

# **TOWN COUNCIL WEEKLY DIGEST**

**Thursday – February 17, 2022**

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1. Agenda – Ad-Hoc Housing Element Committee – Tuesday, February 22, 2022
2. Agenda – Conservation Committee – Tuesday, February 22, 2022
3. Notice – Town Hall Closure in Observance of Presidents’ Day – Monday, February 21, 2022
4. Invitation to Council of Cities Dinner Meeting – Friday, February 25, 2022
5. Email from K. O’Hanlan re AZEK Building Material for Deck Remodel – February 3, 2022
6. Email from C. Vertongen and reply from Planning and Building Director re Zoning Map Update and additional questions – February 16, 2022

## **Attached Separates (Council Only)**

*(placed in your Town Hall mailbox)*

1. None



# TOWN OF PORTOLA VALLEY

4:30 PM – Ad Hoc Housing Element Committee Meeting  
Tuesday, February 22, 2022

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

## MEETING AGENDA

**Remote Meeting Covid-19 Advisory:** On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021. The bill extends the teleconference procedures authorized in Executive Order N-29-20, which expired on September 30, 2021, during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Portola Valley Town Council and commission and committee public meetings are being conducted electronically to prevent imminent risks to the health or safety of attendees. 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/89987685763?pwd=MW9BQ0UwZGMvY2NWajF4UTRDdjNyZz09>

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

**Meeting ID:** 899 8768 5763 **Passcode:** 644998

**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](mailto: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  
Andrew Pierce - Race and Equity Committee Representative

Al Sill - ASCC Representative and Vice-Chair  
Jocelyn Swisher - Chair  
Nicholas Targ - Planning Commission Representative  
Bob Turcott  
Janey Ward  
Sarah Wernikoff - Town Council Subcommittee  
Helen Wolter

**Staff Contacts:**

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

**4:30 PM - CALL TO ORDER AND ROLL CALL**

**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.

**PRESENTATION**

1. Woodside Fire Protection District Update – (15 Minutes)

**COMMITTEE DISCUSSION**

2. Housing Sites Inventory Part II of III (2 Hours 15 Minutes)
  - a. Process for Committee recommendations
  - b. Review Part I discussion and key takeaways from 10/18/2021 meeting
  - c. Presentation of updated constraints maps
  - d. Review overall Regional Housing Needs Allocation according to income category
  - e. Preliminary discussion on specific sites to include in the Sites Inventory

**STAFF UPDATE**

3. Review forthcoming Committee meeting topics and schedule (5 Minutes)

**APPROVAL OF MINUTES**

4. Ad Hoc Housing Element Committee Meeting of 1/31/22 (5 Minutes)

**ADJOURNMENT**

**COMMUNICATIONS DIGEST**

Public comments received since the last meeting will be distributed to the Committee at the end of each agenda packet.

**AVAILABILITY OF INFORMATION**

For more information on the items to be considered by the Committee, please email [housing@portolavalley.net](mailto: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 Committee at, or prior to, the Public Hearing(s).



**TOWN OF PORTOLA VALLEY  
Special Conservation Committee  
Virtual Meeting  
Tuesday, February 22, 2022 – 7:00 PM**

**Special Videoconference Meeting via Zoom**

**SPECIAL VIDEOCONFERENCE MEETING AGENDA**

**Remote Meeting Covid-19 Advisory:** On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021. The bill extends the teleconference procedures authorized in Executive Order N-29-20, which expired on September 30, 2021, during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Portola Valley Town Council and commission and committee public meetings are being conducted electronically to prevent imminent risks to the health or safety of attendees. 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/86111931039?pwd=WWtmOUUpEY1I5Z1c4dG9mWGIwdSttdz09>

**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:** 861 1193 1039

**Password:** 131880

**SPECIAL MEETING AGENDA**

- 1) Call to Order
- 2) Oral Communications
- 3) Approval of Minutes for January 25, 2022
- 4) Site Permits
  - a) 300 Alamos – done
  - b) 1195 Westridge – done
  - c) 385 Westridge –
- 5) Tree Permits
  - a) 501 Portola Rd – done
- 6) Old Business
  - a) Broom Pull
  - b) Oversight of significant Town-owned properties
    - i) Town Center (Murphy)
    - ii) Spring Down (Murphy)
    - iii) Frog Pond (Zimmerman) - (Appendix A1 and A2)
    - iv) Triangle Park
    - v) Ford and Zott's Fields (Walz)
    - vi) Hawthorns
  - c) Committee/Town Cooperation
    - i) Public Works – Guidance for Sequoia's trail maintenance (Appendix B).
    - ii) Trails and Paths (Coleman)

- iii) Open Space (Chiariello)
  - iv) Committee on Committees for Housing Element (Murphy)
    - v) Sustainability (Murphy)
    - vi) Wildfire Preparedness (Chiariello)
  - d) Backyard Habitat (Plunder)
  - e) Tip of the Month (Magill)
  - f) What's Blooming Now? (Magill)
    - i) Relationship with Fire Department
  - g) Kudos (Plunder)
  - h) Redwood Sub-Committee (Plunder)
  - i) Review Recommended Plant Lists (Magill)
  - j) Conservation items for ADU and other ministerial Checklists
- 7) New Business
- a) PV Donates – Suggestions for projects we might pursue with additional funding (Appendix C)
- 8) Next Meeting Tuesday, March 2022 7:00 pm Zoom
- 9) Adjournment

**Appendix A:** Frog pond plan and budget

**Appendix B:** Sequoias trail maintenance program

1. March – remove weeds: oxalis, thistles, broom, small oaks and Bay trees. Weed-whacking or clippers for small trees
2. August – remove any Dittrichia

**Appendix C:** PV Donates

# PORTOLA VALLEY TOWN HALL



**WILL BE CLOSED**  
**Monday,**  
**February 21, 2022**

**In observance of Presidents'  
Day**

In Case of Emergency: Sheriff's Office: 911



**Dinner Meeting Announcement**  
**Friday, February 25, 2022**  
*Hosted by City of Millbrae*

*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:**

477 Lincoln Circle, Millbrae, CA 94030

**In Person**

**Millbrae Recreation Center**

477 Lincoln Circle  
 Millbrae, CA 94030  
 (650) 259-2414

Parking is available from Laurel Ave

**Schedule:**

5:30pm	City Selection Committee Meeting
6:00pm	Boxed Dinner
6:30pm	Presentation and Tour of New Recreation Center
7:00 pm	Adjourn

Please contact Chair Rico E. Medina if you wish to bring up an item for group discussion or give a committee report.  
 email: [rmedina@sanbruno.ca.gov](mailto:rmedina@sanbruno.ca.gov)

**Individual Boxed Dinner**  
**\$50.00 per person**

**Registration**

Please RSVP by Wednesday, February 23, 2022 via Eventbrite:  
<https://www.eventbrite.com/e/millbrae-council-of-cities-tickets-266490258537>

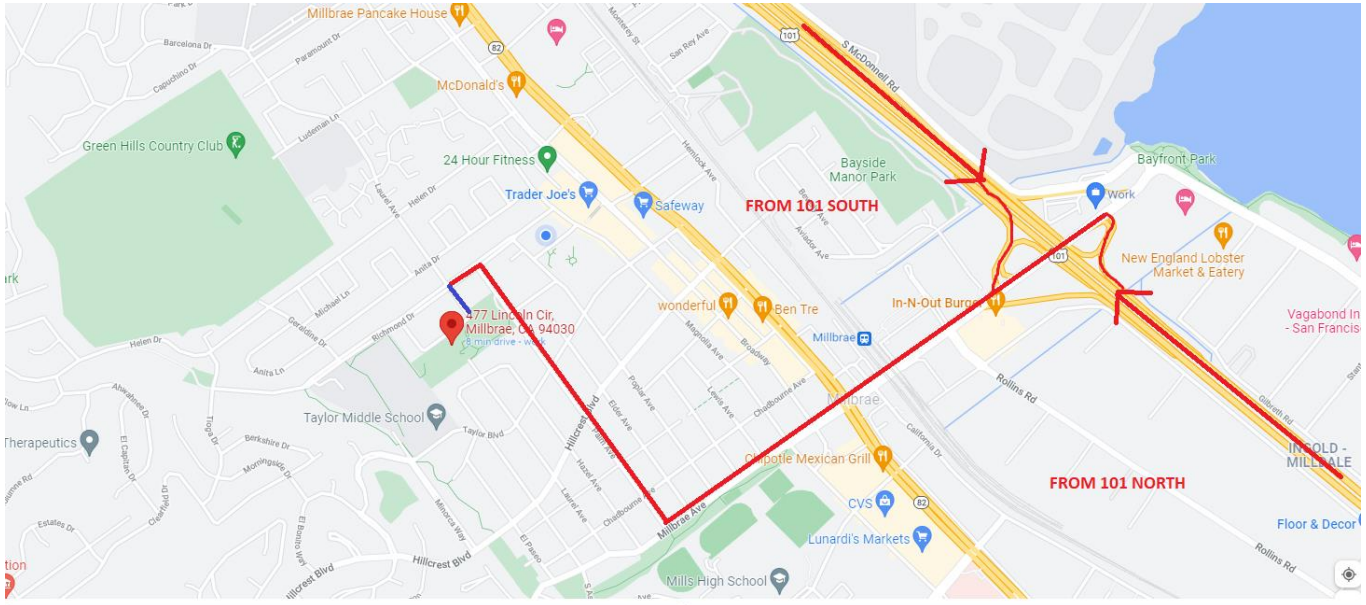
or email [egonzalez@ci.millbrae.ca.us](mailto:egonzalez@ci.millbrae.ca.us) to RSVP and mail check to  
 City of Millbrae  
 c/o Eduardo Gonzalez  
 621 Magnolia Ave  
 Millbrae, CA 94030

For questions please contact Eduardo Gonzalez at [egonzalez@ci.millbrae.ca.us](mailto:egonzalez@ci.millbrae.ca.us) or (650) 259-2414.



**MAP and DIRECTIONS to:  
477 Lincoln Circle, Millbrae, CA 94030**

**MAP**



**DIRECTIONS**

**Parking Available on Laurel Avenue noted in blue on the map**

From South to Millbrae via US-101 N

- Take Exit 421 E Millbrae Avenue, Use left 2 lanes to turn Left onto E Millbrae Avenue
- Follow E Millbrae Avenue, turn Right onto Palm Avenue
- Turn Left onto Richmond Drive
- Turn Left onto Lincoln Circle

From North to Millbrae via US-101 S

- Take Exit 420 E Millbrae Avenue, Use right two lanes to turn Right onto E Millbrae Avenue
- Follow E Millbrae Avenue, turn right onto Palm Avenue
- Turn Left onto Richmond Drive
- Turn Left onto Lincoln Circle

**Sharon Hanlon**

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**Subject:** deck materials at Buckeye in Portola Valley Ranch

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**From:** Kate O'Hanlan, MD

**Sent:** Thursday, February 3, 2022 10:53 PM

**To:** Carol Borck <[CBorck@portolavalley.net](mailto:CBorck@portolavalley.net)>; Ron La France

**Cc:** Lisa Parramore; Leonie Walker; Iris Harrell

**Subject:** Re: [External Sender] Re: AZEK [ ref: \_00D50JLxV.\_5001T1d9lLu:ref ]

Dear Carol and Ron,

I am not sure to whom this letter should be addressed, but we are hoping to address some concerns before submitting our application for a building permit for our deck remodel.

We are grateful to the Portola ValleyTown Council for its efforts to make our town safe and green, and we join you in seeking to maintain high FireWise standards for our Portola Valley USA-certified FireWise community.

We have received approval from the Portola Valley Ranch Design Committee for a new deck on all four sides of our home using Timbertech's product AZEK. This pure PVC material is WUI compliant and carries a Class A Flame Spread index.

According to the FireWise Construction: Site Design & Building Materials, page 20, the certification for materials in very high-risk communities such as ours requires "1-hour fire resistance from the exterior side...or **ignition-resistant building materials.**" According to the FireWise standards, as used by other USA FireWise-certified communities, **ignition-resistant building materials such as AZEK qualify under Extended ASTM E 84 testing.**

Iris Harrell, a former Portola Valley Ranch resident, is a certified Firewise assessor and Chair of the FireWise Committee for Oakmont, a 3,700-home WUI community in Santa Rosa, and high fire risk community that sustained a massive fire just a few years ago that nearly encircled Oakmont. That community approves AZEK for decking plans because it is considered non-ignitable by FireWise standards.

Iris Harrell has consulted with Dave Shew, a national consultant for Firewise USA who lives in Sonoma, another high-risk FireWise community. He said FireWise USA communities are all allowing non-flammable or non-combustible materials for decking. Non-flammable choices are more varied and affordable and meet the spirit of the law to keep homes from igniting from the numerous and massive decks throughout Portola Valley. The cost factor for requiring literal **non-combustible** materials will make replacing decks completely unaffordable in our already unaffordable town and state.

With this information, we hope that AZEK is among the acceptable decking materials for Portola Valley. We want to submit our plans this month, and would find a great hardship having to redo the design and engineering. We would ideally submit our plans to the Building Department with an acceptable FireWise plan using AZEK.

Kate and Lé

## Sharon Hanlon

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**Attachments:** RE: Updated Portola Valley zoning map and other suggestions

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**From:** Laura Russell <[lrussell@portolavalley.net](mailto:lrussell@portolavalley.net)>  
**Sent:** Wednesday, February 16, 2022 3:06 PM  
**To:** Caroline Vertongen  
**Cc:** Jeremy Dennis <[jdennis@portolavalley.net](mailto:jdennis@portolavalley.net)>; Town Center <[TownCenter@portolavalley.net](mailto:TownCenter@portolavalley.net)>; Sharon Hanlon <[shanlon@portolavalley.net](mailto:shanlon@portolavalley.net)>; Town Center <[TownCenter@portolavalley.net](mailto:TownCenter@portolavalley.net)>; Town Center <[TownCenter@portolavalley.net](mailto:TownCenter@portolavalley.net)>; Craig Hughes <[chughes@portolavalley.net](mailto:chughes@portolavalley.net)>; Jeff Aalfs <[JAalfs@portolavalley.net](mailto:JAalfs@portolavalley.net)>; Sarah Wernikoff <[swernikoff@portolavalley.net](mailto:swernikoff@portolavalley.net)>; John Richards <[jrichards@portolavalley.net](mailto:jrichards@portolavalley.net)>; Maryann Moise Derwin <[mderwin@portolavalley.net](mailto:mderwin@portolavalley.net)>; Cara Silver <[ces@jsmf.com](mailto:ces@jsmf.com)>  
**Subject:** RE: Reply to your comments of February 14, 2022

Hello Caroline,

Planning Commission and ASCC are included in the Bcc per your request. The original email string is attached so that everyone has the same information.

Regarding Zoning Maps – State law, case law and industry standard practices establish how zoning codes and zoning maps are established and updated. Zoning Maps are only updated when the Town Council adopts an ordinance formally updating the Zoning Map. It would not be legal or appropriate to change the Zoning Map when projects are approved. That is not the function of a Zoning Map. I'm not familiar with a "density map" as you describe below. That is not a part of normal zoning practice in California.

Here are the answers to your questions below:

Q: Has the Planning Commission seen all Traffic reports by all consultants hired by Woodside Priory and the Neely project.

A: Yes, the recent traffic reports were included as attachments to the staff reports.

Q: Was there a traffic study for Willow Commons, the Fire Station, Corte Madera and Ormondale?

A: Willow Commons and the Fire Station were exempt from review under the California Environmental Quality Act so no traffic analysis was prepared. For the school projects, the School District is the lead agency, not the Town. The Town does not have any legal authority to require a traffic study.

Q: Why was there no input from BPTS?

A: The Neely traffic analysis did go before BPTS.

Q: Will the comments from Consultant Krupka stating he has observed bad and illegal driving be made public in the minutes and be taken into consideration when the Planning Commission makes a decision?

A: Yes, Planning Commission did consider his comments when they made their decision

Thanks,  
 Laura

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**From:** Caroline Vertongen  
**Sent:** Wednesday, February 16, 2022 1:31 PM  
**To:** Laura Russell <[lrussell@portolavalley.net](mailto:lrussell@portolavalley.net)>  
**Cc:** Jeremy Dennis <[jdennis@portolavalley.net](mailto:jdennis@portolavalley.net)>; Town Center <[TownCenter@portolavalley.net](mailto:TownCenter@portolavalley.net)>; Sharon Hanlon <[shanlon@portolavalley.net](mailto:shanlon@portolavalley.net)>; Town Center <[TownCenter@portolavalley.net](mailto:TownCenter@portolavalley.net)>; Town Center <[TownCenter@portolavalley.net](mailto:TownCenter@portolavalley.net)>; Craig Hughes <[chughes@portolavalley.net](mailto:chughes@portolavalley.net)>; Jeff Aalfs <[JAalfs@portolavalley.net](mailto:JAalfs@portolavalley.net)>; Sarah Wernikoff <[swernikoff@portolavalley.net](mailto:swernikoff@portolavalley.net)>; John Richards <[jrichards@portolavalley.net](mailto:jrichards@portolavalley.net)>; Maryann Moise Derwin <[mderwin@portolavalley.net](mailto:mderwin@portolavalley.net)>  
**Subject:** Reply to your comments of February 14, 2022

Good afternoon Laura,

Thank you for your email response. Unfortunately I had no access to your answers before the ASCC meeting earlier this week. Please make sure the ASCC and the Planning Commission as well as Town Council and staff receive my reply.

The Zoning Map I had attached to my original email on February 12, is outdated. It was established in 2007. As you confirm Town Council has approved ordinances that have impacted the text of the zoning code

You state none of these ordinances have impacted the zoning map and you might be right, but the ordinances have impacted our density, impacted traffic, impacted our infrastructure, impacted our water supply, impacted our energy supply, and impacted our public safety.

The zoning map might not change, but an updated "density map" should be drafted.

You now confirmed the problem. You state “ *When we have a project before the ASCC or Planning Commission, the “we” body makes a decision about how much information to include that is necessary for the body to make a decision.*

How many times have we, the residents, confirmed with evidence that the information used by the “we” body is inaccurate and incomplete? How many times have we, PV residents, requested to use accurate information, abide by the guidelines and proposals stated in our **General Plan**? And how many times have PV residents with professional experience provided help?

Portola Valley is a unique community - In order to uphold our values and conserve the uniqueness of our Community, residents established the “ General Plan”, which is a comprehensive Plan specific for the Town of Portola Valley.

The Town of Portola Valley adopted this General plan in 2015 - the plan is a long-range, comprehensive and general guide to the future physical development of Portola Valley. Our General Plan consists of a detailed guide on land use, open space, housing, circulation, safety, conservation and noise, and includes a recreation element, a historic element, a scenic roads and highways element and trails and path element.

We had a safety plan that was adopted in 2010. PV had the comprehensive Moritz Map since 2009- yet we continued building in high fire hazard zones.

This comprehensive plan included proposals that needed to be carry out in order to accommodate future changes.

You also stated that the “we” body typically include background that is related to the decision at hand, not a complete history of the project.

That is another problem and I had hoped the examples attached in my email would helped you understand the problem. Allow me to elaborate:

Woodside Priory continues to expand amending the Master Plan of 2005, using the original Traffic Plan of 2004, amending the CUP, violating existing CUP, and amending the BMR, using consultants who only looked at the “Project” at hand, not the impact of all accumulated projects.

Woodside Priory, Corte Madera and Ormondale, as stated in our general Plan are here to **serve** the community of Portola Valley. We now know that only 20 % of students attending Woodside Priory live in Portola Valley and we still do not know if that percentage includes boarders. We also heard from our public schools that only 10% of students attending Ormondale and Corte Madera live in Portola Valley. That includes people who rent in Portola Valley to avoid worse scenarios in other school districts.

Both institutions have increased traffic on our two scenic roads; Alpine and Portola Road. The only 2 main roads used for evacuation shared with our neighbors at Woodside, Blue Oaks, La Honda, and Los Trancos. It seems that these institutions also have increased the impact of our public safety; why did we have to install ALPR's - and why are our Tax payers dollars now paying for expanded drugs and alcohol related services for minor students, staff, and families?

Public safety has been an issue for many years. In 2017 parents again urged the Town to improve public safety at the crossings by Woodside Priory, Corte Madera and Ormondale. The Town of Portola Valley did conduct a comprehensive traffic safety study and Town Council approved the study in 2019 on the condition to incorporate suggestions by town residents. The Town of Portola Valley also approved 285 K to implement these improvement with input from residents.

But 5 years later; Corte Madera, Ormondale, and Woodside Priory continue to expand their campus, add more students, staff and service providers from outside our community, while none of the safety improvements at the crossings connecting our trails and bike paths, none of the guidelines as stated in our General Plan and proposals have been implemented. As a result the situation is only getting worse.

Besides the construction of new buildings at our institutions, the Town has also approved other projects like, the new Fire Station, the Neely Winery, and the Willow Commons Project; all adding to existing problems.

You also state: *As you know, the Commissions sometimes ask for more information and we provide it.*

Commissioners and Committee members need to understand the full history so they can decide if they need to request more information. That is why it is so important that the Planning Department provides them with all information pertaining a specific project including a summary of all new ordinances approved by Town Council affecting the decision making.

Commissioners and committee members have often requested additional information, but often it was not available at the time of the decision making. Here are some examples. The Planning Commission requested to have the soil inspected for the new Fire Station. The Planning Commission had questions about the Masterplan from 2005 for the Woodside Priory. Has the Planning Commission seen all Traffic reports by all consultants hired by Woodside Priory and the Neely project. Was there a traffic study for Willow Commons, the Fire Station, Corte Madera and Ormondale? Why was there no input from BPTS Will the comments from Consultant Krupka stating he has observed bad and illegal driving be made public in the minutes and be taken into consideration when the Planning Commission makes a decision?

Portola Valley is governed by its residents and we established a General Plan to help guide us. So why are our concerns and our suggestions being ignored?

Commissioners and Committee members have requested information regarding previous rulings to ensure fair and equal decision making, but the Planning Department often does not have information at hand regarding previous guiding interpretations for "impervious surface", drive ways, generators, and deed restrictions etc.

Our General Plan is a comprehensive plan that should be consulted as an entity by all decision makers. Portola Valley adopted that Plan in 2015.

It is the responsibility of the "we" body to abide by our governing documents, guidelines and proposals as adopted in 2015. We, PV residents are committed to preserve this unique community, but is the "we" body committed?

Thank you,

Caroline Vertongen