

TOWN COUNCIL WEEKLY DIGEST

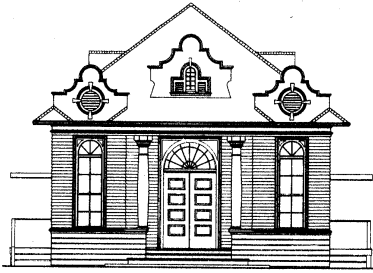
Thursday – March 17, 2022

1. Agenda – Ad-Hoc Housing Element Committee – Monday, March 21, 2022
2. Agenda – Conservation Committee – Tuesday, March 22, 2022
3. Invitation – Council of Cities Virtual Dinner Meeting – March 25, 2022
4. Invitation – Working together to end Homelessness Virtual Meeting – Friday, April 22, 2022
5. Letter from R. and K. Allen re RHNA Housing and Residents Affidavits – March 17, 2022
6. Letter from C. Reed with Hopkins Carley Law Corporation representing R. and K. Allen re Housing Element Update and RHNA – Monday, March 14, 2022
7. Letter from Emergency Preparedness Committee Chair, M. Tomars, Geologic Safety Committee Chair, C. Wrucke and Wildfire Preparedness Committee Chair, M. Tomars re Concerns with Safety Element Update – Sunday, March 13, 2022
8. Letter from K. Vahtra for the Portola Valley Independent Safety Element Committee re Draft Safety Element

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
Monday, March 21, 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/83462019614?pwd=RmpQNkpYOW51YkkxWjdXMWlrRlMxZz09>

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

Meeting ID: 834 6201 9614 **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 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

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.

COMMITTEE DISCUSSION

1. Housing Element Policies and Programs (2 Hours 15 Minutes)
 - a. Review and discuss existing policies and programs from current RHNA Cycle 5 and new proposed policies and programs for RHNA Cycle 6

STAFF UPDATE

2. Staff to provide updates to Committee (15 Minutes)
 - a. Review forthcoming Committee meeting topics and schedule
 - b. Update on item for Town Council for March 23, 2022

APPROVAL OF MINUTES

3. Minutes of February 22, 2022 and February 28, 2022

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.

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, March 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/88350820260?pwd=N2llcHRGenNIR0VVcG5xc0dINEZpZz09>

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: 883 5082 0260

Password: 030906

SPECIAL MEETING AGENDA

- 1) Call to Order
- 2) Oral Communications
- 3) Approval of Minutes for February 22, 2022
- 4) Site Permits
 - a) 385 Westridge – waiting for Architect to arrange
 - b) 3 Buck Meadow – 5 yr easement restoration
 - c) 41 Stonegate
 - d) 9 Buck Meadow
- 5) Tree Permits
 - a) 50 Hayfields
 - b) 350 Grove
 - d) Sequoias – Two almost dead Redwoods
- 6) Old Business
 - a) Oversight of significant Town-owned properties
 - i) Town Center (Magill)
 - ii) Spring Down (Murphy)
 - iii) Hawthorns
 - b) Committee/Town Cooperation
 - i) Public Works – Guidance for Sequoia's trail maintenance
 - ii) Trails and Paths (Coleman)

- iii) Open Space (Chiariello)
- iv) Sustainability (Murphy)
- v) Wildfire Preparedness (Chiariello)
- c) Backyard Habitat (Plunder)
- d) Tip of the Month (Magill)
- e) What's Blooming Now? (Magill)
- f) Kudos (Plunder)
- g) PV Donates – suggestions for projects we might pursue with additional funding
- h) Review Recommended Plant Lists (Magill)
- i) Conservation items for ADU and other ministerial Checklists

7) New Business

- a) Mt lion study at MROSD
- b) Ready for Wildfire Sprint (R4W Sprint) – Community building/fuels management
 - i) ROW clean-up
 - ii) Alhambra Ct. first
- c) Housing element & town open space – are the parcels legally protected from building for this case

8) Next Meeting Tuesday, April 26, 2022 7:00 pm Zoom

9) Adjournment



Meeting Announcement FRIDAY, MARCH 25, 2022

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:

*Virtual Meeting via Zoom
(register using link below)*

*Questions: Email Leilani Ramos at
lramos@dalycity.org*

Schedule:

**Join early for Social Time!!
Link will open at 5:00 pm**

5:30 pm Business Meeting
5:45 pm Program
6:30 pm Adjournment

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

Registration

Please RSVP by Wednesday, March 23, 2022 via
Zoom Registration link below:

<https://bit.ly/DalyCityCouncilofCities>

After registering, you will receive a confirmation email from Zoom containing information about joining the meeting. If you have any issues, please register directly with Assistant to the City Manager Leilani Ramos at lramos@dalycity.org

There is no charge for this program.

NOTE: This meeting is being held virtually as the Daly City Council has not yet resumed in-person meetings as of the date this agenda was created.



**Business Meeting at 6:30pm
FRIDAY, MARCH 25, 2022**

5:30 pm

- Call to Order by Chair Rico Medina
- Roll Call and Introduction of Mayors, Council Members and Guests
- Business Meeting
- Approval of Minutes of Previous Meeting and Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Announcements

5:45 pm

- Program
 - Introduction by Mayor Roderick Daus-Magbual, Daly City
 - Spotlighting Daly City's Youth

6:30 pm (approximately)

- Meeting Adjourned

From: Don Horsley
Sent: Thursday, March 17, 2022 1:48 PM
Subject: Join Us: April 22 Working Together to End Homelessness



Dear Community Partner,

2022 is Our Year of Ending Homelessness Together in San Mateo County. Ending homelessness is the highest priority for the County of San Mateo and the Board of Supervisors, but we can't do this alone.

Please join us at our first event, a virtual convening on April 22, 2022 from 10:00 am to 12:00 noon where we will learn, discuss, and commit to ending homelessness. **Register for this convening [here](#).**

Watch the video invitation from County Manager Mike Callagy [here](#). Visit our website for more information and event dates: smcendinghomelessness.org.

We look forward to seeing you on April 22nd and at future Year of Ending Homelessness Together events.

Sincerely,



San Mateo County Supervisor Don Horsley
400 County Center
Redwood City, CA 94063
650-363-4569 (office)
dhorsley@smcgov.org



COUNTY OF SAN MATEO



San Mateo County Supervisor Carole Groom
400 County Center
Redwood City, CA 94063
650-363-4568
cgroom@smcgov.org



COUNTY OF SAN MATEO

ALLEN FAMILY TRUST
211 Nathhorst Avenue
Portola Valley, CA
94028

To: Ad Hoc Committee Members and Town Council

Date: March 11, 2022

Dear Group,

We support the town's efforts to comply with the RHNA.

The current approach of rezoning occupied homes is contrary to the citizen's stated desire to see housing distributed throughout the town.

Since February 28th when owners first learned of this, there has been NO communication to the homeowners as to whether they are still a target of this discriminatory approach.

Our family home is not and will not be available for any development during the planning period. Our home has zero demonstrated potential for development.

We enclose affidavits from our Trust as well as from other citizens. More will be forthcoming.

We offer the following alternatives, in addition to the ones already proposed.

Consider a bond measure supported by the citizens to raise funds to buy suitable property but to partially support actual construction. That would distribute the objective across our town.

Consider rezoning a few acres of vacant land on Portola Road. If the town can consider rezoning occupied homes, it surely can rezone a tiny fraction of open space.

It is the duty of the Town Council to represent its citizens first as it works to comply with state mandates.

Sincerely,



Robert Allen
Trustee



Karen Allen
Trustee

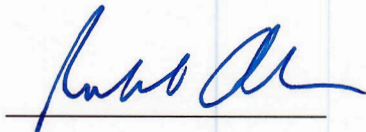
AFFIDAVIT

I, Robert Allen, Trustee, and I, Karen Allen, Trustee, of the Allen Family Trust

declare under penalty of perjury as follows:

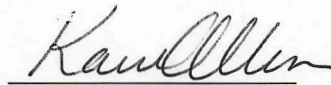
1. Our home at 211 Nathhorst Avenue Portola Valley has been owned by the Allen Family Trust for the last 15 years.
2. That Trust has provisions for its long-term maintenance and viability as a single-family home for our child and future generations.
3. That Trust has a specific endowment for the maintenance and taxes of the home for any beneficiary of the trust and provisions not to sell the property in the event of the demise of either of its Trustees.
4. We have just completed a major remodel of the property costing well into 6 figures.
5. We have no intentions of leaving our great community.

We declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on this 11th day of March 2022 at Portola Valley, California.



Robert Allen

Trustee



Karen Allen

Trustee

AFFIDAVID

Town of Portola Valley housing committee and Town Council.

Sue and I have lived at 285 Nathhorst Ave. for over 40 years. The house and property are held in the Jamie G. Koblick and Susan J. Koblick Trust dated 2007. Susan and I are trustees of the trust. The beneficiaries are our two children. One of whom is currently living here.

Our long-term plans have always been to continue to reside here for the foreseeable future. We would either live in the main house or our guest house with one of our children living in the other. At some point in the distant future (10 to 20 years), if our children are unable to care for us, both children said they would love to live here for a considerable time. My son and his family in the main house and my daughter in the guesthouse. This estate plan was structured around three main criteria. 1), what better place to live than in Portola Valley. 2), make it possible for us to live in our home for as long as possible. 3), to pass on our house via the IRS step up. Thereby avoiding huge capital gains taxes.

On another note.

On February 23, 2022 we were blindsided by the towns plans to upzone our property to multi unit.

Our plans have always been to enlarge the guest house to facilitate our plan. This act would prevent us from adding any square footage to our property. Currently All Portola Valley residence have the legal right to develop their property as they see fit, as long as it conforms to the towns guidelines. Changing these guidelines midstream unfairly and disproportionately infringes on our rights as Portola Valley citizens.

We swear that all the facts regarding the trust are valid and true. Text unrelated to the trust are subject to interpretation.

Jamie G Koblick

Jamie G. Koblick 3/9/22

Susan J Koblick

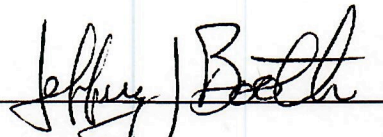
Susan J. Koblick 3/9/22

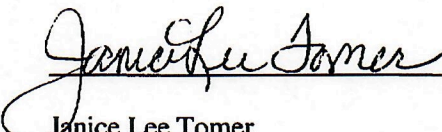
AFFIDAVIT

I, Jeffrey J Booth, Trustee, and I, Janice Lee Tomer, Trustee, of the Jeffrey J Booth and Janice Lee Tomer Trust dated July 22, 1997 **declare under penalty of perjury** as follows:

1. Our home at 250 Nathhorst Avenue Portola Valley was purchased by Jeffrey Booth in 1975 and has been his continued residence for 47 years. For the last 25 years our home has been owned by the Jeffrey J Booth and Janice Lee Tomer Trust.
2. We have just completed a third major remodel of the property.
3. We plan to live in this property for at least the next 10 years and have no provisions to sell the property in the event of the demise of either of its Trustees.

We declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on this 9th day of March 2022 at Portola Valley, California.


Jeffrey J Booth
Trustee


Janice Lee Tomer
Trustee

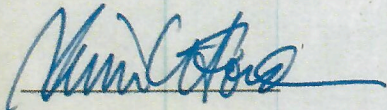
AFFIDAVIT

We, Kevin Edward Ford and Celeste Volz Ford, Co-Trustees of the Ford Family Revocable Trust Dated October 10, 1996 (the "Ford Family Revocable Trust", or the "Trust") hereby **declare under penalty of perjury** as follows:

1. Our home at 235 Nathhorst Avenue, Portola Valley, CA (our "Residence") has been owned by the Trust since the inception of the Trust in 1996 (i.e., for the past 26 years), and we have owned and lived at our Residence since 1993 (i.e., for nearly 30 years).
2. The Trust has provisions that provide for the long-term maintenance and viability of our home as a single-family home for the benefit of our children and future generations.
3. Each of our three children are also the beneficiaries of separate Intentionally Defective Grantor Trusts ("IDGT" Trusts) that can provide them with discretionary funds for their living expenses, as well as the purchase, maintenance and taxes of their homes (including our Residence, if so desired).
4. We are nearing completion of a major (high six figures) remodel of the property to add a new Auxiliary Dwelling Unit ("ADU") on the site. This entire process has taken over two years, including securing the necessary approval and permits from the Town and the County. From the beginning, our clear long-term intent for this ADU is for the two of us to eventually downsize and transition from the main house Residence to the ADU, while one of our children/grandchildren move into the Main house to provide close-by support for us in our advanced years.

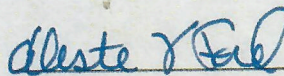
5. We have lived at this property since 1993, and have no plans to dispose of this property during our lifetimes (life expectancy 15 – 20 years), nor do our children (inheritors of our estate) have any intention to dispose of this property upon our demise (particularly given our clear intent to personally utilize the ADU in the future).

We declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on this 8th day of March, 2022 at Portola Valley, California.



Kevin E. Ford

Co-Trustee



Celeste V. Ford

Co-Trustee

AFFIDAVIT

I, Daniel Cole, Trustee, and I, Tammy Cole, Trustee, of the Cole Family

declare under penalty of perjury as follows:

1. Our home at 145 Nathhorst Avenue Portola Valley has been owned by the Cole Family for the last 14 years.
2. We are in the process now of completing our family trust which will name our four children all being appointed with an interest in the long-term viability as a single-family home for their use and future generations.
3. This trust on completion will have a specific endowment for the maintenance and taxes of the home for any beneficiary of the trust and provisions not to sell the property in the event of the demise of either of its Trustees.
4. We plan to live in this property for at least the next 20 years

We declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on this 8th day of March 2022 at Portola Valley, California.

DocuSigned by
Daniel Cole
3961371A1153436

Daniel Cole
Trustee

DocuSigned by
Tammy Cole
3961371A1153436

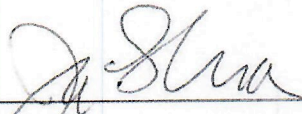
Tammy Cole
Trustee

AFFIDAVIT

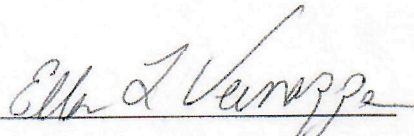
I, James L. Vernazza, Trustee, and I, Ellen L. Vernazza, Trustee, of the Vernazza Family Trust

declare under penalty of perjury as follows:

1. Our home at 120 Nathhorst Avenue Portola Valley has been owned by the Vernazza Family Trust for the last 23 years.
2. We plan to live in this property for at least the next 10 years.


James L. Vernazza - trustee

3-9-2022

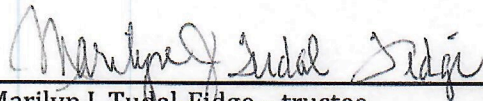

Ellen L. Vernazza - trustee

3/9/2022

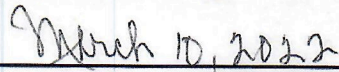
AFFIDAVIT

I, Marilyn Jean Tudal-Fidge, Trustee of the Marilyn Jean Tudal-Fidge Family Trust declare under penalty of perjury as follows:

1. My home at 4320 Alpine Road in Portola Valley has been owned by the Tudal-Fidge Family Trust for the last 38 years
2. I plan to live on this property for at least the next ten or more years.



Marilyn J. Tudal-Fidge - trustee



Date

March 14, 2022

Chuck Reed
 chuckreed@hopkinscarley.com
 T. 408.299.1409
 F. 408.998.4790

By Email: housing@portolavalley.net

Portola Valley Ad Hoc Housing Element Committee
 Portola Valley
 765 Portola Rd.
 Portola Valley, CA 94028

Re: *Housing Element Update*

Dear Committee Members:

Hopkins & Carley represents the Allen Family Trust, Robert and Karen Allen, trustees, who make their home at 211 Nathhorst Avenue, Portola Valley.

The Allens recognize the difficulties of updating your Housing Element in order to meet your RHNA allocation and appreciate the hard work that has been done by staff and the Ad Hoc Committee. As a former Mayor, Councilmember and Planning Commissioner for San Jose and Santa Clara County, I understand how hard it is to comply with state law when your community is opposed to what the State makes you do.

However, the State law must be followed. Unfortunately, the Town's current approach of relying on the rezoning of owner occupied homes is contrary to the state statutory requirements. A Housing Element submitted to the state that relies on single family owner occupied housing sites will not be approved and it is a mistake to assume it will be accepted. I speak for the Allens, but they are not alone and many of their neighbors have similar circumstances that do not allow their homes to be included in your land inventory.

The sites in your inventory of land suitable for residential development must have a **“realistic and demonstrated potential for redevelopment during the planning period.”** Government Code section 65583 (3)

The Allens have submitted clear and convincing evidence that their family home is not and will not be available for any development during the planning period. Their home has zero demonstrated potential for development. The Town cannot include their property in the Town's inventory.

The Town “shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584. **The inventory shall specify for each site the number of units that can realistically be accommodated on that site . . .**” Government Code section 65583.2.(c)

The Town has no evidence that supports a determination that the Allens' property can accommodate any development during the planning period. The Town cannot include their property in the town's inventory.

Government Code section 65583.2 (g) (1) requires the Town to take specific steps when considering “nonvacant” sites. The Town “shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential.

That methodology “**shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development**, the city’s or county’s past experience with converting existing uses to higher density residential development, the current market demand for the existing use, an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development . . .” Government Code section 65583.2 (g) (1)

The Town has failed to provide any methodology used to determine the development potential of the Allens’ “nonvacant” owner occupied family home. It is not available for any development. The town cannot include their property in the town’s inventory.

In addition, the Town must produce substantial evidence that the Allens’ use of their family home is likely to be discontinued during the planning period. **The Allens’ existing use of their property is “presumed to impede additional residential development.”** Government Code section 65583.2 (g) (2)

The Town has no evidence to rebut that presumption. In fact, all the evidence supports that presumption. The Town cannot include the Allen’s property in the town’s inventory.

The State HCD will not accept homes with no development potential during the planning period for the Portola Valley housing inventory. HCD will see the inclusion of such properties as a poorly disguised attempt to get around state law.

The Town should not expect that its Housing Element can be submitted and reviewed by HCD without these deficiencies being noticed. A single picture of the Allen’s family home will show clearly and quickly that the Housing Element does not comply with state law.

The Town has reasonable alternatives to including owner occupied family homes in the land inventory, such as allowing mixed uses in commercial areas or acquiring vacant property. Some of those alternatives have been suggested by the Allens. The Town should take them seriously and avoid adopting a Housing Element that is bound to be rejected. No one will enjoy the consequences of a rejection.

On behalf of the Allen family, I respectfully request that rezoning of single family homes be dropped from consideration.

Sincerely,

HOPKINS & CARLEY
A Law Corporation



Chuck Reed

cc: Town Council, Planning Commission, Town Attorney (By email: towncenter@portolavalley.net)

Dear Mayor Hughes and Members of the Town Council:

We are writing to express our shared concern about the update to the Safety Element (“SE”), its current stage of development, and the role of our respective committees in the review and editing process. We understand that consultants have been developing the SE update for the past six or seven months. We also understand that our committees will be receiving regular updates as progress on the SE advances. Further, based on representations made by the Town staff, it is our expectation that our committees will be provided an opportunity to review drafts of the SE during the April to May timeframe. Given these facts, we have serious concerns with respect to the nature and scope of the work product, as well as the time provided to review drafts of the SE update. Our concerns include but are not limited to the following items:

1. ***It would be most helpful if a contingent from each committee could meet with the consultants to understand their progress on the SE update, as well as provide input prior to dropping the entire document for review at a committee meeting.*** *A subcommittee of the Wildfire Preparedness Committee (“WPC”) has found that direct involvement with the consultant working on the Evacuation Traffic Study has been helpful in developing a superior product.*
2. ***We have significant concerns regarding the timeline as currently presented.*** *To provide sufficient time to review the materials for the SE update, the Geologic Safety Committee (“GSC”) has been told to anticipate the need for at least several meetings. The GSC is willing to work with the consultants if given the opportunity. The Emergency Preparedness Committee (“EPC”) is currently unable to find a consensus date for a Veoci demo, and it is unlikely that a quorum could be established for special meetings of the EPC. The further we advance into the summer, the less likely that the SE update will receive the review that is duly warranted.*
3. ***We have received no information on the sections of the SE that will require review, or the number of public meetings that are planned or required.*** *We have also not been provided access to the consultants or specialized alternative consultants that are working on this project.*

We have listed a few suggestions below to improve the process flow.

1. As soon as possible, set up a meeting between the consultants and contingents from EPC, WPC, and GSC to understand the following:
 - a. the status of the SE update;
 - b. sections that each committee will need to review; and
 - c. specific tasks where the committees can gather information, survey residents, or otherwise provide support to the consultants.

Early engagement with the consultants will have the benefit of front-loading multiple processes, which should expedite overall results in the long run.

2. Plan a joint meeting of all three committees where the consultants can be introduced, and an overview of the SE can be presented. This joint meeting would eliminate the need for separate meetings with each committee. To ensure transparency to the community, this meeting should be recorded and made accessible for public view. Such recording may also be viewed by members of the EPC, WPC and GSC who were unable to attend the meeting.
3. Plan a joint discussion with the Committee Chairs to determine how best to proceed with committee reviews of the Safety Element – alternatives include special meetings of the EPC, WPC and GSC and/or their respective subcommittees and/or public meeting.

The EPC, WPC and GSC stand ready to contribute their expertise and offer their oversight in connection with the development of SE update – a critical document that supports multiple safety protocols for our

Town. In response to this letter, please reach out to the EPC, WPC, and GSC so that we can begin to collaborate on how to achieve a desirable outcome.

Regards,

Chet Wrunke
Chair Pro-Tem and Secretary, Geologic Safety Committee

Michael Tomars
Chair, Wildfire Preparedness Committee

Dale Pfau
Chair, Emergency Preparedness Committee

cc: Jeremy Dennis, Town Manager
Sharon Hanlon, Town Clerk

March 14, 2022

Dear Portola Valley,

For three years now, our town government has repeatedly delayed initiatives with respect to the threat to wildfire in our community. In 2015, the town ignored the state mandate to update our Safety Element. Now in 2022, the town is required to update both the Safety Element and the Housing Element of our General Plan. Instead of updating the Safety Element first to provide an informed and safe basis for development of additional housing, an update of the Housing Element has been proceeding forward for months now.

We as concerned residents recognize that the Safety Element needs updating as soon as possible in order to guide the Housing Element.

To guide that effort a group of wildfire experts in town have applied all of the existing objectives and principles of our 2010 Safety Element to the hazards and risk posed by wildfire. We have applied those long-standing and well-accepted objectives and principles to sketch out in detail the Safety Element provisions that we believe they require for wildfire prevention and safety in our community.

We have limited our effort to drafting only those provisions of a Safety Element that relate to wildfire prevention and safety. We have not addressed provisions related to fault displacement, ground shaking, landslide, ground settlement, soil liquefaction, flood, erosion and sedimentation, expansive soils and soil creep, or general emergency preparedness, trusting that the Geologic Safety Committee and Emergency Preparation Committee are more qualified and better suited to address those provisions. In some areas, the existing Safety Element may require little or no revision or update.

We have prepared this draft to help our residents understand and consider what a conscientious, effective program of wildfire prevention and safety will entail in our community. Please review this document. We hope that you join us in supporting our draft of a Safety Element that will reduce the severe wildfire hazards and risks we all confront.

Portola Valley Independent Safety Element Committee

Hazard and Risk Assessment

The Town should prepare and regularly update a comprehensive assessment of wildfire hazards and risks throughout the town and its immediately surrounding fire ecosystem that identifies the different types and levels of hazard (Very High, High and Moderate) affecting the town. This hazard and risk assessment should incorporate the following elements:

1. A detailed analysis of the topographic, climatic, seasonal and weather conditions and how that impacts potential fire behavior.
2. A detailed analysis of the man-made and vegetative fuel loads and how that impacts potential fire behavior. The fuel load assessment needs to use both ground surveillance as well as aerial and lidar data. Because the built environment and vegetation changes over time, this analysis needs to occur every 5 years as conditions change.
3. A comprehensive, peer-reviewed methodology to identify, categorize and distinguish areas within the town's fire ecosystem that comprise Very High, High and Moderate Fire Hazard Severity Zones based on the respective fire conditions and fuel load of the area.
4. Identify, map and designate by town ordinance all Very High and High Fire Hazard Severity Zones in town and publish these maps every 5 years as conditions change.
5. Specify a hazard and risk assessment process to determine the lives, properties and essential infrastructure placed at increased risk of wildfire by any proposed development within Very High and High Wildfire Zones or any public infrastructure development within the town boundaries.
6. Organize and obtain grant-funding to conduct community-wide programs to restore healthy forests and reduce flammable vegetation and other fuels through ecological thinning and prescribed fire to mitigate the risk of wildfire ignition and spread on both large and small parcels both privately and publicly owned.

7. A comprehensive town-wide assessment of wildfire and evacuation hazards posed by existing utility infrastructure (gas, electric, internet, etc..) and prioritized mitigation measures.
8. A comprehensive town-wide assessment of the vulnerabilities of existing essential infrastructure (water, gas, electric, and communications (phone, internet and radio)) to disruption or failure during a fire, earthquake, or a fire subsequent to an earthquake.
9. A comprehensive analysis of evacuation capacity throughout the town's fire ecosystem and prioritization of measures needed to improve and increase that capacity such as widening roads.
10. Develop a comprehensive program and written procedures to prepare residents within the town's fire ecosystem for evacuation that includes:
 1. Delineation of authority, responsibilities and roles for initiating and conducting any evacuation.
 2. A comprehensive written plan identifying alternative evacuation strategies, procedures, roles and assigned responsibilities for notification, implementation and supervision of any evacuation, shelter and post-evacuation relief and recovery.
 3. A comprehensive program of public education to inform and educate residents regarding evacuation plans, procedures, safe routes of escape with a published map, points of contact, methods of communication and annual town-wide evacuation drills.

Hazard Mitigation

1. Establish wildfire prevention and fire-safe development and construction as an overriding objective of the town's land use, site development, subdivision, zoning and building ordinances.

2. Grant WFPD authority and jurisdiction to interpret and enforce the wildfire prevention and fire-safe development and construction standards of the town's land use, site development, subdivision, zoning and building ordinances.
 1. Require periodic WFPD property inspections.
 2. Require large property owners (Mid Peninsula Open Space District, Stanford, and others owning 50 acres or more) to prepare a hazard assessment and mitigation plan for approval by WFPD.
3. Regulate the parcel size, siting, development, location and positioning of all new (non-replacement) construction based on the fire hazard severity of the proposed site. These regulations should address:
 1. Minimum road width standards for concurrent access and egress
 2. Minimum parcel size
 3. Minimum property line setbacks
 4. Minimum structure-to-structure separation
 5. Maximum non-vegetative fuel load per parcel
 6. Minimum defensible space standards
4. Adopt by town ordinance within all Very High Fire Hazard Severity Zones development regulations at least as stringent as the state's minimum fire safe development standards.
5. Continually improve town ordinances for wildfire prevention.
 1. Home hardening provisions of building code
 2. Structure separation, fuel loading and positioning
 3. Internal automatic fire sprinklers in all construction
6. Employ a Town Safety Officer to work jointly with WFPD, town staff, utility providers, developers, Firewise and neighborhood groups, emergency operations personnel, and large landowners to implement and manage wildfire prevention and emergency programs.
7. Continually encourage and facilitate proactive fire prevention initiatives.
 1. Pursue public and private grant funding for wildfire prevention and safety.
 2. Encourage homeowners to harden their homes particularly for ember intrusion.

3. Harden critical emergency infrastructure and equipment (including working with utility providers) .
8. Continually improve community-wide vegetation management and defensible space
 1. Clean up town owned rights of way (aka evacuation routes) from fire hazards including brush and flammable trees such as Eucalyptus and Pines.
 2. Clean up fire hazards within town's open spaces and trail easements.
 3. Extend defensible space requirements for steep slopes.
 4. Require removal of the Flammable Five (Eucalyptus, Pine, Acacia, Juniper and Cypress) when building permits are issued for new construction or major remodels.
 5. Create an enforceable mechanism for defensible space such that WFPD can perform the work and put a lien on the property for timely repayment.
9. Working with our neighbors in Palo Alto, Woodside and San Mateo County modify our road infrastructure where needed to support evacuation.