

**PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 1017, 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: Vice Mayor Hughes and Mayor Maryann Derwin.  
Councilmember Richards arrived at 7:04, Councilmember Aalfs arrived at 7:05,  
Councilmember Wernikoff arrived at 7:06 p.m.

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 that only two Councilmembers were present when roll call was taken and wondered how they were proceeding without a quorum. Vice Mayor Hughes stated three Councilmembers were present at the time of roll call, with the third arriving shortly thereafter.

**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 an 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**

- (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. 2021-440)
- (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**

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 Garneau 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.\_\_\_\_)

- (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 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 Gutsell, 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. Gutsell 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. Gutsell 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. Gutsell 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 26<sup>th</sup> 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 19<sup>th</sup>. 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.

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Mayor

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Town Clerk