacity, configuration, and signals under existing conditions and with improvements.

Chase Center Transportation Management Plan (San Francisco, CA)

Fehr & Peers prepared a Transportation Management Plan (TMP) for the Chase Center, home of the NBA Golden State Warriors. The TMP includes parking and traffic management strategies for NBA and concert events. It also includes transit, pedestrian, and bicycle management elements as well as a monitoring plan. Fehr & Peers is also overseeing an ongoing monitoring program since the arena opened in the fall of 2019. The monitoring program includes surveys to identify event attendee mode of access, transit ridership, and pedestrian safety monitoring. Chase Center staff have used the monitoring results to refine pre- and post-event traffic management aspects of the TMP.

City of Mill Valley Fire Evacuation Route Planning (Mill Valley, CA)

Parisi Transportation Consulting consulted with the City of Mill Valley—including the fire and police departments, the public works department, the Mayor and the City Manager's office, and with Google—to model emergency evacuation scenarios based on a variety of parameters, including extent and location of fire area, vehicles per household evacuating the event, evacuation routes, roadway constraints, and potential staging areas throughout the City of Mill Valley. The modeling compared the scenarios to actual conditions that occurred during and after the Town of Paradise's Camp Fire of 2018. Parisi provided inputs on residential land uses, roadway typologies, alignments and constraints, and routing, and provided recommendations on proposed practices.

Town of Woodside On-Call Transportation Engineering (Woodside, CA)

Parisi Transportation Consulting provides on-call transportation planning, traffic engineering, and civil engineering services to the Town of Woodside. Projects have included performance of Engineering and Traffic Surveys, development of Safe Routes to School plans, preparation of roadway improvement plans, transportation safety

assessments, traffic control evaluations, and pathway improvement plans. Parisi recently designed the Kings Mountain Road safety project, currently under construction.

e. Key Staff

Bob Grandy, TE | Fehr & Peers–Project Manager

Bob is a principal at Fehr & Peers with 35 years of experience developing and managing transportation planning efforts throughout the western United States. He serves as the senior principal in the firm's San Francisco office. He has prepared General Plan Circulation Elements (San Rafael, Sacramento), Transportation Management Plans for special event centers (Chase Center in San Francisco, Golden One Center in Sacramento), safety studies (Marin County Travel Safety Plan), Downtown Plans (San Rafael, Davis), Transportation Plans for national park units, campus transportation plans, and corridor plans.

Jason Pack, PE | Fehr & Peers–Evacuation Planning Senior Advisor

Jason has worked on a wide variety of transportation projects, from general plans and specific plans to detailed evacuation modeling, corridor studies, interchange analyses, and signal coordination studies. He has worked on evacuation planning projects throughout the state of California, including the City of Rancho Cucamonga General Plan & Evacuation Plan Modeling, California Firesafe Regulations Support, and Homecoming Emergency Evacuation Study.

Taylor Whitaker | Fehr & Peers–Lead Analyst

Taylor joined Fehr & Peers in 2018, after completing her master's degree in Regional and Community Planning and Graduate Certificate in GIS. Since joining the firm, Taylor has contributed her analytics and visualization expertise to evacuation planning studies, systemic safety studies, multimodal transportation plans, and advanced data visualizations. Taylor specializes in applying spatial analysis and dynamic user-friendly data dashboards toward the development of effective transportation solutions. Additionally, she has developed expertise in transportation impact analysis, spatial analysis, data visualization and 3D modeling. Taylor's software experience includes Visum, ArcGIS, ArcGIS Pro, City Engine, SketchUp, Python, and Adobe Suite. Taylor served as lead analyst on the recent Rancho Cucamonga Emergency Evacuation Support project.

David Parisi, PE | Parisi Transportation Consultants–Evacuation Traffic Expert

David Parisi, PE, TE, is a professional Civil Engineer and Traffic Engineer with 35 years of experience in transportation planning, traffic engineering, and civil engineering. One of his skills is in transportation safety planning, including analysis of current transportation conditions and collision history, and development of safety action plans. Mr. Parisi recently coordinated with the City of Mill Valley on the modeling of emergency evacuation routing under various scenarios and is working on a similar plan in Soda Springs, another mountainous region in California with high wildfire potential.

II. Work Plan

It is our understanding that the **purpose** of emergency evacuation planning traffic engineering services, as described in the RFP, is to *support the Town's efforts to facilitate and design an emergency evacuation plan*. We understand that development of policies to comply with SB 99 and AB 747 will be addressed separately through a parallel update of the Safety Element, but that this contract will provide data related to the assessment of evacuation scenarios as described in Task 3.

a. Scope of Work

Task 0. Refine Work Plan

This work plan represents a comprehensive scope of work based on our team's interpretation of the project objectives. We understand that refinements are likely to result in a final work plan that exactly fits the Town's needs. Task 0 would involve working with Town staff, at no charge, to refine the work plan and fee.

Task 1. Project Initiation and Study Work Group Sessions

Task 1 would involve participating virtually in a kick-off meeting and three strategy calls with a staff-level Emergency Evacuation Working Group. The purpose of the kick-off meeting will be to review study purpose and goals, status of the Town's ongoing evacuation planning efforts, data needs, the study working group process, obtaining access to the Zonehaven tool and model developed by Dale Pfau, and study communication protocols.

The following is a preliminary list of suggested topics for the study working group sessions. We anticipate the working group will include emergency responder personnel, planning, and engineering staff.

- Work Session 1: Study Approach and Evacuation Planning Context
 - Discuss and Identify Evacuation Routes and Scenarios
 - Discuss Known Traffic-related Evacuation Risks
 - Discuss Evacuation Tool/Model Recommendation
- Work Session 2: Evacuation Network Evaluation
 - Evacuation Assessment
 - Candidate Improvement Measures and Traffic Management Strategies
- Work Session 3: Draft Emergency Evacuation Traffic Management Plan and Policies
 - Draft Emergency Evacuation Traffic Management Plan

TASK 1 DELIVERABLES

- Draft Agendas and Call Notes

Task 2. Evacuation Tool/Model Review and Selection

The purpose of Task 2 is to review evacuation tool/model options and select the most appropriate tool for use to conduct the evacuation scenario analysis in Task 3 given the evacuation scenarios, evacuation risks, and the \$25,000 budget allocation for Task 3.

Tools/models to be evaluated include the Zonehaven evacuation tool, the model developed by Dale Pfau, EVAC+ as developed by Fehr & Peers, intersection or road segment capacity analysis tools, and/or a GIS based evacuation tool. Town of Portola Valley staff will provide files and any needed access authorization for the team's review of the Zonehaven evacuation tool and the model developed by Dale Pfau (this work plan assumes there would be no cost to the team for use of these tools/models). The team will prepare a matrix that includes a brief overview of each tool/model option, capabilities, pros and cons, and level of effort required. Based on this comparative assessment, the team will provide a recommendation on the best tool for application for discussion in Work Session 1.

TASK 2 DELIVERABLES

- Matrix with Evacuation Tool/Model Options

Task 3. Evacuation Scenario Analysis

Task 3 would involve application of the selected evacuation tool/model evaluated in Task 2 for three evacuation scenarios based. Please note, we have a budget allocation of \$25,000 to complete this task and, depending on the tool/model identified in Task 2, that budget allocation may be an under or over estimation of effort to complete this task. As such, additional scenarios may be added, either based on the evacuation tool/model selected and/or through the use of a portion or all of the \$10,000 contingency included in the overall study budget depending on the direction provided by the Town. To facilitate this effort, the team will identify known or anticipated network bottlenecks based on a combination of input from the work group, field observations by the team, and the team's knowledge of Portola Valley. The evacuation scenarios will be identified with the work group in Work Session 1. The evacuation scenario analysis will identify travel times and network bottlenecks that will inform the identification of road network improvements and traffic management strategies in Task 4 as well as the development of the Evacuation Traffic Management Plan in Task 5. An overview of the evacuation scenario analysis will be presented to the work group in Work Session 2.

The focus of our effort will include:

- *Evacuation Routes Identification*—We will identify key evacuation routes in the Town that will be used for evacuation purposes

- *Evacuation Route Capacity Information*—We will identify the number of lanes used for an evacuation (while maintaining access for emergency responders to the area)
- *Identification of Evacuation Centers*—We will work with the Town to identify the locations of evacuation centers that would be used in the event of an evacuation
- *Time Estimation*—We will work with the Town to identify evacuation scenario events and estimate the time required to evacuate the Town during these events

The transportation network will be reviewed to determine critical characteristics of primary road segments that would serve as evacuation routes, including:

- Relationship to Wildland Urban Interface (WUI)
- Road segment carrying capacity (vehicles per lane per hour)
- Potential bottlenecks (e.g., intersections, traffic controls)
- Potential network vulnerabilities (e.g., bridges)
- Seasonal weather factors (e.g., fog)
- Location relative to evacuation population distribution
- Location relative to potential temporary refuge areas
- Proximity to alternate routes

For the evacuation time estimation, we suggest first focusing on an event that would require evacuation of everyone in the Town on the evacuation routes. This will assist in identifying capacity constraint locations at a planning level, looking at roadway segment link capacities. For this initial test, we will assess the length of time it will require to evacuate the Town as a whole, assuming everyone is at home during the middle of the night.

TASK 3 DELIVERABLES

- Memorandum Documenting Evaluation Scenario Analysis

Task 4. Road Network Improvements and Traffic Management Strategies

Based on the evacuation analysis prepared in Task 3, the Fehr & Peers team will identify road network improvements and traffic management strategies to facilitate an efficient, managed evacuation for the study scenarios. Road network improvements will include roadway/intersection capacity and/or traffic control improvements to address evacuation bottlenecks. The team will present recommendations for discussion with the work group in Work Session 2.

TASK 4 DELIVERABLES

- Map showing Road Network Improvements and Traffic Management Strategies

Task 5. Documentation

The purpose of this task is to develop an evacuation traffic management plan. Based on the evacuation planning and working group sessions, the Fehr & Peers team will prepare an evacuation traffic management plan that would focus on evacuation routes, traffic improvement recommendations, and traffic management strategies.

The team will prepare a PowerPoint presentation that describes the draft evacuation traffic management plan. The materials will be used for a presentation to the Town Council.

TASK 4 DELIVERABLES

- Draft and Final Evacuation Traffic Management Plan
- PowerPoint Presentation Materials

b. Town Staff Role

The work plan above anticipates that Town Staff would undertake the following tasks during the course of the study effort.

- Identify and organize staff-level Evacuation Study Working Group,
- Provide updates on any ongoing relevant parallel efforts,
- Obtain and forward files/access authorization for Fehr & Peers to review and test Zonehaven tool and model developed by Dale Pfau for Task 2,
- Provide available relevant background data for context including historical evacuation planning documents and available GIS files,
- Provide review of study deliverables and compile staff comments into consolidated documents, and
- Schedule Town Council presentation.

c. Proposed Schedule

TASKS	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Task 0: Refine Work Plan							
Task 1: Project Initiation and Work Group Sessions							
Task 2: Evacuation Model/Tool Review & Selection							
Task 3: Evacuation Scenario Analysis							
Task 4: Road Network Improvements & Traffic Management Strategies							
Task 5: Documentation and Town Council Presentation							

III. Project Budget

a. Study Budget

The Fehr & Peers team will provide the services described in the Work Plan in Section II of this proposal for a not-to-exceed, time-and-materials budget of \$75,000, with invoices submitted monthly. The not-to-exceed budget includes labor, overhead, and expenses for all team members.

b. Budget by Task

The not-to-exceed budget is allocated by task as follows.

TASK	TASK BUDGET
1. PROJECT INITIATION AND WORK GROUP SESSIONS	\$7,000
2. EVACUATION TOOL REVIEW & SELECTION	\$10,000
3. EVACUATION SCENARIO ANALYSIS	\$25,000
4. ROAD NETWORK IMPROVEMENTS & TRAFFIC MANAGEMENT STRATEGIES	\$11,000
5. DOCUMENTATION & TOWN COUNCIL PRESENTATION	\$12,000
CORE TASKS 1-5	\$65,000
CONTINGENCY	\$10,000
TOTAL BUDGET	\$75,000

Approach to Budget and Schedule Issues

In the event that this project faces a setback due to an unforeseen issue, we can typically bring the project back on budget and schedule using one or more of the following approaches:

Adjusting Resource Allocation

Some tasks may require more than the anticipated level of effort, while others can be satisfactorily completed with less.

Increased Efficiency

Our project management system promptly alerts us to task overruns, allowing us to quickly respond with a plan to perform subsequent tasks more efficiently.

Strategic Use of Technical Experts

As a large, multimodal transportation planning and engineering firm, Fehr & Peers can make strategic use of our staff resources to suggest methods to quickly address unforeseen obstacles and move the project forward.

c. Hourly Rates by Key Staff

The standard hourly billing rates for key staff for this project are as follows.

KEY STAFF	HOURLY RATE
BOB GRANDY, Fehr & Peers	\$340
JASON PACK, Fehr & Peers	\$300
DAVID PARISI, Parisi Transportation Consultants	\$290
Fehr & Peers: Associate I	\$230
Fehr & Peers: Senior Engineer/Planner III	\$210
Fehr & Peers: Senior Engineer/Planner I	\$170
Fehr & Peers: Engineer/Planner III	\$145
Fehr & Peers: Senior Administrator	\$140

IV. References

California Fire Safe Development Regulation Services



REFERENCE:

Edith Hannigan, Land Use Planning Program Manager
Board of Forestry and Fire Protection
T: (916) 653-2928
E: edith.hannigan@fire.ca.gov

The project included interfacing with CalFire, Fire Chiefs, BOF, and other interested parties in workshop settings; application of complete street and best practice street design into firesafe regulations; and updating Articles 2 and 3 of the Fire Safe Regulations.

STAFF MEMBERS ON PROJECT

- Jason Pack (Project Manager)

Rancho Cucamonga Emergency Evacuation Support



REFERENCE:

Jean Ward, AICP, Contract Project Manager, PlanRC
City of Rancho Cucamonga
T: (626) 584-8951
E: jean.ward@cityofrc.us

The project included evacuation route identification, zone and scenario testing to identify areas with limited accessibility and assess potential evacuation scenarios, development of scenario recommendations that focus on potential circulation and capacity issues, and identification of policies and implementation programs recommended for incorporation into the "PlanRC project."

STAFF MEMBERS ON PROJECT

- Jason Pack (Project Manager)
- Taylor Whitaker (Analyst)

City of Mill Valley Fire Evacuation Route Planning

**REFERENCE:**

John McCauley, Mayor
City of Mill Valley
T: (415) 388-4033
E: jmccauley@cityofmillvalley.org

Parisi Transportation Consulting consulted with the City of Mill Valley, including the fire and police departments, the public works department, the Mayor and the City Manager's office, and with Google, to model emergency evacuation scenarios based on a variety of parameters, including extent and location of fire area, vehicles per household evacuating the event, evacuation routes, roadway constraints, and potential staging areas throughout the City of Mill Valley. The modeling compared the scenarios to actual conditions that occurred during and after the Town of Paradise's Camp Fire of 2018. Parisi provided inputs on residential land uses, roadway typologies, alignments and constraints, and routing, and provided recommendations on proposed practices.

STAFF MEMBERS ON PROJECT

- David Parisi (Project Manager)

Chase Center Transportation Management Plan

**REFERENCE:**

Manoj Madhavan
Golden State Warriors
T: (415) 472-9468
E: mmadhavan@warriors.com

Fehr & Peers prepared a Transportation Management Plan (TMP) for the Chase Center, home of the NBA Golden State Warriors. The TMP includes parking and traffic management strategies for NBA and concert events. It also includes transit, pedestrian, and bicycle management elements as well as a monitoring plan. Fehr & Peers has also overseen an ongoing monitoring program since the arena opened in the fall of 2019.

STAFF MEMBERS ON PROJECT

- Bob Grandy (Project Manager)

V. Contract Exceptions

The project team has reviewed the draft contract language provided with the RFP and requests modifications to the following sections.

- Section 3. Standard of Performance
- Section 7. Method of Payment
- Section 11. Ownership of Material
- Section 14.1. Indemnification
- Section 14.2. Indemnification
- Exhibit D, Section 1.4. Insurance Requirements

Appendix B provides requested language modifications to text in the above sections.

Appendix A: Resumes

Appendix B:

Contract Terms

1. **STANDARD OF PERFORMANCE. Section 3.**

Changes Requested: "As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant shall perform all services required hereunder in accordance with the care, skill, and diligence ordinarily exercised by professionals providing similar services under similar circumstances in a similar locale to that of Consultant under this Agreement ~~work to the highest professional standards and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow the highest professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.~~"

Reason for Changes: The definition of the applicable prevailing professional standard of care is clear in California: A professional is to exercise the degree of skill, knowledge, and diligence that other professionals in similar circumstances commonly use. The standard is not that of professionals of the highest standard. (*See, Gagne v. Bertran* (1954) 43 Cal.2d 481.) We cannot agree to any language that might be interpreted as requiring us to exceed the prevailing standard.

2. **METHOD OF PAYMENT. Section 7.**

Changes Requested: "Consultant shall invoice the Town on a monthly basis for work performed during the previous month ~~after each task is completed as set forth in Exhibit B.~~ Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices."

Reason for Changes: Professional services contracts generally allow for monthly invoicing, but Section 7. implies invoices can only be submitted on a milestone or task-completion schedule.

3. **OWNERSHIP OF MATERIAL. Section 11.**

Changes Requested: All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement ("Work Product") shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town. However, notwithstanding the foregoing, third-party content that may be used or incorporated in the Work Product shall not become the property of the Town. Consultant shall secure all licenses necessary to any third-party content incorporated into

Consultant's Work Product for the Town to utilize Consultant's services and the Work Product for their intended purposes. Furthermore, Consultant shall not be responsible for any alterations, modifications or additions made to the Work Product by the Town or any other party or any reuse of the Work Product by the Town or any other party for this project or any other project without the consent of Consultant."

Reason for Change: We may use content such as big data or technology provided by third-party data or software providers for which we may receive only a limited-use license and not ownership. It is often necessary for such third-party providers to retain ownership of such data or technology for the uses of other clients or purposes. The use of data and technology from third-party providers can greatly enhance the services and work product provided by Consultant to the Town. Unfortunately, many third-party providers will not give us ownership of their content, but only a mere license, and, therefore, we cannot pass ownership of any such content incorporated into our work product to the Town. In such cases, we will secure a license for the Town to use such content.

4. INDEMNIFICATION. Section 14.1

Changes Requested: "To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel reasonably approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees, agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors in their operations in connection with their performance of this Agreement other than in their performance of professional services. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification."

Reason for Changes: This additional language is to clarify Section 14.1 is addressing claims arising out of Consultant's operations that would be covered under Consultant's general or auto liability insurance, and not claims arising out of professional services that would be covered under Consultant's professional liability insurance.

5. INDEMNIFICATION. Section 14.2

Change Requested: "With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel reasonably approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not

limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type ~~that arise out of, pertain to, or relate to~~ to the extent caused by the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. In no event shall the cost to defend charged to Consultant exceed Consultant's proportionate percentage of fault. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification."

Reason for Changes: The changes are to more closely align this indemnity obligation with the requirements and limitations found in Civ. Code section 2782.8.

6. INSURANCE REQUIREMENTS. Exhibit D, Section 1.4

Change Requested: "Errors and Omissions Liability Insurance appropriate to the Consultant's profession. ~~Architects' and Consultants' coverage is to be endorsed to include contractual liability.~~"


Reason for Change: We cannot offer blanket contractual liability coverage under our professional liability insurance policy because professional liability insurance does not provide such coverage. Professional liability insurance will only cover contractual liability to the extent that the insured professional would have been liable for the damages in the absence of contractual language. In other words, the policy only covers the professional's negligence. Professional liability coverage is designed to pay on behalf of an insured firm that does not meet the standard of care (i.e., is negligent) in fulfilling its professional obligations; it is not designed to stand behind ALL contractual obligations, unlike the broad form commercial general liability insurance policy which does provide contractual liability coverage.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director 

DATE: September 8, 2021

RE: Contract Amendment with Townsend Management, Inc. for consultant construction inspection and management services related to the FY 2021-22 Street Resurfacing Project

RECOMMENDATION

Staff recommends that the Town Council:

1. Approve the attached contract amendment with Townsend Management Inc. for consultant inspection and construction management services related to the FY 2021-22 Street Resurfacing Project in an amount of \$15,500.
2. Authorize the Town Manager to amend to the contract as required within the limits of the adopted budget for this project.

BACKGROUND

At its April 28, 2021 meeting, the Town Council adopted a resolution approving plans and specifications for the FY 2021-22 Street Resurfacing project and called for sealed bids for the project. The project was awarded to the low bid contractor on July 21, 2021 for the base bid of \$472,725.50. The project also included an additive bid alternate for surface sealing three additional streets for \$44,135. A total of 24 streets were selected for treatment in the bid package.

DISCUSSION

An essential component of this project is construction inspection and management as needed. The project will be performed in accordance with the plans, specifications and generally consist of: performing full-depth base repairs, applying slurry seals over the existing pavement surfaces of various streets, installing new traffic striping, legends, and pavement markers, and all appurtenant work thereto required by the Plans and Specifications and as directed by the Public Works Director.

The Town has experience with Townsend Management Inc. on previous street resurfacing projects and entered into a standard professional services agreement of \$24,500 to begin inspections on a time and materials basis. The Town Managers

authorization limit is \$25,000. Based on the current contractor schedule, progress, and potential unforeseen conditions, it is anticipated that an allocation of \$30,000-\$40,000 is required for the project, which is within reason. This will require a contract amendment of \$5,000-\$15,000.

For future authorizations, staff plans to include the construction inspection authorization component into the report to the Town Council as part of the entire project approval.

FISCAL IMPACT

The adopted FY 2021-22 budget allocates \$60,000 for project inspection and testing. The construction project also contains a 10% contingency of available funding if needed. Depending on contractor schedule, progress, and unforeseen conditions, it is anticipated that construction inspection and management services with Townsend Management Inc. could range from \$30,000-\$40,000. This amendment would add \$15,500 to the existing \$24,500 contract. In addition, this action authorizes the Town Manager to increase the services up to an additional \$20,000 if necessary.

ATTACHMENTS

1. Contract Amendment
2. Professional Services Agreement

AMENDMENT NO. 1 TO AGREEMENT BETWEEN THE TOWN OF PORTOLA VALLEY AND TOWNSEND MANAGEMENT, INC.

This Amendment 1 ("Amendment") is made as of September 8, 2021, with respect to the Agreement ("Agreement") by and between the Town of Portola Valley ("Town") and Townsend Management, Inc. ("Consultant").

RECITALS

A. The Town and Consultant entered into the Agreement for consultant inspection and construction management services on August 19, 2021.

B. The Town and Consultant desire to amend the scope of services and add funds to the Agreement.

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

1. Scope of Services. Section 1 (Scope of Services) of the Agreement is hereby amended to include the additional language as set forth in Exhibit A-1, attached hereto.

2. Compensation. Section 6 (Compensation) of the Agreement is hereby amended to increase the total compensation amount from \$24,500 to \$40,000.

3. Agreement. Other than the amendments set forth in Sections 1 and 2 above, no other provisions of the Agreement are amended, and all other provisions of the Agreement are in full force and effect.

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

TOWN OF PORTOLA VALLEY:

TOWNSEND MANAGEMENT, INC.:

By: _____
Town Manager

By:  _____
Zamir Zuraek, Principal

ATTEST:

Town Clerk

EXHIBIT A-1

SCOPE AND LEVEL OF SERVICES

Consultant will work with the Town to provide, on a time and materials basis, inspection and construction management services related to the FY 2021-22 Street Resurfacing Project base bid and bid alternate 1 in the Town of Portola Valley and other work as directed by the Public Works Director.

**AGREEMENT FOR
INSPECTION AND CONSTRUCTION MANAGEMENT SERVICES**

THIS AGREEMENT is made and entered into this 19 day of August, 2021 by and between the Town of Portola Valley, a municipal corporation, ("Town") and **Townsend management, Inc.** ("Consultant").

RECITALS

A. The Town desires to retain the professional consulting services of Consultant as an independent contractor to provide **inspection and construction management** services to the Town per the rates show on Exhibit A. **Consultant will work with the Town to provide on a time and materials basis, inspection and construction management services related to the 2020/2021 Street resurfacing project base bid and bid alternate 1 in the Town of Portola Valley**

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

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

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

2. TIME OF PERFORMANCE. The services shall be performed on a timely, regular basis.

3. STANDARD OF PERFORMANCE. As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

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

5. TERM. This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect until the services required hereunder have been satisfactorily completed by Consultant, unless earlier terminated pursuant to Section 17, below.

6. COMPENSATION. The Town agrees to compensate Consultant for its services according to the fee schedule set forth in Exhibit A, **on a time and materials basis**. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of **\$24,500** unless specifically approved in writing by the Town Manager.

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

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

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

Consultant as a result of Consultant's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

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

11. OWNERSHIP OF MATERIAL. Upon final payment to Consultant for services described herein, all reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town. If this Agreement is terminated prior to the completion of the project, it is understood that Consultant shall not be responsible under such circumstances for the use or workability of such drawings and specifications in connection with this or any other project.

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

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

14. INDEMNIFICATION.

14.1. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

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

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

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

16. SUSPENSION. The Town may, in writing, order Consultant to suspend all or any part of Consultant's services under this Agreement for the convenience of the Town, or for work stoppages beyond the control of the Town or the Consultant. Subject

to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

17. TERMINATION.

17.1 This Agreement may be terminated by either the Town or Consultant following ten (10) days written notice of intention to terminate. In the event the Agreement is terminated, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the Town. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

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

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

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

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

To Town:

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

To Consultant:

Zamir Zuraek
Townsend Management, Inc.
PO Box 24442
San Francisco, CA 94124
415-285-9009

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

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

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

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

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

25. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior oral and written negotiations, representations or

agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.


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

TOWN:

By: 

Town Manager

CONSULTANT:

By: 

Name (printed): Zamir Zuraek
Title: Principal
EIN 94-3381432

EXHIBIT A

(SCOPE AND LEVEL OF SERVICES)

rate sheet attached

TOWNSEND MANAGEMENT, Inc.
CHARGE RATE SCHEDULE
 (January 2021 – December 2021)

OFFICE: ADMINISTRATIVE SERVICES

Construction Administrator	\$ 85.00 /hour
Field Office Coordinator	\$ 120.00 /hour

PROFESSIONAL SERVICES

Junior Engineer	\$ 130.00 /hour
Associate Engineer	\$ 145.00 /hour
Senior Engineer	\$ 185.00 /hour
Principal	\$ 225.00 /hour

FIELD: CONSTRUCTION MANAGEMENT

Senior Construction Inspector	\$ 155.00 /hour
Construction Inspector	\$ 131.00 /hour
Office Engineer	\$ 120.00 /hour
Project Engineer/Assistant Resident Engineer	\$ 145.00 /hour
Project Manager/ Resident Engineer	\$ 155.00 /hour
Senior Project Manager/Resident Engineer	\$ 160.00/hour
Scheduler	\$ 155.00 /hour
Estimator	\$ 155.00 /hour
Construction Manager	\$ 175.00 /hour

PROGRAM MANAGEMENT

Bid Process Engineer	\$ 155.00 /hour
Development Manager	\$ 175.00 /hour
Program Manager	\$ 185.00 /hour

EXPENSES:

Reproduction (including copy service and plotting)	Cost x 1.10
Mileage (per IRS guidelines)	\$ 0.56/ mile
Subsistence	Cost x 1.10
Additional expenses not covered in above labor rates (including Subconsultants)	Cost x 1.10

These rates are good through December 2021, or as needed on a negotiated basis.

EXHIBIT B**(INSURANCE REQUIREMENTS)**

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

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

1.1 Insurance Services Office (ISO) Form No. CG 0001 covering Commercial General Liability on an "occurrence" basis, including products-completed operations, personal injury and advertising injury.

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

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

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant's profession.

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

2.1 Commercial General Liability. (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) per occurrence. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

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

2.3 Workers' Compensation and Employer's Liability. Workers' compensation insurance with Statutory Limits as required by the Labor Code of the State of California, and Employer's Liability Insurance with One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

2.4 Errors and Omissions Liability. One Million Dollars (\$1,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000) aggregate.

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

4. OTHER INSURANCE PROVISIONS.

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

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall be at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later versions used.

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

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

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

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

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

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provisions set forth in subsections 4.1.3 and 4.1.4 above.

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

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage with a Retroactive Date prior to the contract effective date, or extended reporting period, be maintained by Consultant for a period of 5 years after completion of the contract.

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

Proof of insurance shall be mailed to the following address:


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

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director 

DATE: September 8, 2021

RE: **Senate Bill 1 (SB1) Road Maintenance and Rehabilitation Account Funding and Submittal of a Proposed Project list**

RECOMMENDATION

Staff recommends that the Town Council adopt the attached resolution approving a project list to comply with SB-1 funding requirements as required annually.

BACKGROUND

On April 28, 2017, the Governor signed Senate Bill 1 (SB 1), Road Repair and Accountability Act of 2017, to address transportation funding shortfalls statewide. SB 1 established a Road Maintenance and Rehabilitation Account (RMRA) in the State Transportation Fund. Beginning in January 2018, the State Controller deposited funds generated from increased fuel taxes and vehicle registration fees into the RMRA. A portion of the RMRA funds are distributed on a monthly basis to cities for basic road maintenance, rehabilitation and critical safety projects on local streets and road systems.

In Fiscal Year 2020-2021, the estimated amount the Town was to receive from the RMRA was \$78,969. The Town has actually received distribution payments totaling approximately \$85,407.05 for 2020-2021. A project list for 2020-2021 was approved by the Town Council on September 23, 2020.

In Fiscal Year 2021-2022, the Town is estimated to receive \$88,502 from the RMRA. Estimates were provided by *CaliforniaCityFinance.com*.

DISCUSSION

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. In order to be eligible for RMRA funding in this year, the Town must annually adopt a resolution approving the list of projects to

receive RMRA funding in Fiscal Year 2021-2022. Staff recommends that the funding be applied towards the Town's Annual Street Resurfacing Project, which will be included in the Proposed Budget for Fiscal Year 2022-2023. The funds can be used on a previous or future submitted project.

The project list includes, project description, locations, completion schedule, anticipated useful life and other information required by the Commission. The project locations and dates are considered flexible, which allows for changes, substitutions, additions, or removal of roadways. This is helpful as staff will be in the process of developing the scope of the 2021-2022 street resurfacing project. The current project list (Attachment 1) is derived from the Towns Pavement Management System, based on a program that was developed by the Metropolitan Transportation Commission. This draft list was compiled in order to receive SB 1 funding, and does not represent the complete list or final list of street projects for the upcoming fiscal year.

FISCAL IMPACT

Funding from multiple sources, including SB1/RMRA funds of \$88,502 for the construction of Annual Street Resurfacing project will be considered in the Proposed Budget for Fiscal Year 2022-2023 under Capital Improvements. The funds are provided to the Town on a monthly basis.

ATTACHMENT

1. Project list
2. Resolution

PROPOSED SB-1 TRANSPORTATION FUNDING PROJECT LIST

Project Name: Street Resurfacing Project in the Town of Portola Valley

1. Project Description: As part of the Town's annual street resurfacing program, this proposed project consists of street resurfacing and rehabilitation work consisting of base repairs, crack sealing, and slurry/surface seals. The primary factor for choosing the roadway segments included is the Pavement Condition Index (PCI) of each roadway. PCI is a measurement of a street's condition derived through field inspections that utilize scoring criteria developed by the Metropolitan Transportation Commission's (MTC) pavement management program.
2. Location of the Project:
 - a. Alpine Road: 1580' south of Westridge Drive to Los Trancos Road
 - b. Indian Crossing: Horseshoe Bend to Longspur
3. Schedule of Completion: Construction of the project is estimated to be complete by December 2023.
4. Estimated Useful Life:

Resurfacing and rehabilitation work will extend life expectancy of these streets as shown below:

- Slurry/Surface seals 4 – 6 years

Resolution No. _____-2021

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
ADOPTING A PROJECT LIST FOR FISCAL YEAR 2021-22 FUNDED BY SB 1: THE
ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our Town are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the Town must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the Town, will receive an estimated \$88,502.00 in RMRA funding in Fiscal Year 2021-22 from SB 1; and

WHEREAS, this is the fifth year in which the Town is receiving SB 1 funding and will enable the Town to continue essential road maintenance and rehabilitation projects; and

WHEREAS, the Town used a Pavement Management System and onsite staff evaluation to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the Town maintain and rehabilitate the listed roads, and many similar projects into the future.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Town Council of the Town, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The fiscal year 2021-22 list of projects planned to be funded with Road Maintenance and Rehabilitation Account revenues include: **See Attachment 1 for project list.**

PASSED AND ADOPTED by the Town Council of the Town of Portola Valley,
State of California this 8th day of September, 2021.

Mayor

ATTEST:

Town Clerk

Portola Road & Willowbrook Parking Recommendations

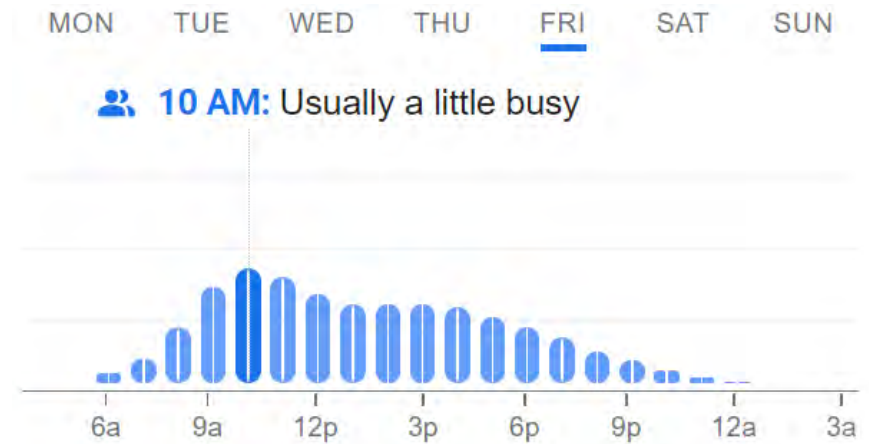
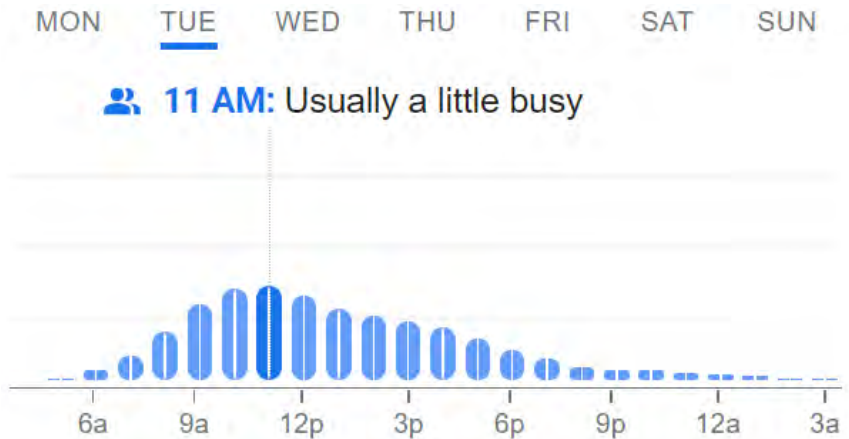
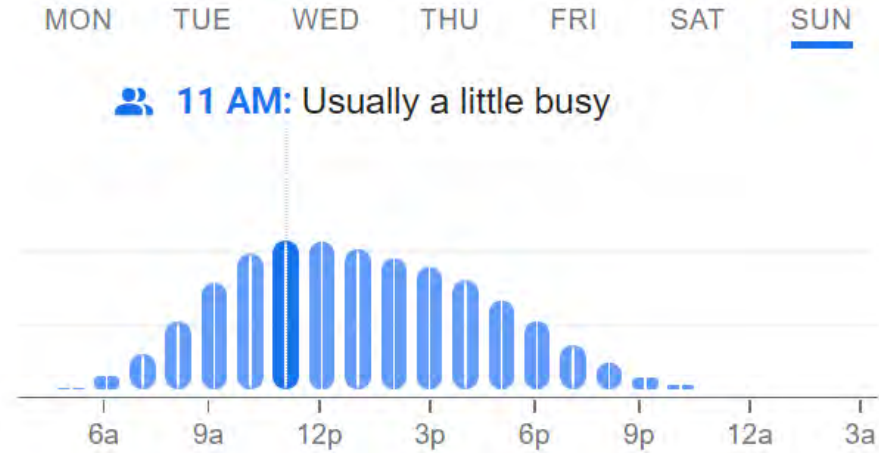
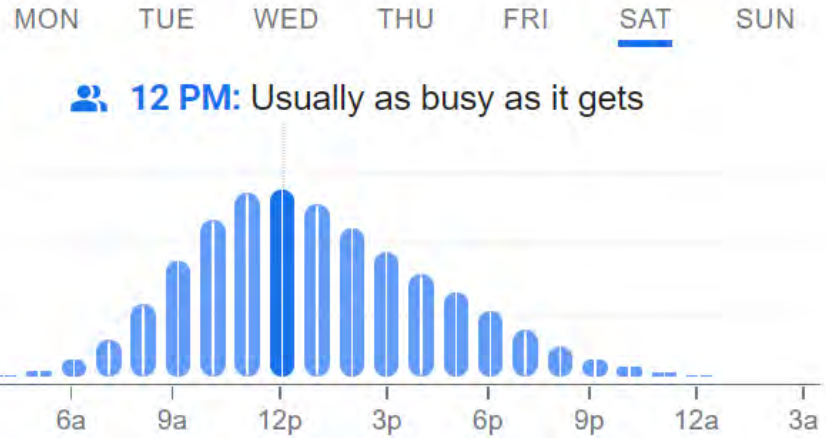
Town of Portola Valley
Bicycle, Pedestrian and Traffic Safety Committee

August 2021

HISTORY

- 2012 – Town Staff and the Bicycle, Pedestrian and Traffic Safety (BPTS) Committee test methods on Portola Road to encourage safe parking, such as temporary signage
- 2013 - March – BPTS Committee votes to recommend No Parking signs by Windy Hill Car Park
 - BPTS Committee Members & Town Staff put out temporary No Parking Signs opposite Windy Hill Car Park on weekends
 - Cars cannot be ticketed for these signs
- 2014 – June – BPTS approves location of No Parking Signs on Portola Road, Council approves No Parking Signs on Portola Road, ASCC discusses plans for No Parking Signs and recommends a rural approach
- 2014 – August – Brown temporary No Parking Signs are put out by BPTS members and/or town staff each weekend
 - Parking is allowed off the shoulder for a short distance opposite the Windy Hill Car Park on Portola Road
 - Drivers take more notice of large brown signs than a smaller sign
- 2015 - Town prints cards with Town & Sheriff’s logos to Place on windshields, advising motorists to not park in the shoulder and to park at Town Center
- 2016 – Ad Hoc Committee recommends No Parking signs that are approved by the Town Council
 - Permanent brown No Parking and Park Off Pavement signs are installed on Portola Road, citing a new town ordinance
 - Cards are reprinted with the town ordinance to put on car windshields
- 2020 – August – BPTS Committee and Town Manager post guidelines for Windy Hill parking on [the town website](#)
- 2021 - July 23rd – Howard Young (Public Works Director), Paul Krupka (Traffic Engineer), Ed Holland (BPTS Chair), Angela Hey (BPTS Member) visit Portola Road and Willowbrook to review potential recommendations that form the basis of this presentation

Weekends Are Busiest Times For Visits To Windy Hill



Saturday & Sunday are busiest days with Friday & Tuesday the next busiest.

Source: Google

Note: some may visit from Skyline, parking starts a little before visitors are actually on Windy Hill.

Goals & Scope

- Goals
 - Increase safety for all road & trail users – pedestrians, cyclists, horses, vehicles
 - Recommend where parking needs to be restricted
- Scope
 - Addressed
 - Roadside Parking On Portola Road, Willowbrook and Alpine Road near Trailheads
 - Not Addressed
 - Long term planning for trail improvements, car park upgrades
 - Red curb painting next to driveways for individual homeowners
 - Exact sign location – a traffic engineer can work with town staff to plan and implement

CONCERNS

- There are designated parking areas but...
 - ... there are more cars than spaces
 - ... some of the cars that park on Portola Road create a hazard for other road users
 - ... they park on the trail and in the shoulder
- If parking space is expanded, will more cars come and there'll always be more cars than available spaces
- If parking is restricted, where will cars park? Will cars go to the town center?
- Cars make U-turns if they see a space on the other side of the road – hazard for cars, bikes, pedestrians
- Families with strollers and small children walk in the shoulder & in the road

Alpine & Willowbrook Intersection

RECOMMENDATIONS

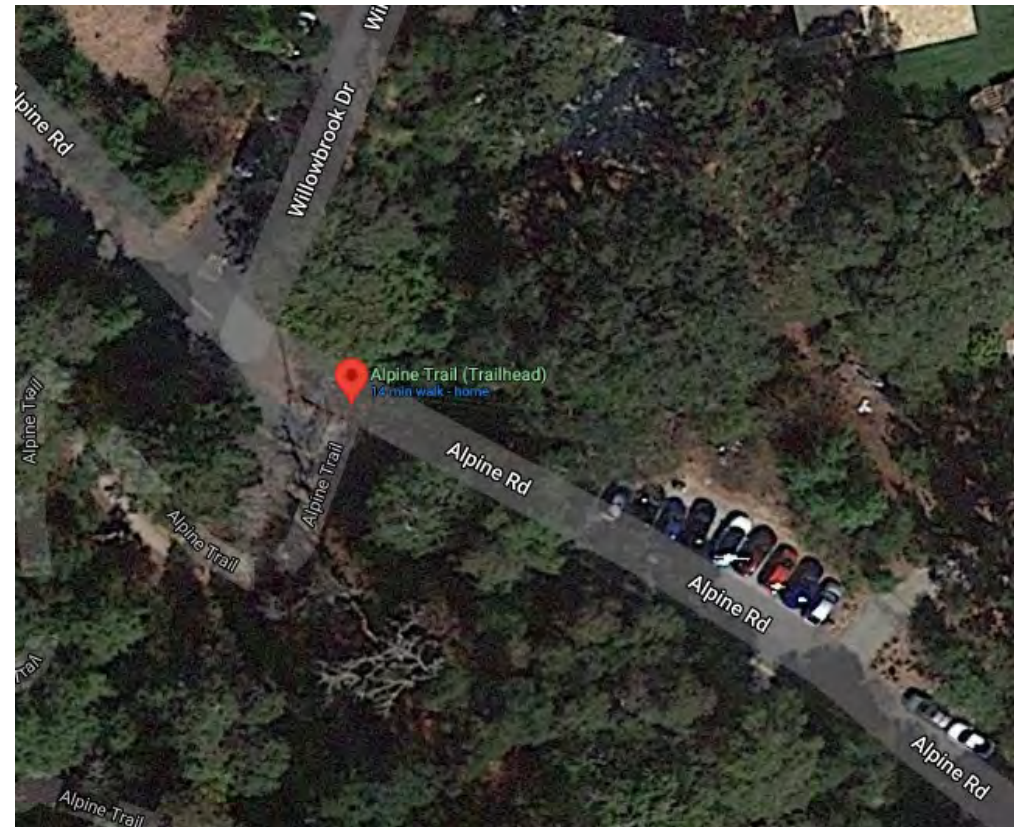
- Paint the curb red on the west side of Willowbrook for one car length and paint the curb for a short distance round the corner on Alpine
- Paint the curb red at the corner on the east side of Willowbrook to match the west side
- Repaint the curb red on the hill on the east side of Willowbrook where there are also No Parking signs

JUSTIFICATION

- Improve line of sight for those exiting Willowbrook
- Alleviate congestion at the junction and promote free traffic flow on Alpine
- Keep the junction area clear for all road users driving, cycling or crossing the road to access trails

LOCATION

@37.3664579,-122.213832



Willowbrook Divided Road Area

RECOMMENDATIONS

- Extend parking restrictions for a distance beyond the divided section to maintain room for traffic flow through the transition
- Paint red curb and use appropriate signage according to highway design standards

JUSTIFICATION

- To ensure free passage for emergency vehicles
- To ensure clear sight lines
- To eliminate potential pinch points at the entry/exit from the divided section that can result from parking adjacent to it

LOCATION

- Between 165 and 180 Willowbrook
- @37.3673192,-122.2160245,140



Portola Rd: Bridge to Willowbrook

RECOMMENDATION

- Restrict parking

LOCATION

- Between 37.375738, -122.217895 and 37.375330, -122.220480

JUSTIFICATION

- To maintain free passage on the pedestrian and horse-riding trail
- If cars park off the shoulder they impact trail users
- If cars park in the shoulder they cause cyclists going slowly uphill to move into the lane of faster moving vehicles which puts them at risk



Portola Rd: Willowbrook To Parking Sign

RECOMMENDATIONS

- Install No Parking signs

LOCATION

From 37.375330, -122.220480 to 37.375543, -122.221985

JUSTIFICATION

- To maintain a clear shoulder for road users
- To maintain sight lines for vehicles on Portola Road
- To ensure cyclists are not forced to leave the shoulder and enter the traffic lane on a corner when they may be going slowly as they reach the crest of the hill



Portola Rd: Parking Area Alongside Road

RECOMMENDATION

- Permit parking after Windy Hill Parking sign
- Extend parking to the north slightly, with signage to indicate vehicles Park Off Pavement

JUSTIFICATION

- Adds one parking space at the north end and a few more at the south end
- Informs drivers to keep the shoulder free for safe use by cyclists

LOCATION

- From Windy Hill Parking Sign to just past current No Parking Sign



Portola Road: Near Stonegate

RECOMMENDATIONS

- Permit Parking
- Provide No Parking On Pavement sign and mark south end of the area to indicate No Parking with arrow pointing outside this area in line with highway standards

JUSTIFICATION

- Adds a few more parking spaces and ensures cars park on the verge and not in the shoulder where they would impede the flow of cyclists

LOCATION

Just before Stonegate on land cleared of brush alongside the NE side of Portola Road
37.3782946945424, -122.22404213747585 to
37.37864804988556, -122.22425095345116






TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Finance Committee

FROM: Jeremy Dennis, Town Manager
Cindy Rodas, Finance Director 

DATE: September 8, 2021

RE: FY 2021-22 Budget, September Revision

RECOMMENDATION

Staff recommends that the Town Council review the FY 2021-22 Budget, September Revision and Set a Public Hearing.

BACKGROUND

Earlier this year, the Town Council and Finance Committee adopted a new model for budget development that included a revision to the draft budget. A revision to the draft annual budget allows for updated actuals for the previous year, changes to previously-proposed projects and programs, and modifications to revenue sources as new information is received. This new model is called the September Revision.

This year, the September Revision was accompanied by funding provided by the Federal Government in the American Rescue Plan Act (ARPA) to support COVID-19 related impacts and expenditures. The Town has received the first of two amounts of \$564,381 that have been included in the revised budget. A new fund (225) ARPA Coronavirus Recovery has been created to track this revenue as well as the associated expenditures.

DISCUSSION

Overall, the draft FY 2021-22 budget was modestly adjusted, resulting in a new net operating general fund surplus of \$103,536.

FINANCE COMMITTEE MEETING

The Finance Committee held a special virtual meeting on Monday, August 30, 2021 to review the revisions made to the FY 2021-22 Budget. The Finance Committee unanimously approved the budget revisions and recommended that the Town Council review and set a public hearing.

Detail on the revenue and expenditure changes is listed below.

FISCAL IMPACT

Dept/Div#	Fund Type	Account Type	Account Description	Description	Budget Change +/-
510 - Public Works	General	Revenue	Micellaneous Receipts	Sedgewick/PLAN - Payout for Truck Dispositon	\$ 18,885
610 - Non Departmental	General	Revenue	Property Tax - Secured	San Mateo County Property Tax	\$ 15,000
610 - Non Departmental	General	Revenue	ERAF Revenue	ERAF Revenue	\$ 37,221
Various	ARPA	Revenue	ARPA - Coronavirus Recover	Federal Fiscal Recovery funds for State and Local Governemr	\$ 546,381

Dept/Div#	Fund Type	Account Type	Account Description	Description	Budget Change +/-
120 - Town Manager	General	Expenditure	Salaries - hourly	Part-Time Admin Asst	\$ (5,496)
120 - Town Manager	General	Expenditure	Salaries - Permanent	Assistant Town Manager (ATM)	\$ 25,000
140 - Finance	General	Expenditure	Salaries - Permanent	J. Saco Consultant Contract	\$ (22,000)
310 - Planning	General	Expenditure	Miscellaneous Consultants	Safety Element	\$ 40,000
410 - Community Hall	General	Expenditure	Community Hall Maintenance	CH Maint/Updates - COVID19*	\$ (25,000)
510 - Public Works	General	Expenditure	Salaries - Permanent	Merit Increase (2%)	\$ 2,315
510 - Public Works	General	Expenditure	Vehicle Maintenance	Safety Lights for new trucks	\$ 6,000
510 - Public Works	General	Expenditure	Vehicle Maintenance	Window Guard	\$ 1,500
610 - Non Departmental	General	Expenditure	Software & Licensing	DocuSign: Secured Remote Signature System*	\$ (6,000)
610 - Non Departmental	General	Expenditure	Wellness Program	Employee Wellness Program*	\$ (5,000)
610 - Non Departmental	General	Expenditure	Liability Insurance/Bonds	Liability Insurance Premium	\$ 21,774
610 - Non Departmental	General	Expenditure	Property Insurance	Property Insurance	\$ 4,234
610 - Non Departmental	General	Expenditure	Miscellaneous Consultants	Lobbyist - Cruz Strategies	\$ 5,000
610 - Non Departmental	General	Expenditure	Miscellaneous Consultants	SMC HR Consultant Contract	\$ 2,000
610 - Non Departmental	General	Expenditure	Software & Licensing	Veoci - Virtual EOC Software	\$ 14,275
710 - CIP Roads & ROW	General	Expenditure	Infrastructure Improve Exp	Utility Undergrounding Study**	\$ 23,000
710 - CIP Roads & ROW	General	Expenditure	Infrastructure Improve Exp	Emergency Evacuations	\$ 55,000
730 - Facilities & Buildings	General	Expenditure	Fixed Assets/Software & Equip	SB1383 Tracking Software	\$ 8,000
730 - Facilities & Buildings	General	Expenditure	Fixed Assets/Software & Equip	CH - Buckeye Room TV (deleted)	\$ (2,500)
730 - Facilities & Buildings	General	Expenditure	Facilities Structures Expense	COVID Barriers/Partitions for Town Hall*	\$ (10,000)
730 - Facilities & Buildings	General	Expenditure	Fixed Assets/Software & Equip	Schoolhouse - Virtual/Hybrid Meeting Upgrade*	\$ (76,000)
730 - Facilities & Buildings	General	Expenditure	Fixed Assets/Software & Equip	EnerGov P&L conversion to Cloud*	\$ (21,000)
310 - Planning	ARPA	Expenditure	Miscellaneous Consultants	Safety Element - future pandemic planning	\$ 20,000
510 - Public Works	ARPA	Expenditure	Janitorial Services	Janitorial Support/COVID Precautions	\$ 5,000
410 - Community Hall	ARPA	Expenditure	Community Hall Maintenance	CH Maint/Updates - COVID19*	\$ 25,000
610 - Non Departmental	ARPA	Expenditure	Software & Licensing	DocuSign: Secured Remote Signature System*	\$ 8,000
610 - Non Departmental	ARPA	Expenditure	Wellness Program	Employee Wellness Program*	\$ 10,000
610 - Non Departmental	ARPA	Expenditure	Community Services	ARPA Business Recovery Program	\$ 100,000
710 - CIP Roads & ROW	ARPA	Expenditure	Infrastructure Improve Exp	Utility Undergrounding Study*	\$ 77,000
730 - Facilities & Buildings	ARPA	Expenditure	Facilities Structures Expense	COVID Barriers/Partitions for Town Hall*	\$ 381
730 - Facilities & Buildings	ARPA	Expenditure	Facilities Structures Expense	HVAC System/Air Handler	\$ 100,000
730 - Facilities & Buildings	ARPA	Expenditure	Fixed Assets/Software & Equip	Schoolhouse - Virtual/Hybrid Meeting Upgrade*	\$ 100,000
730 - Facilities & Buildings	ARPA	Expenditure	Fixed Assets/Software & Equip	On premise server conversion to Cloud server	\$ 30,000
730 - Facilities & Buildings	ARPA	Expenditure	Fixed Assets/Software & Equip	Installation of VOIP system	\$ 50,000
730 - Facilities & Buildings	ARPA	Expenditure	Fixed Assets/Software & Equip	EnerGov P&L conversion to Cloud*	\$ 21,000
*Expenditures now funded by ARPA reducing General Fund Requirements					
**Utility Undergrounding Study Project originally budgeted at \$100K (GF) will now receive ARPA support of \$77K					

LINK TO PROPOSED BUDGET:

https://stories.opengov.com/portolavalleyca/published/ZT1_r1lzs

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 – August 12, 2021

1. Agenda – Ad-Hoc Housing Element Committee – Monday, August 16, 2021
2. Agenda – Trails & Paths Committee – Tuesday, August 17, 2021
3. Agenda – Ad-Hoc Wildfire Preparedness Committee – Tuesday, August 17, 2021
4. Agenda – Planning Commission – Wednesday, August 18, 2021
5. Agenda – Sustainability Committee – Thursday, August 19, 2021
6. Notice to Residents from Public Works Director – Street Resurfacing Activities for August 23 - October 15, 2021
7. Email from resident Vertongen and reply by Planning and Building Director re New Zoning Ordinance
8. Correspondence received from residents regarding 8/11 Council agenda item – WFPD Project for Station 8
9. Invitation to Council of Cities Dinner meeting – City of Half Moon Bay - Friday, August 27, 2021

Attached Separates (Council Only) *(In your Town Hall mailbox)*

1. None



TOWN OF PORTOLA VALLEY

4:30 PM – Ad Hoc Housing Element Committee Meeting
Monday, August 16, 2021

**THIS MEETING IS BEING HELD
VIA TELECONFERENCE ONLY**

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 is 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://us06web.zoom.us/j/81237627191?pwd=QTZmUitVZG91VIFtSFQxdnNpaXRIUT09>

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

Meeting ID: 812 3762 7191 **Passcode:** 216026

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 housing@portolavalley.net by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Committee Members prior to the meeting. All comments received are 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 provide comments using the "raise your hand" feature when the Chair calls for them.

Approximate timeframes are provided for agenda items as a guide for the Chair, Committee Members, and the public. Actual times may vary.

Committee Members:

Jeff Aalfs - Town Council Subcommittee
Aimee Armsby
Sue Crane
Sarah Dorahy
Erik Doyle
William Kelly
Anne Kopf-Sill - Planning Commission Representative
Al Sill - ASCC Representative

Nicholas Targ - Planning Commission Representative
Bob Turcott
Karen Vahtra - Equity Committee Representative
Janey Ward
Sarah Wernikoff - Town Council Subcommittee
Jocelyn Swisher
Helen Wolter

Staff Contacts:

Laura Russell - Planning & Building Director
Adrienne Smith - Senior Planner

4:30 PM - CALL TO ORDER AND ROLL CALL

Council Member Jeff Aalfs will act as Chair until the Chair is selected in item #2.

ORAL COMMUNICATIONS

Persons wishing to address the Ad Hoc Housing Element Committee on any subject not on the agenda may do so now. Please note however, that the Ad Hoc Housing Element Committee is not able to undertake extended discussion or action tonight on items not on the agenda. Comments will be limited to two minutes per person.

WELCOME

1. Committee Member and Staff Introductions (30 mins)
 - a. Self-Introductions
 - b. Optional Questions: Why does the Housing Element Update matter to you? What are you hoping to learn more about?

ACTION ITEM

2. Select Committee Chair and Vice Chair (5 mins) After selection, the new Chair will take over running the meeting.

COMMITTEE DISCUSSION

3. What is a Housing Element and Why is it Important? (25 mins – Laura Russell and Adrienne Smith)
 - a. Why this Committee's work matters
 - i. Local and Historical Context
 - b. Legal Background
 - c. Town Strategic Plan

----- BREAK (10 mins) -----

COMMITTEE DISCUSSION (CONT.)

4. Committee Mission and Goals (15 mins – Laura Russell)
 - a. Town Council Direction
 - b. Committee Input
5. Roles and Responsibilities of Members and Staff (15 mins – Laura Russell and Adrienne Smith)

6. Committee Work Plan (15 mins – Laura Russell)
 - a. Schedule and Approach
 - b. Preview of Key Topics
7. Brown Act (10 mins – Cara Silver)

STAFF AND COMMITTEE REPORTS

8. Staff Updates/Announcements

ADJOURNMENT

AVAILABILITY OF INFORMATION

For more information on the items to be considered by the Committee, please email housing@portolavalley.net.

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
Trails and Paths Committee Meeting
Tuesday, August 17, 2021 8:15 AM

Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/81600298534?pwd=ZGVUbGd6RzNHdXNlT0VvQk8JdDE4dz09>

Meeting ID: 816 0029 8534

Password: 717010

To access the meeting by phone, dial:

1-699-900-6833

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

*Mute/Unmute - press *6*

*Raise Hand - press *9*

1. Call to Order
2. Oral/Community Communications
3. Approval of Minutes from July 20, 2021, meeting
4. Old Business
 - a. Trail Conditions and Work for July 2021: Howard Update/Discussion
 - b. Stanford Faculty Housing Subcommittee: Group – Update
 - c. Ordered list of trail mowing: Joe – Update
 - d. Trails and Paths ADU checklist items: Group - Update
5. New Business
 - a. Parks and Recreation Dog Park Proposal: Group - Discussion
6. Other Business
7. Adjournment



TOWN OF PORTOLA VALLEY
Ad Hoc Wildfire Preparation Committee
Tuesday, August 17, 2021 5:00 PM
Virtual Meeting

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/86741548477?pwd=VGM5WW5KMzdBbU1oS1lzNmliZUIlUT09>

Meeting ID: 867 4154 8477

Password: 431773

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 AGENDA

1. Call to Order
2. Open Communications for Items not on Agenda
3. Approval of the October 13, 2020 Meeting Minutes
4. Welcome MJ Lee to the Committee
5. All Risk Shield (presentation from Joe Torrez, CEO)
6. Canyon Report – Update from Jennifer
7. One-Year Redwood Tree Permit Fee Removal - Karen
8. Discussion of Current Subcommittee Structure
9. Committee Status – Ad Hoc to Standing Committee
10. Subcommittee Updates
 - a. Resident Communications and Outreach/Evacuation Routes
 - i. Conversation with Town Partners
 - b. Home Hardening/Insurance/Infrastructure Back-up
 - c. Vegetation Management/Defensible Space

11. Fire Marshal Update

- a. Committee Recommendations at District Board
- b. Other items per the Fire Marshal

12. Staff Updates

- a. CPAW
- b. PG&E Grants/PG&E Tree Removal in the Right of Way
- c. Safety Element and Evacuation Planning RFP
- d. Fireworks Prohibition and Fines
- e. Booth at October 9 Town Event
- f. Fire Checklist for ADUs in Setback
- g. Other

13. Committee Member Updates

- a. Table at Town Picnic

14. Review of Committee Correspondences

15. Adjourn

Attachments: Correspondences with the Committee



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Planning Commission
Wednesday, August 18, 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://us06web.zoom.us/j/84503779349?pwd=Z3ozSng4SUlaMVpybXZGUUVoQWtCQT09>

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

Meeting ID: 845 0377 9349 **Passcode:** 892439

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 russell@portolavalley.net by 12:00 PM on the day of the meeting. All comments received by that time will be distributed to Commissioners prior to the meeting. All comments received are 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. Site Development Review of a new single-family residence, landscape improvements, and removal of significant trees, File # PLN_ARCH02-2021, 35 Possum Lane, Krashinsky/Liu Residence (J. Garcia)

COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

2. Commission Reports
3. Staff Reports
 - a. Safety Element Update Process

APPROVAL OF MINUTES

4. Planning Commission Meeting of July 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

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PUBLIC HEARINGS

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



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Thursday, August 19, 2021 7:00 PM
Special Videoconference Meeting via Zoom

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/87301464897?pwd=THdEcE1EWk1FbkhmVUIqaG5nVjVRUT09>

Meeting ID: 873 0146 4897

Password: 645350

To access the meeting by phone, dial:

1-699-900-6833

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

*Mute/Unmute - press *6*

*Raise Hand - press *9*

1. Call To Order
2. Oral Communications
3. Approval of July 19, 2021 Minutes
4. Introduction of new member: Scott Elrod
5. Updates:
 - a. Update by Maryann
 - b. Update by Brandi
6. Old Business:
 - a. Next steps on Blackout Protection
 1. Review and authorize purchase of solar and battery-operated generator
 2. Draft flyer
7. New Business:
 - a. Planning for October Town Picnic
 - b. How to deal with drought
8. Date and Topics for Next Meeting
 - a. Next meeting: September 16, 2021, 7:00 pm
9. Adjournment

Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

August 6, 2021

Re: Notice of Street Resurfacing Activities August 23 – October 15, 2021
See back page for street list

Dear Resident:

The purpose of this letter is to notify you that the Town of Portola Valley will be performing street resurfacing on portions of the streets listed on the back page. This project will consist of asphalt repairs and applying surface seals to the road surface. Work is scheduled to take place between the dates listed above, weather permitting. The repairs will include grinding worn areas, crack sealing, a surface seal treatment, and repainting traffic markings.

Traffic will have limited access through these streets during the street resurfacing process. Traffic controls within the construction area will be in place. Normal construction hours are Monday through Friday from 8:00 a.m. to 5:30 p.m. Two days prior to construction, “No Parking” and “Tow-away” signs will be posted with the effective time and date. Roads will be reopened to full traffic and parking at the end of each working day, however, during the construction period, loose gravel and an uneven pavement surface will result from removing the surface asphalt. For the entire project, we estimate it will take 1 week for crack sealing, 2 weeks to repair damaged pavement sections, 1 week to remove traffic striping, 1 week to apply surface seals, and 1 week to repaint traffic markings. To maintain competitive prices, the contractor, **G. Bortolotto & Co., Inc. (650-595-2591)** is allowed to schedule the work in a cost effective manner which may result in a time lag between repair, required curing times, and resurfacing.

We are aware there will be residents and businesses who will be inconvenienced by the street resurfacing work and we ask for your cooperation and understanding. This improvement will result in an improved street that will serve the area for many years.

Additional information, details, and schedule updates are available on the Towns website at:
<https://www.portolavalley.net/2021StreetResurfacing>

If you have any questions about the street resurfacing project, please call me, Howard Young, Public Works Director at 650-851-1700 x 200 or email at hyoung@portolavalley.net.

Cc: Green Waste Recovery Woodside Fire Dept. San Mateo County Sheriff
Bicycle, Pedestrian, & Traffic Safety Committee Public Works Committee

Street list for surface seal treatment (a slurry seal):

	Roads for street resurfacing	Section (Approximate)
1	Alpine Road	Portola Rd to Hillbrook Dr
2	Antonio Court	Entire length
3	Applewood Lane	Entire length
4	Ash Lane	Entire length
5	Buckeye	Entire length
6	Cervantes Road (East end)	Minoca Dr to Westridge Dr (East)
7	Coalmine View	Entire length
8	Coyote Hill	Entire length
9	Echo Lane	Alpine Rd to Canyon Dr
10	Firethorn Way	Los Trancos to end of 2 lane section
11	Georgia Lane	Entire length (asphalt portion only)
12	Golden Oak Drive (West end closest to Los Trancos)	Alpine Rd to 125 Golden Oak Dr
13	Longspur	Entire length
14	Navajo Place	Entire length
15	Palmer Lane	Entire length
16	Pompanio	Entire length
17	Portola Road	Alpine Rd to Portola Green Circle
18	Portola Road	Stonegate Dr to 815 Portola Rd
19	Quail	Entire length
20	Tagus Court	Entire length
21	Valencia Court	Entire length
22	Westridge Drive	Paloma Rd to 909 Westridge Dr
23	Hawk View	Entire length
24	Los Charros Lane	Entire length
25	Thistle	Entire length

In the slurry seal process, there can be material cure times of up to 1 week between the asphalt repair process and the application of the slurry seal top coat.

Note: The contractor will be hand delivering printed notices to residents 2 days in advance indicating the exact date your street is scheduled for the *surface seal treatment phase* (slurry seal) which will affect street access until the surface has cured and dried enough to allow traffic (typically 4-5 hours). On the surface seal date, we ask that you to make parking and schedule arrangements to avoid the work area and to turn off irrigation that would cause water runoff onto the street. Please do not water or drive on surfaces until dried, it will affect the final look of the product and track onto surfaces. The garbage company typically will pick up garbage earlier that day if your street is affected.

Sharon Hanlon

From: Town Center

From: Laura Russell <lrussell@portolavalley.net>

Sent: Tuesday, August 10, 2021 4:10 PM

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

Cc: Cara Silver ; Dylan Parker <dparker@portolavalley.net>; Jeremy Dennis <jdennis@portolavalley.net>; Town Center <TownCenter@portolavalley.net>; Town Center <TownCenter@portolavalley.net>

Subject: RE: new zoning ordinance

Good Afternoon Caroline,

The proposed zoning code text amendment is only for Fire Stations. You can find the relevant pages in the August 11th staff report on red pages 237 and 231. (<https://www.portolavalley.net/home/showpublisheddocument/14869>)

During the Planning Commission deliberations, there was discussion of including “Public Buildings” as a conditional use but that approach was not pursued. The Planning Commission preferred the amendment to be limited to Fire Stations rather than the more broad category of Public Buildings.

Thanks,
Laura

From: Caroline Vertongen

Sent: Tuesday, August 10, 2021 12:55 PM

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

Cc: Cara Silver ; Laura Russell <lrussell@portolavalley.net>; Dylan Parker <dparker@portolavalley.net>; Jeremy Dennis <jdennis@portolavalley.net>; Town Center <TownCenter@portolavalley.net>; Town Center <TownCenter@portolavalley.net>

Subject: new zoning ordinance

Good afternoon Mayor Derwin,
Members of Town Council, PV staff, and Members of the Planning Commission and ASCC

Like many other residents of Portola Valley, I do have concerns about the proposed amendment to the zoning ordinance. While it has been proposed in connection with the new Fire station, it has often been verbally communicated that this ordinance would also apply to “institutions” .

I am one of many long time PV community members who fought to preserve our rural landscape and argued against high density housing for a variety of reasons, which have been well communicated with the Town of Portola Valley since 2002 (remember our advocacy groups Neighbors for a Rural Portola Valley, Low Density, protecting our Scenic roads and Nathorst Triangle ...here are some examples)

now we are opposing the high density housing because more housing has been built and is being proposed on land with high fire risks, earthquake faults, adding more cars on our 2 scenic roads impacting the quality of life for PV residents and public safety for many.

These concerns have been brought to Town Council, PV staff, and other committees like BPTS Committee and Emergency Preparedness Committee for many years. Other concerns regarding our infrastructure, water supplies, quality of water, water pressure, fire hydrants, evacuation system....have also been brought up in front of Town Council, staff, and committees like Sustainability, Ad Hoc Wildfire Preparedness Committee, Fire Department for many years ...Thanks to the efforts of some residents at the AdHoc Wildfire Preparedness the Town finally started cleaning up the brush along our roads and taking wildfire prevention seriously. Much more needs to be done.....Concerns regarding the quality, equity, and safety in education and healthcare settings have also been brought to the attention of Town Council and staff for many years.

Discussions regarding the proposed amendment to zoning ordinance and application for conditional use permit amendment for the Fire Station have often implied that “institutions” would fall under this new proposed amendment. We need an updated Fire Station -but we need to ensure this project is not exempt from the required safety protocol and other requirements we, PV residents, have to abide by. There are many other projects that fall under “institutions” that also fall under a variety of exemptions and add housing, add traffic, need water, and need energy.

The housing and construction projects at Woodside Priory and PVSD schools are already impacting our lives and the many other projects like Stanford Wedge, the Sequoias and Neely Winery will impact our lives even more. PV's Governing documents - Organizational Chart- clearly states that the primary responsibility for Town Council and staff is to ensure the safety and well being of its residents.

If indeed this proposed zoning amendment and amendment for the conditional use permit is only for the Fire Station, then I suggest that the language clearly indicates that.

Thank you,
Caroline Vertongen

Sharon Hanlon

Subject: FW: Input for Aug. 11, 2021 Town Council Mtg. Item 16a, 16b

From: lorrie
Sent: Friday, August 6, 2021 1:38 PM
To: Sharon Hanlon <shanlon@portolavalley.net>
Subject: Input for Aug. 11, 2021 Town Council Mtg. Item 16a, 16b

Dear Portola Valley Town Council,

Please vote to approve the plan to remodel Woodside Fire Protection District Station #8 to meet the current and changing needs of our community, fire district, and region.

Please expedite the permitting process for this project. Our safety depends in significant part on the operations that this improved facility will provide.

Please let's move forward with all due speed.

Thank you for your consideration and service,

Lorrie Duval
Golden Oak Drive
Portola Valley, CA 94028

Participant: WPV-Ready

Former member:
Portola Valley Emergency Preparedness Committee
Portola Valley Ad Hoc Wildfire Preparedness Committee

Former Board member:
Citizens' Emergency Response and Preparedness Program (CERPP)
Woodside-Portola Valley Fire Protection Foundation

Lorrie Duval

Sharon Hanlon

From: Sharon Hanlon
Sent: Wednesday, August 11, 2021 8:19 AM
To: Sharon
Subject:

From: Janet Mountjoy
Sent: Wednesday, August 11, 2021 4:33 AM
To: Sharon Hanlon <shanlon@portolavalley.net>
Subject: Wording of the CUP

Shanlon@portolavalley.net

Dear Members of the Town Council,

Just wanted to say that as a direct neighbor of our Station 8 of the WFPD, who shares a 150' property line with them, I have participated from the outset in every one of the meetings devoted to the WFPD's proposal for expansion, and though it has at times been quite a challenging process I have to say that the result has turned out to be a very good one and I think it nicely satisfies all directly affected. I hope the Town Council will accept it as proposed.

There is one loose end remaining as far as I am concerned, the landscaping. Here too, I am in almost perfect agreement with what is planned, but I believe a sentence beginning with the words "Comments shall" has been struck from the following paragraph which appears in the last most recent ASCC minutes:

"A revised landscaping plan shall be reviewed and approved by two members of the ASCC prior to building permit issuance. Comments shall be solicited from neighbors for consideration by ASCC."

I would prefer the sentence "Comments shall be solicited from the neighbors for consideration by ASCC" be retained.

Landscaping is important too, and since it directly affects adjoining neighbors like myself, I think it would be best if we were still part of the process.

Perhaps it is a little presumptuous of me to risk speaking for others but I think the biggest reason we closest neighbors are so satisfied with the current proposal for expansion is precisely because we were involved from the outset. Although I cannot speak for the applicant and his team, I believe the Fire Department feels satisfied as well, so it has been the best of processes, a "win win" for all those most directly affected and I see no reason to change a successful process.

Therefore, I respectfully suggest keeping the wording as originally written.

Janet Mountjoy

10 August 2021

Dear Mayor Derwin and Town Council members:

The last 2+ years of the Station 8 expansion project has been a long, stressful process, but we are happy that together with the Town and WFPD many complex issues have been worked through and we feel we've reached a point where our concerns have been addressed. We are supportive of the project as currently presented, with parking in the front, away from the side and rear neighbors, and with the limited addition of "fire station" as an R-1 conditional use.

One remaining concern is landscape screening. As the front of our home directly faces the area slated for extensive tree removal and the construction of a new driveway and apparatus bay, we want to ensure the landscaping plan has plantings of adequate number and maturity. We look forward to working with the Fire Station to resolve this.

We would ask the Council to append Exhibit A, Condition of Approval #8 so that two members of the ASCC review the landscaping plan and solicit comments from the neighbors regarding their respective property lines.

This is consistent with the project's 5/10 approval from the ASCC, who forwarded it to the Planning Commission "with the condition that two members of the ASCC review the landscaping plan and solicit comments from neighbors before the building permit is issued." *--minutes of 5/10 final ASCC meeting*

We look forward to a successful completion of this project and sincerely thank the WFPD and Town for their help and collaboration, and the ASCC and Planning Commission for their thoughtful consideration through this process.

Sincerely,
Bob and Suzanne Schultz
Portola Road

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

Subject: Coordinated ABAG appeal decisions by San Mateo County municipalities

August 11, 2021

Dear Council Member,

None of the 21 entities that make up San Mateo County appealed the ABAG/RHNA methodology. Statistical analysis proves that, in contrast to every other county in the Bay Area, these decisions were not reached independently (Attachment 1).

Given that the primary responsibility of Portola Valley's elected officials is to the health and safety of Portola Valley residents, that the ABAG methodology did not account for the 61% of Portola Valley's area that is at High or Very High fire hazard (Attachment 2), and that the ABAG methodology excessively burdens high hazard communities in proportion to the extent of the hazard (Attachment 3), this is a stunning and disturbing result. It raises a host of questions:

Did Portola Valley's Town Council or staff reach a deal, explicit or implied, with other San Mateo County municipalities and/or ABAG to accept the RHNA allocation without appeal?

Were Portola Valley's unique fire and seismic safety concerns subordinated to a misplaced sense of obligation to other communities which don't share our hazards? What was the reason for this misplaced deference, which prioritizes coordination with other communities over the needs of Portola Valley residents?

Were Portola Valley's unique fire and seismic safety concerns subordinated to some larger, county-wide or regional goal?

If Portola Valley coordinated with other communities, who authorized this? Were all Town Council members aware of this coordination? Was pressure brought to bear on dissenting Town Council members behind the scenes in order to comply with an implied commitment to other communities?

What was the mechanism by which individual municipalities abdicated their independence?

Did the Town Council ever seriously contemplate appealing? Did it consider appealing after an ABAG senior planner confirmed that our extensive high-hazard area did not influence our RHNA allotment (Attachment 2)? Did it consider appealing after analysis showed a clear bias in the methodology that excessively burdens high hazard communities (Attachment 3)?

As you probably are aware, there is a narrative circulating that this Town Council subordinates safety to other concerns. The decision not to appeal despite compelling reasons to do so feeds this narrative, as does the Council's recent decision to permit construction of ADUs in high-hazard areas that don't meet basic NFPA Standards despite provisions by state law that allow exclusion of such construction from areas as needed for public safety (Attachment 4).

I urge you to agree to a public meeting, moderated by residents, to fully address the questions raised above, along with the following issues which have not yet been addressed:

Confirm the statement by the ABAG senior planner that our high-hazard area did not impact our RHNA allocation: whether Portola Valley was 100% Very High Fire Hazard Severity Zone or 0%, our allocation would be the same - 253 units. Or, disprove the claim with countering data. (Attachment 2)

Confirm that the ABAG methodology excessively burdens high-hazard communities (Attachment 3), or provide countering analysis.

Explain why the Town Council chose not to exercise the provision allowing exclusion of state mandates for ADUs that fail to meet NFPA standards from areas as needed for public safety. Remarkably, neither the Planning Commission nor the Town Council heard public comments from fire professionals about whether exercising the public safety provision was warranted.

I believe that the only way to dispel the narrative that safety is not the highest priority is to address these issues explicitly, candidly, and thoroughly.

Thank you for your consideration.

Sincerely,

Robert Turcott

cc: PV Forum

Attachment 1

28 of 108 jurisdictions decided to appeal, so the probability of any one jurisdiction appealing is $p(\text{appeal}) = 28/108 = 0.26$. The probability of not appealing is $p(\text{no appeal}) = 1 - p(\text{appeal}) = 0.74$. The probability of NO appeal among 21 entities, if acting independently, would be $p(\text{no appeal})$ raised to the 21st power, or $p = 0.0018$. This is the "p-value".

Statisticians generally take $p = 0.05$ as the threshold for accepting or rejecting the premise under which the p-value was derived. Here, the p-value is not just borderline low. It is substantially below the 0.05 threshold, so statisticians would conclude, with confidence, that the 21 entities of SMC did not arrive at their appeal decisions independently.

In contrast, $p > 0.05$ is consistent with an outcome resulting from chance occurrence of independent decisions. This is the case for Solano and Napa counties, the only other two counties which had no appeal. But unlike San Mateo County, which has 21 separate bodies, Solano and Napa have 8 and 6, respectively. Their "p values" are $p = 0.09$ for Solano and $p = 0.17$ for Napa. So for these two counties, it would not be surprising to see an outcome where no one appealed even if decisions were reached independently.

Attachment 2

June 23, 2021

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

Re: Update and Discussion on the Final Draft (123) 2023-31 Regional Housing Needs Allocation; June 23, 2021 meeting, agenda item 11

Dear Council Members:

I am committed to helping our community increase the availability of safe, affordable housing in Portola Valley.

In a place like Portola Valley, 'safe' may be even more challenging than 'affordable'. Please refer to my other letter today in which I call for prudent adherence to best safety practices for any development in the fire-prone areas in which we live.

Though Cal Fire and the Woodside Fire Protection District may have reached different conclusions years ago about the extent and degree of the fire severity zones in town, I understand there is very little disagreement today, and that the new maps soon to be released will underscore the large extent and grave severity of the hazard we confront. While the precise characterization awaits publication, the area determined by CalFire in its analysis over 10 years ago serves as a reasonable lower bound: approximately 65% of Portola Valley's area was determined to be at elevated risk at that time. Given the evolution of California wildfires over the intervening years, we can anticipate that a larger area will be found to be at higher hazard severity when the updated maps are published.

It is for this reason that I've been concerned about the appropriateness of the RHNA number for Portola Valley. In my earlier letters to you, dated June 3 and June 9, 2021, I expressed concern about the complexity of the RHNA methodology, susceptibility to subjective interpretation, and potential for error. I encouraged you to independently validate the RHNA assignment for Portola Valley.

Since my last letter, I have learned that, indeed, High Fire Hazard Severity Zones were not considered in the calculation for Portola Valley, in contrast to the statement of ABAG Executive Director McMillan in her letter to the Town, in which she stated, "The [ABAG] Blueprint Growth Geographies not only exclude CAL FIRE designated 'Very High' fire severity areas, but they also exclude 'High' fire severity areas in unincorporated communities as well as county-designated wildland-urban interface (WUI) areas where applicable."¹

More troubling than this, however, is that even if the approximately 50% of Portola Valley that was determined by CalFire to be in High Fire Hazard Severity Zones had been included, it would not have made a difference in the allotment. Limited transportation brought our Blueprint Growth Geographies to a level that the degree of fire, geologic, and other hazard in our town had **NO** impact on the allocation. **In other words, whether all of Portola Valley is in Very**

¹ January 19, 2021 letter to Portola Valley, included in the February 10, 2021 Town Council agenda packet

High Fire Hazard Zone or none of it is, our RNHA total would be the same: 263 units.² The presence of a major fault and network of associated thrust faults similarly had no influence.

If some modest fraction of Portola Valley's area was at elevated risk, we could shrug off the minor effect and absorb the full allotment in the remaining area. However, as noted above and documented in my other June 23, 2021 letter to you, approximately 65% of Portola Valley's area is at High or Very High Fire Hazard Severity by the outdated analysis, anticipated to increase with the next publication. Adding area that is subject to fault rupture would increase this fraction even further.

The limited land that is available for safe development makes the oversight in the methodology significant. The burden of increasing our population by 10-20% in an 8 year period is onerous to the point that it almost guarantees that safety will be compromised.

I urge you to appeal the RNHA methodology and assigned number under 65584.05(b)(1) item 3.

Sincerely,

Robert Turcott

cc: PVForum

² Confirmed with personal communication with Principal Regional Planning Director, Association of Bay Area Governments

Attachment 3

July 6, 2021

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

Subject: Portola Valley should appeal its RHNA mandate - Analysis confirms that the methodology systematically places excess burden on high hazard communities

Summary:

- Portola Valley has been mandated to plan for 253 housing units during the next housing cycle, which would represent a 15% increase in households over an 8 year period.
- If the entire area of Portola Valley is considered safe for development, this increase is not statistically different from other municipalities in San Mateo County.
- If development is limited to areas that are not high or very high fire hazard (as determined by Cal Fire), then the effective increase is significantly greater than low-risk communities.
- This finding is not unique to Portola Valley: the greater a municipality's high-hazard area, the greater the excess burden relative to low-hazard communities.
- This analysis demonstrates that the RHNA methodology systematically neglects fire hazard.
- The methodology implicitly assumes one of two things:
 1. Municipalities will develop in high-hazard areas, thereby exposing new homeowners to risks that are avoided in low-hazard areas, worsening the risk existing homeowners already face, and exposing both to potential loss of home insurance, or
 2. Like their low-hazard peers, municipalities will limit development to low- or moderate-hazard areas, but with an excess development burden relative to low-risk communities that is proportional to the size of the area at elevated risk.

Dear Council Members:

In my written and oral comments to you on June 23, 2021 (see Attachment 1), I shared my discovery that the extensive area (61%) of Portola Valley that has elevated fire hazard (as determined by Cal Fire) did not influence our RHNA allotment - whether Portola Valley had no areas of elevated hazard or was a 100% Very High Fire Hazard Severity Zone, our allotment would be the same: 253 units. Similarly, the hazard represented by a major seismic fault and its network of associated thrust faults did not influence the allotment.

I argued that, because of this, we'll be exposed to intense pressure to either develop in high-hazard areas - at a time when insurers are increasingly acting on findings from fire science that clearly demonstrate the excessive risk of such development to life and property - or concentrate development in low- and moderate-hazard areas, which would be a substantially greater burden than the already significant challenge of a 15% increase in households over an 8 year period.

I urged you to appeal the RHNA assignments based on this significant oversight. I offered to write the appeal letter for you.

Since then I have gone through the arduous, time consuming work of learning how to process GIS data to empirically test the hypothesis that the RHNA methodology places excess burden on high fire hazard communities. The short answer: it does.

There can be no mistake about whether Portola Valley has large areas with significantly elevated fire hazard. Cal Fire determined that 61% of Portola Valley is in High or Very High Fire Hazard Severity Zones¹. An independent study commissioned by the Town corroborated these findings, identifying 19 Highest Hazard areas based on analysis of vegetation². Woodside Fire Protection District identified 4 Very High Hazard areas: Westridge, Alpine Hills, the Ranch, and Woodside Highlands³.

Not only does the elevated hazard represent a significant threat to life and property, homeowners in these areas are increasingly losing insurance or facing skyrocketing premiums.

If development is uniformly distributed throughout Portola Valley's entire area, the 15% household increase of our 253 RNHA units is not statistically different from other San Mateo County municipalities⁴ (Fig. 1, $r = -.3, p = 0.15$). [In fact, there is a trend toward lesser burden for high fire hazard communities, which may reflect relative lack of public transportation. However, this apparent trend is not statistically significant, ie, the intrinsic statistical variability of the data is sufficient to explain it.]

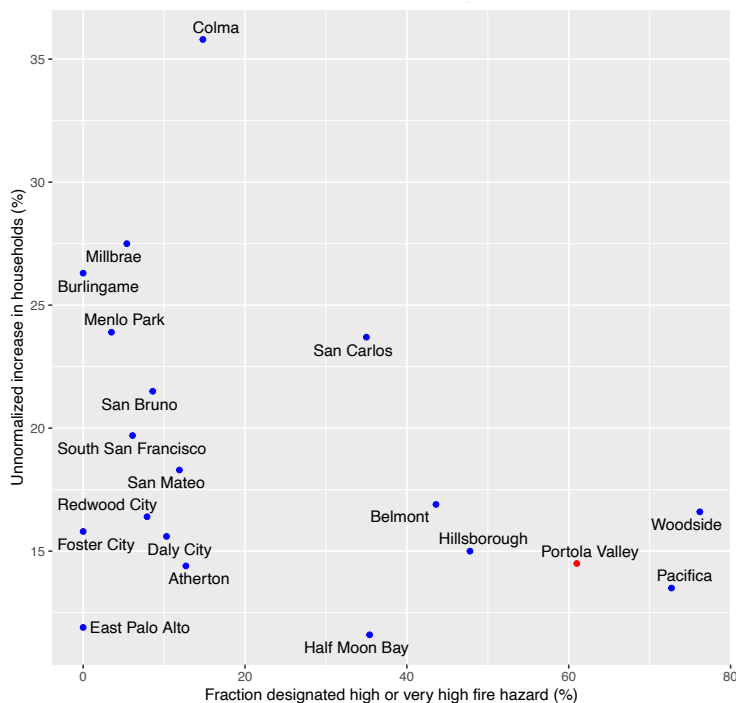


Fig. 1. No excess burden when development includes high fire hazard areas.

¹ osfm.fire.ca.gov/divisions/wildfire-planning-engineering/wildland-hazards-building-codes/fire-hazard-severity-zones-maps

² pvnu.org/wildfiresafetyordinance

³ www.portolavalley.net/home/showpublisheddocument/14675/637600603363730000, page 160

⁴ See Attachment 2 for methods and caveats.

If, however, development is restricted to low- or moderate-hazard areas, the effective percentage increase in housing units is significantly greater than low-hazard communities, and becomes more severe the greater the extent of high-hazard area (Fig. 2, $r = 0.8$, $p < 0.0001$).

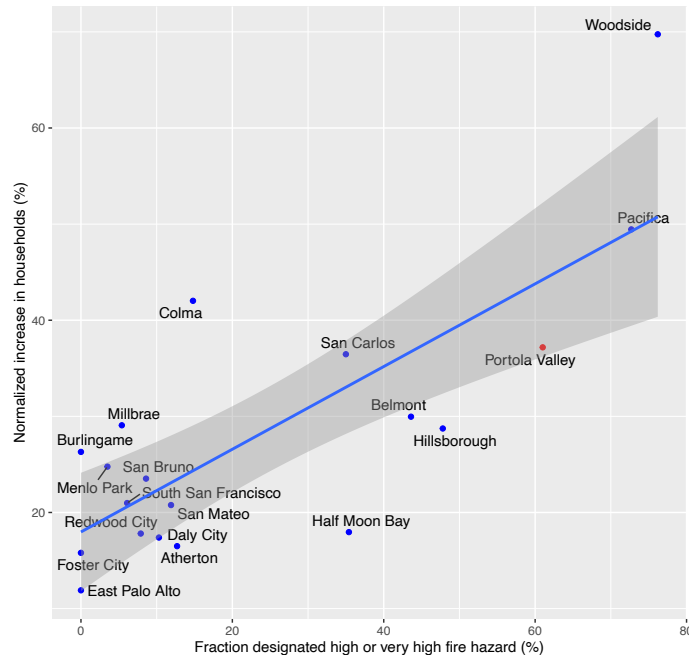


Fig. 2. Large excess burden is experienced by communities that exclude high and very high fire hazard areas. The burden becomes even worse when additional areas are excluded for seismic safety.

For Portola Valley, the effect of restricting development to low or moderate fire hazard areas would be equivalent to a low-risk municipality like Foster City accommodating a 37% increase in housing units.

This analysis clearly demonstrates systematic bias and neglect of critical safety issues inherent in the RHNA methodology. I again urge you to protest the methodology and appeal our assigned number under 65584.05(b)(1) item 3. If you think appeal is not in the best interests of the residents, could you please explain why at the next Town Council meeting?

Sincerely,

Robert Turcott

cc: Jeremy Dennis, Town Manager
Don Bullard, Fire Marshal, WFPD
PV Forum

Attachment 4

July 14, 2021

Portola Valley Planning Commission
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Re: Agenda Item #7, Consent Agenda, Adoption of Accessory Dwelling Unit Ordinance Updates Required by State Law

Summary:

- I write to request that item 7 of the July 14, 2021 Agenda be withdrawn from the Consent Agenda and continued until a date when the following comments can be publicly aired and fully addressed.
- Portola Valley's Town Council has both the legal authority *and the responsibility* under State law to exclude ADUs from high hazard areas as necessary for public safety.
- Building residential structures in high fire hazard areas without automatic internal sprinklering, with no minimum required separation between structures, and no requirement for appropriate hazard mitigation measures is a formula for disaster that jeopardize the safety of all residents in town.
- Neither the Planning Commission nor the Town Council sought or heard public testimony from any fire professional regarding the impact of the State's ADU mandates on our public safety. No fire expert publicly testified:
 - how lack of internal sprinkling will affect fire hazard,
 - how lack of building separation will affect public safety,
 - how increased population density in high fire hazard areas will impact evacuation and emergency response, or,
 - what mitigation measures should be required in the proposed checklist.
- The proposal refers to a fire safety checklist. No checklist has yet been provided.
- The proposal should be withdrawn from the Consent Agenda and returned to the Planning Commission to hold a public hearing to receive and consider expert testimony from WFPD and Cal Fire regarding the impact of the State's ADU mandates on public safety in Portola Valley and appropriate provisions for the missing checklist components identified above.

Dear Council Member:

I ask that you remove agenda item #7, Adoption of Accessory Dwelling Unit Ordinance, from the Consent Agenda and send it back to the Planning Commission in order to receive public expert testimony from fire professionals.

While WFPD Chief Lindner recently testified publicly in at least 3 separate Planning Commission meetings to provide Commissioners with his expert testimony regarding such things as number of parking spaces for the fire station remodel and whether wood from the redwood tree could be used as furniture, **neither the Commissioners nor the Town Council have heard any public testimony from any fire professional about the effect of this ordinance change on public safety.**

The public deserves to hear directly from Fire Marshal Bullard, and his Cal Fire

colleagues, whether application of the State's ADU mandates would increase or decrease wildfire hazards in areas that Woodside Fire Protection District and Cal Fire have both determined to be High and Very High Hazard Fire Severity zones, which together comprise approximately 61% of Portola Valley's area.

In particular, the public deserves to hear Fire Marshall Bullard and his Cal Fire colleagues state and explain their opinions regarding

- **How the State's mandated exemption from required internal automatic sprinklering of residential structures will affect public safety in Very High and High Hazard Fire Severity zones in town.**
- **How the State's mandated exemption from enforcement of minimum separation distances between ADU and other structures will affect public safety in Very High and High Hazard Fire Severity zones in town.**
- **How the State's mandated exemption from required off-street parking for new residential buildings affect public safety in Very High and High Hazard Fire Severity zones in town.**
- **How an increase in population density within Portola Valley's Very High and High Hazard Fire Severity zones will affect public safety in a wildfire emergency.**
- **How an increase in the density of residential structures within Portola Valley's Very High and High Hazard Fire Severity zones will affect public safety in a wildfire emergency.**

Extensive high-hazard areas exist outside the ADU restricted area

In 2008 the Town Council decided to not legally recognize Cal Fire's finding of a Very High Fire Hazard Severity Zone (FHSZ). Instead, according to staff testimony at multiple Planning Commission meetings, it amended ordinances to provide greater safety restrictions in an area ('ADU restricted area') that roughly corresponds to Cal Fire's Very High FHSZ. It also made compliance with Chapter 7A of the California Building Code, with some exceptions, a requirement for new residential construction throughout Portola Valley, not just in areas that State law would have required had the Town Council recognized Cal Fire's findings.

While this was and has continued to be perceived to be an adequate and sufficient response, it neglects the significantly elevated hazard that exists outside the ADU restricted area, which is extensive in scope. Indeed, High FHSZs, by Cal Fire's analysis, comprise approximately 50% of Portola Valley's area, as shown in Fig. 11, in addition to the approximately 10% of area that it found to be a Very High FHSZ.

Cal Fire's findings were corroborated by the 2008 Moritz Arboricultural study - an independent expert fire safety report commissioned by the Town.² Focusing on the vegetation hazards throughout Portola Valley in the context of their underlying and surrounding topography, the study found 19 Highest Hazard areas within Portola Valley (Fig. 2).³

¹ osfm.fire.ca.gov/media/5985/portola_valley.pdf, osfm.fire.ca.gov/media/6801/fhsz106_1_map41.pdf

² Moritz Arboricultural Consulting (2008) FUEL HAZARD ASSESSMENT STUDY TOWN OF PORTOLA VALLEY, pvnu.org/wildfiresafetyordinance

³ The study did not examine the distribution, condition or impact of man-made fuels, such as residential homes, accessory structures, powerlines or fuel storage facilities.

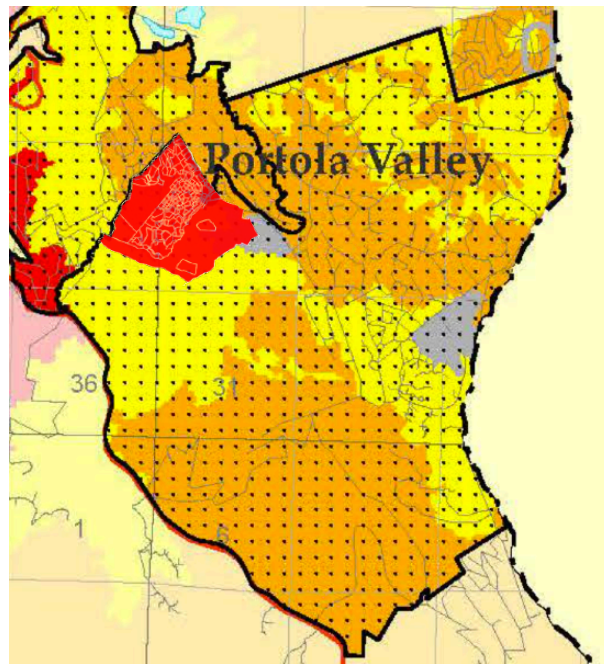


Fig. 1. Composite Cal Fire maps showing High (tan) and Very High (red) Fire Hazard Severity Zones in Portola Valley.



Fig. 2. Moritz map showing some of the areas of highest hazard, roughly corresponding to Cal Fire's High and Very High FHSZs.

Woodside Fire Protection District, in yet a third independent study, identified 4 Very High Fire Hazard areas throughout Portola Valley: Westridge Hills, Alpine Hills, Portola Valley Ranch and the majority of the western hillside.⁴

Clearly, our area of significantly elevated fire hazard encompasses much more than the limited region addressed by the ‘ADU restricted area’.

Wildfire devastation is not limited to Very High hazard areas; it can be extensive in Moderate and High Fire Hazard Severity Zones

As Cal Fire analysis of the Tubbs Fire makes clear (Fig. 3), large swaths of neighborhoods in both Moderate and High FHSZs can be decimated in a wildfire. We must use all the tools available to us to mitigate the hazard that was so clearly apparent to Cal Fire, Moritz, and WFPD.

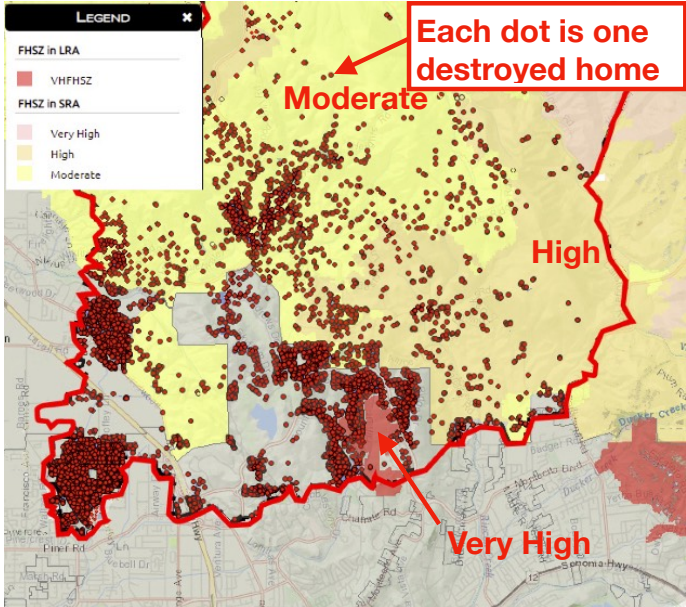


Fig. 3. Composite Cal Fire maps showing extensive structure loss in Moderate, High, and Very High FHSZs during the 2017 Tubbs Fire.

⁴ Town Council Agenda, June 23, 2021, red page number 161. <https://www.portolavalley.net/home/showpublisheddocument/14675/637600603363730000>

Chapter 7A home hardening is not sufficient

The home hardening requirements of Chapter 7A of the California Building Code, along with vegetation management, is not sufficient risk mitigation for the extensive areas of significantly elevated fire hazard.

The data make clear that home hardening per Chapter 7A is effective in reducing the risk of home destruction in a wildfire, but it does not make the structure fire proof. In fact, according to Cal Fire analysis⁵, it reduces the risk of complete destruction by only 40% (Fig. 4).

In other words, according to Cal Fire's data, if 100 unhardened homes lost to wildfire had been constructed with 7A standards, 40 would have survived, but 60 would have been lost despite the home hardening.

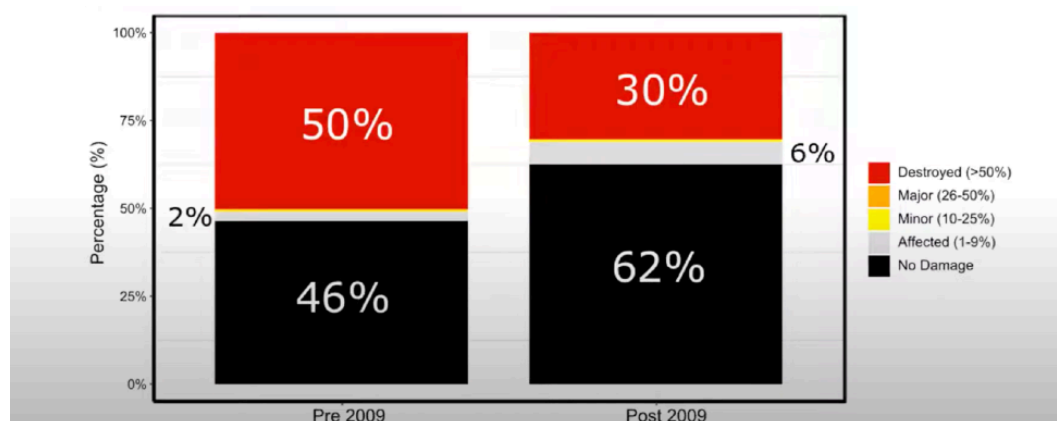


Fig. 4. Cal Fire's analysis shows that homes built after 2009 to Chapter 7A standards were 40% less likely to be completely destroyed compared to pre-2009 buildings. Sum of damage/destroyed percentages to parcels for the 7 largest wildfires (Atlas, Camp, Carr, Nuns, Thomas, Tubbs, Woolsey) in 2017 and 2018.

Actual example

The topography of a canyon causes a fire to create its own wind. The only way for the superheated air to rise is up the slopes of the canyon walls and up the chimney formed by the canyon's axis, so even on an otherwise windless day, the speed of hot wind and embers blowing up the canyon's axis will be substantial. The canyon becomes a wind machine in a fire.

Any structure located in the chimney will be exposed to significantly more heat and embers compared to other locations, so the structure is at higher risk of ignition. Home hardening and a well maintained defensible space help lessen the risk, but the fact remains that the probability of ignition is not zero. Indeed, as shown by Cal Fire's analysis above, home hardening with Chapter 7A standards reduces the risk of complete destruction by only 40%.

Any structure therefore represents a significant hazard to the community as an intensifier and accelerator of fire. A structure located in a canyon's chimney is particularly hazardous, since, should it ignite, canyon winds would explosively accelerate the structure's combustion, much like a blast furnace. Not only will the blast furnace effect intensify the fire, the radiant heat on a

⁵ <https://www.youtube.com/watch?v=XMI7yIRDrIE>

nearby, downwind road will not be survivable for evacuees. Surely construction in such a site should require internal sprinklering, minimum structure separation per NFPA Standards, and a site-specific hazard and risk assessment with mitigation, also as required by NFPA?

This is not a hypothetical example. The situation just described is an actual one that was approved under the legal framework the proposed amendment will formalize into our municipal code. None of the mitigating measures suggested in the previous paragraph were required. Examples such as this can be expected to proliferate if the amendment is accepted as is.

Why did the Planning Commission and Town Council not hear public testimony from Woodside Fire Protection District, Cal Fire, or other fire professional on these issues?

I again urge you to remove the proposal from the Consent Agenda and return it to the Planning Commission in order to receive the public expert consultation that is necessary for Commissioners, and you, to make an informed decision.

Thank you,

Robert Turcott

cc: Don Bullard, Fire Marshal, WFPD
PVForum



Dinner Meeting Announcement Friday, August 27, 2021

Hosted by City of Half Moon Bay

Please wear a mask

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

Location:

Half Moon Bay Library
620 Correas Street
Half Moon Bay, CA 94019

Schedule:

5:30pm	Social Hour
6:00pm	Welcome
6:10pm	Library Tour
6:35pm	SMC Recovery Program Update
6:45pm	Dinner
7:30 pm	Len Materman, CEO OneShoreline
8:00 pm	Adjourn

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

Peruvian Cuisine by Michelin Awarded La Costanera \$55.00 per person

- *Adobo* slow braised pork shoulder
- *Aji de Gallina* shredded organic chicken with creamy aji-amarillo base
- *Seafood Paella* Peruvian style with Bomba rice in a saffron-tomato base
- *Quinotto* (vegetarian) Quinoa risotto with mixed vegetables in a huancaína sauce

Served with Quinoa Salad, Roasted Beet Salad, Roasted Vegetables, Jasmine Rice, and Plantains

Dessert: Alfajores

Please RSVP by Wednesday August 25, 2021 via Eventbrite:

[RSVP HERE](#)

or RSVP to Maggie Rodriguez at
mrodriguez@hmbcity.com
Check may be mailed to :
501 Main Street
Half Moon Bay, CA 94019



Friday, August 27, 2021

Hosted by City of Half Moon Bay

5:30 pm

- Social Hour

6:00 pm

- Welcome and Introduction Mayor Robert Brownstone

6:10 pm

- Tour of new Half Moon Bay Library

6:35 pm

- County of San Mateo Recovery Programs Update

6:45 pm

- Dinner

7:30pm

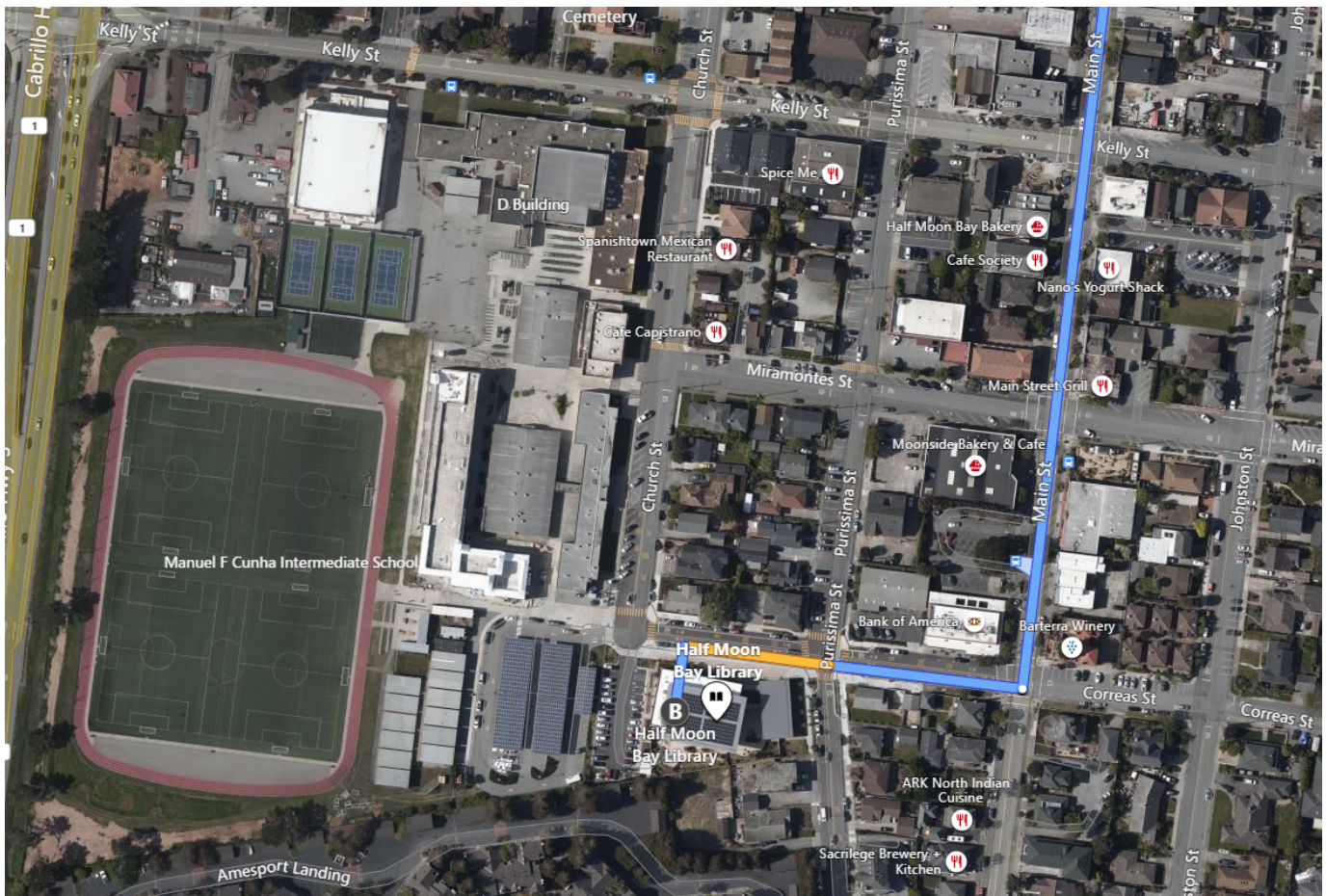
- Special Guest Len Materman, CEO, OneShoreline

8:00 pm

- Meeting Adjourned

MAP and DIRECTIONS

Half Moon Bay Library
620 Correas Street
Half Moon Bay, CA 94019
(650) 435-8261



Driving Directions from CA-92 West

Hwy 92 South
Turn left onto Main Street
Turn right onto Correas Street
Destination will be on the left

Driving Directions from CA-1 South

Hwy 1 South
Turn left onto Kelly Street
Turn right onto Church Street
Turn left onto Correas Street
Destination will be on the right

Structure and Street Parking Available

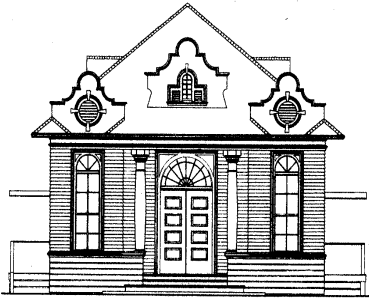
TOWN COUNCIL WEEKLY DIGEST

Thursday – August 19, 2021

1. Agenda (Canceled) – Architectural & Site Control Commission – Monday, August 23, 2021
2. Agenda – Conservation Committee – Tuesday, August 24, 2021
3. Agenda (Canceled) – Portola Valley Town Council – Wednesday, August 25, 2021
4. Email from resident Mr. Buckholtz and reply from Planning and Building Director re Public View of Portola Terrace Story Poles

Attached Separates (Council Only) *(In your Town Hall mailbox)*

1. None



TOWN OF PORTOLA VALLEY

**4:00 PM – Special Meeting of the Architectural and Site Control
Commission (ASCC)**

Monday, August 23, 2021

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

**ARCHITECTURAL AND SITE CONTROL COMMISSION
MEETING REGULARLY SCHEDULED FOR**

Monday, August 23, 2021

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for August 23, 2021 has been cancelled.



**TOWN OF PORTOLA VALLEY
Special Conservation Committee
Virtual Meeting
Tuesday, August 24, 2021 – 7:00 PM
Special Videoconference Meeting via Zoom**

SPECIAL VIDEOCONFERENCE MEETING AGENDA

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

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

<https://us06web.zoom.us/j/88592653151?pwd=UklVaEhlMkR6ZC92TG9odGRoQzF2Zz09>

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*

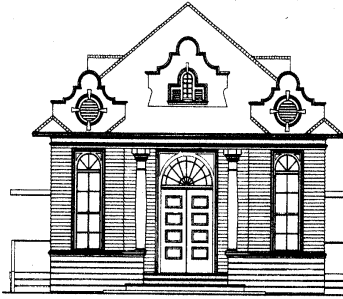
Meeting ID: 885 9265 3151

Password: 294347

SPECIAL MEETING AGENDA

1. Call to Order
2. Oral Communications: Persons wishing to address the Conservation Committee on any subject not on the agenda that is appropriately the concern of the Conservation Committee may do so now. Please note, however, that the Conservation Committee is not able to undertake extended discussion or action tonight on items not on the agenda.
3. Approval of Minutes for July 27, 2021
4. Permits
 - a. Site Permits – no discussion unless something unusual about property warrants
 - I. 333 Canyon – completed
 - II. 460 Cervantes – completed
 - III. 30 Holden Court – revision from 2017 – in process
 - b. Tree permits
5. Old Business
 - a. Oversight of Town Owned Properties
 - I. Town Center – Murphy
 - Creekbed Natives Information project – Sophie Horn (10 minutes)
<https://spark.adobe.com/page/J1jkdvgs2GQBi>
 - Native Grass Garden - Heiple
 - II. Frog Pond – Working group met (Appendix A)

- b. Committee/Town Cooperation
 - I. Public Works – Murphy
 - II. Trails – Coleman
 - III. Open Space – Chiariello
 - IV. Fire Ad Hoc - Plunder
 - (1) Understory Subcommittee - Chiariello
 - V. Hawthorns - Heiple
 - c. Tip of the Month – Magill (3 minutes)
 - d. Kudos – Richards (3 minutes)
 - e. What’s Blooming Now – Magill (3 minutes)
 - f. Predators / Rodenticides – Chiariello (Appendix B)
 - g. Town Event October 9 PV-Live/Revive Table
 - h. Redwood Guidelines revision and screening shrub list - Richards
6. New Business
7. Next meeting Tuesday, September 28, 2021, 7:00 pm via Zoom
8. Adjournment aspirationally 8:30 pm; Hard Stop 9:00



TOWN OF PORTOLA VALLEY
7:00 PM – Regular Town Council Meeting
Wednesday, August 25, 2021

Special Videoconference Only Meeting

NOTICE OF MEETING CANCELLATION

**REGULAR MEETING OF THE PORTOLA VALLEY
TOWN COUNCIL SCHEDULED FOR**

Wednesday, August 25, 2021

Notice is hereby given that the Special Meeting of the Portola Valley Town Council scheduled for Wednesday, August 25, 2021, has been canceled. The next virtual meeting of the Portola Valley Town Council is scheduled for Wednesday, September 8, 2021.

From: Town Center
Subject:

From: Laura Russell <lucy@portolavalley.net>
Sent: Friday, August 13, 2021 4:25 PM
To: Thomas Craig Hughes <chughes@portolavalley.net>; John Richards <jrichards@portolavalley.net>; Sarah Wernikoff <swernikoff@portolavalley.net>; Maryann Moise Derwin <mderwin@portolavalley.net>; Town Center <TownCenter@portolavalley.net>; Town Center <TownCenter@portolavalley.net>
Cc: Don Bullard <djbullard@woodsidefire.org>
Subject: RE: Public Viewing of Portola Terrace Story Poles, plus visual impact from Alpine Road

Tom,

Thanks for your message. The ASCC and Planning Commission held a joint meeting to discuss the extent of the story poles and staking plan on June 30, 2021. Here is a link to the meeting recording if you are interested:
<https://us06web.zoom.us/rec/share/HSKYqCrV2FaFSbX5f8p6zXTf-NWe4ztw3RGZAHuuXijGiEKa1c8nnceom-uDBzSB.19Y8hTeY5Tx5dyk->

On July 29th, the Chairs of the ASCC and Planning Commission reviewed the revised story pole, height pole, and staking plan by the applicant and provided additional feedback and direction. The story poles, height poles, and staking are being installed accordingly.

Stanford is hosting site visits for Committee Members and Commissioners and will also offer an opportunity for the public to join those site visits. Staff expects them to publicize those site visits soon. They are scheduled for August 26-28th.

Woodside Fire Protect District staff are actively involved with the review of the project, have been on site, and I expect they will be as needed throughout the process. All public services agencies will have any/all access to the site that they want or need to participate in the process.

I will forward your message to ASCC and Planning Commission.

Thanks,
Laura

Laura C. Russell, AICP (she/her)
Planning & Building Director

From: Thomas
Sent: Friday, August 13, 2021 12:32 PM
To: Laura Russell <lucy@portolavalley.net>; Craig Hughes <chughes@portolavalley.net>; John Richards <jrichards@portolavalley.net>; Sarah Wernikoff <swernikoff@portolavalley.net>; Maryann Moise Derwin <mderwin@portolavalley.net>; Town Center <TownCenter@portolavalley.net>; Town Center <TownCenter@portolavalley.net>
Cc: Don Bullard <djbullard@woodsidefire.org>
Subject: Public Viewing of Portola Terrace Story Poles, plus visual impact from Alpine Road

Planning Department, ASCC, Planning Commission, plus four Town Council members:

From maps of the proposed Stanford Terrace development, it appears that people travelling on Alpine Road (or on road-paralleling trails) would see essentially 660 linear feet of visually continuous housing-structure (without much, if any, view between buildings of hillsides).

I would like to urge the Town to require that Stanford erect a full set of story poles – for each proposed building – including rooflines. And, Stanford should mark proposed fences (which would limit access by, for example, fire-fighters).

I would like to urge you to require well-publicized (for at least the entire Town population and for public service entities including the Woodside Fire Prevention District and the Sherriff's Department) opportunities to view – onsite – the tentpoles, rooflines, and distances between buildings and fences.

- Tom

Thomas J. Buckholtz

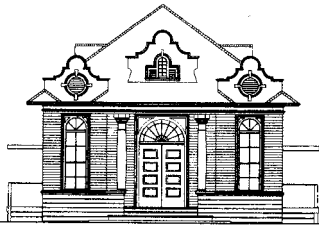
TOWN COUNCIL WEEKLY DIGEST

Thursday – August 26, 2021

1. Agenda – Bicycle, Pedestrian & Traffic Safety Committee – Wednesday, September 1, 2021
2. Agenda (Canceled) – Planning Commission – Wednesday, September 1, 2021
3. Agenda – Emergency Preparedness Committee – Thursday, September 2, 2021
4. Notice of Town Hall Closure in Observance of Labor Day
5. Letter from the Town Subcommittee to the Department of Insurance, Housing and Community Development, and CalFire re Wildfire and Housing Issues
6. Notice to Residents from Public Works Director – Upgrade and Installation of Traffic Improvements September 7 – October 15, 2021

Attached Separates (Council Only)
(In your Town Hall mailbox)

1. None



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, September 1, 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://us06web.zoom.us/j/82721899831?pwd=R0xUanJvZGtRYytMNEswZG91L0Y5QT09>

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: 827 2189 9831

Password: 714158

1. Roll Call
2. Review/ Approval of the Minutes of the August 4th, 2021, Meeting
3. Resident and Committee Open Comments
4. Sheriff's report:
 - a. Accidents and Citations:
 - i. Request for statistical details of tickets issued
 - b. Request for Monitoring:
 - i. Speeding
 - ii. Stop sign violations.
 - c. Availability for assistance with Zots to Tots event, October 9, 2021
5. Public Works Update:
6. Ongoing Committee Business
 - a. Request from Portola Valley Ranch Association:
To add Speed limit and "Limited Sight Distance / Traffic entering from Right" signage in the vicinity of Valley Oak and Ohlone St. in the travel direction toward Alpine Rd. See supporting documentation Letter from PVRA.
 - b. Committee, Town and Consultation next steps for Portola Rd and Willowbrook Drive visitor parking. Committee request to establish clear design goals.
 - c. Review and discussion of parking at Northern end of Golden Oak Drive associated with Alpine Inn and Rossotti Field
 - d. Request for planning updates: Portola Terrace ("Stanford Wedge"). Request for updates: Neely Winery traffic report and planning application
7. Events:
 - a. Zots to Tots – Planning and Organization, Event parking, etc. from Parks & Rec Committee – Update

b. Committee presence at Town Picnic

c. Late Summer Energizer Station – Discussion of potential dates

8. Matters Arising

9. Next meeting scheduled October 6, 2021. Default time 8:15 AM, Via Zoom

10. Adjournment

Supporting materials: Letter from Ranch Association



TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, September 1, 2021
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

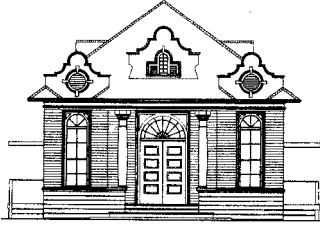
NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION MEETING REGULARLY SCHEDULED FOR

Wednesday, September 1, 2021

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, September 1, 2021 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, September 15, 2021 at 7:00 PM.



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, September 2, 2021 - 8:00 AM
Via Zoom
765 Portola Road, Portola Valley, CA 94028

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.

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<https://us06web.zoom.us/j/86874857485?pwd=UUIzSTYwZ3hXY3J6ZjhObCt6bXdnZz09>

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*

Webinar ID: 868 7485 7485

Password: 235348

1. 8:00 Call to order
 - Members: Mark Bercow, Dave Howes, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
 - Guests: Brandi de Garmaeux, John Richards/Town Council, Rob Lindner and Selena Brown WFPD
2. 8:01 Roll Call
3. 8:03 Oral Communications
 - 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;
 - Motion; Approve minutes of August 5, 2021
 - Appointment of Secretary
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:16 Town Report (de Garmaeux)
7. 8:26 Sub Committee Reports
 - Communications (Rothrock)
 - Ad Hoc Wildfire Committee Report (Pfau)
 - Outreach (?)
 - CERT/Town/Woodside Integration Committee (Raanes)
 - WPV-Ready Liaison (TBD)

8. 8:40 "PV Live Revive" – Town Picnic October 9
 - Magnet purchase (see attached examples)
 - Staffing
9. 8:50 Communications for Virtual EOC
 - Discussion of interface/radio communications CERT/EOC/County
10. 8:57 Continuing Discussion
 - PV Donates
11. 8:58 Next meeting is October 7, 2021
 - Quorum check
 - Agenda Items for next meeting
12. 9:00 Adjourn

PORTOLA VALLEY TOWN HALL



WILL BE CLOSED

**Monday,
September 6, 2021**

In observance of Labor Day

In Case of Emergency: Sheriff's Office: 911



TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

August 23, 2021

Commissioner Ricardo Lara
California Department of Insurance
300 Capitol Mall, 17th Floor
Sacramento, CA 95814

Director Gustavo Velasquez
California Department of Housing and Community Development
2020 West El Camino Real
Sacramento, CA 95833

Chief Thom Porter
CalFire
1416 9th Street PO Box 944246
Sacramento, CA 94244

Commissioner Lara, Director Velasquez, and Chief Porter,

Recently, the Portola Valley Town Council appointed a subcommittee for long-term engagement with HCD, CalFire, the State Insurance Commissioner, state legislators, and other relevant parties on the intersection of wildfire and housing issues. We are proud to serve as this subcommittee.

We appreciate the opportunity to engage with your three state agencies/departments on the challenges of communities like Portola Valley when faced with what can feel like conflicting mandates: adding badly-needed housing to our Town (of which this Council has been very supportive) while controlling the long-term dangers of wildfire, particularly while it is increasingly difficult for existing homeowners to retain fire insurance.

While we are optimistic that the upcoming Housing Element process will find ways to accommodate Portola Valley's regional housing needs allocation of 253 new housing units, we are very concerned that CalFire's new very high fire severity zone maps will be released during/shortly after the publication of our draft Housing Element and Safety Element. Should there be a major change to those maps, we would need to revise those plans, which may require significant time that may cause non-compliance issues with HCD.

Additionally, if insurance non-renewals continue, it may prove impossible for newly constructed homes to be insured, let alone existing properties.

While we understand that the most recent RHNA process, at the regional planning level, took into account reduced allocations for communities with wildfire risk, it is unclear to us what level of coordination there has been between the three state parties that play a role in the nexus of these issues – HCD, CalFire, and the Department of Insurance.

Specifically, we request that HCD begin a dialogue with the State Insurance Commissioner's Office and CalFire to allow for a more comprehensive approach to the allocation of housing during the housing element process, as well as a role in working with state legislatures on inclusive contemplation of bills that may be contradictory.

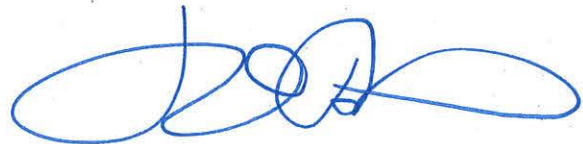
Portola Valley wishes to participate in these discussions as well, in order to share our observations of the challenges related to accommodating housing in areas that are impacted by fire/insurance issues. We would be happy to host (virtually or in person, as appropriate) such discussions, including any that may be useful with our residents.

The Town of Portola Valley stands by to assist in any way, and wishes to continue to productively and positively contribute to solutions for these challenges.

Sincerely,



Vice Mayor Craig Hughes
Subcommittee Member



Councilmember John Richards
Subcommittee Member

cc: Portola Valley Town Council
Portola Valley Planning Commission
Portola Valley Wildfire Preparedness and Emergency Preparedness Committees
Senator Josh Becker
Assemblyman Marc Berman
San Mateo County Supervisor Don Horsley

Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

August 20, 2021

**Re: Notice of upgrading and installation of traffic improvements
September 7, 2021 – October 15, 2021**

Dear Resident:

The purpose of this letter is to notify you that the Town of Portola Valley will be upgrading or installing traffic improvements at the locations listed below that are within the vicinity of your property. The projects will typically consist of installation of traffic signs and painting of pavement markings.

The proposed traffic upgrades and improvements were a result of community requests and years of effort and discussion by the Town's Bicycle, Pedestrian, and Traffic Safety Committee (BPTS), which culminated in a Pedestrian Safety Study adopted by the Town Council in 2019. The topic was also presented at an Architectural Site Control Commission (ASCC) meeting on February 10, 2020. Meeting notices to the ASCC meeting were also sent to adjacent property owners within 300' of the improvements. Typical installations include replacement of warning signs, additional warning signs, and pavement markings. Additional details, location maps, background history, and schedule updates are available on the Town's website at:

<https://www.portolavalley.net/trafficimprovement>

Traffic controls within the construction areas will be in place. Normal construction hours are Monday through Friday from 8:00 a.m. to 5:30 p.m. To maintain competitive prices, the contractor, **G. Bortolotto & Co., Inc. (650-595-2591)** is allowed to schedule the work in a cost effective manner within the dates above which may result in a time lag between traffic striping removal and installation phases. We are aware there will be residents and businesses who will be inconvenienced by this work and we ask for your cooperation and understanding.

If you have any questions about the project, please contact me, Howard Young, Public Works Director at 650-851-1700 x 214 or email at hyoung@portolavalley.net.

Location of traffic improvements:

	Location	Typical Installation
1*	Alpine Rd at Portola Rd – Study Location #A5	Crosswalk pavement markings
2*	Portola Rd at Farm Rd- Study Location #P3	Crosswalk signs and pavement markings
3*	Portola Rd at Westridge Dr- Study Location #P4	Crosswalk signs and pavement markings
4	Alpine Rd at Corte Madera Dr- Study Location #S4	School signs, crosswalk and pavement markings
5	Alpine Rd at Westridge Dr- Study Location #A2	Crosswalk signs and pavement markings
6	Portola Rd at Grove Dr- Study Location #P5	Crosswalk signs and pavement markings
7	Portola Rd at 900 Portola Rd – Study Location #S2	School signs
8	Portola Rd at Wyndham Dr – Study Location #P2	Crosswalk signs and pavement markings
9	Shawnee Pass at Iroquois Tr – Study Location #S1	School signs and pavement markings

* Items 1-3 are being performed within the limits of the Town's current street resurfacing project.

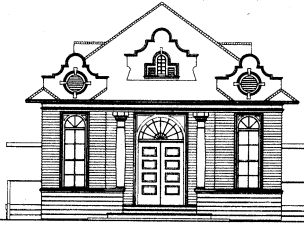
TOWN COUNCIL WEEKLY DIGEST

Thursday – September 2, 2021

1. Agenda (Canceled) – Parks & Recreation Committee – Monday, September 6, 2021
2. Agenda (Special) – Parks & Recreation Committee – Thursday, September 9, 2021
3. Agenda – Cultural Arts Committee – Thursday, September 9, 2021
4. Agenda – Nature & Science Committee – Thursday, September 9, 2021
5. [Western City Magazine – September 2021](#)

Attached Separates (Council Only) *(In your Town Hall mailbox)*

1. Invitation – Sierra Club 2021 Online Benefit for the Loma Prieta Chapter – Friday, October 15, 2021



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, September 6, 2021 – 7:30 pm

MEETING CANCELLATION NOTICE

PARKS & RECREATION **COMMITTEE MEETING**

CANCELLATION NOTICE

The regular meeting of the Parks & Recreation Committee scheduled for Monday, September 6, 2021, has been canceled. A special meeting of the Parks & Recreation Committee is scheduled for Thursday, September 9, 2021



**Town of Portola Valley
Special Parks & Recreation Committee Meeting
Thursday, September 9, 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://us06web.zoom.us/j/88112894931?pwd=ckMyb0U3RCt5WVlzM3VjN0hJa2lMdz09>

Phone into Zoom Meeting:

1-669-900-6833 or 1-877-853-5247 (toll-free)

*Mute/Unmute – press *6*

*Raise Hand – press *9*

Meeting ID: 881 1289 4931

Password: 808227

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:** August 2, 2021
4. **Town Picnic and Zotts to Tots**
5. **Dog park proposal**
6. **All Sports Court plan/Skateboard ramp**
7. **Field and court user fees**
8. **Parks & Rec meeting schedule**
9. **Adjournment**

Next Meeting – October 5, 2021, at 5:30 pm



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, September 9, 2021, 1:00 PM
Videoconference Meeting

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.

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Join Zoom Meeting:

<https://us06web.zoom.us/j/87039197045?pwd=RHB1TFJrNksrVTIBYIFROEtRQmRRUT09>

Phone into Zoom:

1-669-900-6833

1-877-853-5247 (toll free)

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

Meeting ID: 870 3919 7045

Password: 616368

1. **Call to Order & Roll Call**
2. **Oral Communications (anything not currently on the agenda)**
This should be minimized due to upcoming major event
3. **Approval of meeting minutes for Thursday, July 8, 2021**
4. **New September 2021 Business:**
 - Quick recap & learnings from the August *Windy Hill* concert at TC
 - “PV Live Revive” – Updates (less than a month away!)
 - *The Humidors* – what happened?
 - Updates to the program
 - Review of punch list & task signup sheet
 - Health compliance update from Heidi K.
 - Updates on coordination with Parks & Rec
 - Follow-up on Livia Sohn's *Coast Live Music* proposal
 - Budget update
5. **Other Business:** None
6. **Announcements:** None
7. **Date & Time of Next Meeting:** October 7, 2021 (one week early due to timing of PV LIVE REVIVE)
8. **Adjournment:** 2:00 pm



Town of Portola Valley
Nature and Science Committee Special Meeting
Thursday, September 9, 2021 – 5:00 PM

Special Videoconference Meeting via Zoom

VIDEOCONFERENCE MEETING AGENDA

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

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<https://us06web.zoom.us/j/83115509553?pwd=cG1QaDFJQ0JmVXNUWDg0ZWt1YWFWUT09>

Phone into Zoom Meeting:

1-669-900-6833

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

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

Meeting ID: 831 1550 9553

Password: 760595

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee or anyone wanting to speak on an item not on the agenda)
3. Approve Minutes of August 12, 2021, regular meeting
4. Report on August Wildflower talk
5. Planning and discussion:
 - 1) Paul Heiple's talk on Galls on September 20
 - 2) Big Event in January
 - 3) Nature Center plans at Hawthorns
 - 4) Recruiting new members
6. Budget Discussion
7. Action Items:
 - 1) Decide big event topic and date
 - 2) Bills to be presented
 - 3) Allocate funds for future events
8. Adjournment:

Next meetings: October 14, 2021, at 5:00 pm on Zoom